



March 26, 2024 Regular Board Meeting

A Regular meeting of the Board of Education of Washtenaw Intermediate School District will be held beginning at 5:00 PM at the WISD Teaching and Learning Center, 1819 S. Wagner Rd. Ann Arbor, MI (734) 994-8100.

Tuesday, March 26, 2024 05:00 PM

1. Call To Order - President Diane Hockett

2. Roll Call - Victoria Westmoreland, Administrative Assistant to the Superintendent

3. Approval of the Agenda

[March 26, 2024 Memo \(p. 4\)](#)

4. Communications

5. Public Participation

6. Financial Report

A. Financial Report - February 2024

[Graphic Financial Report February 2024 \(p. 9\)](#)

[Treasurers Report February 2024 \(p. 18\)](#)

B. Head Start & Early Head Start Financial Report

[Head Start Financial Summary February 2024 \(p. 70\)](#)

7. Equity, Inclusion, and Social Justice Dialogue

8. Consent Agenda

A. Approval: Minutes

[March 12, 2024 Regular Meeting Minutes \(p. 110\)](#)

B. Approval: Superintendent's Recommendations

085-23-24 Home Visiting Grant Renewal - SOS Community Services Contract Agreement

[Home Visiting Expansion Grant Renewal - SOS Community Services Contract Amendment Memo \(p. 114\)](#)

[Home Visiting Expansion Grant Renewal - SOS Community Services Contract Amendment \(p. 115\)](#)

086-23-24 Internet Access for Internal Communications

[Internet Access for Internal Communications Memo \(p. 116\)](#)

[Internet Access for Internal Communications Bid Evaluation \(p. 117\)](#)

087-23-24 High Point School Turf

[High Point Turf Memo \(p. 118\)](#)

[High Point Turf Bid \(p. 119\)](#)

088-23-24 FY25 SNAP-Ed Grant Application

[SNAP-Ed Grant Application FY25 Memo \(p. 120\)](#)

089-23-24 Ten80 Race Car Challenge Purchase Request Amendment

[Ten80 Memo \(p. 121\)](#)

[Ten80 Invoice \(p. 122\)](#)

090-23-24 University Translators Contract

[University Translators Memo \(p. 123\)](#)

[University Translators Contract \(p. 124\)](#)

9. Unfinished Business

A. Board Policies - Second Read

[Policies Memo \(p. 128\)](#)

[PO 1662 - Anti-harassment \(p. 129\)](#)

[PO 3362 - Anti-harassment \(p. 148\)](#)

[PO 4362 - Anti-harassment \(p. 167\)](#)

[PO 5517 - Anti-harassment \(p. 186\)](#)

[PO 1422 - Nondiscrimination and Equal Employment Opportunity \(p. 205\)](#)

[PO 3122 - Nondiscrimination and Equal Employment Opportunity \(p. 217\)](#)

[PO 4122 - Nondiscrimination and Equal Employment Opportunity \(p. 229\)](#)

10. Authorization of Closed Session

[Closed Session Memo #24-001 \(p. 241\)](#)

[Closed Session Memo #24-002 \(p. 242\)](#)

11. Recess to Closed Session

12. Reconvene to Open Session

13. New Business

A. Decision Regarding Closed Session Topic

B. Care Solace Contract

[Care Solace Memo \(p. 243\)](#)

[Care Solace Agreement \(p. 244\)](#)

C. Internal Revenue Code (IRC) Section 127 Plan Document & Grant Application

[IRC Section 127 Plan Memo \(p. 265\)](#)

[IRC Section 127 Plan \(p. 266\)](#)

D. Student Advocacy Center Contract

[Student Advocacy Center Contract Memo \(p. 267\)](#)

[Student Advocacy Center Contract \(p. 268\)](#)

14. Other Items of Business

15. Board of Education Reports

16. Administrative Reports

A. Superintendent's Report

17. Recess to Closed Session

18. Reconvene to Open Session

19. Adjournment



MEMORANDUM

TO: Board of Education

FROM: Naomi Norman, Superintendent

DATE: March 26, 2024

RE: Regular Meeting March 26, 2024

Agenda Item 3: **Approval of the Agenda:** President Diane Hockett will ask for approval of the agenda.

Agenda Item 4: **Communications:** There are no communications at this time.

Agenda Item 5: **Public Participation:** Members of the public who wish to address the Board may do so at this time.

Agenda Item 6: **Financial Report:** Associate Superintendent Brian Marcel will review the financial report for February 2024 (p. 9) and will be available to answer questions or provide additional information. Early Childhood Programs Grant Manager LaDawn White will review the February 2024 Head Start Financial Report (p. 70) and be available to answer questions at Tuesday's meeting.

Recommendation: Motion that the Board of Education approve the February 2024 Head Start Financial Reports, as presented. (Roll Call Vote)

Agenda Item 7: **Equity, Inclusion, and Social Justice Dialogue:** Superintendent Naomi Norman will facilitate the equity, inclusion, and social justice discussion.

Agenda Item 8: **Consent Agenda**

A. **Approval: Minutes:** Approval of the minutes of the March 12, 2024, regular meeting. (p. 110)

B. **Approval: Superintendent's Recommendations:**

The Superintendent recommends the Board approve the contract amendment with SOS Community Services to develop the home visiting program for a cost of \$2,660.00, as presented:

085-23-24 **Home Visiting Grant Renewal – SOS Community Services Contract Amendment:** Please see the memo from Director of Success by 6 Great Start Collaborative, Margy Long. At the July 27, 2023, Board of Education meeting, the Home Visiting Expansion Grant Renewal with SOS Community Services was approved for \$40,000.00. Since then, the need for funding has shifted from professional

development to home visiting programming, necessitating a \$2,660.00 amendment to the original contract. This brings the contract total to \$42,660.00. SOS Community Services will provide the scope of work as outlined in the original contract. (p. 114)

The Superintendent recommends the Board approve the contract with Comcast to provide internet access for a cost of \$84,772.80 plus the cost of any applicable taxes, tariffs, and fees, as presented:

086-23-24 Internet Access for Internal Communications: Please see the memo from Assistant Director, Technology & Data Services Matthew Cook. The administration is seeking to enter a three-year contract with Comcast to provide internet access to out-centers and programs. The bid evaluation is detailed in the attached bid evaluation sheet. The final cost of \$84,772.80 does not account for applicable taxes, tariffs, and fees. However, the agency will apply to the federal Universal Service Fund (USF) program for discounts on this expenditure. (p.116)

The Superintendent recommends the Board approve a contract with AstroTurf Great Lakes for installation of synthetic turf at High Point School for a cost not to exceed \$71,500.00, as presented:

087-23-24 High Point School Turf: Please see the memo from Director of Operations Tanner Rowe. The request for the installation of synthetic turf stems from concerns about a muddy area under the shade pavilion at High Point School due to high foot traffic and lack of sunlight. AstroTurf Great Lakes submitted the sole proposal for the project, offering to complete it for \$65,000 plus a 10% contingency, with an estimated total of \$71,500.00. After a post-bid interview confirming their capability, it was determined that they are well-equipped to complete the project by June 2024. Funding will be sourced from the existing 2019 High Point Bond Construction budget. (p.118)

The Superintendent recommends the Board authorize the administration to apply for the FY25 Supplemental Nutrition Assistance Program Education (SNAP-Ed) to receive \$350,000.00, as presented:

088-23-24 FY25 SNAP-Ed Grant Application: Please see the attached memo from Regional School Health Coordinator Danielle Dros. The administration is seeking approval to apply to the FY25 Supplemental Nutrition Assistance Program Education (SNAP-Ed) funding from Michigan Fitness Foundation. This program would allocate \$350,000.00 to pay for 100% of the WISD's Healthy Habits Start Now Program Assistant's salary and benefits, 100% of WISD's Healthy Habits Start Now Program Nutrition Outreach Specialist's salary and benefits, contracted staff time, staff travel, and program supplies for the period of October 1, 2024, through September 30, 2025. (p. 120)

The Superintendent recommends the Board approve the amendment to the Ten80 Car Challenge Request to meet additional needs of the program for a cost of \$15,000.00, as presented:

089-23-24 Ten80 Race Car Challenge Purchase Request Amendment: Please see the memo from Director of Instruction Jennifer Banks. At the November 28, 2023, Washtenaw ISD Board of Education meeting, a \$50,000 purchase request was approved for materials and curriculums from Ten80 Education to support the implementation of the Ten80 Race Car Challenge. Additional needs have since been identified, necessitating an amendment to the request by \$15,000.00, bringing the new total to \$65,000. Funding will be sourced from the 2023-2024 Region 2 MiSTEM Funds and STEM Support funds. WISD Math & Science Coordinator, Heather Holshoe, has been working with eleven students at

Ypsilanti Community Schools, preparing them for participation in the National Society of Black Engineers (NSBE) Annual Convention, where they will race their Ten80 vehicles. Heather will collaborate with Ten80 Education to review race components, undergo training for car maintenance, and oversee the purchase of a repair parts kit for vehicle upkeep. Ten80 Education is committed to fostering a STEM ecosystem that encourages innovation and entrepreneurial thinking among students. (p. 121)

The Superintendent recommends the Board approve the contract with University Translators for translation services through the remainder of the 2023-24 program year for a cost of \$67,997.00, as presented:

090-23-24 University Translators Contract: Please see the memo from Executive Director for Early Childhood Edward Manuszak. WISD's Early Childhood programs frequently require translation assistance for effective communication between staff and the families we serve. While we currently contract with Propio Language Services for remote translation, University Translators offers on-site services, which better meet our department's needs. The proposed contract, totaling \$67,997.00, will be funded through grant accounts within the Early Childhood Department. This partnership will enable WISD to seamlessly serve non-native English-speaking families in both regular programming and family events, eliminating communication barriers. (p. 123)

Recommendation: The Superintendent recommends that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented. (Roll Call Vote)

Agenda Item 9: Unfinished Business:

A. Board Policies – Second Read: The Board will hear the second reading of the following policy revisions:

- #1662 – Harassment (p. 129)
- #3362 – Harassment (p. 148)
- #4362 – Harassment (p. 167)
- #5517 – Harassment (p. 186)
- #1422 – Nondiscrimination & Equal Employment Opportunity (p. 205)
- #3122 – Nondiscrimination & Equal Employment Opportunity (p. 217)
- #4122 – Nondiscrimination & Equal Employment Opportunity (p. 229)

Recommendation: Motion that the Board of Education approve policies #1662 – Harassment, #3362 – Harassment, #4362 – Harassment, #5517 – Harassment, #1422 – Nondiscrimination & Equal Employment Opportunity, #3122 – Nondiscrimination & Equal Employment Opportunity, #4122 – Nondiscrimination & Equal Employment Opportunity, as presented. (Roll Call Vote)

Agenda Item 10: Authorization of Closed Session: The Board of Education has requested a closed session under Sections 8(a) and 8(f) of the Open Meetings Act for the purpose of a discussion regarding individuals who have requested the session be closed, and to conduct the Superintendent's quarterly evaluation. (p. 241, 242)

Recommendation: Motion that the Board of Education authorize a closed session under Sections 8(a) and 8(f) of the Open Meetings Act for the purpose of a discussion regarding individuals who have requested the session be closed, and to conduct the Superintendent's quarterly evaluation.

Agenda Item 11: **Recess to Closed Session:** Under Section 8(a) and 8(f) of the Open Meetings Act for the purpose of a discussion regarding individuals who have requested the session be closed.

Agenda Item 12: **Reconvene to Open Session**

Agenda Item 13: **New Business:**

A. **Decision Regarding Closed Session Topic:** The Board will make a decision pertaining to the information they receive from the Closed Session.

Recommendation: (Roll Call Vote)

B. **Care Solace Contract:** Please see the memo from Project Manager Shannon Novara. Care Solace, Inc. provides mental health care coordination and referral services for each participating district, matching families with providers based on their preferences, including insurance, location, and specialty. The contract will be in effect from April 1, 2024, through June 30, 2025, for a cost of \$162,233.00, funded through Section 31aa funds. (p. 243)

Recommendation: Motion that the Board of Education authorize the administration to approve a contract with Care Solace, Inc. to provide mental health care coordination and referral services for a cost not to exceed \$77,583.00. (Roll Call Vote)

C. **Internal Revenue Code (IRC) Section 127 Plan Document & Grant Application Request:** Please see the memo from Associate Superintendent Brian Marcel. The Michigan Legislature recently added a provision under Section 27k for a student loan repayment program to increase teacher retention. The Section 27k plan will reimburse WISD staff that work directly with pre-K to grade 12 students for 32 hours or more per week, up to \$200.00 per month. Legal counsel's recommendation is to have an IRC Section 127 in place so WISD can offer their employees up to \$5,250.00 annually in tax-free education assistance for undergraduate or graduate level courses. (p. 265)

Recommendation: Motion that the Board of Education establish an IRC Section 127 plan and authorize the administration to apply for Section 27k grant on behalf of WISD's eligible staff. (Roll Call Vote)

D. **Student Advocacy Center Contract:** Please see the memo from Superintendent Naomi Norman. State funding from the 2023-24 supplemental budget has been allocated to extend the reach of the Student Advocacy Center helpline, a long-standing resource in Washtenaw County, to other counties across Michigan. This initiative, facilitated by WISD as the flow-through organization, aims to broaden access to critical support services for families statewide. Senator Jeff Irwin facilitated the allocation process, emphasizing the importance of the helpline's contributions to communities. (p. 267)

Recommendation: Motion that the Board of Education authorize the administration to contract with Student Advocacy Center to maintain a statewide helpline for families in educational crisis for a cost not to exceed \$100,000.00.

Agenda Item 14: **Other Items of Business:**

Agenda Item 15: Board of Education Reports:

Agenda Item 16: Administrative Reports:

A. Superintendent's Report: Superintendent Norman will address the Board.

Agenda Item 17: Recess to Closed Session: Under Section 8(a) for the purpose of conducting the Superintendent's quarterly evaluation.

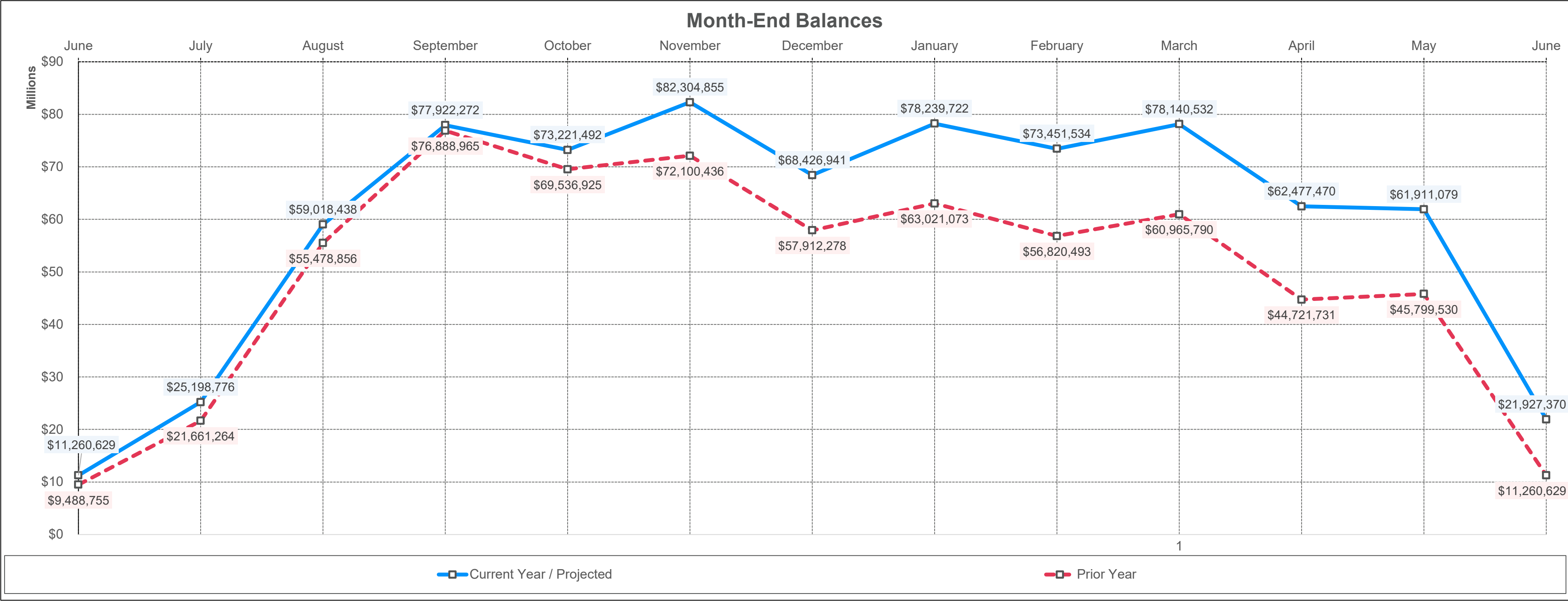
Agenda Item 18: Reconvene to Open Session

Agenda Item 19: Adjournment

11 General Fund | 22 Special Education Fund

For the Period Ending February 28, 2024

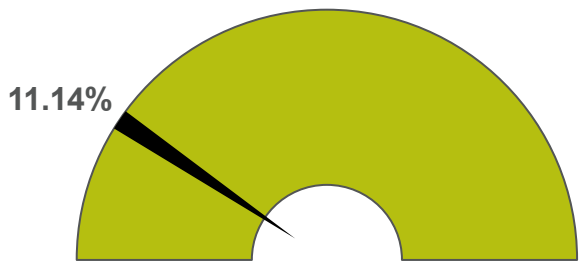
Month-End Balances



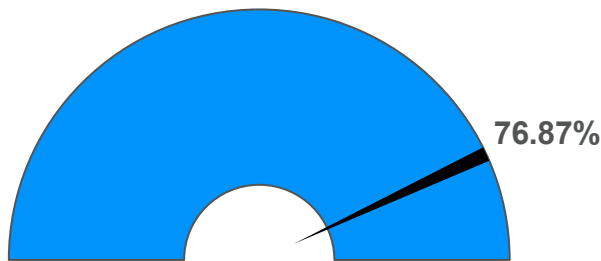
11 General Fund | 22 Special Education Fund

For the Period Ending February 28, 2024

Projected Year End Balance
as % of Budgeted Revenues

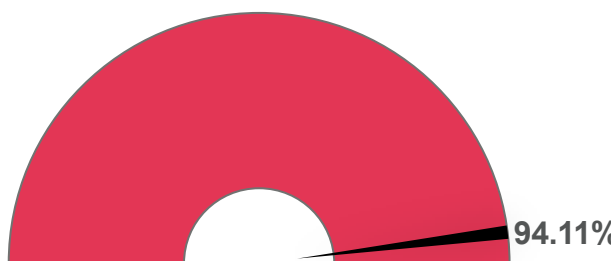


Actual YTD Revenues



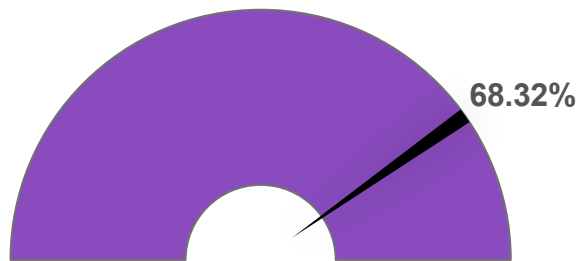
Projected YTD Revenues
74.92%

Actual YTD Local Source



Projected YTD Local Sources
90.11%

Actual YTD State Sources



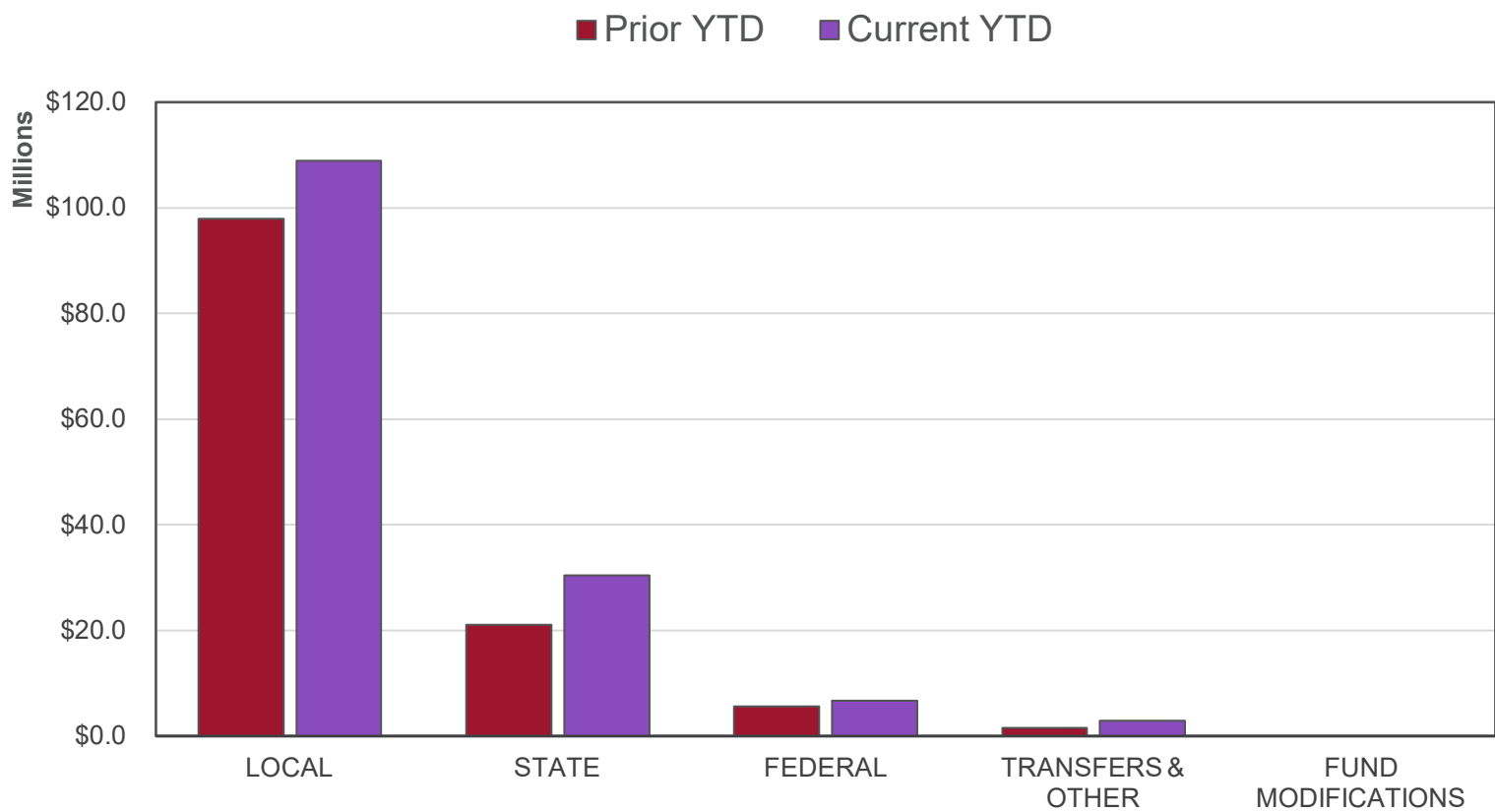
Projected YTD State Sources
67.88%

Revenue Analysis

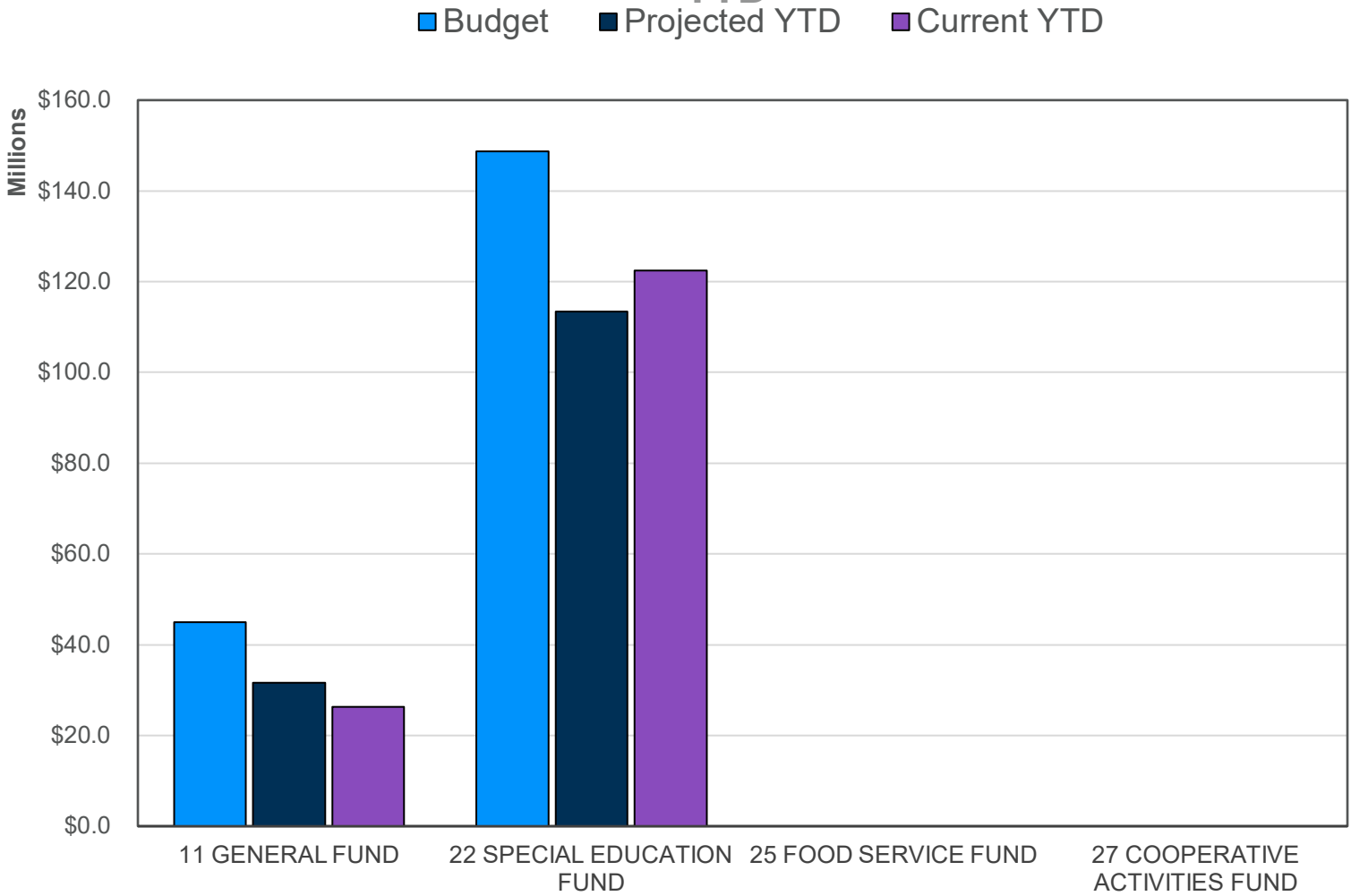
General Fund | Top 10 Revenues by Source YTD

Early Childhood State Aid	\$8,684,203
Restricted State Revenues Received As Grants	\$5,569,386
Property Tax Levy	\$2,122,512
Adult Education Participants	\$2,040,361
Lawmasc State Aid	\$1,252,379
Restricted Revenues Received Through Non-Educational Entity	\$1,119,731
Compensation Rec'D In Pmt Of Srvc Prvided To Other Public School	\$1,018,722
Restricted Received Directly From Federal Government	\$934,355
State Aid	\$834,381
Other Distributions Received From Other Public Schools	\$619,241
Percent of Total Revenues Year-to-Date	91.77%

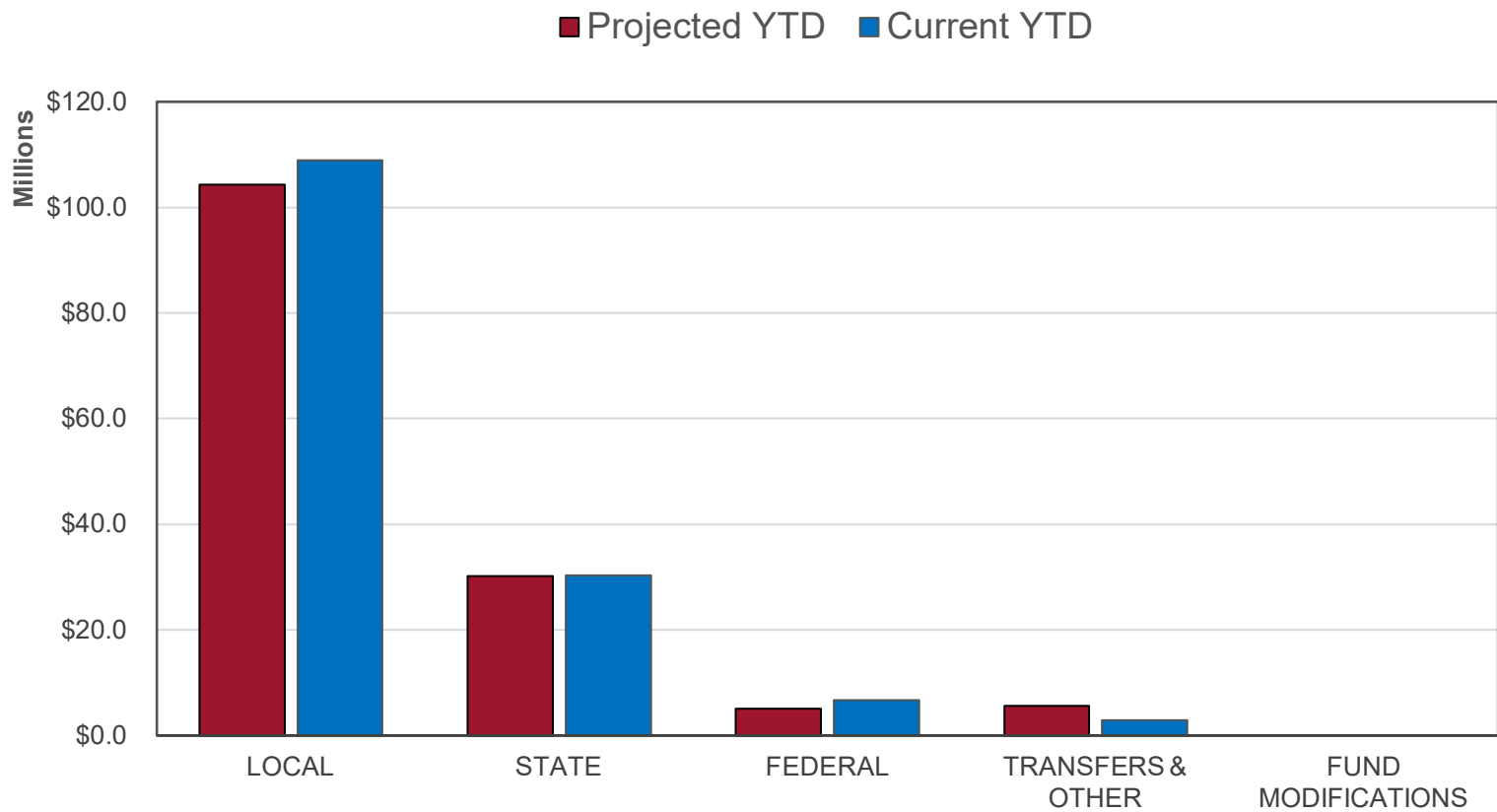
Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



Revenue by Source | Projected YTD vs. Current YTD



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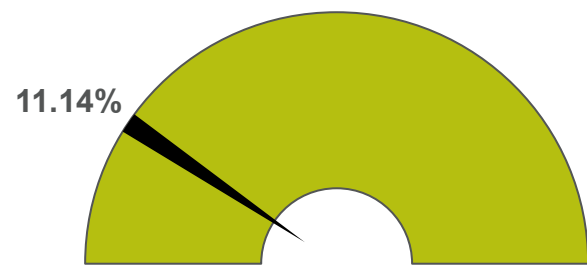
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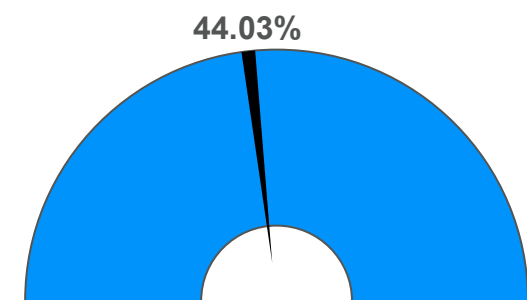
11 General Fund | 22 Special Education Fund

For the Period Ending February 28, 2024

Projected Year End Balances
as % of Budgeted Expenditures

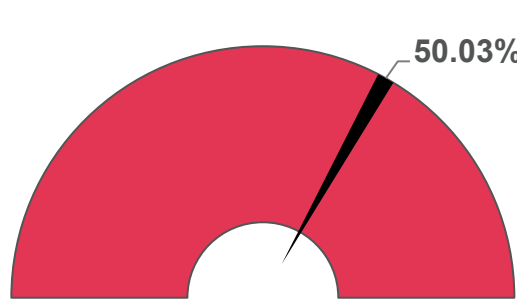


Actual YTD Expenditures



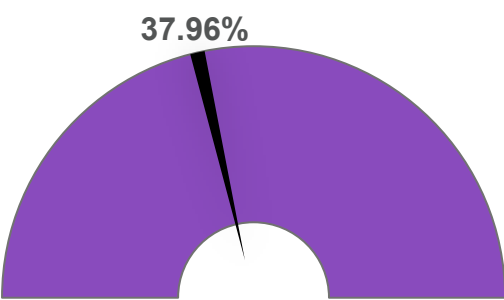
Projected YTD Expenditures
49.14%

Actual YTD Salaries/Benefits



Projected YTD Salaries/Benefits
55.33%

Actual YTD Purchased Services



Projected YTD Purchased Services
55.43%

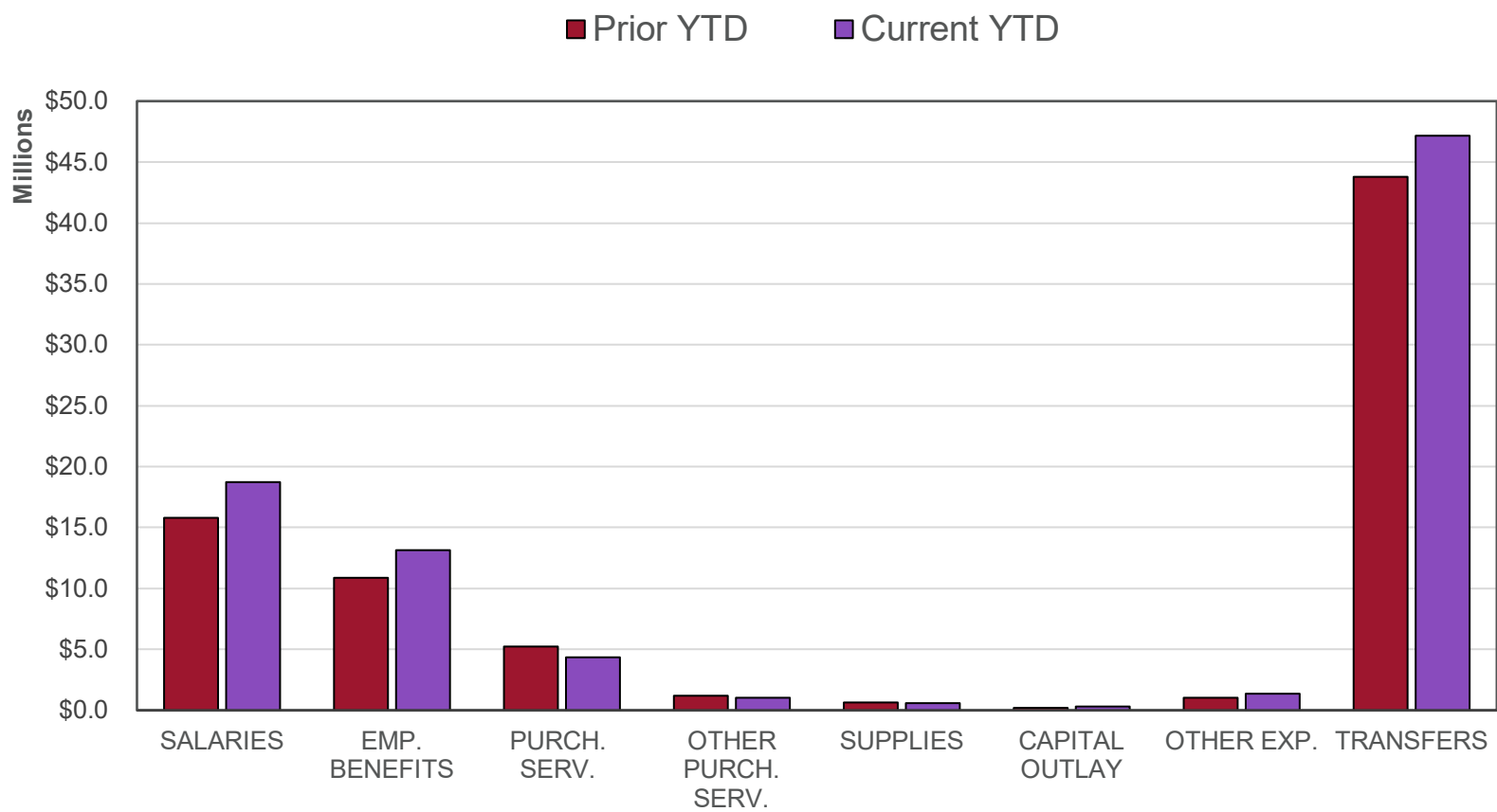
Expenditure Analysis

General Fund | Top 10 Expenditures by Program YTD

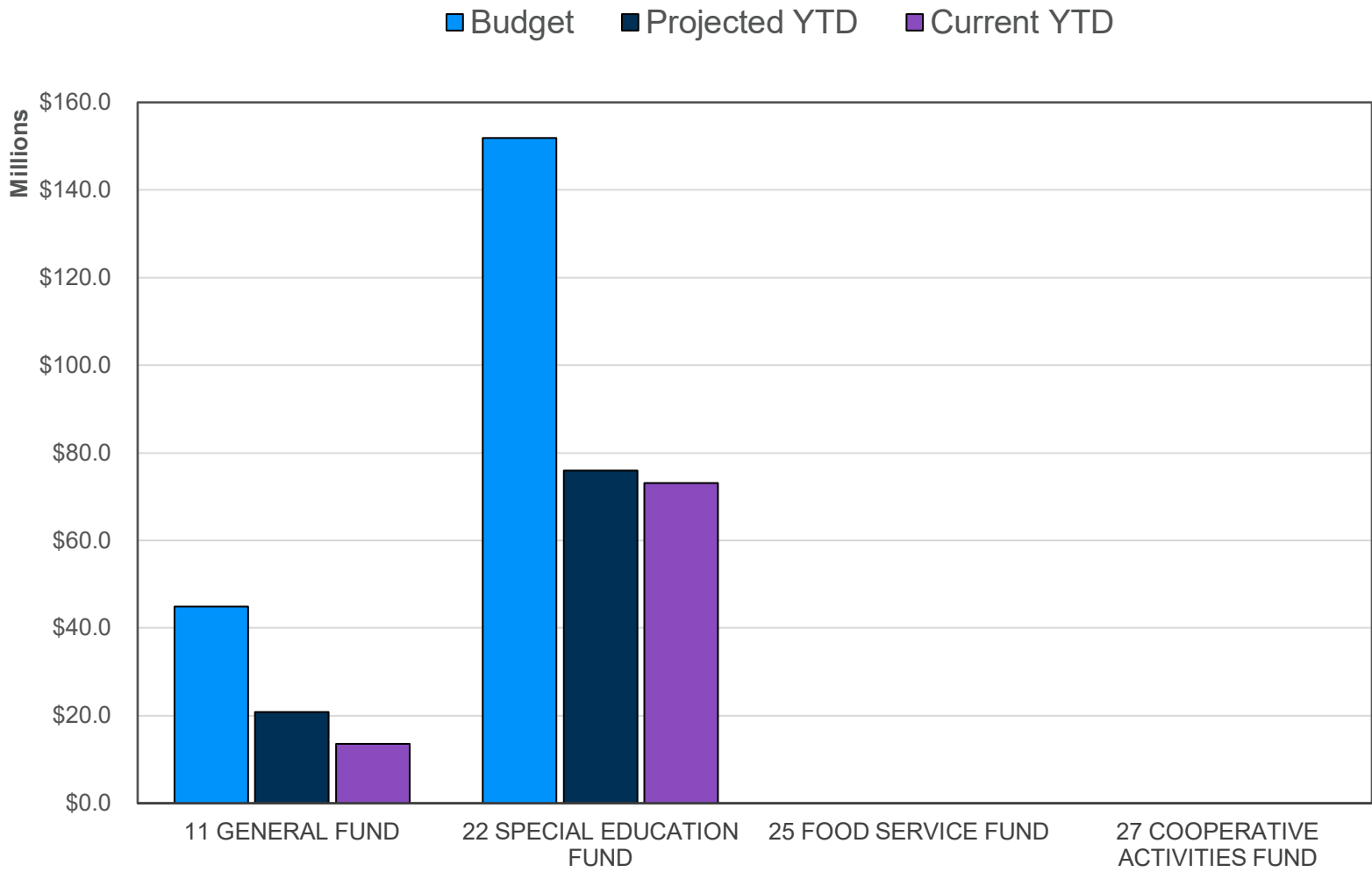
Pmts To Other Mich Publ Schools	\$2,619,578
Improvement Of Instruction	\$2,324,543
Non-Instr Technology Services	\$1,541,844
Supervision/direction Of Instr Staff	\$1,374,548
Custody And Care Of Children	\$771,628
Community Activities	\$639,932
Pmts To Other Govt Entities	\$446,275
Executive Administration	\$438,175
Operating Buildings Services	\$359,871
Planning, Research And Evaluation	\$292,861

Percent of Total Expenditures Year-to-Date 79.54%

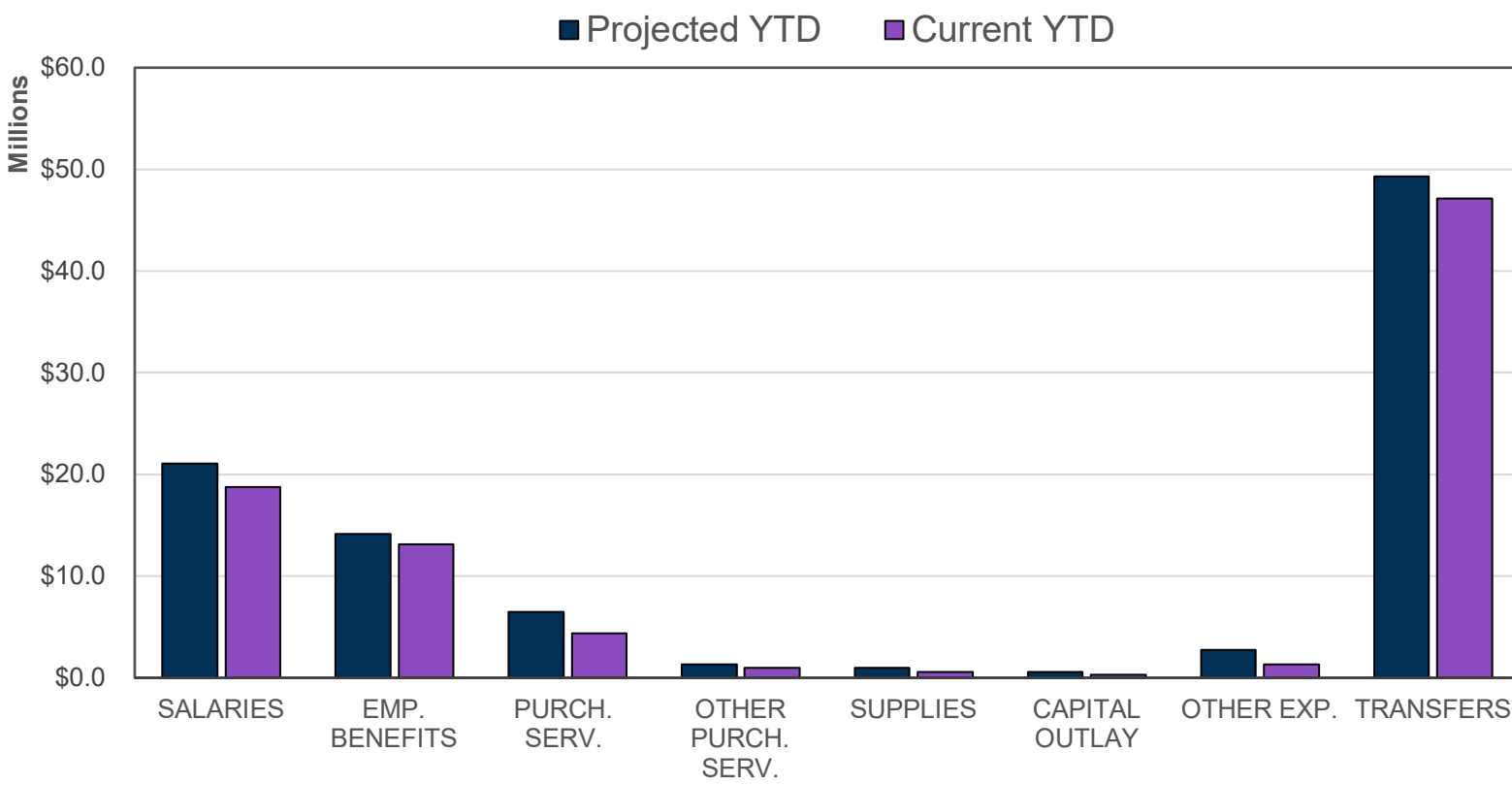
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



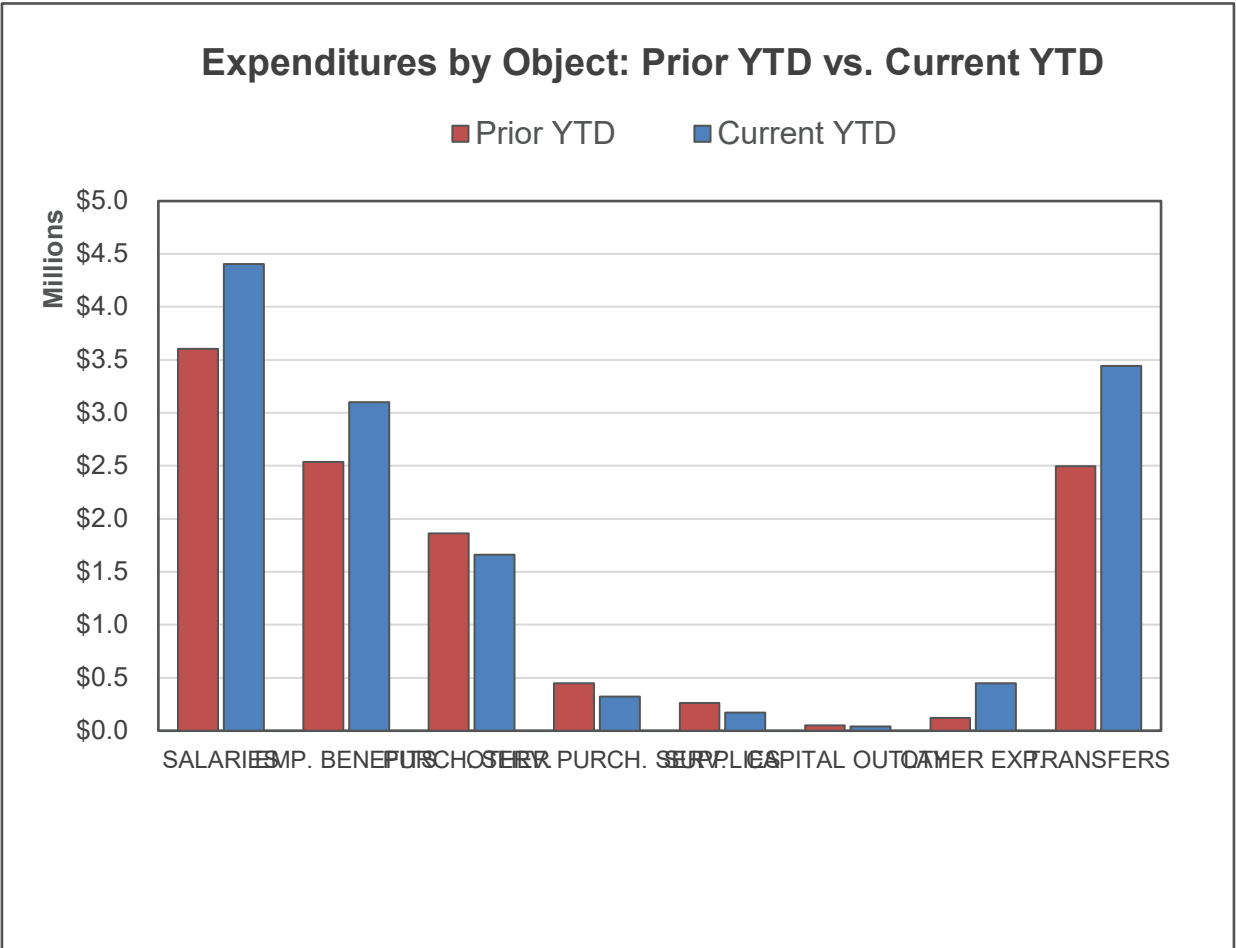
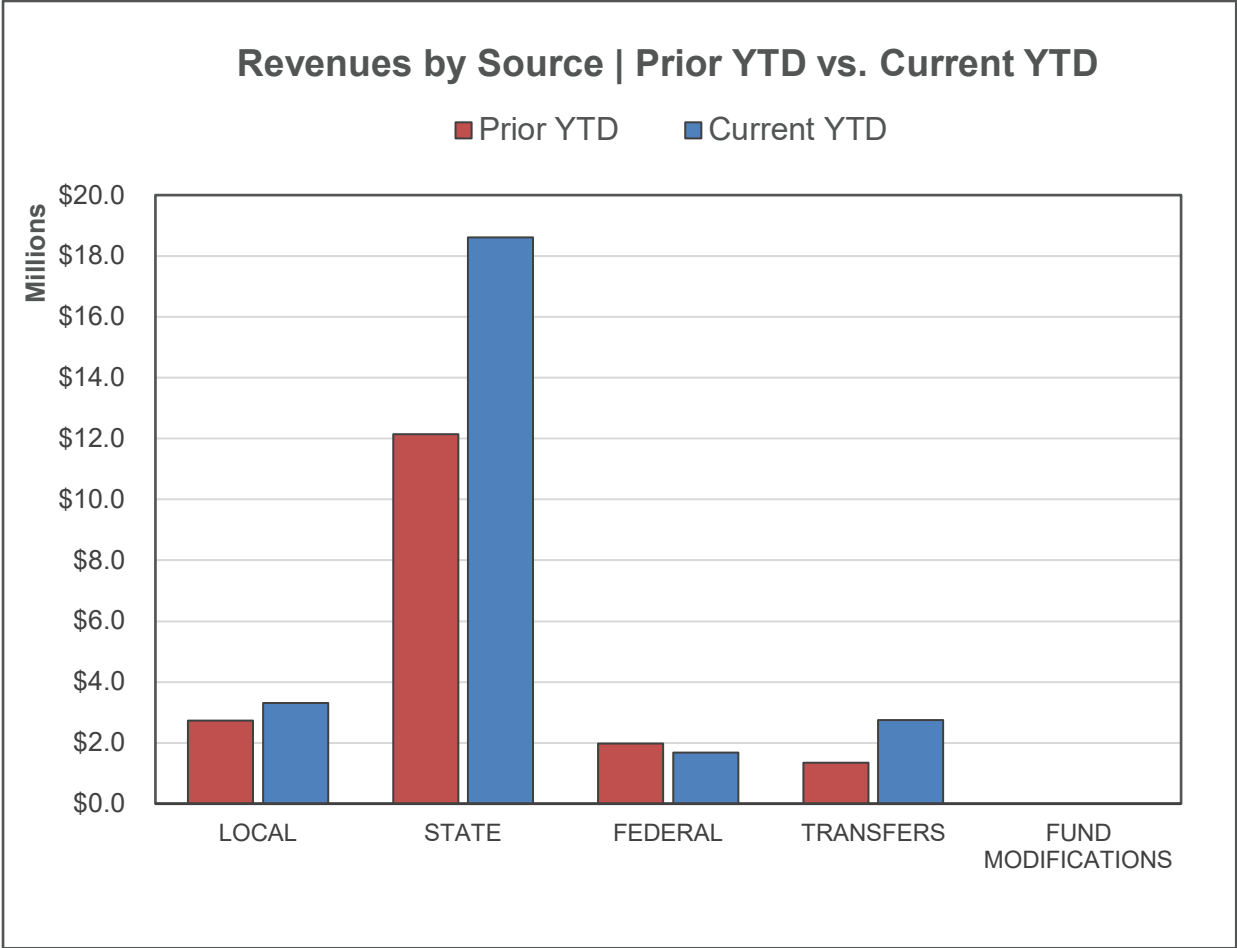
Expenditures by Object | Projected YTD vs. Current YTD



General Fund | Financial Summary

For the Period Ending February 28, 2024

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$2,732,569	\$2,749,731	99.38%	\$3,309,844	\$3,589,805	92.20%
State	12,137,984	15,138,019	80.18%	18,616,826	23,977,111	77.64%
Federal	1,980,800	8,130,700	24.36%	1,681,268	8,368,262	20.09%
Transfers & Other	1,351,306	2,430,882	55.59%	2,757,694	8,914,609	30.93%
Fund Modifications	0	54,175	0.00%	0	54,870	0.00%
TOTAL REVENUE	\$18,202,660	\$28,503,507	63.86%	\$26,365,632	\$44,904,657	58.71%
EXPENDITURES						
Salaries	\$3,605,075	\$5,773,523	62.44%	\$4,402,909	\$9,495,806	46.37%
Employee Benefits	2,535,171	4,291,831	59.07%	3,099,358	6,744,625	45.95%
Purchased Services	1,864,533	3,699,470	50.40%	1,663,475	5,662,907	29.37%
Other Purchased Services	450,232	547,043	82.30%	323,920	650,214	49.82%
Supplies & Materials	261,829	591,213	44.29%	168,921	679,799	24.85%
Capital Outlay	52,784	114,161	46.24%	41,860	345,024	12.13%
Other Expenditures	119,544	151,435	78.94%	447,566	2,342,523	19.11%
Transfers & Other	2,499,434	13,474,045	18.55%	3,442,499	18,967,899	18.15%
TOTAL EXPENDITURES	\$11,388,602	\$28,642,722	39.76%	\$13,590,507	\$44,888,797	30.28%
SURPLUS / (DEFICIT)	\$6,814,058	(\$139,215)		\$12,775,124	\$15,860	
ENDING FUND BALANCE		\$5,085,250			\$5,101,110	



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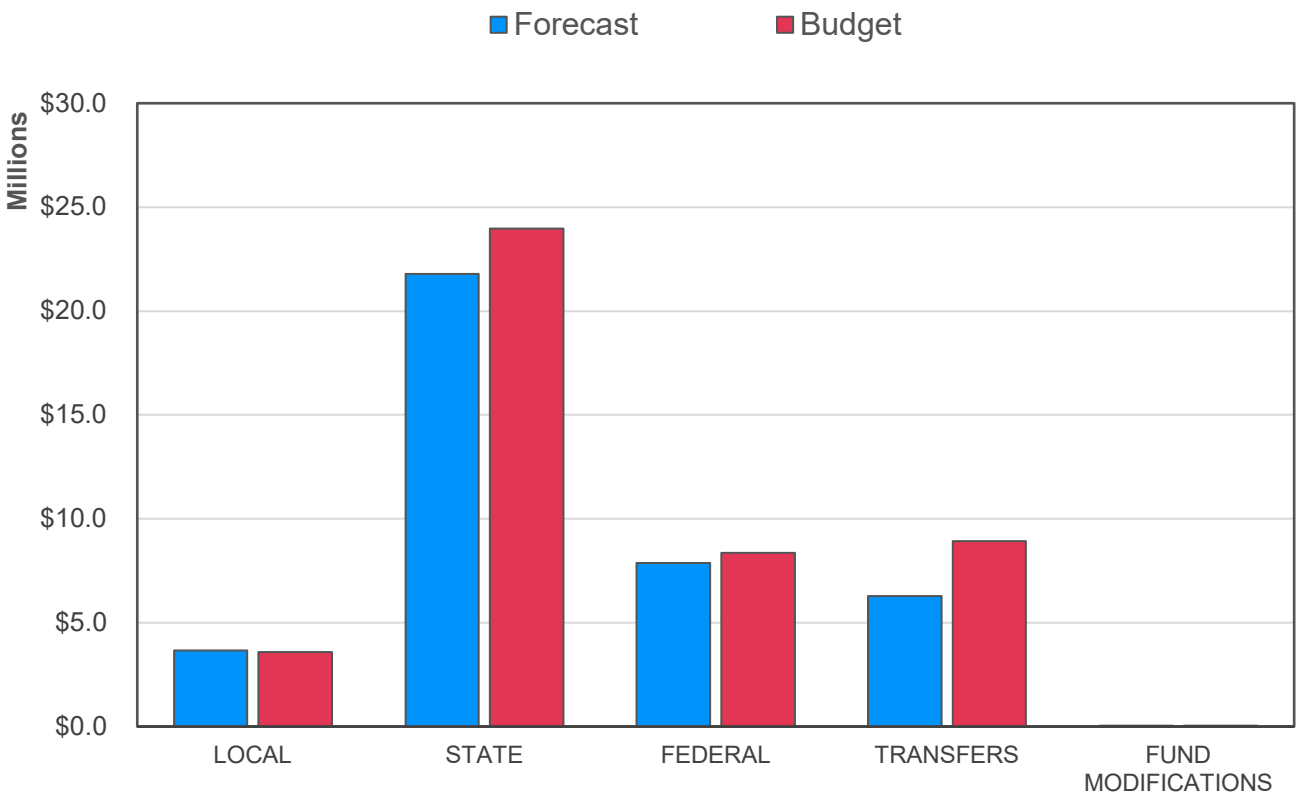
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General Fund | Financial Forecast

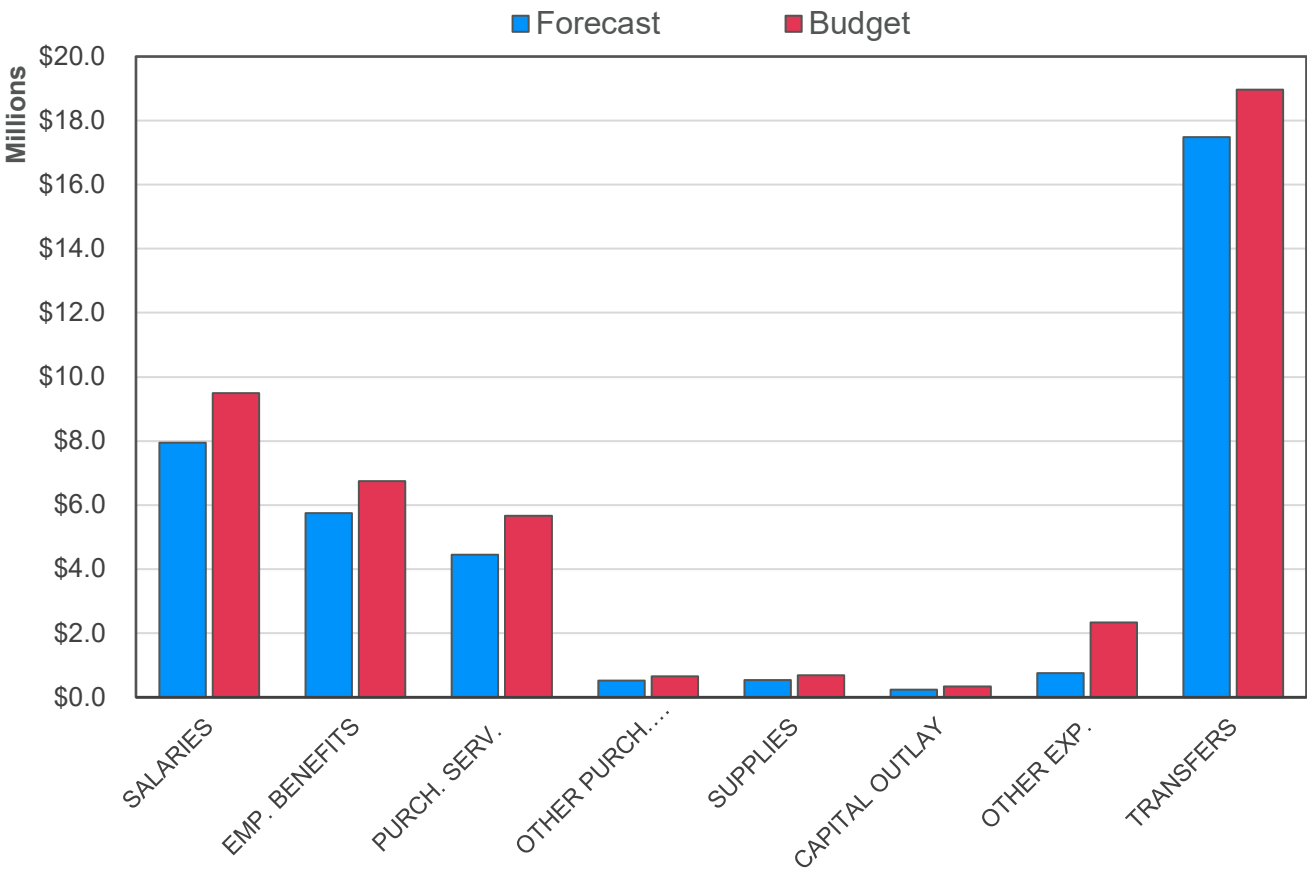
For the Period Ending February 28, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$2,732,569	\$3,309,844	\$355,736	\$3,665,581	\$3,589,805	\$75,776
State	12,137,984	18,616,826	3,154,743	21,771,569	23,977,111	(2,205,542)
Federal	1,980,800	1,681,268	6,183,130	7,864,397	8,368,262	(503,865)
Transfers & Other	1,351,306	2,757,694	3,523,774	6,281,467	8,914,609	(2,633,142)
Fund Modifications	0	0	54,870	54,870	54,870	0
TOTAL REVENUE	\$18,202,660	\$26,365,632	\$13,272,253	\$39,637,884	\$44,904,657	(\$5,266,773)
EXPENDITURES						
Salaries	\$3,605,075	\$4,402,909	\$3,546,956	\$7,949,865	\$9,495,806	(\$1,545,941)
Employee Benefits	2,535,171	3,099,358	2,644,846	5,744,204	6,744,625	(1,000,421)
Purchased Services	1,864,533	1,663,475	2,786,601	4,450,076	5,662,907	(1,212,831)
Other Purchased Services	450,232	323,920	199,565	523,485	650,214	(126,729)
Supplies & Materials	261,829	168,921	361,952	530,873	679,799	(148,926)
Capital Outlay	52,784	41,860	188,717	230,577	345,024	(114,447)
Other Expenditures	119,544	447,566	310,704	758,270	2,342,523	(1,584,253)
Transfers & Other	2,499,434	3,442,499	14,044,215	17,486,714	18,967,899	(1,481,185)
TOTAL EXPENDITURES	\$11,388,602	\$13,590,507	\$24,083,558	\$37,674,065	\$44,888,797	(\$7,214,732)
SURPLUS / (DEFICIT)						
	\$6,814,058	\$12,775,124	(\$10,811,305)	\$1,963,819	\$15,860	
ENDING FUND BALANCE						
				\$7,049,069	\$5,101,110	\$1,947,959

Revenues by Source | Forecast vs. Budget



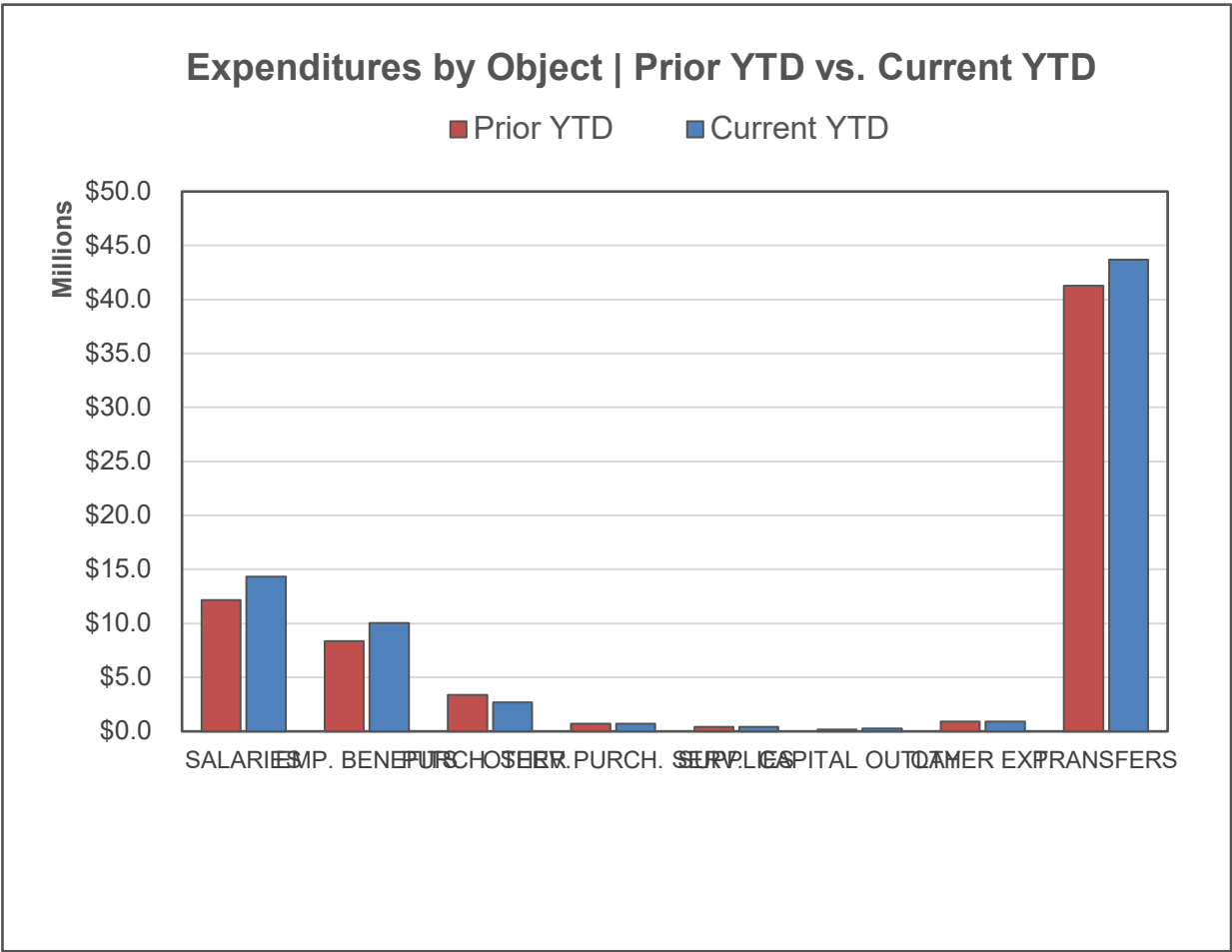
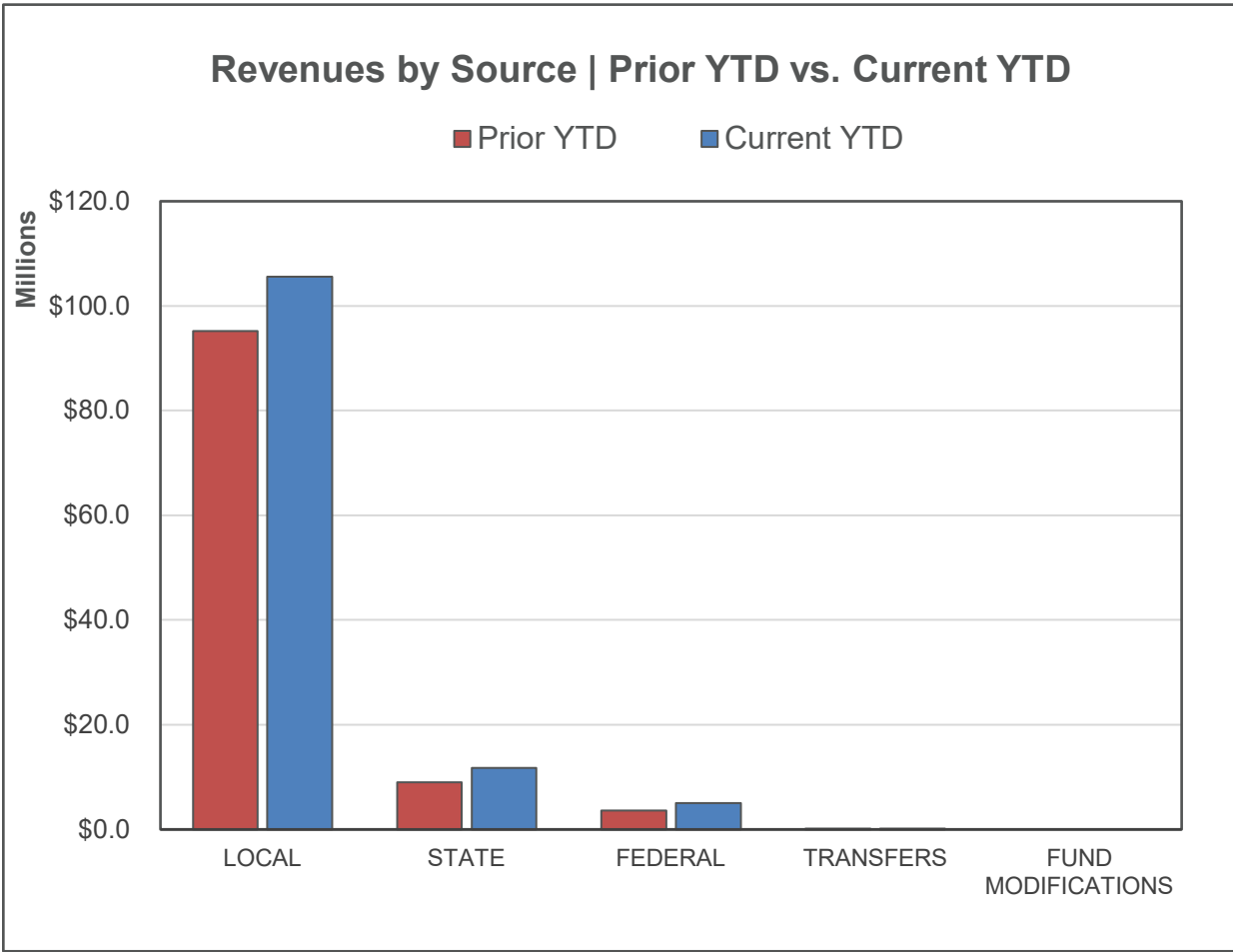
Expenditures by Object | Forecast vs. Budget



Special Education Fund | Financial Summary

For the Period Ending February 28, 2024

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$95,243,534	\$105,815,425	90.01%	\$105,560,253	\$112,097,899	94.17%
State	8,984,789	21,742,006	41.32%	11,767,714	20,496,448	57.41%
Federal	3,572,296	13,422,490	26.61%	5,025,013	15,441,592	32.54%
Transfers & Other	138,020	279,927	49.31%	130,287	411,604	31.65%
Fund Modifications	0	284,419	0.00%	0	288,059	0.00%
TOTAL REVENUE	\$107,938,639	\$141,544,267	76.26%	\$122,483,267	\$148,735,602	82.35%
EXPENDITURES						
Salaries	\$12,177,390	\$21,968,191	55.43%	\$14,347,970	\$27,717,555	51.76%
Employee Benefits	8,363,696	17,151,343	48.76%	10,033,494	19,768,652	50.75%
Purchased Services	3,394,979	6,283,676	54.03%	2,696,238	6,443,064	41.85%
Other Purchased Services	728,563	1,279,908	56.92%	689,565	1,398,203	49.32%
Supplies & Materials	398,952	698,318	57.13%	422,688	1,079,924	39.14%
Capital Outlay	172,499	325,835	52.94%	267,068	694,758	38.44%
Other Expenditures	908,876	1,211,616	75.01%	906,382	1,525,458	59.42%
Transfers & Other	41,276,005	90,714,292	45.50%	43,704,082	93,283,347	46.85%
TOTAL EXPENDITURES	\$67,420,959	\$139,633,178	48.28%	\$73,067,486	\$151,910,961	48.10%
SURPLUS / (DEFICIT)	\$40,517,680	\$1,911,089		\$49,415,781	(\$3,175,359)	
ENDING FUND BALANCE		\$6,175,379			\$3,000,020	

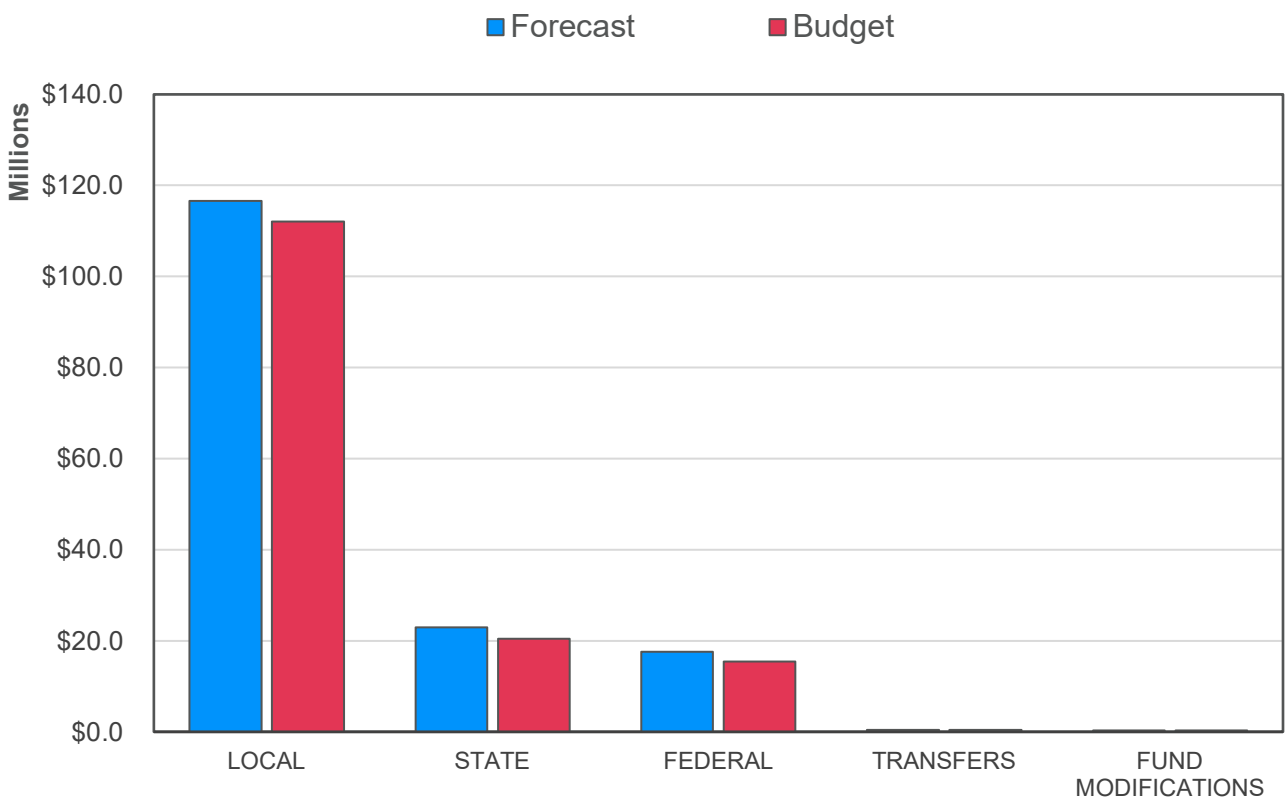


Special Education Fund | Financial Forecast

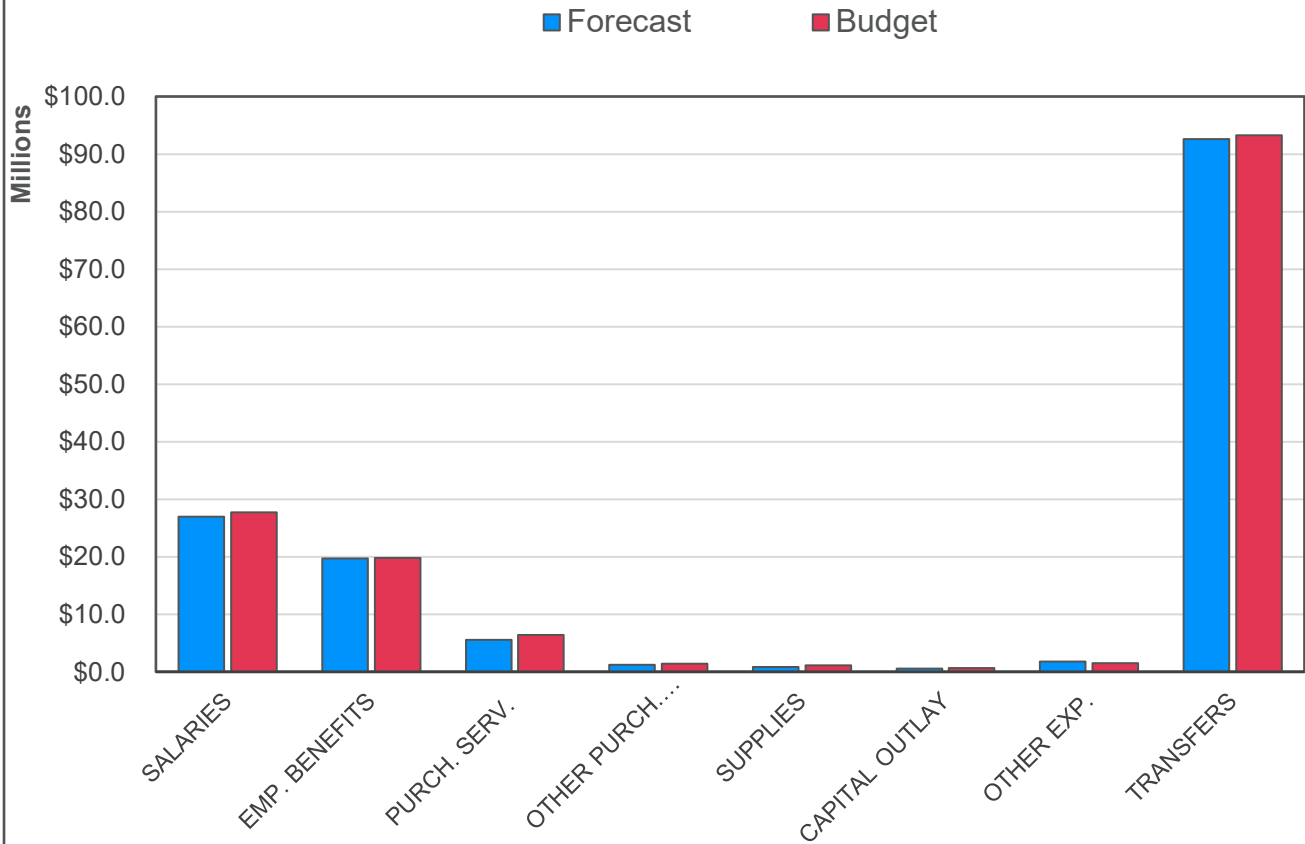
For the Period Ending February 28, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$95,243,534	\$105,560,253	\$11,085,397	\$116,645,650	\$112,097,899	\$4,547,751
State	8,984,789	11,767,714	11,128,440	22,896,154	20,496,448	2,399,706
Federal	3,572,296	5,025,013	12,542,055	17,567,069	15,441,592	2,125,477
Transfers & Other	138,020	130,287	251,685	381,972	411,604	(29,632)
Fund Modifications	0	0	288,059	288,059	288,059	0
TOTAL REVENUE	\$107,938,639	\$122,483,267	\$35,295,636	\$157,778,903	\$148,735,602	\$9,043,301
EXPENDITURES						
Salaries	\$12,177,390	\$14,347,970	\$12,576,713	\$26,924,683	\$27,717,555	(\$792,872)
Employee Benefits	8,363,696	10,033,494	9,697,593	19,731,087	19,768,652	(37,565)
Purchased Services	3,394,979	2,696,238	2,817,880	5,514,118	6,443,064	(928,946)
Other Purchased Services	728,563	689,565	504,178	1,193,743	1,398,203	(204,460)
Supplies & Materials	398,952	422,688	438,265	860,952	1,079,924	(218,972)
Capital Outlay	172,499	267,068	275,028	542,096	694,758	(152,662)
Other Expenditures	908,876	906,382	832,212	1,738,594	1,525,458	213,136
Transfers & Other	41,276,005	43,704,082	48,866,626	92,570,708	93,283,347	(712,639)
TOTAL EXPENDITURES	\$67,420,959	\$73,067,486	\$76,008,495	\$149,075,982	\$151,910,961	(\$2,834,979)
SURPLUS / (DEFICIT)	\$40,517,680	\$49,415,781	(\$40,712,859)	\$8,702,922	(\$3,175,359)	
ENDING FUND BALANCE				\$14,878,301	\$3,000,020	\$11,878,281

Revenues by Source | Forecast vs. Budget



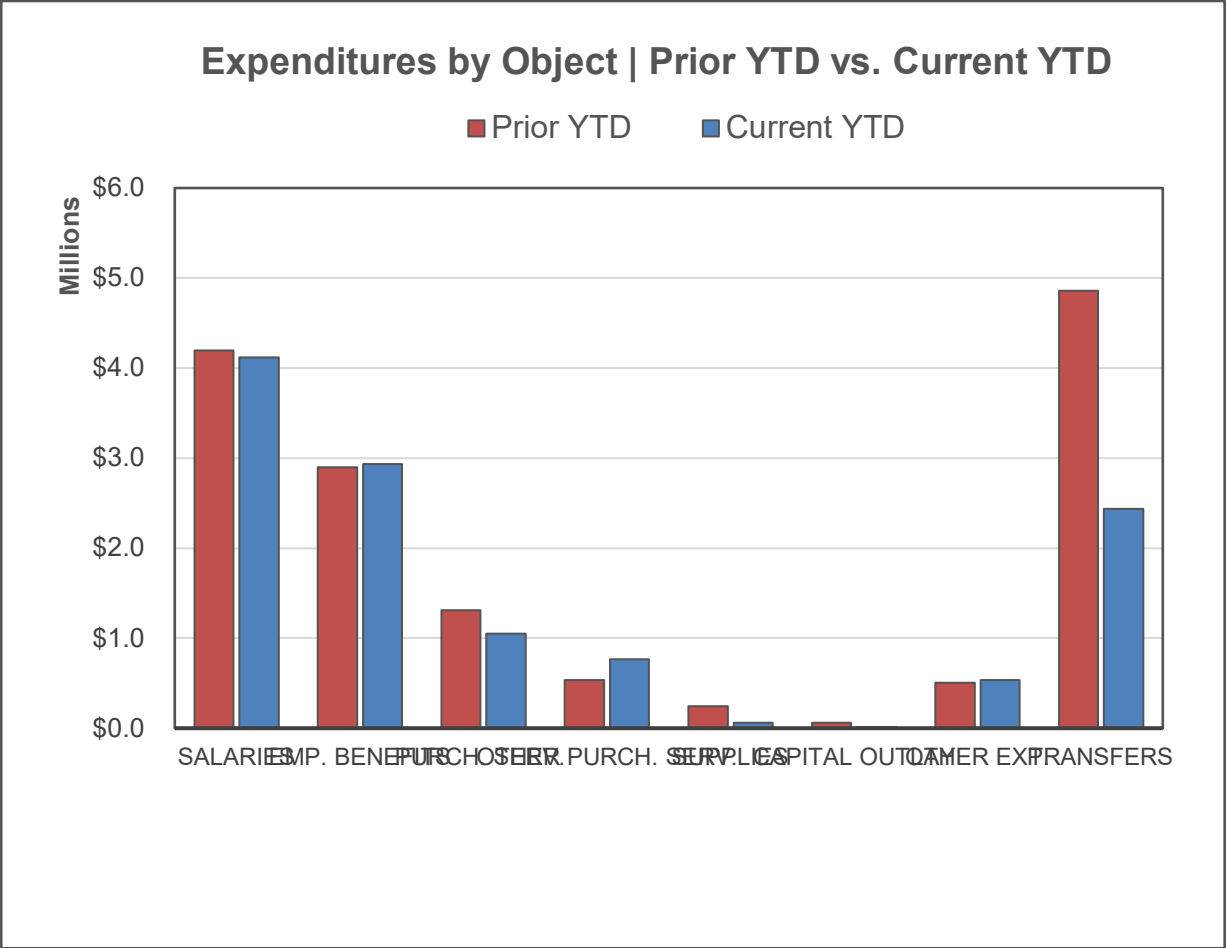
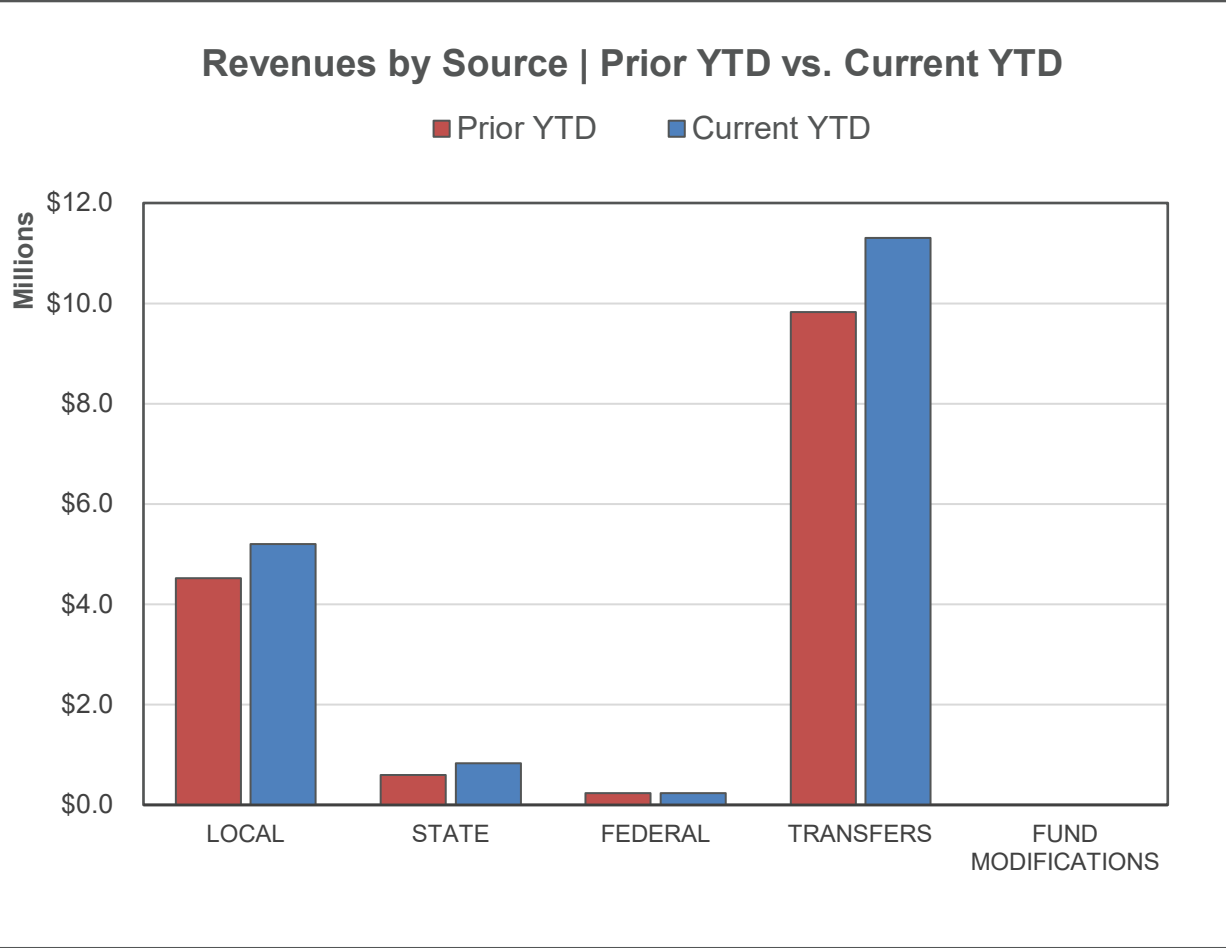
Expenditures by Object | Forecast vs. Budget



Cooperative Activities Fund | Financial Summary

For the Period Ending February 28, 2024

	Prior YTD	Prior Year Total	YTD % of PY Total	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local	\$4,518,430	\$8,236,684	54.86%	\$5,195,536	\$8,596,708	60.44%
State	598,679	2,136,600	28.02%	825,422	1,042,364	79.19%
Federal	232,261	204,444	113.61%	230,064	300,000	76.69%
Transfers & Other	9,827,764	15,529,262	63.29%	11,300,693	16,642,292	67.90%
Fund Modifications	0	0		0	0	
TOTAL REVENUE	\$15,177,135	\$26,106,989	58.13%	\$17,551,714	\$26,581,364	66.03%
EXPENDITURES						
Salaries	\$4,197,316	\$7,471,401	56.18%	\$4,117,553	\$7,467,393	55.14%
Employee Benefits	2,899,741	5,978,659	48.50%	2,932,632	5,426,405	54.04%
Purchased Services	1,310,444	2,190,593	59.82%	1,049,709	2,425,523	43.28%
Other Purchased Services	536,565	995,319	53.91%	763,577	753,421	101.35%
Supplies & Materials	241,940	370,718	65.26%	63,440	366,073	17.33%
Capital Outlay	62,243	67,739	91.89%	13,507	91,015	14.84%
Other Expenditures	502,894	547,314	91.88%	536,246	916,059	58.54%
Transfers & Other	4,858,937	7,489,602	64.88%	2,436,221	9,316,482	26.15%
TOTAL EXPENDITURES	\$14,610,079	\$25,111,345	58.18%	\$11,912,884	\$26,762,371	44.51%
SURPLUS / (DEFICIT)	\$567,055	\$995,643		\$5,638,831	(\$181,007)	
ENDING FUND BALANCE		\$22,814,033			\$22,633,026	



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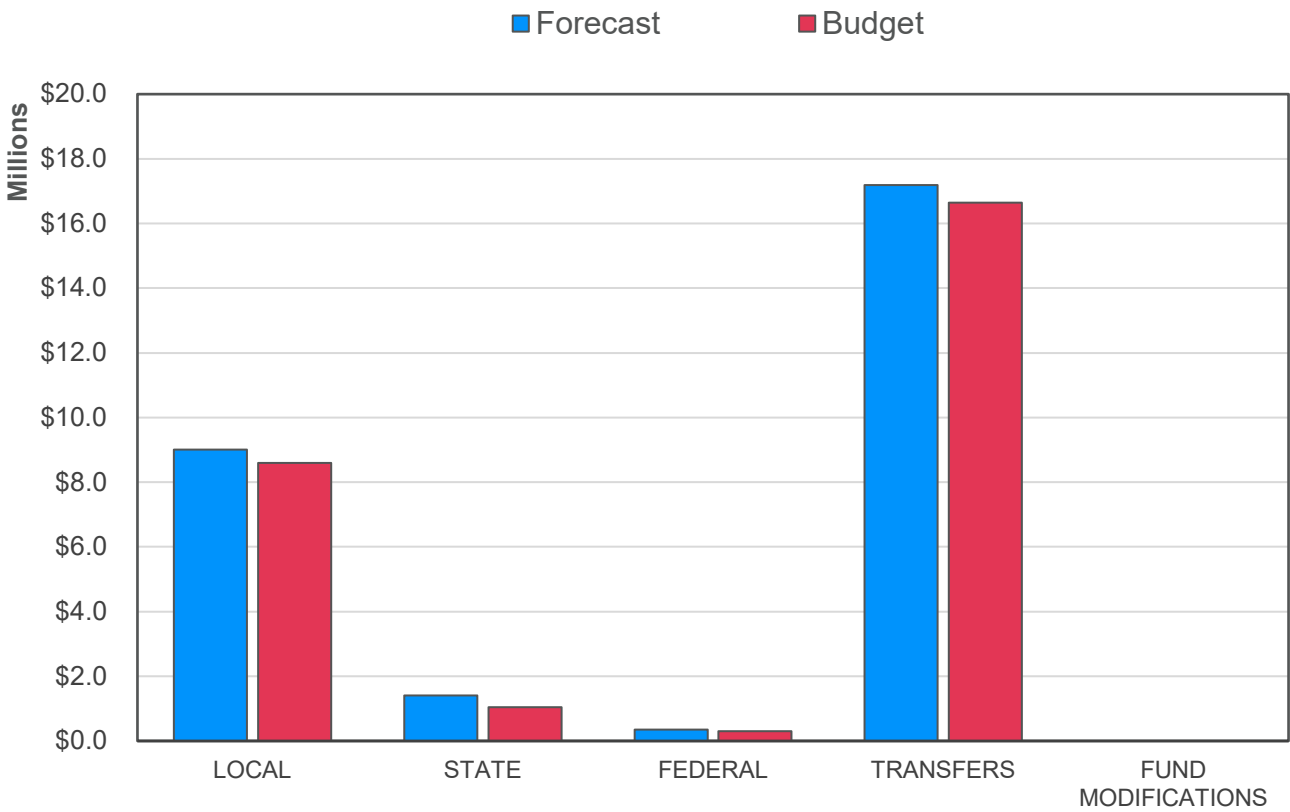


Cooperative Activities Fund | Financial Forecast

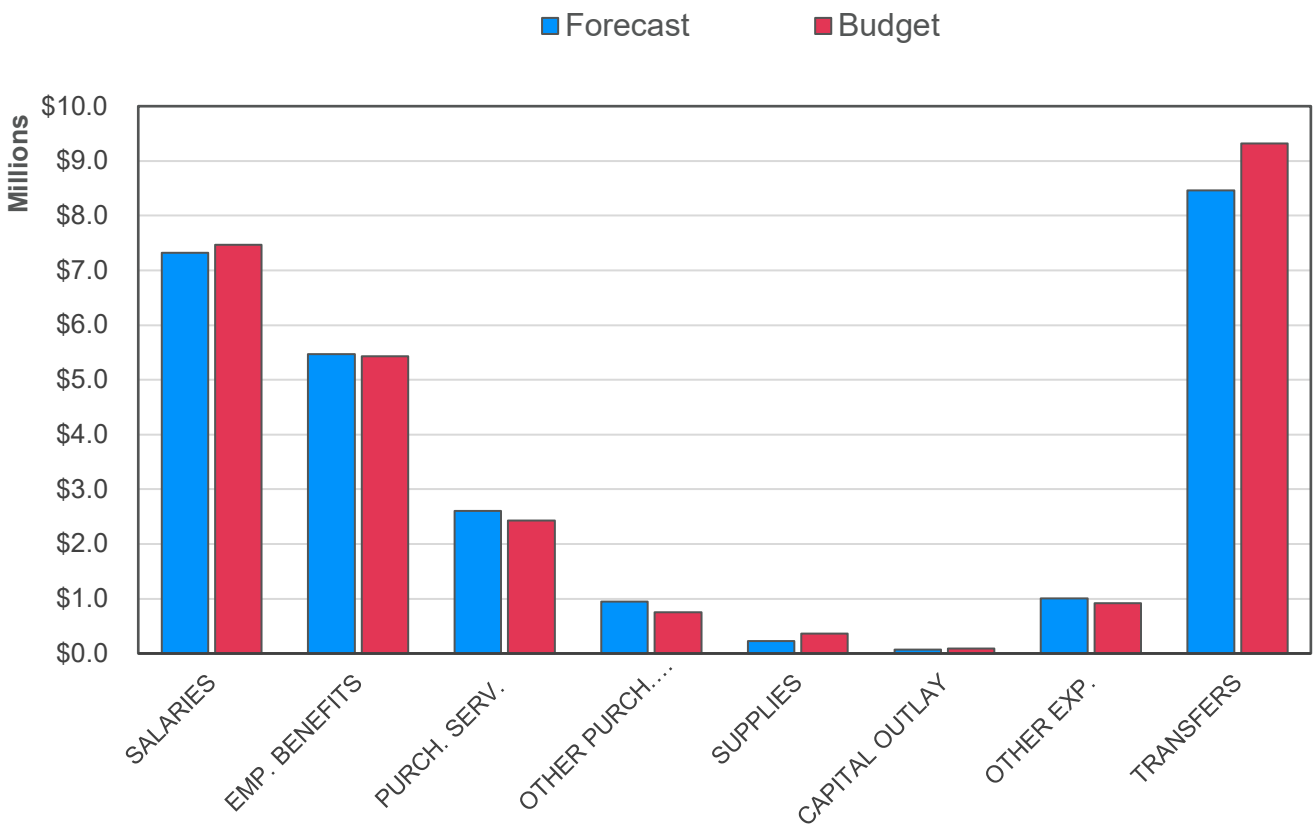
For the Period Ending February 28, 2024

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Over / (Under)
REVENUES						
Local	\$4,518,430	\$5,195,536	\$3,814,632	\$9,010,167	\$8,596,708	\$413,459
State	598,679	825,422	573,612	1,399,034	1,042,364	356,670
Federal	232,261	230,064	114,584	344,648	300,000	44,648
Transfers & Other	9,827,764	11,300,693	5,884,094	17,184,786	16,642,292	542,494
Fund Modifications	0	0	0	0	0	0
TOTAL REVENUE	\$15,177,135	\$17,551,714	\$10,386,921	\$27,938,635	\$26,581,364	\$1,357,271
EXPENDITURES						
Salaries	\$4,197,316	\$4,117,553	\$3,199,176	\$7,316,728	\$7,467,393	(\$150,665)
Employee Benefits	2,899,741	2,932,632	2,540,115	5,472,747	5,426,405	46,342
Purchased Services	1,310,444	1,049,709	1,554,126	2,603,836	2,425,523	178,313
Other Purchased Services	536,565	763,577	187,265	950,842	753,421	197,421
Supplies & Materials	241,940	63,440	160,222	223,661	366,073	(142,412)
Capital Outlay	62,243	13,507	54,212	67,719	91,015	(23,296)
Other Expenditures	502,894	536,246	471,293	1,007,539	916,059	91,480
Transfers & Other	4,858,937	2,436,221	6,029,399	8,465,620	9,316,482	(850,862)
TOTAL EXPENDITURES	\$14,610,079	\$11,912,884	\$14,195,809	\$26,108,692	\$26,762,371	(\$653,679)
SURPLUS / (DEFICIT)						
	\$567,055	\$5,638,831	(\$3,808,888)	\$1,829,943	(\$181,007)	
ENDING FUND BALANCE						
				\$24,643,976	\$22,633,026	\$2,010,950

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



**General Education
Summary Budget Report
As of 2/29/24**

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Taxes Levied	\$1,967,579.00	\$275,388.78	\$1,864,275.11	\$0.00	\$1,864,275.11	\$103,303.89	94.75%
	120 - Appropriations Received from Local Units of Gov't	\$2,421.00	\$387.56	\$1,996.02	\$0.00	\$1,996.02	\$424.98	82.45%
	150 - Earnings on Investments and Deposits	\$570,000.00	\$69,819.31	\$414,679.32	\$0.00	\$414,679.32	\$155,320.68	72.75%
	180 - Revenue from Community Service Activities	\$342,262.00	\$2,026.72	\$275,038.05	\$0.00	\$275,038.05	\$67,223.95	80.36%
	190 - Other Local Revenue	\$707,543.00	\$46,819.43	\$526,424.70	\$0.00	\$526,424.70	\$181,118.30	74.40%
	210 - Revenue from Non-Educational Activities	\$4,322,811.00	\$279,925.00	\$1,119,730.66	\$0.00	\$1,119,730.66	\$3,203,080.34	25.90%
	310 - Grants In Aid	\$23,958,756.00	\$2,672,545.81	\$18,546,155.12	\$0.00	\$18,546,155.12	\$5,412,600.88	77.41%
	320 - State Payments in Lieu of Taxes	\$18,355.00	\$217.68	\$18,572.27	\$0.00	\$18,572.27	(\$217.27)	101.18%
	410 - Grant-In-Aid	\$8,368,262.00	(\$199,052.52)	\$1,703,283.08	\$0.00	\$1,703,283.08	\$6,664,978.92	20.35%
	510 - Payments Received from Other Public Schools Within the State	\$4,591,798.00	\$206,492.74	\$1,624,724.14	\$0.00	\$1,624,724.14	\$2,967,073.86	35.38%
	620 - Fund Modification - Special Revenue Funds	\$54,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,870.00	0.00%
Fund	11 - General Fund Totals	\$44,904,657.00	\$3,354,570.51	\$26,094,878.47	\$0.00	\$26,094,878.47	\$18,809,778.53	58.11%

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	11 - General Fund							
	110 - Basic Functions	\$1,874,911.00	\$2,480.00	\$231,782.00	\$0.00	\$231,782.00	\$1,643,129.00	12.36%
	120 - Added Needs	\$14,371.00	\$1,177.83	\$6,145.74	\$0.00	\$6,145.74	\$8,225.26	42.76%
	130 - Adult/Continuing Education	\$450,645.00	\$166,509.22	\$222,970.97	\$0.00	\$222,970.97	\$227,674.03	49.48%
	210 - Support Services Pupil	\$5,749,053.00	\$214,008.97	\$854,467.85	\$102,830.56	\$957,298.41	\$4,791,754.59	16.65%
	220 - Support Services Instructional Staff	\$8,491,783.00	\$289,933.59	\$3,951,357.88	\$360,485.56	\$4,311,843.44	\$4,179,939.56	50.78%
	230 - Support Services General Administration	\$835,012.00	\$61,843.51	\$513,746.84	\$11,790.88	\$525,537.72	\$309,474.28	62.94%
	240 - Support Service School Administration	\$94,069.00	\$95,152.75	\$95,975.22	\$0.00	\$95,975.22	(\$1,906.22)	102.03%
	250 - Support Services Business	\$443,850.00	\$38,433.98	\$215,405.44	\$525.24	\$215,930.68	\$227,919.32	48.65%
	260 - Operations and Maintenance	\$620,836.00	\$71,651.55	\$360,419.29	\$63,829.17	\$424,248.46	\$196,587.54	68.34%
	270 - Pupil Transportation Services	\$126,568.00	\$3,801.11	\$44,638.16	\$380.00	\$45,018.16	\$81,549.84	35.57%
	280 - Support Services Central	\$4,329,905.00	\$261,847.50	\$2,322,314.70	\$93,854.61	\$2,416,169.31	\$1,913,735.69	55.80%
	290 - Support Services Other	\$130,453.00	\$10,918.06	\$87,498.30	\$0.00	\$87,498.30	\$42,954.70	67.07%
	310 - Community Services Direction	\$725,471.00	\$101,635.84	\$280,024.20	\$43,231.75	\$323,255.95	\$402,215.05	44.56%
	330 - Community Activities	\$2,569,751.00	\$33,184.55	\$639,987.72	\$1,001.31	\$640,989.03	\$1,928,761.97	24.94%
	350 - Custody and Care of Children	\$1,198,700.00	\$126,889.66	\$785,434.91	\$15,001.30	\$800,436.21	\$398,263.79	66.78%
	360 - Welfare Activities	\$90,000.00	\$7,533.00	\$7,929.90	\$0.00	\$7,929.90	\$82,070.10	8.81%
	390 - Other Community Services	\$42,681.00	\$57.23	\$2,981.80	\$74.00	\$3,055.80	\$39,625.20	7.16%
	410 - Payments to Other Public Schools Within Michigan	\$15,140,978.00	\$895,454.33	\$2,619,578.07	\$10,740,007.15	\$13,359,585.22	\$1,781,392.78	88.23%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$1,953,710.00	\$139,132.17	\$599,195.47	\$853,546.49	\$1,452,741.96	\$500,968.04	74.36%
	450 - Facilities Acquisition, Construction, and Improvements	\$6,050.00	\$1,521.49	\$2,750.00	\$0.00	\$2,750.00	\$3,300.00	45.45%
	500 - Debt Service Long Term Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	600 - Fund Modifications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expense Totals		\$44,888,797.00	\$2,523,166.34	\$13,844,604.46	\$12,286,558.02	\$26,131,162.48	\$18,757,634.52	58.21%
Fund	11 - General Fund Totals	\$15,860.00	\$831,404.17	\$12,250,274.01	(\$12,286,558.02)	(\$36,284.01)	\$52,144.01	

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Revenue from Local Sources</i>						
Taxes Levied	1,967,579.00	275,388.78	1,864,275.11	.00	103,303.89	95
Appropriations Received from Local Units of Gov't	2,421.00	387.56	1,996.02	.00	424.98	82
Earnings on Investments and Deposits	570,000.00	69,819.31	414,679.32	.00	155,320.68	73
Revenue from Community Service Activities	342,262.00	2,026.72	275,038.05	.00	67,223.95	80
Other Local Revenue	711,543.00	46,819.43	526,424.70	.00	185,118.30	74
<i>Revenue from Local Sources Totals</i>	<i>\$3,593,805.00</i>	<i>\$394,441.80</i>	<i>\$3,082,413.20</i>	<i>\$0.00</i>	<i>\$511,391.80</i>	<i>86%</i>
Revenues from a Non-Educational Entity or Political Subdivision	4,322,811.00	279,925.00	1,119,730.66	.00	3,203,080.34	26
<i>Revenue from State Sources</i>						
Grants In Aid	24,192,828.00	2,672,545.81	18,546,155.12	.00	5,646,672.88	77
State Payments in Lieu of Taxes	18,355.00	217.68	18,572.27	.00	(217.27)	101
<i>Revenue from State Sources Totals</i>	<i>\$24,211,183.00</i>	<i>\$2,672,763.49</i>	<i>\$18,564,727.39</i>	<i>\$0.00</i>	<i>\$5,646,455.61</i>	<i>77%</i>
<i>Revenues from Federal Sources</i>						
Grant-In-Aid	8,714,002.00	(199,052.52)	1,703,283.08	.00	7,010,718.92	20
<i>Revenues from Federal Sources Totals</i>	<i>\$8,714,002.00</i>	<i>(\$199,052.52)</i>	<i>\$1,703,283.08</i>	<i>\$0.00</i>	<i>\$7,010,718.92</i>	<i>20%</i>
<i>Incoming Transfers and Other Transactions</i>						
Payments Received from Other Public Schools Within the State	4,659,028.00	206,492.74	1,624,724.14	.00	3,034,303.86	35
<i>Incoming Transfers and Other Transactions Totals</i>	<i>\$4,659,028.00</i>	<i>\$206,492.74</i>	<i>\$1,624,724.14</i>	<i>\$0.00</i>	<i>\$3,034,303.86</i>	<i>35%</i>
<i>Fund Modifications</i>						
Fund Modification - Special Revenue Funds	54,870.00	.00	.00	.00	54,870.00	0
<i>Fund Modifications Totals</i>	<i>\$54,870.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$54,870.00</i>	<i>0%</i>
<i>Salaries</i>						
Administration	3,200,219.00	209,696.19	1,748,949.14	.00	1,451,269.86	55
Professional Educational	1,980,450.00	53,091.11	942,596.73	.00	1,037,853.27	48
Professional Business	232,991.00	23,281.05	130,464.28	.00	102,526.72	56
Professional Other	2,100,104.00	99,354.50	298,903.63	.00	1,801,200.37	14
Technical	1,540,400.00	165,077.78	957,688.17	.00	582,711.83	62
Operation and Service	557,548.00	58,583.85	341,422.00	.00	216,126.00	61
Special Salary Payments	11,595.00	924.20	(34,376.47)	.00	45,971.47	(296)
Overtime Salaries and Extension of Contract	37,856.00	1,763.93	16,833.57	.00	21,022.43	44
<i>Salaries Totals</i>	<i>\$9,661,163.00</i>	<i>\$611,772.61</i>	<i>\$4,402,481.05</i>	<i>\$0.00</i>	<i>\$5,258,681.95</i>	<i>46%</i>
<i>Employee Benefits</i>						
Employee Insurance	1,658,525.00	87,845.69	648,175.94	.00	1,010,349.06	39
Mandatory Coverage	5,070,099.00	337,710.95	2,393,788.42	.00	2,676,310.58	47
Workers Compensation	33,075.00	(2,394.42)	17,459.34	.00	15,615.66	53
Other Employee Benefits	66,337.00	6,595.96	39,934.60	.00	26,402.40	60
<i>Employee Benefits Totals</i>	<i>\$6,828,036.00</i>	<i>\$429,758.18</i>	<i>\$3,099,358.30</i>	<i>\$0.00</i>	<i>\$3,728,677.70</i>	<i>45%</i>

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund						
<i>Purchased Services</i>						
Professional and Technical Services	4,576,432.00	312,279.67	1,396,079.85	545,026.72	2,635,325.43	42
Travel Workshops Staff	389,973.00	14,300.71	111,707.13	2,800.00	275,465.87	29
Client Pupil Transportation	19,285.00	.00	8,402.00	380.00	10,503.00	46
Communication	366,656.00	7,050.65	142,696.01	601.64	223,358.35	39
Advertisement	7,895.00	.00	373.14	750.00	6,771.86	14
Printing and Binding	139,235.00	6,309.13	39,697.15	6,310.09	93,227.76	33
Tuition	326,148.00	258.00	57,197.09	.00	268,950.91	18
Utility Service	44,571.00	516.10	7,295.40	1,326.87	35,948.73	19
Insurance and Bond Premiums	31,392.00	(41.58)	38,020.81	.00	(6,628.81)	121
Repairs and Maintenance Services	527,101.00	40,616.34	309,495.41	32,896.37	184,709.22	65
Rentals	20,589.00	515.79	6,548.86	2,739.98	11,300.16	45
Other Purchased Services	102,524.00	7,533.00	19,574.18	.00	82,949.82	19
<i>Purchased Services Totals</i>	\$6,551,801.00	\$389,337.81	\$2,137,087.03	\$592,831.67	\$3,821,882.30	42%
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	37,900.00	552.72	9,829.94	987.40	27,082.66	29
Periodicals	7,316.00	.00	904.24	.00	6,411.76	12
Energy Supplies	87,200.00	7,935.71	49,436.87	13,972.48	23,790.65	73
Transportation Supplies	2,000.00	10.58	194.82	.00	1,805.18	10
Other Supplies	535,851.00	17,301.72	200,955.52	19,781.87	315,113.61	41
<i>Supplies and Materials Totals</i>	\$670,267.00	\$25,800.73	\$261,321.39	\$34,741.75	\$374,203.86	44%
<i>Capital Outlay</i>						
Building and Additions	2,750.00	1,521.49	2,750.00	.00	.00	100
Improvements Other Than Buildings	3,300.00	.00	.00	.00	3,300.00	0
Equipment and Furniture	341,304.00	12,012.73	40,391.83	65,430.96	235,481.21	31
<i>Capital Outlay Totals</i>	\$347,354.00	\$13,534.22	\$43,141.83	\$65,430.96	\$238,781.21	31%
<i>Other Expenditures</i>						
Dues and Fees	150,526.00	15,668.99	92,778.34	.00	57,747.66	62
Claims and Judgments	501.00	.00	3.42	.00	497.58	1
Taxes Abated and Written Off	5,000.00	22.31	859.54	.00	4,140.46	17
Miscellaneous Expenditures	2,186,496.00	204.99	358,440.02	.00	1,828,055.98	16
<i>Other Expenditures Totals</i>	\$2,342,523.00	\$15,896.29	\$452,081.32	\$0.00	\$1,890,441.68	19%
<i>Outgoing Transfers and Other Transactions</i>						
Payments to Other Public School Districts	10,916,910.00	518,573.02	1,441,213.00	7,785,753.96	1,689,943.04	85
Sub-Grantee Disbursements	8,213,138.00	518,493.48	2,007,920.54	3,807,799.68	2,397,417.78	71
Indirect Cost Recovery and Program Changes	160.00	.00	.00	.00	160.00	0
<i>Outgoing Transfers and Other Transactions Totals</i>	\$19,130,208.00	\$1,037,066.50	\$3,449,133.54	\$11,593,553.64	\$4,087,520.82	79%

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category General Fund						
Fund Type						
Fund 11 - General Fund Totals						
REVENUE TOTALS	45,555,699.00	3,354,570.51	26,094,878.47	.00	19,460,820.53	57%
EXPENSE TOTALS	45,531,352.00	2,523,166.34	13,844,604.46	12,286,558.02	19,400,189.52	57%
Fund 11 - General Fund Net Gain (Loss)	\$24,347.00	\$831,404.17	\$12,250,274.01	(\$12,286,558.02)	(\$60,631.01)	(149%)
Fund Type Totals						
REVENUE TOTALS	45,555,699.00	3,354,570.51	26,094,878.47	.00	19,460,820.53	57%
EXPENSE TOTALS	45,531,352.00	2,523,166.34	13,844,604.46	12,286,558.02	19,400,189.52	57%
Fund Type Net Gain (Loss)	\$24,347.00	\$831,404.17	\$12,250,274.01	(\$12,286,558.02)	(\$60,631.01)	(149%)
Fund Category General Fund Totals						
REVENUE TOTALS	45,555,699.00	3,354,570.51	26,094,878.47	.00	19,460,820.53	57%
EXPENSE TOTALS	45,531,352.00	2,523,166.34	13,844,604.46	12,286,558.02	19,400,189.52	57%
Fund Category General Fund Net Gain (Loss)	\$24,347.00	\$831,404.17	\$12,250,274.01	(\$12,286,558.02)	(\$60,631.01)	(149%)
Grand Totals						
REVENUE TOTALS	45,555,699.00	3,354,570.51	26,094,878.47	.00	19,460,820.53	57%
EXPENSE TOTALS	45,531,352.00	2,523,166.34	13,844,604.46	12,286,558.02	19,400,189.52	57%
Grand Total Net Gain (Loss)	\$24,347.00	\$831,404.17	\$12,250,274.01	(\$12,286,558.02)	(\$60,631.01)	(149%)

**Special Education
Summary Budget Report
As of 2/29/24**

		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Taxes Levied	\$108,269,577.00	\$15,055,715.43	\$102,348,600.96	\$0.00	\$102,348,600.96	\$5,920,976.04	94.53%
	120 - Appropriations Received from Local Units of Gov't	\$230,423.00	\$21,327.62	\$109,840.41	\$0.00	\$109,840.41	\$120,582.59	47.67%
	130 - Tuition	\$961,421.00	\$310,639.59	\$657,407.60	\$0.00	\$657,407.60	\$304,013.40	68.38%
	150 - Earnings on Investments and Deposits	\$2,319,942.00	\$526,788.65	\$2,246,820.32	\$0.00	\$2,246,820.32	\$73,121.68	96.85%
	180 - Revenue from Community Service Activities	\$5,000.00	\$1,003.28	\$3,012.08	\$0.00	\$3,012.08	\$1,987.92	60.24%
	190 - Other Local Revenue	\$311,536.00	\$35,516.74	\$246,645.60	\$0.00	\$246,645.60	\$64,890.40	79.17%
	310 - Grants In Aid	\$19,405,216.00	\$3,705,350.41	\$10,747,873.61	\$0.00	\$10,747,873.61	\$8,657,342.39	55.39%
	320 - State Payments in Lieu of Taxes	\$1,091,232.00	\$11,955.32	\$1,019,840.15	\$0.00	\$1,019,840.15	\$71,391.85	93.46%
	410 - Grant-In-Aid	\$15,441,592.00	\$1,562,537.47	\$5,025,876.31	\$0.00	\$5,025,876.31	\$10,415,715.69	32.55%
	510 - Payments Received from Other Public Schools Within the State	\$411,604.00	\$39,196.01	\$130,287.08	\$0.00	\$130,287.08	\$281,316.92	31.65%
	620 - Fund Modification - Special Revenue Funds	\$288,059.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288,059.00	0.00%
Fund	22 - Special Education Totals	\$148,735,602.00	\$21,270,030.52	\$122,536,204.12	\$0.00	\$122,536,204.12	\$26,199,397.88	82.39%
		Amended Budget	Current Month Actual	Actual	Encumbrances	Actual & Encumbrances	Budget - Actual	% Used/Rec'd
Fund	22 - Special Education							
	110 - Basic Functions	\$1,805,354.00	\$151,963.26	\$790,999.60	\$222,117.91	\$1,013,117.51	\$792,236.49	56.12%
	120 - Added Needs	\$18,366,352.00	\$1,288,923.59	\$8,877,905.34	\$436,032.44	\$9,313,937.78	\$9,052,414.22	50.71%
	210 - Support Services Pupil	\$22,567,689.00	\$1,548,845.31	\$11,283,729.67	\$103,950.01	\$11,387,679.68	\$11,180,009.32	50.46%
	220 - Support Services Instructional Staff	\$5,676,611.00	\$412,261.72	\$2,986,782.95	\$427,819.28	\$3,414,602.23	\$2,262,008.77	60.15%
	230 - Support Services General Administration	\$358,089.00	\$25,199.14	\$215,369.29	\$9,658.79	\$225,028.08	\$133,060.92	62.84%
	240 - Support Service School Administration	\$318,500.00	\$23,208.54	\$202,304.67	\$1,509.71	\$203,814.38	\$114,685.62	63.99%
	250 - Support Services Business	\$1,639,818.00	\$107,062.22	\$890,062.16	\$3,942.61	\$894,004.77	\$745,813.23	54.52%
	260 - Operations and Maintenance	\$2,503,928.00	\$192,157.36	\$1,364,726.42	\$465,907.16	\$1,830,633.58	\$673,294.42	73.11%
	270 - Pupil Transportation Services	\$68,380.00	\$4,795.16	\$12,080.84	\$3,533.41	\$15,614.25	\$52,765.75	22.83%
	280 - Support Services Central	\$4,075,870.00	\$217,481.83	\$2,099,359.23	\$112,213.22	\$2,211,572.45	\$1,864,297.55	54.26%
	290 - Support Services Other	\$21,240.00	\$1,777.36	\$14,243.89	\$0.00	\$14,243.89	\$6,996.11	67.06%
	330 - Community Activities	\$70,500.00	\$22,887.21	\$38,316.15	\$3,852.56	\$42,168.71	\$28,331.29	59.81%
	370 - Non Public School Pupils	\$202,428.00	\$13,803.32	\$76,077.21	\$126,350.79	\$202,428.00	\$0.00	100.00%
	390 - Other Community Services	\$34,554.00	\$8.43	\$5,062.35	\$367.50	\$5,429.85	\$29,124.15	15.71%
	410 - Payments to Other Public Schools Within Michigan	\$90,800,219.00	\$14,279,946.80	\$43,128,004.97	\$10,156,268.67	\$53,284,273.64	\$37,515,945.36	58.68%
	440 - Payments to Other Governmental and Not-For-Profit Entities	\$1,780,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,780,700.00	0.00%
	450 - Facilities Acquisition, Construction, and Improvements	\$17,950.00	\$1,782.75	\$2,787.89	\$0.00	\$2,787.89	\$15,162.11	15.53%
	500 - Debt Service Long Term Only	\$1,102,779.00	\$92,253.17	\$827,865.03	\$260,433.51	\$1,088,298.54	\$14,480.46	98.69%
	600 - Fund Modifications	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$500,000.00	\$0.00	100.00%
Expense Totals		\$151,910,961.00	\$18,384,357.17	\$73,315,677.66	\$12,333,957.57	\$85,649,635.23	\$66,261,325.77	56.38%
Fund	22 - Special Education Totals	(\$3,175,359.00)	\$2,885,673.35	\$49,220,526.46	(\$12,333,957.57)	\$36,886,568.89	(\$40,061,927.89)	

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Revenue from Local Sources						
Taxes Levied	108,269,577.00	15,055,715.43	102,348,600.96	.00	5,920,976.04	95
Appropriations Received from Local Units of Gov't	230,423.00	21,327.62	109,840.41	.00	120,582.59	48
Tuition	968,048.00	310,639.59	657,407.60	.00	310,640.40	68
Earnings on Investments and Deposits	2,319,942.00	526,788.65	2,246,820.32	.00	73,121.68	97
Revenue from Community Service Activities	5,000.00	1,003.28	3,012.08	.00	1,987.92	60
Other Local Revenue	311,536.00	35,516.74	246,645.60	.00	64,890.40	79
Revenue from Local Sources Totals	\$112,104,526.00	\$15,950,991.31	\$105,612,326.97	\$0.00	\$6,492,199.03	94%
Revenue from State Sources						
Grants In Aid	19,405,216.00	3,705,350.41	10,747,873.61	.00	8,657,342.39	55
State Payments in Lieu of Taxes	1,091,232.00	11,955.32	1,019,840.15	.00	71,391.85	93
Revenue from State Sources Totals	\$20,496,448.00	\$3,717,305.73	\$11,767,713.76	\$0.00	\$8,728,734.24	57%
Revenues from Federal Sources						
Grant-In-Aid	15,454,529.00	1,562,537.47	5,025,876.31	.00	10,428,652.69	33
Revenues from Federal Sources Totals	\$15,454,529.00	\$1,562,537.47	\$5,025,876.31	\$0.00	\$10,428,652.69	33%
Incoming Transfers and Other Transactions						
Payments Received from Other Public Schools Within the State	411,604.00	39,196.01	130,287.08	.00	281,316.92	32
Incoming Transfers and Other Transactions Totals	\$411,604.00	\$39,196.01	\$130,287.08	\$0.00	\$281,316.92	32%
Fund Modifications						
Fund Modification - Special Revenue Funds	288,059.00	.00	.00	.00	288,059.00	0
Fund Modifications Totals	\$288,059.00	\$0.00	\$0.00	\$0.00	\$288,059.00	0%
Salaries						
Administration	2,363,129.00	193,091.23	1,504,161.17	.00	858,967.83	64
Professional Educational	13,051,237.00	928,656.05	6,500,483.79	.00	6,550,753.21	50
Professional Business	558,004.00	51,107.12	370,735.17	.00	187,268.83	66
Professional Other	4,171,413.00	280,872.39	2,164,408.37	67.06	2,006,937.57	52
Technical	767,451.00	55,204.10	490,382.76	.00	277,068.24	64
Operation and Service	5,942,917.00	429,436.36	3,032,649.18	.00	2,910,267.82	51
Special Salary Payments	314,806.00	74,432.34	(27,741.53)	.00	342,547.53	(9)
Temporary Salaries	379,333.00	35,783.18	196,456.78	.00	182,876.22	52
Overtime Salaries and Extension of Contract	149,265.00	16,428.30	116,102.79	.00	33,162.21	78
Salaries Totals	\$27,697,555.00	\$2,065,011.07	\$14,347,638.48	\$67.06	\$13,349,849.46	52%
Employee Benefits						
Employee Insurance	4,750,167.00	307,332.10	2,208,621.32	.00	2,541,545.68	46
Mandatory Coverage	14,666,647.00	1,150,261.79	7,655,150.50	.00	7,011,496.50	52
Workers Compensation	89,201.00	(6,457.58)	47,086.66	.00	42,114.34	53

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
Employee Benefits						
Other Employee Benefits	246,531.00	19,493.47	123,724.23	.00	122,806.77	50
<i>Employee Benefits Totals</i>	\$19,752,546.00	\$1,470,629.78	\$10,034,582.71	\$0.00	\$9,717,963.29	51%
<i>Purchased Services</i>						
Professional and Technical Services	4,474,832.00	209,726.06	2,010,367.65	984,525.62	1,479,938.73	67
Travel Workshops Staff	638,598.00	64,334.77	226,178.61	4,905.71	407,513.68	36
Client Pupil Transportation	71,380.00	4,795.16	12,080.84	3,533.41	55,765.75	22
Communication	479,709.00	22,544.25	201,255.47	8,315.73	270,137.80	44
Advertisement	36,942.00	.00	57.00	4,250.00	32,635.00	12
Printing and Binding	104,202.00	3,350.08	52,022.13	5,485.04	46,694.83	55
Tuition	501,000.00	.00	206,400.00	169,800.00	124,800.00	75
Utility Service	66,450.00	4,115.47	32,751.03	5,031.72	28,667.25	57
Insurance and Bond Premiums	114,684.00	.00	112,659.69	.00	2,024.31	98
Repairs and Maintenance Services	1,308,760.00	68,615.61	687,398.08	238,583.85	382,778.07	71
Rentals	88,943.00	1,186.87	5,751.01	90,997.24	(7,805.25)	109
<i>Purchased Services Totals</i>	\$7,885,500.00	\$378,668.27	\$3,546,921.51	\$1,515,428.32	\$2,823,150.17	64%
<i>Supplies and Materials</i>						
Teaching Testing Supplies and Materials	271,678.00	5,427.09	129,345.56	7,058.94	135,273.50	50
Periodicals	1,913.00	.00	247.73	.00	1,665.27	13
Energy Supplies	302,100.00	38,216.86	170,389.31	97,401.18	34,309.51	89
Transportation Supplies	2,000.00	95.24	1,443.97	.00	556.03	72
Other Supplies	508,333.00	18,109.90	188,809.74	54,399.36	265,123.90	48
<i>Supplies and Materials Totals</i>	\$1,086,024.00	\$61,849.09	\$490,236.31	\$158,859.48	\$436,928.21	60%
<i>Capital Outlay</i>						
Building and Additions	15,250.00	1,782.75	2,787.89	.00	12,462.11	18
Improvements Other Than Buildings	2,700.00	.00	.00	.00	2,700.00	0
Equipment and Furniture	677,308.00	17,115.95	276,919.89	74,800.24	325,587.87	52
<i>Capital Outlay Totals</i>	\$695,258.00	\$18,898.70	\$279,707.78	\$74,800.24	\$340,749.98	51%
<i>Other Expenditures</i>						
Redemption of Long-term Bonds, Loans and Capital Leases	885,636.00	92,253.17	827,865.03	260,433.51	(202,662.54)	123
Interest on Debt	217,143.00	.00	.00	.00	217,143.00	0
Dues and Fees	58,025.00	1,802.70	31,648.05	484.50	25,892.45	55
Claims and Judgments	1,500.00	.00	187.24	.00	1,312.76	12
Taxes Abated and Written Off	350,000.00	1,223.77	47,157.29	.00	302,842.71	13
Miscellaneous Expenditures	13,154.00	270.50	5,651.08	.00	7,502.92	43
<i>Other Expenditures Totals</i>	\$1,525,458.00	\$95,550.14	\$912,508.69	\$260,918.01	\$352,031.30	77%

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Special Revenue						
Fund Type						
Fund 22 - Special Education						
<i>Outgoing Transfers and Other Transactions</i>						
Fund Modifications	500,000.00	.00	500,000.00	.00	.00	100
Payments to Other Public School Districts	202,428.00	13,803.32	76,077.21	126,350.79	.00	100
Sub-Grantee Disbursements	92,580,919.00	14,279,946.80	43,128,004.97	10,197,533.67	39,255,380.36	58
<i>Outgoing Transfers and Other Transactions Totals</i>	<u>\$93,283,347.00</u>	<u>\$14,293,750.12</u>	<u>\$43,704,082.18</u>	<u>\$10,323,884.46</u>	<u>\$39,255,380.36</u>	<u>58%</u>
Fund 22 - Special Education Totals						
REVENUE TOTALS	148,755,166.00	21,270,030.52	122,536,204.12	.00	26,218,961.88	82%
EXPENSE TOTALS	151,925,688.00	18,384,357.17	73,315,677.66	12,333,957.57	66,276,052.77	56%
Fund 22 - Special Education Net Gain (Loss)	<u>(\$3,170,522.00)</u>	<u>\$2,885,673.35</u>	<u>\$49,220,526.46</u>	<u>(\$12,333,957.57)</u>	<u>\$40,057,090.89</u>	<u>(1,163%)</u>
Fund Type Totals						
REVENUE TOTALS	148,755,166.00	21,270,030.52	122,536,204.12	.00	26,218,961.88	82%
EXPENSE TOTALS	151,925,688.00	18,384,357.17	73,315,677.66	12,333,957.57	66,276,052.77	56%
Fund Type Net Gain (Loss)	<u>(\$3,170,522.00)</u>	<u>\$2,885,673.35</u>	<u>\$49,220,526.46</u>	<u>(\$12,333,957.57)</u>	<u>\$40,057,090.89</u>	<u>(1,163%)</u>
Fund Category Special Revenue Totals						
REVENUE TOTALS	148,755,166.00	21,270,030.52	122,536,204.12	.00	26,218,961.88	82%
EXPENSE TOTALS	151,925,688.00	18,384,357.17	73,315,677.66	12,333,957.57	66,276,052.77	56%
Fund Category Special Revenue Net Gain (Loss)	<u>(\$3,170,522.00)</u>	<u>\$2,885,673.35</u>	<u>\$49,220,526.46</u>	<u>(\$12,333,957.57)</u>	<u>\$40,057,090.89</u>	<u>(1,163%)</u>
Grand Totals						
REVENUE TOTALS	148,755,166.00	21,270,030.52	122,536,204.12	.00	26,218,961.88	82%
EXPENSE TOTALS	151,925,688.00	18,384,357.17	73,315,677.66	12,333,957.57	66,276,052.77	56%
Grand Total Net Gain (Loss)	<u>(\$3,170,522.00)</u>	<u>\$2,885,673.35</u>	<u>\$49,220,526.46</u>	<u>(\$12,333,957.57)</u>	<u>\$40,057,090.89</u>	<u>(1,163%)</u>

G/L Account Number	Account Description	Location Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 25 - Food Service Fund								
Account Type Revenue								
Function 0000 - Revenue								
25.0151.0000.000.0000.06147.0000	Earnings on Investments and Deposits	High Point	6,000.00	688.62	.00	4,444.28	1,555.72	74
25.0161.0000.000.0000.06147.0000	Food Sales to Pupils	High Point	300.00	.00	.00	290.50	9.50	97
25.0161.0000.913.0000.00000.0000	Food Sales to Pupils	District-Wide	.00	.00	.00	.00	.00	+++
25.0162.0000.000.0000.06147.0000	Food Sales to Patrons	High Point	4,000.00	.00	.00	2,521.40	1,478.60	63
25.0164.0000.000.0000.06147.0000	A-La-Carte Sales	High Point	55.00	.00	.00	55.63	(.63)	101
25.0164.0000.913.0000.00000.0000	A-La-Carte Sales	District-Wide	3.00	.00	.00	3.25	(.25)	108
25.0199.0000.000.0000.06147.0000	Miscellaneous Local Revenues	High Point	1,032.00	.00	.00	1,032.53	(.53)	100
25.0312.0110.000.2644.06147.0000	Restricted State Aid - Food Service	High Point	85,000.00	.00	.00	25,437.18	59,562.82	30
25.0312.0110.000.2654.06147.0000	Restricted State Aid - Food Service	High Point	123,000.00	.00	.00	50,703.75	72,296.25	41
25.0312.0110.000.3100.06147.0000	Restricted State Aid - Food Service	High Point	1,500.00	171.68	.00	1,091.42	408.58	73
25.0312.0110.000.3733.06147.0000	Restricted State Aid - Food Service	High Point	24,292.00	.00	.00	.00	24,292.00	0
25.0312.0110.000.3734.06147.0000	Restricted State Aid - Food Service	High Point	6,500.00	.00	.00	1,593.62	4,906.38	25
25.0414.0110.000.8500.06147.0000	Federal Lunch Reimbursement	High Point	300,000.00	.00	.00	80,654.26	219,345.74	27
25.0414.0110.000.8510.06147.0000	Federal Lunch Reimbursement	High Point	100,000.00	.00	.00	45,606.10	54,393.90	46
25.0481.0110.000.7810.00000.0000	USDA Entitlement Commodities	District-Wide	11,926.00	.00	.00	.00	11,926.00	0
25.0482.0110.000.7820.00000.0000	USDA Bonus Commodities	District-Wide	.00	.00	.00	.00	.00	+++
25.0622.0000.000.0000.06147.0000	Fund Modification - Special Education Fund	High Point	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals			\$663,608.00	\$860.30	\$0.00	\$213,433.92	\$450,174.08	32 %
Account Type Revenue Totals			\$663,608.00	\$860.30	\$0.00	\$213,433.92	\$450,174.08	32 %
Account Type Expense								
Function 1297 - Food Services								
25.1297.3190.000.8510.06147.0000	Other Prof & Technical Services	High Point	5,200.00	1,379.75	.00	2,188.50	3,011.50	42
25.1297.3450.000.0000.06147.0000	Software Lic/Agmts Serv	High Point	3,000.00	.00	1,995.00	2,895.00	(1,890.00)	163
25.1297.5610.000.0000.06147.0000	Food Supplies	High Point	185,000.00	28,155.44	74,280.46	100,921.34	9,798.20	95
25.1297.5650.000.7810.06147.0000	USDA Commod Supp Usage	High Point	11,926.00	.00	.00	.00	11,926.00	0
25.1297.5650.000.7820.06147.0000	USDA Commod Supp Usage	High Point	.00	.00	.00	.00	.00	+++
25.1297.5990.000.0000.06147.0000	Misc. Supp & Matls	High Point	16,500.00	2,419.28	6,164.69	9,329.25	1,006.06	94
25.1297.7410.000.0000.06147.0000	Dues and Fees	High Point	1,600.00	.00	.00	275.63	1,324.37	17
25.1297.8221.000.0000.06147.0000	Payments to LEA's - Food Service Wages	High Point	115,000.00	53,635.93	.00	75,134.41	39,865.59	65
25.1297.8222.000.0000.06147.0000	Payments to LEA's - Food Service Benefits	High Point	57,500.00	26,041.29	.00	36,010.12	21,489.88	63
25.1297.8223.000.0000.06147.0000	Payments to LEA's - Food Service Supplies	High Point	1,000.00	578.26	.00	602.81	397.19	60
25.1297.8226.000.0000.06147.0000	Payments to LEA's - Food Service Indirect	High Point	18,500.00	8,464.99	.00	11,917.93	6,582.07	64
25.1297.8227.000.0000.06147.0000	Payments to LEA's - Food Service Mileage	High Point	13,000.00	4,394.50	.00	7,432.05	5,567.95	57
Function 1297 - Food Services Totals			\$428,226.00	\$125,069.44	\$82,440.15	\$246,707.04	\$99,078.81	77 %
Account Type Expense Totals			\$428,226.00	\$125,069.44	\$82,440.15	\$246,707.04	\$99,078.81	77 %
Revenue Totals			\$663,608.00	\$860.30	\$0.00	\$213,433.92	\$450,174.08	32 %
Expense Totals			\$428,226.00	\$125,069.44	\$82,440.15	\$246,707.04	\$99,078.81	77 %
Fund 25 - Food Service Fund Totals			\$235,382.00	(\$124,209.14)	(\$82,440.15)	(\$33,273.12)	\$351,095.27	
Revenue Totals			\$663,608.00	\$860.30	\$0.00	\$213,433.92	\$450,174.08	32 %
Expense Totals			\$428,226.00	\$125,069.44	\$82,440.15	\$246,707.04	\$99,078.81	77 %
Grand Totals			\$235,382.00	(\$124,209.14)	(\$82,440.15)	(\$33,273.12)	\$351,095.27	

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund				
Fund Type					
Fund	41 - Capital Projects - General Educ				
	ASSETS				
2131					
2131.0000	Due From Other Funds	1,556,682.33	(3,003.94)	1,559,686.27	51,921.35
	2131 - Totals	\$1,556,682.33	(\$3,003.94)	\$1,559,686.27	51,921.35%
2181					
2181.0000	MILAF Short-Term Fund	377,659.37	470,582.56	(92,923.19)	(19.75)
2181.0003	MILAF - Accounts Payable	2,970.96	.00	2,970.96	+++
	2181 - Totals	\$380,630.33	\$470,582.56	(\$89,952.23)	(19.12%)
	ASSETS TOTALS	\$1,937,312.66	\$467,578.62	\$1,469,734.04	314.33%
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	28.58	.00	28.58	+++
	2402 - Totals	\$28.58	\$0.00	\$28.58	+++
	LIABILITIES TOTALS	\$28.58	\$0.00	\$28.58	+++
	FUND EQUITY				
2721					
2721.0000	Restricted Fund Balance	467,578.62	467,578.62	.00	.00
	2721 - Totals	\$467,578.62	\$467,578.62	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$467,578.62	\$467,578.62	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00			
	Fund Revenues	(1,505,605.14)			
	Fund Expenses	35,899.68			
	FUND EQUITY TOTALS	\$1,937,284.08	\$467,578.62	\$1,469,705.46	314.32%
	LIABILITIES AND FUND EQUITY TOTALS	\$1,937,312.66	\$467,578.62	\$1,469,734.04	314.33%
Fund	41 - Capital Projects - General Educ Totals	\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals	\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals	\$0.00	\$0.00	\$0.00	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	+++

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 41 - Capital Projects - General Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	1,032.26	5,605.14	.00	(5,605.14)	+++
Revenue from Local Sources Totals	\$0.00	\$1,032.26	\$5,605.14	\$0.00	(\$5,605.14)	+++
Fund Modifications						
Fund Modification - General Fund	.00	1,500,000.00	1,500,000.00	.00	(1,500,000.00)	+++
Fund Modifications Totals	\$0.00	\$1,500,000.00	\$1,500,000.00	\$0.00	(\$1,500,000.00)	+++
Capital Outlay						
Building and Additions	51,101.00	23,828.67	35,803.29	9,263.16	6,034.55	88
Equipment and Furniture	76,278.00	.00	3,923.15	19,150.99	53,203.86	30
Capital Outlay Totals	\$127,379.00	\$23,828.67	\$39,726.44	\$28,414.15	\$59,238.41	53%
Fund 41 - Capital Projects - General Educ Totals						
REVENUE TOTALS	.00	1,501,032.26	1,505,605.14	.00	(1,505,605.14)	+++
EXPENSE TOTALS	127,379.00	23,828.67	39,726.44	28,414.15	59,238.41	53%
Fund 41 - Capital Projects - General Educ Net Gain (Loss)	(\$127,379.00)	\$1,477,203.59	\$1,465,878.70	(\$28,414.15)	\$1,564,843.55	(1,128%)
Fund Type Totals						
REVENUE TOTALS	.00	1,501,032.26	1,505,605.14	.00	(1,505,605.14)	+++
EXPENSE TOTALS	127,379.00	23,828.67	39,726.44	28,414.15	59,238.41	53%
Fund Type Net Gain (Loss)	(\$127,379.00)	\$1,477,203.59	\$1,465,878.70	(\$28,414.15)	\$1,564,843.55	(1,128%)
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	1,501,032.26	1,505,605.14	.00	(1,505,605.14)	+++
EXPENSE TOTALS	127,379.00	23,828.67	39,726.44	28,414.15	59,238.41	53%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$127,379.00)	\$1,477,203.59	\$1,465,878.70	(\$28,414.15)	\$1,564,843.55	(1,128%)
Grand Totals						
REVENUE TOTALS	.00	1,501,032.26	1,505,605.14	.00	(1,505,605.14)	+++
EXPENSE TOTALS	127,379.00	23,828.67	39,726.44	28,414.15	59,238.41	53%
Grand Total Net Gain (Loss)	(\$127,379.00)	\$1,477,203.59	\$1,465,878.70	(\$28,414.15)	\$1,564,843.55	(1,128%)

Account	Account Description		Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund					
Fund Type						
Fund	42 - Capital Projects - Spec Educ					
	ASSETS					
2131						
2131.0000	Due From Other Funds		(1,508,605.13)	(8,605.13)	(1,500,000.00)	(17,431.46)
	2131 - Totals		(\$1,508,605.13)	(\$8,605.13)	(\$1,500,000.00)	(17,431.46%)
2181						
2181.0000	MILAF Short-Term Fund		2,026,022.33	75,666.19	1,950,356.14	2,577.58
2181.0001	MILAF Max Fund		3,880,718.72	3,743,306.28	137,412.44	3.67
	2181 - Totals		\$5,906,741.05	\$3,818,972.47	\$2,087,768.58	54.67%
	ASSETS TOTALS		\$4,398,135.92	\$3,810,367.34	\$587,768.58	15.43%
	LIABILITIES AND FUND EQUITY					
	LIABILITIES					
2402						
2402.0000	Accounts Payable		(28.58)	449.85	(478.43)	(106.35)
	2402 - Totals		(\$28.58)	\$449.85	(\$478.43)	(106.35%)
	LIABILITIES TOTALS		(\$28.58)	\$449.85	(\$478.43)	(106.35%)
	FUND EQUITY					
2721						
2721.0000	Restricted Fund Balance		3,809,917.49	3,809,917.49	.00	.00
	2721 - Totals		\$3,809,917.49	\$3,809,917.49	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes		\$3,809,917.49	\$3,809,917.49	\$0.00	0.00%
	Prior Year Fund Equity Adjustment		.00			
	Fund Revenues		(658,498.27)			
	Fund Expenses		70,251.26			
	FUND EQUITY TOTALS		\$4,398,164.50	\$3,809,917.49	\$588,247.01	15.44%
	LIABILITIES AND FUND EQUITY TOTALS		\$4,398,135.92	\$3,810,367.34	\$587,768.58	15.43%
Fund	42 - Capital Projects - Spec Educ Totals		\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals		\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals		\$0.00	\$0.00	\$0.00	+++
	Grand Totals		\$0.00	\$0.00	\$0.00	+++

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 42 - Capital Projects - Spec Educ						
Revenue from Local Sources						
Earnings on Investments and Deposits	.00	20,322.44	158,498.27	.00	(158,498.27)	+++
Revenue from Local Sources Totals	\$0.00	\$20,322.44	\$158,498.27	\$0.00	(\$158,498.27)	+++
Fund Modifications						
Fund Modification - Special Revenue Funds	.00	.00	500,000.00	.00	(500,000.00)	+++
Fund Modifications Totals	\$0.00	\$0.00	\$500,000.00	\$0.00	(\$500,000.00)	+++
Capital Outlay						
Building and Additions	41,810.00	16,365.20	26,612.46	7,578.95	7,618.59	82
Equipment and Furniture	73,049.00	2,219.21	43,638.80	18,533.00	10,877.20	85
Capital Outlay Totals	\$114,859.00	\$18,584.41	\$70,251.26	\$26,111.95	\$18,495.79	84%
Fund 42 - Capital Projects - Spec Educ Totals						
REVENUE TOTALS	.00	20,322.44	658,498.27	.00	(658,498.27)	+++
EXPENSE TOTALS	114,859.00	18,584.41	70,251.26	26,111.95	18,495.79	84%
Fund 42 - Capital Projects - Spec Educ Net Gain (Loss)	(\$114,859.00)	\$1,738.03	\$588,247.01	(\$26,111.95)	\$676,994.06	(489%)
Fund Type Totals						
REVENUE TOTALS	.00	20,322.44	658,498.27	.00	(658,498.27)	+++
EXPENSE TOTALS	114,859.00	18,584.41	70,251.26	26,111.95	18,495.79	84%
Fund Type Net Gain (Loss)	(\$114,859.00)	\$1,738.03	\$588,247.01	(\$26,111.95)	\$676,994.06	(489%)
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	.00	20,322.44	658,498.27	.00	(658,498.27)	+++
EXPENSE TOTALS	114,859.00	18,584.41	70,251.26	26,111.95	18,495.79	84%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$114,859.00)	\$1,738.03	\$588,247.01	(\$26,111.95)	\$676,994.06	(489%)
Grand Totals						
REVENUE TOTALS	.00	20,322.44	658,498.27	.00	(658,498.27)	+++
EXPENSE TOTALS	114,859.00	18,584.41	70,251.26	26,111.95	18,495.79	84%
Grand Total Net Gain (Loss)	(\$114,859.00)	\$1,738.03	\$588,247.01	(\$26,111.95)	\$676,994.06	(489%)

Account	Account Description		Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund					
Fund Type						
Fund	43 - Capital Projects 2019 Bond Fund					
	ASSETS					
2131						
2131.0000	Due From Other Funds		(55,395.55)	12,401.11	(67,796.66)	(546.70)
	2131 - Totals		(\$55,395.55)	\$12,401.11	(\$67,796.66)	(546.70%)
2161						
2161.0000	Interest Receivable on Investments and Deposits		3,912.33	3,912.33	.00	.00
	2161 - Totals		\$3,912.33	\$3,912.33	\$0.00	0.00%
2181						
2181.0000	MILAF Short-Term Fund		1,382,459.00	1,407,219.57	(24,760.57)	(1.76)
2181.0001	MILAF Max Fund		4,346,595.49	4,192,686.76	153,908.73	3.67
2181.0003	MILAF - Accounts Payable		.00	1,860.57	(1,860.57)	(100.00)
	2181 - Totals		\$5,729,054.49	\$5,601,766.90	\$127,287.59	2.27%
2191						
2191.0000	Deposits		971.92	38,365.00	(37,393.08)	(97.47)
	2191 - Totals		\$971.92	\$38,365.00	(\$37,393.08)	(97.47%)
	ASSETS TOTALS		\$5,678,543.19	\$5,656,445.34	\$22,097.85	0.39%
	LIABILITIES AND FUND EQUITY					
	LIABILITIES					
2402						
2402.0000	Accounts Payable		.00	69,657.23	(69,657.23)	(100.00)
	2402 - Totals		\$0.00	\$69,657.23	(\$69,657.23)	(100.00%)
	LIABILITIES TOTALS		\$0.00	\$69,657.23	(\$69,657.23)	(100.00%)
	FUND EQUITY					
2721						
2721.0000	Restricted Fund Balance		5,586,788.11	5,586,788.11	.00	.00
	2721 - Totals		\$5,586,788.11	\$5,586,788.11	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes		\$5,586,788.11	\$5,586,788.11	\$0.00	0.00%
	Prior Year Fund Equity Adjustment		.00			
	Fund Revenues		(202,944.42)			
	Fund Expenses		111,189.34			
	FUND EQUITY TOTALS		\$5,678,543.19	\$5,586,788.11	\$91,755.08	1.64%
	LIABILITIES AND FUND EQUITY TOTALS		\$5,678,543.19	\$5,656,445.34	\$22,097.85	0.39%
Fund	43 - Capital Projects 2019 Bond Fund Totals		\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals		\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals		\$0.00	\$0.00	\$0.00	+++
	Grand Totals		\$0.00	\$0.00	\$0.00	+++

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund					
Fund Type					
Fund 43 - Capital Projects 2019 Bond Fund					
Revenue from Local Sources					
Earnings on Investments and Deposits	.00	24,043.70	202,944.42	(202,944.42)	+++
Revenue from Local Sources Totals	\$0.00	\$24,043.70	\$202,944.42	(\$202,944.42)	+++
Purchased Services					
Professional and Technical Services	44,540.00	.00	36,035.00	8,505.00	81
Purchased Services Totals	\$44,540.00	\$0.00	\$36,035.00	\$8,505.00	81%
Capital Outlay					
Building and Additions	50,000.00	14,021.00	14,021.00	35,979.00	28
Improvements Other Than Buildings	.00	256.20	2,688.20	(2,688.20)	+++
Equipment and Furniture	13,000.00	23,173.00	58,445.14	(45,445.14)	450
Capital Outlay Totals	\$63,000.00	\$37,450.20	\$75,154.34	(\$12,154.34)	119%
Fund 43 - Capital Projects 2019 Bond Fund Totals					
REVENUE TOTALS	.00	24,043.70	202,944.42	(202,944.42)	+++
EXPENSE TOTALS	107,540.00	37,450.20	111,189.34	(3,649.34)	103%
Fund 43 - Capital Projects 2019 Bond Fund Net Gain (Loss)	(\$107,540.00)	(\$13,406.50)	\$91,755.08	\$199,295.08	(85%)
Fund Type Totals					
REVENUE TOTALS	.00	24,043.70	202,944.42	(202,944.42)	+++
EXPENSE TOTALS	107,540.00	37,450.20	111,189.34	(3,649.34)	103%
Fund Type Net Gain (Loss)	(\$107,540.00)	(\$13,406.50)	\$91,755.08	\$199,295.08	(85%)
Fund Category Capital Projects Fund Totals					
REVENUE TOTALS	.00	24,043.70	202,944.42	(202,944.42)	+++
EXPENSE TOTALS	107,540.00	37,450.20	111,189.34	(3,649.34)	103%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$107,540.00)	(\$13,406.50)	\$91,755.08	\$199,295.08	(85%)
Grand Totals					
REVENUE TOTALS	.00	24,043.70	202,944.42	(202,944.42)	+++
EXPENSE TOTALS	107,540.00	37,450.20	111,189.34	(3,649.34)	103%
Grand Total Net Gain (Loss)	(\$107,540.00)	(\$13,406.50)	\$91,755.08	\$199,295.08	(85%)

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 43 - Capital Projects 2019 Bond Fund									
Account Type Revenue									
Function 0000 - Revenue									
43.0151.0000.000.0000.00000.0000	Earnings on Investments and Deposits	.00	.00	.00	24,043.70	.00	202,944.42	(202,944.42)	+++
43.0153.0000.000.0000.00000.0000	Gain or Loss on Sale of Investment	.00	.00	.00	.00	.00	.00	.00	+++
43.0591.0000.000.0000.00000.0000	Proceeds from issuance of bonds	.00	.00	.00	.00	.00	.00	.00	+++
Function 0000 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$24,043.70	\$0.00	\$202,944.42	(\$202,944.42)	+++
Account Type Revenue Totals		\$0.00	\$0.00	\$0.00	\$24,043.70	\$0.00	\$202,944.42	(\$202,944.42)	+++
Account Type Expense									
Function 1122 - Special Education									
43.1122.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
43.1122.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1122 - Special Education Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1231 - Board of Education									
43.1231.3170.000.0000.06147.0000	Legal Services	.00	5,000.00	5,000.00	.00	224.00	.00	4,776.00	4
43.1231.3180.000.0000.06147.0000	Audit Services	.00	.00	.00	.00	.00	.00	.00	+++
Function 1231 - Board of Education Totals		\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$224.00	\$0.00	\$4,776.00	4 %
Function 1252 - Fiscal Services									
43.1252.7410.000.0000.06147.0000	Dues and Fees	.00	.00	.00	.00	.00	.00	.00	+++
Function 1252 - Fiscal Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1261 - Operating Buildings Services									
43.1261.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	19,923.00	5,790.00	31,173.00	(36,963.00)	+++
43.1261.6420.000.0000.06147.0000	Capital-New Equip <\$5000	.00	.00	.00	3,250.00	.00	16,693.54	(16,693.54)	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$23,173.00	\$5,790.00	\$47,866.54	(\$53,656.54)	+++
Function 1266 - Security Services									
43.1266.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1266 - Security Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services									
43.1284.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	2,370.00	(2,370.00)	+++
43.1284.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	13,000.00	13,000.00	.00	.00	10,578.60	2,421.40	81
43.1284.6720.000.0000.06147.0000	Capital-Educ Media - Initial - Depreciable	.00	.00	.00	.00	.00	.00	.00	+++
Function 1284 - Non-Instr Technology Services Totals		\$0.00	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$12,948.60	\$51.40	100 %
Function 1452 - Site Improvement Services									
43.1452.6310.000.0000.06147.0000	Capital-Improv Other Than Bldgs - Depreciable	.00	.00	.00	256.20	1,661.80	2,688.20	(4,350.00)	+++
Function 1452 - Site Improvement Services Totals		\$0.00	\$0.00	\$0.00	\$256.20	\$1,661.80	\$2,688.20	(\$4,350.00)	+++
Function 1453 - Architect & Engineering Serv									
43.1453.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	37,540.00	37,540.00	.00	2,875.00	33,665.00	1,000.00	97
Function 1453 - Architect & Engineering Serv Totals		\$0.00	\$37,540.00	\$37,540.00	\$0.00	\$2,875.00	\$33,665.00	\$1,000.00	97 %
Function 1456 - Building Improvement Services									
43.1456.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	2,000.00	2,000.00	.00	.00	.00	2,000.00	0
43.1456.6220.000.0000.06147.0000	Capital-Non-Prop Exp for Bldgs. and Alter by Contractors	.00	50,000.00	50,000.00	14,021.00	.00	14,021.00	35,979.00	28
43.1456.6410.000.0000.06147.0000	Capital-New Equip >\$5000	.00	.00	.00	.00	.00	.00	.00	+++
Function 1456 - Building Improvement Services Totals		\$0.00	\$52,000.00	\$52,000.00	\$14,021.00	\$0.00	\$14,021.00	\$37,979.00	27 %
Function 1459 - Other Facil Acquis and Construction Serv									
43.1459.3170.000.0000.06147.0000	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.3190.000.0000.06147.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	+++
43.1459.7310.000.0000.06147.0000	Other Bond Issuance Costs	.00	.00	.00	.00	.00	.00	.00	+++
Function 1459 - Other Facil Acquis and Construction Serv Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1622 - Fund Modif to Special Ed Fund									
43.1622.8110.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
	Function 1622 - Fund Modif to Special Ed Fund Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1642 - Fund Modif to SE Cap Proj									
43.1642.8110.0000.06147.0000	Fund Modifications	.00	.00	.00	.00	.00	.00	.00	+++
	Function 1642 - Fund Modif to SE Cap Proj Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Account Type Expense Totals	\$0.00	\$107,540.00	\$107,540.00	\$37,450.20	\$10,550.80	\$111,189.34	(\$14,200.14)	113 %
	Revenue Totals	\$0.00	\$0.00	\$0.00	\$24,043.70	\$0.00	\$202,944.42	(\$202,944.42)	+++
	Expense Totals	\$0.00	\$107,540.00	\$107,540.00	\$37,450.20	\$10,550.80	\$111,189.34	(\$14,200.14)	113 %
	Fund 43 - Capital Projects 2019 Bond Fund Totals	\$0.00	(\$107,540.00)	(\$107,540.00)	(\$13,406.50)	(\$10,550.80)	\$91,755.08	(\$188,744.28)	
	Revenue Totals	\$0.00	\$0.00	\$0.00	\$24,043.70	\$0.00	\$202,944.42	(\$202,944.42)	+++
	Expense Totals	\$0.00	\$107,540.00	\$107,540.00	\$37,450.20	\$10,550.80	\$111,189.34	(\$14,200.14)	113 %
	Grand Totals	\$0.00	(\$107,540.00)	(\$107,540.00)	(\$13,406.50)	(\$10,550.80)	\$91,755.08	(\$188,744.28)	

Account	Account Description		Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Capital Projects Fund					
Fund Type						
Fund	47 - Capital Projects - WEOC					
	ASSETS					
2131						
2131.0000	Due From Other Funds		99,001.00	32,000.00	67,001.00	209.38
	2131 - Totals		\$99,001.00	\$32,000.00	\$67,001.00	209.38%
2181						
2181.0000	MILAF Short-Term Fund		(103,835.71)	(18,905.56)	(84,930.15)	(449.23)
2181.0003	MILAF - Accounts Payable		.00	1.00	(1.00)	(100.00)
	2181 - Totals		(\$103,835.71)	(\$18,904.56)	(\$84,931.15)	(449.26%)
	ASSETS TOTALS		(\$4,834.71)	\$13,095.44	(\$17,930.15)	(136.92%)
	LIABILITIES AND FUND EQUITY					
	LIABILITIES					
2402						
2402.0000	Accounts Payable		.00	1,760.00	(1,760.00)	(100.00)
	2402 - Totals		\$0.00	\$1,760.00	(\$1,760.00)	(100.00%)
	LIABILITIES TOTALS		\$0.00	\$1,760.00	(\$1,760.00)	(100.00%)
	FUND EQUITY					
2721						
2721.0000	Restricted Fund Balance		11,335.44	11,335.44	.00	.00
	2721 - Totals		\$11,335.44	\$11,335.44	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes		\$11,335.44	\$11,335.44	\$0.00	0.00%
	Prior Year Fund Equity Adjustment		.00			
	Fund Revenues		(60,000.00)			
	Fund Expenses		76,170.15			
	FUND EQUITY TOTALS		(\$4,834.71)	\$11,335.44	(\$16,170.15)	(142.65%)
	LIABILITIES AND FUND EQUITY TOTALS		(\$4,834.71)	\$13,095.44	(\$17,930.15)	(136.92%)
Fund	47 - Capital Projects - WEOC Totals		\$0.00	\$0.00	\$0.00	+++
Fund Type	Totals		\$0.00	\$0.00	\$0.00	+++
Fund Category	Capital Projects Fund Totals		\$0.00	\$0.00	\$0.00	+++
	Grand Totals		\$0.00	\$0.00	\$0.00	+++

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Capital Projects Fund						
Fund Type						
Fund 47 - Capital Projects - WEOC						
Fund Modifications						
Fund Modification - Special Revenue Funds						
	61,301.00	.00	60,000.00	.00	1,301.00	98
<i>Fund Modifications Totals</i>	\$61,301.00	\$0.00	\$60,000.00	\$0.00	\$1,301.00	98%
<i>Salaries</i>						
Professional Business	390.00	.00	390.00	.00	.00	100
<i>Salaries Totals</i>	\$390.00	\$0.00	\$390.00	\$0.00	\$0.00	100%
<i>Employee Benefits</i>						
Mandatory Coverage	30.00	.00	29.84	.00	.16	99
<i>Employee Benefits Totals</i>	\$30.00	\$0.00	\$29.84	\$0.00	\$0.16	99%
<i>Capital Outlay</i>						
Building and Additions	42,112.00	.00	40,984.51	1,127.00	.49	100
Equipment and Furniture	34,766.00	.00	34,765.80	.00	.20	100
<i>Capital Outlay Totals</i>	\$76,878.00	\$0.00	\$75,750.31	\$1,127.00	\$0.69	100%
Fund 47 - Capital Projects - WEOC Totals						
REVENUE TOTALS	61,301.00	.00	60,000.00	.00	1,301.00	98%
EXPENSE TOTALS	77,298.00	.00	76,170.15	1,127.00	.85	100%
Fund 47 - Capital Projects - WEOC Net Gain (Loss)	(\$15,997.00)	\$0.00	(\$16,170.15)	(\$1,127.00)	(\$1,300.15)	108%
Fund Type Totals						
REVENUE TOTALS	61,301.00	.00	60,000.00	.00	1,301.00	98%
EXPENSE TOTALS	77,298.00	.00	76,170.15	1,127.00	.85	100%
Fund Type Net Gain (Loss)	(\$15,997.00)	\$0.00	(\$16,170.15)	(\$1,127.00)	(\$1,300.15)	108%
Fund Category Capital Projects Fund Totals						
REVENUE TOTALS	61,301.00	.00	60,000.00	.00	1,301.00	98%
EXPENSE TOTALS	77,298.00	.00	76,170.15	1,127.00	.85	100%
Fund Category Capital Projects Fund Net Gain (Loss)	(\$15,997.00)	\$0.00	(\$16,170.15)	(\$1,127.00)	(\$1,300.15)	108%
Grand Totals						
REVENUE TOTALS	61,301.00	.00	60,000.00	.00	1,301.00	98%
EXPENSE TOTALS	77,298.00	.00	76,170.15	1,127.00	.85	100%
Grand Total Net Gain (Loss)	(\$15,997.00)	\$0.00	(\$16,170.15)	(\$1,127.00)	(\$1,300.15)	108%

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Internal Service				
Fund Type					
Fund	81 - Internal Service Fund				
	ASSETS				
2101					
2101.0005	CASH- SELF INSURED	1,147,776.70	1,476,692.76	(328,916.06)	(22.27)
	2101 - Totals	\$1,147,776.70	\$1,476,692.76	(\$328,916.06)	(22.27%)
2121					
2121.0000	Accounts Receivable	98,100.00	98,100.00	.00	.00
	2121 - Totals	\$98,100.00	\$98,100.00	\$0.00	0.00%
2131					
2131.0000	Due From Other Funds	(452,963.70)	(31,357.49)	(421,606.21)	(1,344.52)
	2131 - Totals	(\$452,963.70)	(\$31,357.49)	(\$421,606.21)	(1,344.52%)
	ASSETS TOTALS	\$792,913.00	\$1,543,435.27	(\$750,522.27)	(48.63%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
2402					
2402.0000	Accounts Payable	467,587.01	889,193.22	(421,606.21)	(47.41)
	2402 - Totals	\$467,587.01	\$889,193.22	(\$421,606.21)	(47.41%)
	LIABILITIES TOTALS	\$467,587.01	\$889,193.22	(\$421,606.21)	(47.41%)
	FUND EQUITY				
2771					
2771.0000	Unreserved Retained Earnings-MED	650,142.97	650,142.97	.00	.00
2771.0001	Unreserved Retained Earnings-DEN	165,121.32	165,121.32	.00	.00
2771.0002	Unreserved Retained Earnings-VIS	29,627.79	29,627.79	.00	.00
	2771 - Totals	\$844,892.08	\$844,892.08	\$0.00	0.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	\$844,892.08	\$844,892.08	\$0.00	0.00%
	Prior Year Fund Equity Adjustment	.00			
	Fund Revenues	(3,754,052.24)			
	Fund Expenses	4,082,968.30			
	FUND EQUITY TOTALS	\$515,976.02	\$844,892.08	(\$328,916.06)	(38.93%)
	LIABILITIES AND FUND EQUITY TOTALS	\$983,563.03	\$1,734,085.30	(\$750,522.27)	(43.28%)
Fund	81 - Internal Service Fund Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
Fund Type	Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
Fund Category	Internal Service Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%
	Grand Totals	(\$190,650.03)	(\$190,650.03)	\$0.00	0.00%

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget
Fund Category Internal Service						
Fund Type						
Fund 81 - Internal Service Fund						
Revenue from Local Sources						
Other Local Revenue	.00	538,091.38	3,726,660.74	.00	(3,726,660.74)	+++
Revenue from Local Sources Totals	\$0.00	\$538,091.38	\$3,726,660.74	\$0.00	(\$3,726,660.74)	+++
Incoming Transfers and Other Transactions						
Other Financing Sources	.00	3,179.73	27,391.50	.00	(27,391.50)	+++
Incoming Transfers and Other Transactions Totals	\$0.00	\$3,179.73	\$27,391.50	\$0.00	(\$27,391.50)	+++
Employee Benefits						
Employee Insurance	.00	681,503.70	4,082,968.30	.00	(4,082,968.30)	+++
Employee Benefits Totals	\$0.00	\$681,503.70	\$4,082,968.30	\$0.00	(\$4,082,968.30)	+++
Fund 81 - Internal Service Fund Totals						
REVENUE TOTALS	.00	541,271.11	3,754,052.24	.00	(3,754,052.24)	+++
EXPENSE TOTALS	.00	681,503.70	4,082,968.30	.00	(4,082,968.30)	+++
Fund 81 - Internal Service Fund Net Gain (Loss)	\$0.00	(\$140,232.59)	(\$328,916.06)	\$0.00	(\$328,916.06)	+++
Fund Type Totals						
REVENUE TOTALS	.00	541,271.11	3,754,052.24	.00	(3,754,052.24)	+++
EXPENSE TOTALS	.00	681,503.70	4,082,968.30	.00	(4,082,968.30)	+++
Fund Type Net Gain (Loss)	\$0.00	(\$140,232.59)	(\$328,916.06)	\$0.00	(\$328,916.06)	+++
Fund Category Internal Service Totals						
REVENUE TOTALS	.00	541,271.11	3,754,052.24	.00	(3,754,052.24)	+++
EXPENSE TOTALS	.00	681,503.70	4,082,968.30	.00	(4,082,968.30)	+++
Fund Category Internal Service Net Gain (Loss)	\$0.00	(\$140,232.59)	(\$328,916.06)	\$0.00	(\$328,916.06)	+++
Grand Totals						
REVENUE TOTALS	.00	541,271.11	3,754,052.24	.00	(3,754,052.24)	+++
EXPENSE TOTALS	.00	681,503.70	4,082,968.30	.00	(4,082,968.30)	+++
Grand Total Net Gain (Loss)	\$0.00	(\$140,232.59)	(\$328,916.06)	\$0.00	(\$328,916.06)	+++

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Fund 27 - Cooperative Activities Fund						
Program 000 - Unassigned						
Account Type Revenue						
Function 0000 - Revenue	1,112,992.00	362,476.48	.00	690,042.84	422,949.16	62
Account Type Revenue Totals	\$1,112,992.00	\$362,476.48	\$0.00	\$690,042.84	\$422,949.16	62 %
Account Type Expense						
Function 1113 - High School	7,916.00	6,442.37	.00	6,737.37	1,178.63	85
Function 1226 - SupervisionDirection of Instr Staff	688,743.00	57,714.52	1,276.00	437,693.87	249,773.13	64
Function 1249 - Other School Administration	25,000.00	.00	.00	5,973.53	19,026.47	24
Function 1252 - Fiscal Services	85,586.00	7,265.56	.00	58,160.22	27,425.78	68
Function 1283 - Staff/Personnel Services	32,292.00	.00	14,022.82	18,971.13	(701.95)	102
Function 1284 - Non-Instr Technology Services	231,550.00	7,687.65	.00	66,507.10	165,042.90	29
Function 1391 - Other Community Services	2,084.00	.00	.00	.00	2,084.00	0
Function 1511 - Debt Service - Long Term Only - Principal	39,840.00	3,411.00	.00	25,515.00	14,325.00	64
Account Type Expense Totals	\$1,113,011.00	\$82,521.10	\$15,298.82	\$619,558.22	\$478,153.96	57 %
Program 000 - Unassigned Totals	(\$19.00)	\$279,955.38	(\$15,298.82)	\$70,484.62	(\$55,204.80)	5 %

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program						
Account Type Revenue						
Function 0000 - Revenue	7,282,809.00	683,496.22	.00	5,076,793.13	2,206,015.87	70
Account Type Revenue Totals	\$7,282,809.00	\$683,496.22	\$0.00	\$5,076,793.13	\$2,206,015.87	70 %
Account Type Expense						
Function 1112 - Middle/Junior High	366,936.00	49,249.07	.00	350,080.88	16,855.12	95
Function 1113 - High School	3,855,005.00	292,427.22	13,839.82	1,932,275.67	1,908,889.51	50
Function 1212 - Guidance Services	317,489.00	32,622.32	.00	175,549.57	141,939.43	55
Function 1216 - Social Work Services	216,935.00	17,631.09	.00	110,286.04	106,648.96	51
Function 1218 - Teacher Consultant	25,000.00	.00	.00	.00	25,000.00	0
Function 1221 - Improvement of Instruction	880.00	.00	.00	.00	880.00	0
Function 1226 - SupervisionDirection of Instr Staff	492,699.00	25,959.94	.00	279,329.15	213,369.85	57
Function 1241 - Office of the Principal	691,489.00	30,823.64	.00	255,188.43	436,300.57	37
Function 1249 - Other School Administration	25,000.00	.00	3,700.00	20.00	21,280.00	15
Function 1261 - Operating Buildings Services	283,521.00	25,679.25	71,644.43	136,622.45	75,254.12	73
Function 1266 - Security Services	261.00	.00	.00	.00	261.00	0
Function 1271 - Pupil Transportation Services	.00	.00	.00	.00	.00	0
Function 1284 - Non-Instr Technology Services	97,627.00	8,060.80	.00	64,371.28	33,255.72	66
Function 1411 - Pmts to Other Mich Publ Schools	530,038.00	175,500.00	.00	320,500.00	209,538.00	60
Function 1456 - Building Improvement Services	12,005.00	.00	.00	12,004.31	.69	100
Function 1511 - Debt Service - Long Term Only - Principal	350,000.00	.00	.00	350,000.00	.00	100
Function 1611 - Fund Modif to General Ed Fund	25,488.00	.00	.00	.00	25,488.00	0
Function 1622 - Fund Modif to Special Ed Fund	133,809.00	.00	.00	.00	133,809.00	0
Function 1647 - Fund Mod to WEOC	15,000.00	.00	.00	15,000.00	.00	100
Account Type Expense Totals	\$7,439,182.00	\$657,953.33	\$89,184.25	\$4,001,227.78	\$3,348,769.97	55 %
Program 910 - WIHI - IB Program Totals	(\$156,373.00)	\$25,542.89	(\$89,184.25)	\$1,075,565.35	(\$1,142,754.10)	15 %

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program						
Account Type Revenue						
Function 0000 - Revenue	4,966,901.00	422,477.99	.00	3,409,173.28	1,557,727.72	69
Account Type Revenue Totals	\$4,966,901.00	\$422,477.99	\$0.00	\$3,409,173.28	\$1,557,727.72	69 %
Account Type Expense						
Function 1113 - High School	3,328,072.00	159,144.69	.00	1,819,256.87	1,508,815.13	55
Function 1212 - Guidance Services	293,202.00	23,757.59	.00	193,166.95	100,035.05	66
Function 1216 - Social Work Services	93,355.00	(10,709.90)	.00	42,795.60	50,559.40	46
Function 1218 - Teacher Consultant	10,938.00	.00	.00	.00	10,938.00	0
Function 1226 - SupervisionDirection of Instr Staff	425,341.00	45,251.50	.00	276,545.97	148,795.03	65
Function 1241 - Office of the Principal	390,874.00	33,387.44	.00	236,072.69	154,801.31	60
Function 1249 - Other School Administration	24,740.00	56.31	.00	295.29	24,444.71	1
Function 1259 - Other Business Services	.00	.00	.00	252.50	(252.50)	0
Function 1271 - Pupil Transportation Services	5,000.00	.00	.00	1,800.00	3,200.00	36
Function 1281 - Planning, Research and Evaluation	11.00	.00	.00	.00	11.00	0
Function 1284 - Non-Instr Technology Services	85,281.00	6,762.57	.00	57,331.53	27,949.47	67
Function 1411 - Pmts to Other Mich Publ Schools	318,023.00	105,300.00	.00	192,300.00	125,723.00	60
Function 1511 - Debt Service - Long Term Only - Principal	.00	.00	.00	.00	.00	0
Function 1599 - Miscellaneous Other Financing So	280,508.00	.00	.00	.00	280,508.00	0
Function 1611 - Fund Modif to General Ed Fund	18,624.00	.00	.00	.00	18,624.00	0
Function 1622 - Fund Modif to Special Ed Fund	97,773.00	.00	.00	.00	97,773.00	0
Function 1647 - Fund Mod to WEOC	15,000.00	.00	.00	15,000.00	.00	100
Account Type Expense Totals	\$5,386,742.00	\$362,950.20	\$0.00	\$2,834,817.40	\$2,551,924.60	53 %
Program 913 - ECA Program Totals	(\$419,841.00)	\$59,527.79	\$0.00	\$574,355.88	(\$994,196.88)	16 %

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program						
Account Type Revenue						
Function 0000 - Revenue	3,391,238.00	277,196.36	.00	2,134,991.96	1,256,246.04	63
Function 0192 - MI Ctr Youth Justice Wave Grant	1,839.00	.00	.00	1,838.14	.86	100
Account Type Revenue Totals	\$3,393,077.00	\$277,196.36	\$0.00	\$2,136,830.10	\$1,256,246.90	63 %
Account Type Expense						
Function 1112 - Middle/Junior High	275,366.00	21,541.30	.00	69,621.67	205,744.33	25
Function 1113 - High School	1,392,834.00	116,898.95	131.49	922,223.99	470,478.52	66
Function 1212 - Guidance Services	266,912.00	21,696.68	.00	172,354.52	94,557.48	65
Function 1216 - Social Work Services	104,966.00	(12,280.05)	.00	46,992.61	57,973.39	45
Function 1218 - Teacher Consultant	43,500.00	.00	.00	.00	43,500.00	0
Function 1221 - Improvement of Instruction	2,709.00	.00	.00	79.00	2,630.00	3
Function 1222 - Educational Media Services	61,340.00	4,266.14	.00	37,082.18	24,257.82	60
Function 1225 - Instructional Technology	97,397.00	6,180.64	290.40	56,243.55	40,863.05	58
Function 1226 - SupervisionDirection of Instr Staff	404,458.00	32,341.68	.00	285,406.46	119,051.54	71
Function 1249 - Other School Administration	1,500.00	.00	.00	.00	1,500.00	0
Function 1261 - Operating Buildings Services	.00	.00	.00	.00	.00	0
Function 1271 - Pupil Transportation Services	5,295.00	.00	.00	1,650.00	3,645.00	31
Function 1283 - Staff/Personnel Services	1,615.00	.00	.00	.00	1,615.00	0
Function 1284 - Non-Instr Technology Services	103,005.00	8,193.77	.00	68,447.17	34,557.83	66
Function 1411 - Pmts to Other Mich Publ Schools	212,015.00	70,200.00	.00	128,200.00	83,815.00	60
Function 1511 - Debt Service - Long Term Only - Principal	198,444.00	16,537.00	.00	132,296.00	66,148.00	67
Function 1611 - Fund Modif to General Ed Fund	10,758.00	.00	.00	.00	10,758.00	0
Function 1622 - Fund Modif to Special Ed Fund	56,477.00	.00	.00	.00	56,477.00	0
Function 1647 - Fund Mod to WEOC	31,301.00	.00	.00	30,000.00	1,301.00	96
Account Type Expense Totals	\$3,269,892.00	\$285,576.11	\$421.89	\$1,950,597.15	\$1,318,872.96	60 %
Program 915 - WAVE Program Totals	\$123,185.00	(\$8,379.75)	(\$421.89)	\$186,232.95	(\$62,626.06)	3 %

Cooperative Activities (Summary)

Fiscal Year to Date 02/29/24

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium						
Account Type Revenue						
Function 0000 - Revenue	738,860.00	3,751.82	.00	715,789.28	23,070.72	97
Account Type Revenue Totals	\$738,860.00	\$3,751.82	\$0.00	\$715,789.28	\$23,070.72	97 %
Account Type Expense						
Function 1284 - Non-Instr Technology Services	1,212,977.00	18,190.71	229,716.48	508,221.30	475,039.22	61
Account Type Expense Totals	\$1,212,977.00	\$18,190.71	\$229,716.48	\$508,221.30	\$475,039.22	61 %
Program 917 - Washtenaw County Tech Consortium Totals	(\$474,117.00)	(\$14,438.89)	(\$229,716.48)	\$207,567.98	(\$451,968.50)	36 %

Cooperative Activities (Summary)

Fiscal Year to Date 02/29/24

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software						
Account Type Revenue						
Function 0000 - Revenue	292,748.00	257,495.38	.00	264,355.50	28,392.50	90
Account Type Revenue Totals	\$292,748.00	\$257,495.38	\$0.00	\$264,355.50	\$28,392.50	90 %
Account Type Expense						
Function 1284 - Non-Instr Technology Services	356,958.00	348.96	53,209.74	184,889.80	118,858.46	67
Function 1611 - Fund Modif to General Ed Fund	.00	.00	.00	.00	.00	0
Account Type Expense Totals	\$356,958.00	\$348.96	\$53,209.74	\$184,889.80	\$118,858.46	67 %
Program 918 - New World Software Totals	(\$64,210.00)	\$257,146.42	(\$53,209.74)	\$79,465.70	(\$90,465.96)	24 %

Function Code	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs						
Account Type Revenue						
Function 0000 - Revenue	8,822,241.00	716,440.95	.00	5,345,594.79	3,476,646.21	61
Account Type Revenue Totals	\$8,822,241.00	\$716,440.95	\$0.00	\$5,345,594.79	\$3,476,646.21	61 %
Account Type Expense						
Function 1213 - Health Services	19,590.00	2,515.00	6,325.00	10,175.00	3,090.00	84
Function 1226 - SupervisionDirection of Instr Staff	233,881.00	10,962.54	.00	157,150.07	76,730.93	67
Function 1231 - Board of Education	4,728.00	.00	.00	4,727.81	.19	100
Function 1283 - Staff/Personnel Services	2,566.00	.00	.00	1,972.10	593.90	77
Function 1284 - Non-Instr Technology Services	20,540.00	.00	.00	5,162.55	15,377.45	25
Function 1411 - Pmts to Other Mich Publ Schools	6,272,738.00	295,221.00	2,329,015.00	295,221.00	3,648,502.00	42
Function 1641 - Fund Modif to GE Cap Proj	1,500,000.00	1,500,000.00	.00	1,500,000.00	.00	100
Account Type Expense Totals	\$8,054,043.00	\$1,808,698.54	\$2,335,340.00	\$1,974,408.53	\$3,744,294.47	54 %
Program 919 - Medicaid Programs Totals	\$768,198.00	(\$1,092,257.59)	(\$2,335,340.00)	\$3,371,186.26	(\$267,648.26)	7 %
Revenue Totals	\$26,609,628.00	\$2,723,335.20	\$0.00	\$17,638,578.92	\$8,971,049.08	66 %
Expense Totals	\$26,832,805.00	\$3,216,238.95	\$2,723,171.18	\$12,073,720.18	\$12,035,913.64	55 %
Fund 27 - Cooperative Activities Fund Totals	(\$223,177.00)	(\$492,903.75)	(\$2,723,171.18)	\$5,564,858.74	(\$3,064,864.56)	
Revenue Totals	\$26,609,628.00	\$2,723,335.20	\$0.00	\$17,638,578.92	\$8,971,049.08	66 %
Expense Totals	\$26,832,805.00	\$3,216,238.95	\$2,723,171.18	\$12,073,720.18	\$12,035,913.64	55 %
Grand Totals	(\$223,177.00)	(\$492,903.75)	(\$2,723,171.18)	\$5,564,858.74	(\$3,064,864.56)	

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 000 - Unassigned							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.000.0000.0000.0000	Earnings on Investments and Deposits	.00	.00	.00	.00	.00	+++
27.0192.0000.000.9864.00000.0000	Private Sources (Contributions)	2,756.00	.00	.00	2,755.77	.23	100
27.0312.0000.000.2083.00000.0000	Restricted State Revenues Received as Grants	50,000.00	11,476.48	.00	46,127.47	3,872.53	92
27.0312.0000.000.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0312.0070.000.3491.00000.0000	LAWMASC State aid	160.00	.00	.00	159.60	.40	100
27.0518.0000.000.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Prvided to Other Public School	1,060,076.00	351,000.00	.00	641,000.00	419,076.00	60
Function 0000 - Revenue Totals		\$1,112,992.00	\$362,476.48	\$0.00	\$690,042.84	\$422,949.16	62 %
Account Type Revenue Totals		\$1,112,992.00	\$362,476.48	\$0.00	\$690,042.84	\$422,949.16	62 %
Account Type Expense							
Function 1113 - High School							
27.1113.2310.000.0000.00000.0000	Tuition	5,000.00	3,822.00	.00	3,822.00	1,178.00	76
27.1113.3210.000.3490.00000.0000	Regular Duty Travel	160.00	(135.40)	.00	159.60	.40	100
27.1113.3220.000.9864.00000.0000	Workshops and Conf Travel	1,000.00	1,000.00	.00	1,000.00	.00	100
27.1113.5110.000.9864.00000.0000	Teaching/Testing Supplies	1,756.00	1,755.77	.00	1,755.77	.23	100
27.1113.5990.000.3490.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.7410.000.3490.00000.0000	Dues and Fees	.00	.00	.00	.00	.00	+++
Function 1113 - High School Totals		\$7,916.00	\$6,442.37	\$0.00	\$6,737.37	\$1,178.63	85 %
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1160.000.0000.00000.0000	Supervision/Direction-Staff	191,480.00	15,788.91	.00	114,941.06	76,538.94	60
27.1226.1620.000.0000.00000.0000	Secretary-Clerical-Bookkeeper	55,000.00	3,666.67	.00	29,333.40	25,666.60	53
27.1226.2110.000.0000.00000.0000	Group Life	143.00	7.92	.00	66.00	77.00	46
27.1226.2120.000.0000.00000.0000	Group Disability	416.00	40.60	.00	335.60	80.40	81
27.1226.2130.000.0000.00000.0000	Group Health and Accident	12,180.00	1,673.22	.00	11,361.36	818.64	93
27.1226.2140.000.0000.00000.0000	Dental Health Care	1,489.00	156.78	.00	989.92	499.08	66
27.1226.2150.000.0000.00000.0000	Vision Care	400.00	36.96	.00	255.46	144.54	64
27.1226.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	91,681.00	9,595.29	.00	69,445.96	22,235.04	76
27.1226.2820.000.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.000.0000.00000.0000	Employer Social Security	14,649.00	1,421.54	.00	10,522.57	4,126.43	72
27.1226.3150.000.0000.00000.0000	Management Services	275,000.00	25,014.16	.00	185,707.88	89,292.12	68
27.1226.3170.000.0000.00000.0000	Legal Services	25,000.00	.00	.00	2,130.00	22,870.00	9
27.1226.3190.000.0000.00000.0000	Other Prof & Technical Services	9,500.00	.00	1,276.00	8,464.00	(240.00)	103
27.1226.3210.000.0000.00000.0000	Regular Duty Travel	750.00	135.40	.00	135.40	614.60	18
27.1226.3220.000.0000.00000.0000	Workshops and Conf Travel	4,000.00	177.07	.00	1,121.09	2,878.91	28
27.1226.3430.000.0000.00000.0000	Mail/Postage Serv	.00	.00	.00	91.61	(91.61)	+++
27.1226.3610.000.0000.00000.0000	Printing Serv	521.00	.00	.00	.00	521.00	0
27.1226.5910.000.0000.00000.0000	Office Supplies	834.00	.00	.00	338.94	495.06	41
27.1226.6420.000.0000.00000.0000	Capital-New Equip <\$5000	3,000.00	.00	.00	.00	3,000.00	0
27.1226.7410.000.0000.00000.0000	Dues and Fees	750.00	.00	.00	313.66	436.34	42
27.1226.7910.000.0000.00000.0000	Misc Expenditures	1,950.00	.00	.00	2,139.96	(189.96)	110
Function 1226 - SupervisionDirection of Instr Staff Totals		\$688,743.00	\$57,714.52	\$1,276.00	\$437,693.87	\$249,773.13	64 %
Function 1249 - Other School Administration							
27.1249.5990.000.0000.00000.0000	Misc. Supp & Matls	25,000.00	.00	.00	5,973.53	19,026.47	24
Function 1249 - Other School Administration Totals		\$25,000.00	\$0.00	\$0.00	\$5,973.53	\$19,026.47	24 %
Function 1252 - Fiscal Services							
27.1252.1310.000.0000.00000.0000	Accounting	47,270.00	4,009.80	.00	32,467.56	14,802.44	69
27.1252.1790.000.0000.00000.0000	Other Special Payments	.00	.00	.00	.00	.00	+++
27.1252.2110.000.0000.00000.0000	Group Life	153.00	11.58	.00	99.48	53.52	65
27.1252.2120.000.0000.00000.0000	Group Disability	137.00	10.02	.00	88.32	48.68	64
27.1252.2130.000.0000.00000.0000	Group Health and Accident	10,441.00	869.38	.00	6,837.50	3,603.50	65
27.1252.2140.000.0000.00000.0000	Dental Health Care	690.00	65.32	.00	468.86	221.14	68
27.1252.2150.000.0000.00000.0000	Vision Care	186.00	15.38	.00	121.54	64.46	65

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1252.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	22,554.00	1,970.42	.00	15,456.67	7,097.33	69
27.1252.2820.000.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1252.2830.000.0000.00000.0000	Employer Social Security	3,780.00	288.68	.00	2,345.45	1,434.55	62
27.1252.2990.000.0000.00000.0000	Other Benefits	.00	.00	.00	.00	.00	+++
27.1252.3220.000.0000.00000.0000	Workshops and Conf Travel	75.00	.00	.00	75.00	.00	100
27.1252.3410.000.0000.00000.0000	Telephone Serv	300.00	24.98	.00	199.84	100.16	67
Function 1252 - Fiscal Services Totals		\$85,586.00	\$7,265.56	\$0.00	\$58,160.22	\$27,425.78	68 %
Function 1261 - Operating Buildings Services							
27.1261.4210.000.0000.00000.0000	Land/Building Rental Serv	.00	.00	.00	.00	.00	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1283 - Staff/Personnel Services							
27.1283.3120.000.0000.00000.0000	Employee Training & Devel Serv	4,167.00	.00	.00	.00	4,167.00	0
27.1283.3190.000.0000.00000.0000	Other Prof & Technical Services	3,125.00	.00	.00	402.00	2,723.00	13
27.1283.3510.000.0000.00000.0000	Advertisement Serv	25,000.00	.00	14,022.82	18,569.13	(7,591.95)	130
Function 1283 - Staff/Personnel Services Totals		\$32,292.00	\$0.00	\$14,022.82	\$18,971.13	(\$701.95)	102 %
Function 1284 - Non-Instr Technology Services							
27.1284.1510.000.0000.00000.0000	Information Management	136,400.00	5,100.00	.00	40,800.00	95,600.00	30
27.1284.1920.000.0000.00000.0000	Professional-Education	730.00	.00	.00	.00	730.00	0
27.1284.2110.000.0000.00000.0000	Group Life	62.00	3.60	.00	32.28	29.72	52
27.1284.2120.000.0000.00000.0000	Group Disability	202.00	13.14	.00	117.72	84.28	58
27.1284.2130.000.0000.00000.0000	Group Health and Accident	11,712.00	.00	.00	.00	11,712.00	0
27.1284.2140.000.0000.00000.0000	Dental Health Care	943.00	.00	.00	.00	943.00	0
27.1284.2150.000.0000.00000.0000	Vision Care	236.00	.00	.00	.00	236.00	0
27.1284.2820.000.0000.00000.0000	Contribution to State and Local Retirement Funds	65,309.00	2,180.76	.00	18,466.08	46,842.92	28
27.1284.2820.000.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1284.2830.000.0000.00000.0000	Employer Social Security	10,435.00	390.15	.00	3,121.22	7,313.78	30
27.1284.3220.000.0000.00000.0000	Workshops and Conf Travel	521.00	.00	.00	.00	521.00	0
27.1284.3450.000.0000.00000.0000	Software Lic/Agmts Serv	5,000.00	.00	.00	3,969.80	1,030.20	79
Function 1284 - Non-Instr Technology Services Totals		\$231,550.00	\$7,687.65	\$0.00	\$66,507.10	\$165,042.90	29 %
Function 1391 - Other Community Services							
27.1391.5990.000.0000.00000.0000	Misc. Supp & Mats	2,084.00	.00	.00	.00	2,084.00	0
Function 1391 - Other Community Services Totals		\$2,084.00	\$0.00	\$0.00	\$0.00	\$2,084.00	0 %
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.000.0000.00000.0000	Other LT Debt Principal	39,840.00	3,411.00	.00	25,515.00	14,325.00	64
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$39,840.00	\$3,411.00	\$0.00	\$25,515.00	\$14,325.00	64 %
Account Type Expense Totals		\$1,113,011.00	\$82,521.10	\$15,298.82	\$619,558.22	\$478,153.96	57 %
Program 000 - Unassigned Totals		(\$19.00)	\$279,955.38	(\$15,298.82)	\$70,484.62	(\$55,204.80)	5 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 910 - WIHI - IB Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.910.0000.00000.0000	Earnings on Investments and Deposits	.00	.00	.00	3,528.88	(3,528.88)	+++
27.0192.0000.910.9868.00000.0000	Private Sources (Contributions)	1,000.00	.00	.00	1,000.00	.00	100
27.0199.0000.910.0000.00000.0000	Miscellaneous Local Revenues	.00	4,075.00	.00	16,075.00	(16,075.00)	+++
27.0312.0000.910.2083.00000.0000	Restricted State Revenues Received as Grants	500,000.00	95,254.82	.00	382,858.07	117,141.93	77
27.0312.0000.910.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0511.0000.910.0000.81010.0000	Tuition Payments Received from Other Public Schools	1,104,440.00	98,882.33	.00	791,058.64	313,381.36	72
27.0511.0000.910.0000.81020.0000	Tuition Payments Received from Other Public Schools	4,983,670.00	413,023.90	.00	3,304,191.18	1,679,478.82	66
27.0511.0000.910.0000.81040.0000	Tuition Payments Received from Other Public Schools	9,128.00	3,803.17	.00	30,425.36	(21,297.36)	333
27.0511.0000.910.0000.81070.0000	Tuition Payments Received from Other Public Schools	465,508.00	48,680.53	.00	389,444.24	76,063.76	84
27.0511.0000.910.0000.81080.0000	Tuition Payments Received from Other Public Schools	.00	3,042.53	.00	24,340.24	(24,340.24)	+++
27.0511.0000.910.0000.81100.0000	Tuition Payments Received from Other Public Schools	45,638.00	4,563.80	.00	36,510.40	9,127.60	80
27.0511.0000.910.0000.81120.0000	Tuition Payments Received from Other Public Schools	173,425.00	8,366.97	.00	66,935.76	106,489.24	39
27.0511.0000.910.0000.81140.0000	Tuition Payments Received from Other Public Schools	.00	3,803.17	.00	30,425.36	(30,425.36)	+++
Function 0000 - Revenue Totals		\$7,282,809.00	\$683,496.22	\$0.00	\$5,076,793.13	\$2,206,015.87	70 %
Account Type Revenue Totals		\$7,282,809.00	\$683,496.22	\$0.00	\$5,076,793.13	\$2,206,015.87	70 %
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.910.0000.00000.0000	Teaching	182,305.00	29,297.00	.00	206,282.67	(23,977.67)	113
27.1112.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1112.2110.910.0000.00000.0000	Group Life	362.00	18.00	.00	149.76	212.24	41
27.1112.2120.910.0000.00000.0000	Group Disability	1,277.00	73.28	.00	607.58	669.42	48
27.1112.2130.910.0000.00000.0000	Group Health and Accident	71,730.00	3,012.88	.00	25,369.19	46,360.81	35
27.1112.2140.910.0000.00000.0000	Dental Health Care	8,040.00	424.10	.00	2,930.31	5,109.69	36
27.1112.2150.910.0000.00000.0000	Vision Care	1,987.00	100.92	.00	764.72	1,222.28	38
27.1112.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	87,288.00	14,139.61	.00	98,792.42	(11,504.42)	113
27.1112.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1112.2830.910.0000.00000.0000	Employer Social Security	13,947.00	2,183.28	.00	15,184.23	(1,237.23)	109
Function 1112 - Middle/Junior High Totals		\$366,936.00	\$49,249.07	\$0.00	\$350,080.88	\$16,855.12	95 %
Function 1113 - High School							
27.1113.1240.910.0000.00000.0000	Teaching	2,128,732.00	171,110.45	.00	1,078,234.39	1,050,497.61	51
27.1113.1790.910.0000.00000.0000	Other Special Payments	782.00	.00	.00	.00	782.00	0
27.1113.1920.910.0000.00000.0000	Professional-Education	47,300.00	.00	.00	14,687.62	32,612.38	31
27.1113.2110.910.0000.00000.0000	Group Life	1,750.00	118.41	.00	874.14	875.86	50
27.1113.2120.910.0000.00000.0000	Group Disability	10,847.00	460.10	.00	3,509.27	7,337.73	32
27.1113.2130.910.0000.00000.0000	Group Health and Accident	293,835.00	26,060.25	.00	172,676.77	121,158.23	59
27.1113.2140.910.0000.00000.0000	Dental Health Care	26,221.00	2,174.33	.00	13,137.50	13,083.50	50
27.1113.2150.910.0000.00000.0000	Vision Care	7,313.00	487.80	.00	3,320.42	3,992.58	45
27.1113.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	1,042,259.00	81,514.44	.00	501,669.02	540,589.98	48
27.1113.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.910.0000.00000.0000	Employer Social Security	166,527.00	12,652.52	.00	80,305.32	86,221.68	48
27.1113.3190.910.0000.00000.0000	Other Prof & Technical Services	521.00	.00	.00	.00	521.00	0
27.1113.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1113.3220.910.0000.00000.0000	Workshops and Conf Travel	7,000.00	(736.60)	.00	(843.11)	7,843.11	-12
27.1113.3450.910.0000.00000.0000	Software Lic/Agmts Serv	27,000.00	.00	40.00	16,412.41	10,547.59	61
27.1113.3610.910.0000.00000.0000	Printing Serv	5,635.00	.00	.00	3,723.94	1,911.06	66
27.1113.4120.910.0000.00000.0000	Equip Repair Serv	521.00	.00	.00	.00	521.00	0
27.1113.4140.910.0000.00000.0000	Software Maint Agmts Serv	7,292.00	.00	.00	915.71	6,376.29	13
27.1113.5110.910.0000.00000.0000	Teaching/Testing Supplies	36,000.00	(1,414.48)	8,696.06	14,498.97	12,804.97	64
27.1113.5210.910.0000.00000.0000	Textbook Supp	5,209.00	.00	.00	1,476.10	3,732.90	28
27.1113.5990.910.9868.00000.0000	Misc. Supp & Matls	1,000.00	.00	.00	.00	1,000.00	0
27.1113.6420.910.0000.00000.0000	Capital-New Equip <\$5000	6,000.00	.00	.00	1,335.00	4,665.00	22
27.1113.7410.910.0000.00000.0000	Dues and Fees	33,000.00	.00	5,103.76	26,342.20	1,554.04	95
Function 1113 - High School Totals		\$3,855,005.00	\$292,427.22	\$13,839.82	\$1,932,275.67	\$1,908,889.51	50 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1212 - Guidance Services							
27.1212.1220.910.0000.00000.0000	Counseling	176,787.00	19,692.22	.00	103,676.22	73,110.78	59
27.1212.1790.910.0000.00000.0000	Other Special Payments	417.00	.00	.00	.00	417.00	0
27.1212.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1212.2110.910.0000.00000.0000	Group Life	108.00	9.00	.00	76.23	31.77	71
27.1212.2120.910.0000.00000.0000	Group Disability	353.00	36.24	.00	285.52	67.48	81
27.1212.2130.910.0000.00000.0000	Group Health and Accident	37,240.00	1,884.43	.00	13,707.63	23,532.37	37
27.1212.2140.910.0000.00000.0000	Dental Health Care	1,525.00	152.41	.00	1,003.00	522.00	66
27.1212.2150.910.0000.00000.0000	Vision Care	395.00	36.11	.00	260.65	134.35	66
27.1212.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	84,846.00	9,329.15	.00	48,811.17	36,034.83	58
27.1212.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1212.2830.910.0000.00000.0000	Employer Social Security	13,557.00	1,482.76	.00	7,729.15	5,827.85	57
27.1212.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1212.3220.910.0000.00000.0000	Workshops and Conf Travel	2,000.00	.00	.00	.00	2,000.00	0
Function 1212 - Guidance Services Totals		\$317,489.00	\$32,622.32	\$0.00	\$175,549.57	\$141,939.43	55 %
Function 1216 - Social Work Services							
27.1216.1440.910.0000.00000.0000	Social Work	117,125.00	9,926.67	.00	61,879.97	55,245.03	53
27.1216.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1216.2110.910.0000.00000.0000	Group Life	118.00	7.20	.00	52.43	65.57	44
27.1216.2120.910.0000.00000.0000	Group Disability	423.00	24.36	.00	170.48	252.52	40
27.1216.2130.910.0000.00000.0000	Group Health and Accident	30,046.00	1,973.08	.00	12,722.25	17,323.75	42
27.1216.2140.910.0000.00000.0000	Dental Health Care	2,294.00	148.04	.00	874.84	1,419.16	38
27.1216.2150.910.0000.00000.0000	Vision Care	627.00	35.36	.00	228.18	398.82	36
27.1216.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	56,080.00	4,760.83	.00	29,677.79	26,402.21	53
27.1216.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1216.2830.910.0000.00000.0000	Employer Social Security	8,961.00	755.55	.00	4,680.10	4,280.90	52
27.1216.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1216.3220.910.0000.00000.0000	Workshops and Conf Travel	1,000.00	.00	.00	.00	1,000.00	0
Function 1216 - Social Work Services Totals		\$216,935.00	\$17,631.09	\$0.00	\$110,286.04	\$106,648.96	51 %
Function 1218 - Teacher Consultant							
27.1218.8220.910.0000.00000.0000	Pmt to Another Public School District for Serv	25,000.00	.00	.00	.00	25,000.00	0
Function 1218 - Teacher Consultant Totals		\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0 %
Function 1221 - Improvement of Instruction							
27.1221.3110.910.0000.00000.0000	Instructional Services	880.00	.00	.00	.00	880.00	0
27.1221.3220.910.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
Function 1221 - Improvement of Instruction Totals		\$880.00	\$0.00	\$0.00	\$0.00	\$880.00	0 %
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.910.0000.00000.0000	Secretary-Clerical-Bookkeeper	243,800.00	13,116.66	.00	139,362.97	104,437.03	57
27.1226.1920.910.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1226.2110.910.0000.00000.0000	Group Life	186.00	11.52	.00	128.40	57.60	69
27.1226.2120.910.0000.00000.0000	Group Disability	522.00	33.14	.00	361.78	160.22	69
27.1226.2130.910.0000.00000.0000	Group Health and Accident	88,660.00	5,126.10	.00	49,476.83	39,183.17	56
27.1226.2140.910.0000.00000.0000	Dental Health Care	3,519.00	418.04	.00	2,865.49	653.51	81
27.1226.2150.910.0000.00000.0000	Vision Care	946.00	98.56	.00	742.49	203.51	78
27.1226.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	116,732.00	6,213.99	.00	65,454.44	51,277.56	56
27.1226.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.910.0000.00000.0000	Employer Social Security	18,651.00	941.93	.00	10,107.30	8,543.70	54
27.1226.3190.910.0000.00000.0000	Other Prof & Technical Services	250.00	.00	.00	.00	250.00	0
27.1226.3210.910.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	6.00	255.00	2
27.1226.3220.910.0000.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
27.1226.3430.910.0000.00000.0000	Mail/Postage Serv	521.00	.00	.00	707.38	(186.38)	136
27.1226.3450.910.0000.00000.0000	Software Lic/Agmts Serv	2,500.00	.00	.00	2,434.22	65.78	97
27.1226.3610.910.0000.00000.0000	Printing Serv	8,900.00	.00	.00	5,089.03	3,810.97	57
27.1226.4120.910.0000.00000.0000	Equip Repair Serv	250.00	.00	.00	.00	250.00	0
27.1226.5910.910.0000.00000.0000	Office Supplies	6,000.00	.00	.00	2,592.82	3,407.18	43

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1226.7910.910.0000.00000.0000	Misc Expenditures	1,001.00	.00	.00	.00	1,001.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$492,699.00	\$25,959.94	\$0.00	\$279,329.15	\$213,369.85	57 %
Function 1241 - Office of the Principal							
27.1241.1160.910.0000.00000.0000	Supervision/Direction-Staff	390,250.00	19,145.83	.00	155,666.68	234,583.32	40
27.1241.2110.910.0000.00000.0000	Group Life	292.00	7.20	.00	64.56	227.44	22
27.1241.2120.910.0000.00000.0000	Group Disability	704.00	44.92	.00	407.12	296.88	58
27.1241.2130.910.0000.00000.0000	Group Health and Accident	73,788.00	582.86	.00	10,763.68	63,024.32	15
27.1241.2140.910.0000.00000.0000	Dental Health Care	5,135.00	174.18	.00	1,701.24	3,433.76	33
27.1241.2150.910.0000.00000.0000	Vision Care	1,363.00	41.42	.00	445.96	917.04	33
27.1241.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	186,852.00	9,408.26	.00	74,649.92	112,202.08	40
27.1241.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1241.2830.910.0000.00000.0000	Employer Social Security	29,855.00	1,418.97	.00	11,489.27	18,365.73	38
27.1241.3210.910.0000.00000.0000	Regular Duty Travel	500.00	.00	.00	.00	500.00	0
27.1241.3220.910.0000.00000.0000	Workshops and Conf Travel	2,000.00	.00	.00	.00	2,000.00	0
27.1241.7410.910.0000.00000.0000	Dues and Fees	750.00	.00	.00	.00	750.00	0
Function 1241 - Office of the Principal Totals		\$691,489.00	\$30,823.64	\$0.00	\$255,188.43	\$436,300.57	37 %
Function 1249 - Other School Administration							
27.1249.5990.910.0000.00000.0000	Misc. Supp & Matls	25,000.00	.00	3,700.00	20.00	21,280.00	15
Function 1249 - Other School Administration Totals		\$25,000.00	\$0.00	\$3,700.00	\$20.00	\$21,280.00	15 %
Function 1261 - Operating Buildings Services							
27.1261.3410.910.0000.00000.0000	Telephone Serv	.00	.00	.00	.00	.00	+++
27.1261.3830.910.0000.00000.0000	Water Sewage Serv	6,500.00	.00	.00	.00	6,500.00	0
27.1261.3840.910.0000.00000.0000	Waste/Trash Serv	2,000.00	.00	.00	2,548.68	(548.68)	127
27.1261.4110.910.0000.00000.0000	Building Repair Serv	205,500.00	25,679.25	71,644.43	134,073.77	(218.20)	100
27.1261.4210.910.0000.00000.0000	Land/Building Rental Serv	.00	.00	.00	.00	.00	+++
27.1261.5510.910.0000.00000.0000	Natural Gas Supp	25,000.00	.00	.00	.00	25,000.00	0
27.1261.5520.910.0000.00000.0000	Electricity Supp	44,000.00	.00	.00	.00	44,000.00	0
27.1261.5990.910.0000.00000.0000	Misc. Supp & Matls	521.00	.00	.00	.00	521.00	0
Function 1261 - Operating Buildings Services Totals		\$283,521.00	\$25,679.25	\$71,644.43	\$136,622.45	\$75,254.12	73 %
Function 1266 - Security Services							
27.1266.5990.910.0000.00000.0000	Misc. Supp & Matls	261.00	.00	.00	.00	261.00	0
Function 1266 - Security Services Totals		\$261.00	\$0.00	\$0.00	\$0.00	\$261.00	0 %
Function 1271 - Pupil Transportation Services							
27.1271.3310.910.0000.00000.0000	Transportation Serv-Cont Carrier	.00	.00	.00	.00	.00	+++
Function 1271 - Pupil Transportation Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1284 - Non-Instr Technology Services							
27.1284.1510.910.0000.00000.0000	Information Management	55,200.00	4,766.67	.00	38,133.32	17,066.68	69
27.1284.2110.910.0000.00000.0000	Group Life	51.00	3.60	.00	32.28	18.72	63
27.1284.2120.910.0000.00000.0000	Group Disability	165.00	12.30	.00	107.04	57.96	65
27.1284.2130.910.0000.00000.0000	Group Health and Accident	6,814.00	582.86	.00	4,572.52	2,241.48	67
27.1284.2140.910.0000.00000.0000	Dental Health Care	451.00	43.54	.00	312.56	138.44	69
27.1284.2150.910.0000.00000.0000	Vision Care	126.00	10.62	.00	83.88	42.12	67
27.1284.2820.910.0000.00000.0000	Contribution to State and Local Retirement Funds	26,430.00	2,276.56	.00	18,212.48	8,217.52	69
27.1284.2820.910.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1284.2830.910.0000.00000.0000	Employer Social Security	4,223.00	364.65	.00	2,917.20	1,305.80	69
27.1284.3450.910.0000.00000.0000	Software Lic/Agmts Serv	4,167.00	.00	.00	.00	4,167.00	0
Function 1284 - Non-Instr Technology Services Totals		\$97,627.00	\$8,060.80	\$0.00	\$64,371.28	\$33,255.72	66 %
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.910.0000.00000.0000	Sub-Grantee / Flow through Disbursements	530,038.00	175,500.00	.00	320,500.00	209,538.00	60
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$530,038.00	\$175,500.00	\$0.00	\$320,500.00	\$209,538.00	60 %
Function 1456 - Building Improvement Services							

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1456.6450.910.0000.00000.0000	Capital-Repl Equip >\$5000	12,005.00	.00	.00	12,004.31	.69	100
	Function 1456 - Building Improvement Services Totals	\$12,005.00	\$0.00	\$0.00	\$12,004.31	\$0.69	100 %
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.910.0000.00000.0000	Other LT Debt Principal	350,000.00	.00	.00	350,000.00	.00	100
	Function 1511 - Debt Service - Long Term Only - Principal Totals	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	100 %
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.910.0000.00000.0000	Indirect Cost Recovery	25,488.00	.00	.00	.00	25,488.00	0
	Function 1611 - Fund Modif to General Ed Fund Totals	\$25,488.00	\$0.00	\$0.00	\$0.00	\$25,488.00	0 %
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.910.0000.00000.0000	Indirect Cost Recovery	133,809.00	.00	.00	.00	133,809.00	0
	Function 1622 - Fund Modif to Special Ed Fund Totals	\$133,809.00	\$0.00	\$0.00	\$0.00	\$133,809.00	0 %
Function 1647 - Fund Mod to WEOC							
27.1647.8110.910.0000.00000.0000	Fund Modifications	15,000.00	.00	.00	15,000.00	.00	100
	Function 1647 - Fund Mod to WEOC Totals	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	100 %
	Account Type Expense Totals	\$7,439,182.00	\$657,953.33	\$89,184.25	\$4,001,227.78	\$3,348,769.97	55 %
	Program 910 - WIHI - IB Program Totals	(\$156,373.00)	\$25,542.89	(\$89,184.25)	\$1,075,565.35	(\$1,142,754.10)	15 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 913 - ECA Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.913.0000.00000.0000	Earnings on Investments and Deposits	20,900.00	4,773.91	.00	40,280.70	(19,380.70)	193
27.0192.0000.913.9865.00000.0000	Private Sources (Contributions)	1,000.00	.00	.00	1,000.00	.00	100
27.0199.0000.913.0000.00000.0000	Miscellaneous Local Revenues	.00	.00	.00	4,067.00	(4,067.00)	+++
27.0312.0000.913.2083.00000.0000	Restricted State Revenues Received as Grants	250,000.00	49,557.55	.00	199,186.84	50,813.16	80
27.0312.0000.913.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0511.0000.913.0000.00000.0000	Tuition Payments Received from Other Public Schools	209,022.00	.00	.00	.00	209,022.00	0
27.0511.0000.913.0000.81010.0000	Tuition Payments Received from Other Public Schools	784,974.00	69,978.27	.00	571,572.57	213,401.43	73
27.0511.0000.913.0000.81020.0000	Tuition Payments Received from Other Public Schools	1,086,185.00	93,557.90	.00	754,895.65	331,289.35	69
27.0511.0000.913.0000.81040.0000	Tuition Payments Received from Other Public Schools	36,511.00	4,563.80	.00	82,012.28	(45,501.28)	225
27.0511.0000.913.0000.81050.0000	Tuition Payments Received from Other Public Schools	73,021.00	.00	.00	132,055.23	(59,034.23)	181
27.0511.0000.913.0000.81070.0000	Tuition Payments Received from Other Public Schools	1,049,674.00	106,488.66	.00	861,992.58	187,681.42	82
27.0511.0000.913.0000.81080.0000	Tuition Payments Received from Other Public Schools	164,297.00	14,452.03	.00	116,311.64	47,985.36	71
27.0511.0000.913.0000.81100.0000	Tuition Payments Received from Other Public Schools	428,998.00	44,877.37	.00	368,406.86	60,591.14	86
27.0511.0000.913.0000.81120.0000	Tuition Payments Received from Other Public Schools	292,084.00	21,297.73	.00	173,250.37	118,833.63	59
27.0511.0000.913.0000.81140.0000	Tuition Payments Received from Other Public Schools	118,659.00	12,930.77	.00	104,141.56	14,517.44	88
27.0511.0000.913.0000.82430.0000	Tuition Payments Received from Other Public Schools	451,576.00	.00	.00	.00	451,576.00	0
Function 0000 - Revenue Totals		\$4,966,901.00	\$422,477.99	\$0.00	\$3,409,173.28	\$1,557,727.72	69 %
Account Type Revenue Totals		\$4,966,901.00	\$422,477.99	\$0.00	\$3,409,173.28	\$1,557,727.72	69 %
Account Type Expense							
Function 1113 - High School							
27.1113.1240.913.0000.00000.0000	Teaching	1,131,150.00	91,471.09	.00	553,395.24	577,754.76	49
27.1113.1630.913.0000.00000.0000	Aides	.00	.00	.00	11,550.00	(11,550.00)	+++
27.1113.1920.913.0000.00000.0000	Professional-Education	46,700.00	.00	.00	32,622.00	14,078.00	70
27.1113.2110.913.0000.00000.0000	Group Life	702.00	61.20	.00	418.78	283.22	60
27.1113.2120.913.0000.00000.0000	Group Disability	2,740.00	224.54	.00	1,823.96	916.04	67
27.1113.2130.913.0000.00000.0000	Group Health and Accident	166,594.00	15,438.16	.00	98,297.29	68,296.71	59
27.1113.2140.913.0000.00000.0000	Dental Health Care	11,667.00	1,227.94	.00	7,175.83	4,491.17	62
27.1113.2150.913.0000.00000.0000	Vision Care	3,155.00	291.94	.00	1,859.47	1,295.53	59
27.1113.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	563,955.00	43,853.73	.00	280,010.78	283,944.22	50
27.1113.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.913.0000.00000.0000	Employer Social Security	90,106.00	6,552.94	.00	42,344.70	47,761.30	47
27.1113.3190.913.0000.00000.0000	Other Prof & Technical Services	1,119,492.00	.00	.00	700,000.00	419,492.00	63
27.1113.3210.913.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1113.3220.913.0000.00000.0000	Workshops and Conf Travel	5,938.00	.00	.00	615.34	5,322.66	10
27.1113.3450.913.0000.00000.0000	Software Lic/Agmts Serv	7,020.00	.00	.00	7,018.02	1.98	100
27.1113.3610.913.0000.00000.0000	Printing Serv	20,021.00	.00	.00	8,994.15	11,026.85	45
27.1113.3710.913.0000.00000.0000	Tuition Services	9,800.00	.00	.00	2,868.00	6,932.00	29
27.1113.5110.913.0000.00000.0000	Teaching/Testing Supplies	125,000.00	23.15	.00	59,457.90	65,542.10	48
27.1113.5990.913.0000.00000.0000	Misc. Supp & Mats	19,271.00	(1,000.00)	.00	9,626.41	9,644.59	50
27.1113.5990.913.9865.00000.0000	Misc. Supp & Mats	1,000.00	1,000.00	.00	1,000.00	.00	100
27.1113.6420.913.0000.00000.0000	Capital-New Equip <\$5000	2,000.00	.00	.00	179.00	1,821.00	9
27.1113.6460.913.0000.00000.0000	Capital-Repl Equip <\$5000	1,500.00	.00	.00	.00	1,500.00	0
Function 1113 - High School Totals		\$3,328,072.00	\$159,144.69	\$0.00	\$1,819,256.87	\$1,508,815.13	55 %
Function 1212 - Guidance Services							
27.1212.1220.913.0000.00000.0000	Counseling	154,400.00	12,866.66	.00	102,933.36	51,466.64	67
27.1212.1920.913.0000.00000.0000	Professional-Education	678.00	.00	.00	2,915.00	(2,237.00)	430
27.1212.2110.913.0000.00000.0000	Group Life	122.00	7.20	.00	64.56	57.44	53
27.1212.2120.913.0000.00000.0000	Group Disability	467.00	32.10	.00	289.20	177.80	62
27.1212.2130.913.0000.00000.0000	Group Health and Accident	44,534.00	3,289.67	.00	26,277.12	18,256.88	59
27.1212.2140.913.0000.00000.0000	Dental Health Care	3,660.00	261.28	.00	1,875.44	1,784.56	51
27.1212.2150.913.0000.00000.0000	Vision Care	896.00	61.60	.00	486.32	409.68	54
27.1212.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	74,252.00	6,322.67	.00	50,792.85	23,459.15	68
27.1212.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1212.2830.913.0000.00000.0000	Employer Social Security	11,864.00	916.41	.00	7,533.10	4,330.90	63
27.1212.3220.913.0000.00000.0000	Workshops and Conf Travel	1,521.00	.00	.00	.00	1,521.00	0
27.1212.7410.913.0000.00000.0000	Dues and Fees	808.00	.00	.00	.00	808.00	0
Function 1212 - Guidance Services Totals		\$293,202.00	\$23,757.59	\$0.00	\$193,166.95	\$100,035.05	66 %
Function 1216 - Social Work Services							
27.1216.1440.913.0000.00000.0000	Social Work	56,200.00	(8,116.67)	.00	25,290.02	30,909.98	45
27.1216.2110.913.0000.00000.0000	Group Life	40.00	(8.94)	.00	21.42	18.58	54
27.1216.2120.913.0000.00000.0000	Group Disability	127.00	(25.10)	.00	69.26	57.74	55
27.1216.2130.913.0000.00000.0000	Group Health and Accident	5,326.00	582.86	.00	3,091.84	2,234.16	58
27.1216.2140.913.0000.00000.0000	Dental Health Care	354.00	43.54	.00	214.86	139.14	61
27.1216.2150.913.0000.00000.0000	Vision Care	99.00	10.62	.00	56.74	42.26	57
27.1216.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	26,909.00	(2,575.29)	.00	12,128.94	14,780.06	45
27.1216.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1216.2830.913.0000.00000.0000	Employer Social Security	4,300.00	(620.92)	.00	1,922.52	2,377.48	45
Function 1216 - Social Work Services Totals		\$93,355.00	(\$10,709.90)	\$0.00	\$42,795.60	\$50,559.40	46 %
Function 1218 - Teacher Consultant							
27.1218.8220.913.0000.00000.0000	Pmt to Another Public School District for Serv	10,938.00	.00	.00	.00	10,938.00	0
Function 1218 - Teacher Consultant Totals		\$10,938.00	\$0.00	\$0.00	\$0.00	\$10,938.00	0 %
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.913.0000.00000.0000	Program/Department Direction	79,575.00	6,631.25	.00	53,050.00	26,525.00	67
27.1226.1620.913.0000.00000.0000	Secretary-Clerical-Bookkeeper	167,800.00	22,683.33	.00	110,316.66	57,483.34	66
27.1226.1920.913.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1226.2110.913.0000.00000.0000	Group Life	209.00	23.34	.00	128.22	80.78	61
27.1226.2120.913.0000.00000.0000	Group Disability	697.00	78.02	.00	459.58	237.42	66
27.1226.2130.913.0000.00000.0000	Group Health and Accident	7,052.00	582.86	.00	4,593.52	2,458.48	65
27.1226.2140.913.0000.00000.0000	Dental Health Care	1,968.00	148.04	.00	1,062.76	905.24	54
27.1226.2150.913.0000.00000.0000	Vision Care	627.00	35.36	.00	279.28	347.72	45
27.1226.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	118,444.00	12,818.54	.00	77,609.98	40,834.02	66
27.1226.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.913.0000.00000.0000	Employer Social Security	18,925.00	2,214.73	.00	12,266.99	6,658.01	65
27.1226.3150.913.0000.00000.0000	Management Services	2,605.00	.00	.00	.00	2,605.00	0
27.1226.3190.913.0000.00000.0000	Other Prof & Technical Services	6,584.00	.00	.00	331.83	6,252.17	5
27.1226.3210.913.0000.00000.0000	Regular Duty Travel	261.00	36.03	.00	36.03	224.97	14
27.1226.3220.913.0000.00000.0000	Workshops and Conf Travel	3,675.00	.00	.00	3,583.05	91.95	97
27.1226.3610.913.0000.00000.0000	Printing Serv	3,500.00	.00	.00	3,040.72	459.28	87
27.1226.4120.913.0000.00000.0000	Equip Repair Serv	625.00	.00	.00	.00	625.00	0
27.1226.5910.913.0000.00000.0000	Office Supplies	7,000.00	.00	.00	4,965.96	2,034.04	71
27.1226.6420.913.0000.00000.0000	Capital-New Equip <\$5000	521.00	.00	.00	(357.43)	878.43	-69
27.1226.7410.913.0000.00000.0000	Dues and Fees	573.00	.00	.00	.00	573.00	0
27.1226.7910.913.0000.00000.0000	Misc Expenditures	4,700.00	.00	.00	5,178.82	(478.82)	110
Function 1226 - SupervisionDirection of Instr Staff Totals		\$425,341.00	\$45,251.50	\$0.00	\$276,545.97	\$148,795.03	65 %
Function 1241 - Office of the Principal							
27.1241.1160.913.0000.00000.0000	Supervision/Direction-Staff	231,000.00	19,157.66	.00	136,333.34	94,666.66	59
27.1241.1920.913.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1241.2110.913.0000.00000.0000	Group Life	67.00	7.20	.00	56.20	10.80	84
27.1241.2120.913.0000.00000.0000	Group Disability	384.00	44.50	.00	353.00	31.00	92
27.1241.2130.913.0000.00000.0000	Group Health and Accident	22,670.00	3,100.82	.00	21,873.12	796.88	96
27.1241.2140.913.0000.00000.0000	Dental Health Care	1,860.00	235.14	.00	1,507.52	352.48	81
27.1241.2150.913.0000.00000.0000	Vision Care	456.00	55.54	.00	389.92	66.08	86
27.1241.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	110,603.00	9,459.44	.00	65,747.54	44,855.46	59
27.1241.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1241.2830.913.0000.00000.0000	Employer Social Security	17,672.00	1,327.14	.00	9,349.05	8,322.95	53
27.1241.3210.913.0000.00000.0000	Regular Duty Travel	938.00	.00	.00	.00	938.00	0
27.1241.3220.913.0000.00000.0000	Workshops and Conf Travel	4,000.00	.00	.00	13.00	3,987.00	0
27.1241.7410.913.0000.00000.0000	Dues and Fees	1,224.00	.00	.00	450.00	774.00	37

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1241 - Office of the Principal Totals		\$390,874.00	\$33,387.44	\$0.00	\$236,072.69	\$154,801.31	60 %
Function 1249 - Other School Administration							
27.1249.5990.913.0000.00000.0000	Misc. Supp & Matls	24,740.00	56.31	.00	295.29	24,444.71	1
Function 1249 - Other School Administration Totals		\$24,740.00	\$56.31	\$0.00	\$295.29	\$24,444.71	1 %
Function 1259 - Other Business Services							
27.1259.7910.913.0000.00000.0000	Misc Expenditures	.00	.00	.00	252.50	(252.50)	+++
Function 1259 - Other Business Services Totals		\$0.00	\$0.00	\$0.00	\$252.50	(\$252.50)	+++
Function 1271 - Pupil Transportation Services							
27.1271.3310.913.0000.00000.0000	Transportation Serv-Cont Carrier	5,000.00	.00	.00	1,800.00	3,200.00	36
Function 1271 - Pupil Transportation Services Totals		\$5,000.00	\$0.00	\$0.00	\$1,800.00	\$3,200.00	36 %
Function 1281 - Planning, Research and Evaluation							
27.1281.5910.913.0000.00000.0000	Office Supplies	11.00	.00	.00	.00	11.00	0
Function 1281 - Planning, Research and Evaluation Totals		\$11.00	\$0.00	\$0.00	\$0.00	\$11.00	0 %
Function 1284 - Non-Instr Technology Services							
27.1284.1510.913.0000.00000.0000	Information Management	47,200.00	3,933.33	.00	31,466.68	15,733.32	67
27.1284.2110.913.0000.00000.0000	Group Life	51.00	3.60	.00	32.28	18.72	63
27.1284.2120.913.0000.00000.0000	Group Disability	136.00	9.82	.00	87.20	48.80	64
27.1284.2130.913.0000.00000.0000	Group Health and Accident	6,856.00	582.86	.00	4,593.52	2,262.48	67
27.1284.2140.913.0000.00000.0000	Dental Health Care	451.00	43.54	.00	312.56	138.44	69
27.1284.2150.913.0000.00000.0000	Vision Care	126.00	10.62	.00	83.88	42.12	67
27.1284.2820.913.0000.00000.0000	Contribution to State and Local Retirement Funds	22,600.00	1,878.56	.00	15,028.48	7,571.52	66
27.1284.2820.913.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1284.2830.913.0000.00000.0000	Employer Social Security	3,611.00	300.24	.00	2,403.93	1,207.07	67
27.1284.3450.913.0000.00000.0000	Software Lic/Agmts Serv	4,250.00	.00	.00	3,323.00	927.00	78
Function 1284 - Non-Instr Technology Services Totals		\$85,281.00	\$6,762.57	\$0.00	\$57,331.53	\$27,949.47	67 %
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.913.0000.00000.0000	Sub-Grantee / Flow through Disbursements	318,023.00	105,300.00	.00	192,300.00	125,723.00	60
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$318,023.00	\$105,300.00	\$0.00	\$192,300.00	\$125,723.00	60 %
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.913.0000.00000.0000	Other LT Debt Principal	.00	.00	.00	.00	.00	+++
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1599 - Miscellaneous Other Financing So							
27.1599.7190.913.0000.00000.0000	Other LT Debt Principal	280,508.00	.00	.00	.00	280,508.00	0
Function 1599 - Miscellaneous Other Financing So Totals		\$280,508.00	\$0.00	\$0.00	\$0.00	\$280,508.00	0 %
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.913.0000.00000.0000	Indirect Cost Recovery	18,624.00	.00	.00	.00	18,624.00	0
Function 1611 - Fund Modif to General Ed Fund Totals		\$18,624.00	\$0.00	\$0.00	\$0.00	\$18,624.00	0 %
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.913.0000.00000.0000	Indirect Cost Recovery	97,773.00	.00	.00	.00	97,773.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$97,773.00	\$0.00	\$0.00	\$0.00	\$97,773.00	0 %
Function 1647 - Fund Mod to WEOC							
27.1647.8110.913.0000.00000.0000	Fund Modifications	15,000.00	.00	.00	15,000.00	.00	100
Function 1647 - Fund Mod to WEOC Totals		\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	100 %
Account Type Expense Totals		\$5,386,742.00	\$362,950.20	\$0.00	\$2,834,817.40	\$2,551,924.60	53 %
Program 913 - ECA Program Totals		(\$419,841.00)	\$59,527.79	\$0.00	\$574,355.88	(\$994,196.88)	16 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 915 - WAVE Program							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.915.0000.00000.0000	Earnings on Investments and Deposits	6,750.00	1,757.50	.00	14,713.88	(7,963.88)	218
27.0192.0000.915.9861.00000.0000	Private Sources (Contributions)	2,000.00	.00	.00	2,000.00	.00	100
27.0192.0000.915.9862.00000.0000	Private Sources (Contributions)	.00	.00	.00	.00	.00	+++
27.0192.0000.915.9868.00000.0000	Private Sources (Contributions)	1,690.00	.00	.00	1,689.45	.55	100
27.0192.0000.915.9899.00000.0000	Private Sources (Contributions)	1,000.00	.00	.00	1,000.00	.00	100
27.0192.0000.915.9915.00000.0000	Private Sources (Contributions)	65,000.00	.00	.00	65,000.00	.00	100
27.0212.0000.915.9869.00405.0000	Restricted Revenues Received Through Non-Educational Entity	.00	.00	.00	.00	.00	+++
27.0312.0000.915.2083.00000.0000	Restricted State Revenues Received as Grants	200,000.00	44,966.95	.00	180,735.85	19,264.15	90
27.0312.0000.915.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0511.0000.915.0000.81010.0000	Tuition Payments Received from Other Public Schools	310,339.00	8,366.97	.00	66,935.76	243,403.24	22
27.0511.0000.915.0000.81020.0000	Tuition Payments Received from Other Public Schools	933,298.00	65,414.47	.00	523,315.76	409,982.24	56
27.0511.0000.915.0000.81040.0000	Tuition Payments Received from Other Public Schools	54,766.00	10,648.87	.00	85,190.96	(30,424.96)	156
27.0511.0000.915.0000.81050.0000	Tuition Payments Received from Other Public Schools	63,894.00	.00	.00	26,077.50	37,816.50	41
27.0511.0000.915.0000.81070.0000	Tuition Payments Received from Other Public Schools	876,250.00	74,542.07	.00	596,336.56	279,913.44	68
27.0511.0000.915.0000.81080.0000	Tuition Payments Received from Other Public Schools	182,552.00	11,409.50	.00	91,276.00	91,276.00	50
27.0511.0000.915.0000.81100.0000	Tuition Payments Received from Other Public Schools	474,636.00	42,595.47	.00	340,763.76	133,872.24	72
27.0511.0000.915.0000.81120.0000	Tuition Payments Received from Other Public Schools	173,425.00	14,452.03	.00	115,616.24	57,808.76	67
27.0511.0000.915.0000.81140.0000	Tuition Payments Received from Other Public Schools	45,638.00	3,042.53	.00	24,340.24	21,297.76	53
Function 0000 - Revenue Totals		\$3,391,238.00	\$277,196.36	\$0.00	\$2,134,991.96	\$1,256,246.04	63 %
Function 0192 - MI Ctr Youth Justice Wave Grant							
27.0192.0000.915.9745.00405.0000	Private Sources (Contributions)	1,839.00	.00	.00	1,838.14	.86	100
Function 0192 - MI Ctr Youth Justice Wave Grant Totals		\$1,839.00	\$0.00	\$0.00	\$1,838.14	\$0.86	100 %
Account Type Revenue Totals		\$3,393,077.00	\$277,196.36	\$0.00	\$2,136,830.10	\$1,256,246.90	63 %
Account Type Expense							
Function 1112 - Middle/Junior High							
27.1112.1240.915.0000.00000.0000	Teaching	146,702.00	15,993.77	.00	39,103.19	107,598.81	27
27.1112.2110.915.0000.00000.0000	Group Life	100.00	9.53	.00	25.03	74.97	25
27.1112.2120.915.0000.00000.0000	Group Disability	200.00	39.89	.00	102.70	97.30	51
27.1112.2130.915.0000.00000.0000	Group Health and Accident	20,400.00	2,049.98	.00	7,133.59	13,266.41	35
27.1112.2140.915.0000.00000.0000	Dental Health Care	1,000.00	155.46	.00	512.07	487.93	51
27.1112.2150.915.0000.00000.0000	Vision Care	5,000.00	36.86	.00	127.96	4,872.04	3
27.1112.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	70,241.00	7,531.47	.00	18,300.64	51,940.36	26
27.1112.2830.915.0000.00000.0000	Employer Social Security	11,223.00	1,169.34	.00	2,816.12	8,406.88	25
27.1112.3210.915.0000.00000.0000	Regular Duty Travel	500.00	.00	.00	.00	500.00	0
27.1112.3220.915.0000.00000.0000	Workshops and Conf Travel	2,500.00	.00	.00	1,500.00	1,000.00	60
27.1112.5110.915.0000.00000.0000	Teaching/Testing Supplies	5,500.00	(5,445.00)	.00	.37	5,499.63	0
27.1112.5210.915.0000.00000.0000	Textbook Supp	500.00	.00	.00	.00	500.00	0
27.1112.6420.915.0000.00000.0000	Capital-New Equip <\$5000	10,000.00	.00	.00	.00	10,000.00	0
27.1112.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,000.00	.00	.00	.00	1,000.00	0
27.1112.7910.915.0000.00000.0000	Misc Expenditures	500.00	.00	.00	.00	500.00	0
Function 1112 - Middle/Junior High Totals		\$275,366.00	\$21,541.30	\$0.00	\$69,621.67	\$205,744.33	25 %
Function 1113 - High School							
27.1113.1240.915.0000.00000.0000	Teaching	692,245.00	38,564.45	.00	493,802.36	198,442.64	71
27.1113.1240.915.9915.00000.0000	Teaching	24,505.00	24,505.00	.00	24,505.00	.00	100
27.1113.1290.915.9899.00000.0000	Other Professional Educational	.00	.00	.00	.00	.00	+++
27.1113.1920.915.0000.00000.0000	Professional-Education	43,000.00	(7,500.00)	.00	.00	43,000.00	0
27.1113.1920.915.9915.00000.0000	Professional-Education	20,000.00	9,500.00	.00	9,500.00	10,500.00	48
27.1113.2110.915.0000.00000.0000	Group Life	502.00	30.82	.00	301.18	200.82	60
27.1113.2120.915.0000.00000.0000	Group Disability	2,150.00	191.74	.00	1,560.09	589.91	73
27.1113.2130.915.0000.00000.0000	Group Health and Accident	131,202.00	9,480.86	.00	81,539.80	49,662.20	62
27.1113.2140.915.0000.00000.0000	Dental Health Care	8,848.00	708.66	.00	5,638.88	3,209.12	64
27.1113.2150.915.0000.00000.0000	Vision Care	2,386.00	175.63	.00	1,489.55	896.45	62
27.1113.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	352,036.00	30,815.86	.00	247,443.36	104,592.64	70

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1113.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2820.915.9915.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1113.2830.915.0000.00000.0000	Employer Social Security	56,247.00	4,760.28	.00	38,355.34	17,891.66	68
27.1113.2830.915.9915.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1113.3190.915.0000.00000.0000	Other Prof & Technical Services	261.00	.00	.00	.00	261.00	0
27.1113.3190.915.9869.00405.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	+++
27.1113.3210.915.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1113.3220.915.0000.00000.0000	Workshops and Conf Travel	4,500.00	220.65	.00	1,345.65	3,154.35	30
27.1113.3450.915.0000.00000.0000	Software Lic/Agmts Serv	.00	.00	.00	3,502.87	(3,502.87)	+++
27.1113.3450.915.9745.00405.0000	Software Lic/Agmts Serv	.00	.00	.00	.00	.00	+++
27.1113.3610.915.0000.00000.0000	Printing Serv	275.00	.00	131.49	152.98	(9.47)	103
27.1113.3710.915.0000.00000.0000	Tuition Services	7,500.00	(1,000.00)	.00	4,813.50	2,686.50	64
27.1113.3710.915.9861.00000.0000	Tuition Services	1,000.00	1,000.00	.00	1,000.00	.00	100
27.1113.4140.915.0000.00000.0000	Software Maint Agmts Serv	2,700.00	.00	.00	.00	2,700.00	0
27.1113.5110.915.0000.00000.0000	Teaching/Testing Supplies	1,600.00	338.63	.00	(9.71)	1,609.71	-1
27.1113.5110.915.9915.00000.0000	Teaching/Testing Supplies	4,445.00	4,445.00	.00	4,445.00	.00	100
27.1113.5210.915.0000.00000.0000	Textbook Supp	782.00	.00	.00	.00	782.00	0
27.1113.5630.915.9869.00405.0000	Merchandise Supp	.00	.00	.00	.00	.00	+++
27.1113.5990.915.9745.00405.0000	Misc. Supp & Matls	1,839.00	(338.63)	.00	1,838.14	.86	100
27.1113.5990.915.9868.00000.0000	Misc. Supp & Matls	.00	.00	.00	.00	.00	+++
27.1113.5990.915.9899.00000.0000	Misc. Supp & Matls	1,000.00	1,000.00	.00	1,000.00	.00	100
27.1113.6420.915.0000.00000.0000	Capital-New Equip <\$5000	15,000.00	.00	.00	.00	15,000.00	0
27.1113.6420.915.9745.00405.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1113.6420.915.9915.00000.0000	Capital-New Equip <\$5000	16,050.00	.00	.00	.00	16,050.00	0
27.1113.6460.915.0000.00000.0000	Capital-Repl Equip <\$5000	1,500.00	.00	.00	.00	1,500.00	0
27.1113.7910.915.0000.00000.0000	Misc Expenditures	1,000.00	.00	.00	.00	1,000.00	0
Function 1113 - High School Totals		\$1,392,834.00	\$116,898.95	\$131.49	\$922,223.99	\$470,478.52	66 %
Function 1212 - Guidance Services							
27.1212.1220.915.0000.00000.0000	Counseling	150,000.00	12,500.00	.00	100,000.00	50,000.00	67
27.1212.2110.915.0000.00000.0000	Group Life	134.00	7.20	.00	64.56	69.44	48
27.1212.2120.915.0000.00000.0000	Group Disability	535.00	31.20	.00	275.52	259.48	51
27.1212.2130.915.0000.00000.0000	Group Health and Accident	27,361.00	1,952.36	.00	15,480.28	11,880.72	57
27.1212.2140.915.0000.00000.0000	Dental Health Care	2,161.00	148.04	.00	1,062.76	1,098.24	49
27.1212.2150.915.0000.00000.0000	Vision Care	665.00	35.36	.00	279.28	385.72	42
27.1212.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	71,820.00	6,142.52	.00	47,973.88	23,846.12	67
27.1212.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1212.2830.915.0000.00000.0000	Employer Social Security	11,475.00	880.00	.00	7,068.24	4,406.76	62
27.1212.3220.915.0000.00000.0000	Workshops and Conf Travel	2,500.00	.00	.00	150.00	2,350.00	6
27.1212.6420.915.9868.00000.0000	Capital-New Equip <\$5000	.00	.00	.00	.00	.00	+++
27.1212.7410.915.0000.00000.0000	Dues and Fees	261.00	.00	.00	.00	261.00	0
Function 1212 - Guidance Services Totals		\$266,912.00	\$21,696.68	\$0.00	\$172,354.52	\$94,557.48	65 %
Function 1216 - Social Work Services							
27.1216.1440.915.0000.00000.0000	Social Work	66,200.00	(7,999.21)	.00	30,617.44	35,582.56	46
27.1216.2110.915.0000.00000.0000	Group Life	51.00	2.72	.00	31.40	19.60	62
27.1216.2120.915.0000.00000.0000	Group Disability	192.00	10.39	.00	120.15	71.85	63
27.1216.2130.915.0000.00000.0000	Group Health and Accident	.00	.00	.00	.00	.00	+++
27.1216.2140.915.0000.00000.0000	Dental Health Care	.00	.00	.00	.00	.00	+++
27.1216.2150.915.0000.00000.0000	Vision Care	.00	.00	.00	.00	.00	+++
27.1216.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	31,697.00	(3,682.01)	.00	13,881.37	17,815.63	44
27.1216.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1216.2830.915.0000.00000.0000	Employer Social Security	5,065.00	(611.94)	.00	2,342.25	2,722.75	46
27.1216.3210.915.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1216.3220.915.0000.00000.0000	Workshops and Conf Travel	1,500.00	.00	.00	.00	1,500.00	0
Function 1216 - Social Work Services Totals		\$104,966.00	(\$12,280.05)	\$0.00	\$46,992.61	\$57,973.39	45 %
Function 1218 - Teacher Consultant							
27.1218.8220.915.0000.00000.0000	Pmt to Another Public School District for Serv	43,500.00	.00	.00	.00	43,500.00	0

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1218 - Teacher Consultant Totals		\$43,500.00	\$0.00	\$0.00	\$0.00	\$43,500.00	0 %
Function 1221 - Improvement of Instruction							
27.1221.3120.915.0000.00000.0000	Employee Training & Devel Serv	2,709.00	.00	.00	79.00	2,630.00	3
Function 1221 - Improvement of Instruction Totals		\$2,709.00	\$0.00	\$0.00	\$79.00	\$2,630.00	3 %
Function 1222 - Educational Media Services							
27.1222.1260.915.0000.00000.0000	Instructional Media	27,342.00	2,278.50	.00	18,228.00	9,114.00	67
27.1222.2110.915.0000.00000.0000	Group Life	62.00	3.60	.00	32.28	29.72	52
27.1222.2120.915.0000.00000.0000	Group Disability	163.00	4.74	.00	77.07	85.93	47
27.1222.2130.915.0000.00000.0000	Group Health and Accident	16,807.00	623.42	.00	8,188.33	8,618.67	49
27.1222.2140.915.0000.00000.0000	Dental Health Care	1,429.00	104.50	.00	750.20	678.80	52
27.1222.2150.915.0000.00000.0000	Vision Care	353.00	24.74	.00	195.40	157.60	55
27.1222.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	13,092.00	1,119.66	.00	8,744.70	4,347.30	67
27.1222.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1222.2830.915.0000.00000.0000	Employer Social Security	2,092.00	106.98	.00	866.20	1,225.80	41
Function 1222 - Educational Media Services Totals		\$61,340.00	\$4,266.14	\$0.00	\$37,082.18	\$24,257.82	60 %
Function 1225 - Instructional Technology							
27.1225.3190.915.0000.00000.0000	Other Prof & Technical Services	521.00	.00	.00	406.70	114.30	78
27.1225.3450.915.0000.00000.0000	Software Lic/Agmts Serv	25,000.00	.00	.00	13,500.00	11,500.00	54
27.1225.3490.915.0000.00000.0000	Other Communic Serv	70,834.00	6,180.64	290.40	42,336.85	28,206.75	60
27.1225.4120.915.0000.00000.0000	Equip Repair Serv	521.00	.00	.00	.00	521.00	0
27.1225.4140.915.0000.00000.0000	Software Maint Agmts Serv	521.00	.00	.00	.00	521.00	0
Function 1225 - Instructional Technology Totals		\$97,397.00	\$6,180.64	\$290.40	\$56,243.55	\$40,863.05	58 %
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1170.915.0000.00000.0000	Program/Department Direction	129,600.00	10,583.44	.00	100,174.98	29,425.02	77
27.1226.1620.915.0000.00000.0000	Secretary-Clerical-Bookkeeper	106,400.00	8,866.66	.00	70,933.36	35,466.64	67
27.1226.1920.915.0000.00000.0000	Professional-Education	.00	.00	.00	.00	.00	+++
27.1226.2110.915.0000.00000.0000	Group Life	161.00	11.16	.00	105.00	56.00	65
27.1226.2120.915.0000.00000.0000	Group Disability	636.00	46.20	.00	426.12	209.88	67
27.1226.2130.915.0000.00000.0000	Group Health and Accident	13,262.00	959.62	.00	9,497.29	3,764.71	72
27.1226.2140.915.0000.00000.0000	Dental Health Care	2,301.00	246.08	.00	1,709.79	591.21	74
27.1226.2150.915.0000.00000.0000	Vision Care	618.00	49.28	.00	425.37	192.63	69
27.1226.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	112,997.00	9,664.20	.00	81,819.39	31,177.61	72
27.1226.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.915.0000.00000.0000	Employer Social Security	18,054.00	1,430.52	.00	12,491.80	5,562.20	69
27.1226.3190.915.0000.00000.0000	Other Prof & Technical Services	2,344.00	.00	.00	.00	2,344.00	0
27.1226.3210.915.0000.00000.0000	Regular Duty Travel	261.00	.00	.00	.00	261.00	0
27.1226.3220.915.0000.00000.0000	Workshops and Conf Travel	5,000.00	.00	.00	144.00	4,856.00	3
27.1226.3430.915.0000.00000.0000	Mail/Postage Serv	261.00	465.92	.00	465.92	(204.92)	179
27.1226.3610.915.0000.00000.0000	Printing Serv	313.00	18.60	.00	671.97	(358.97)	215
27.1226.5910.915.0000.00000.0000	Office Supplies	6,000.00	.00	.00	5,571.24	428.76	93
27.1226.5990.915.0000.00000.0000	Misc. Supp & Matls	3,000.00	.00	.00	970.23	2,029.77	32
27.1226.6420.915.0000.00000.0000	Capital-New Equip <\$5000	2,500.00	.00	.00	.00	2,500.00	0
27.1226.7410.915.0000.00000.0000	Dues and Fees	750.00	.00	.00	.00	750.00	0
Function 1226 - SupervisionDirection of Instr Staff Totals		\$404,458.00	\$32,341.68	\$0.00	\$285,406.46	\$119,051.54	71 %
Function 1249 - Other School Administration							
27.1249.5990.915.0000.00000.0000	Misc. Supp & Matls	1,500.00	.00	.00	.00	1,500.00	0
Function 1249 - Other School Administration Totals		\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0 %
Function 1261 - Operating Buildings Services							
27.1261.1690.915.0000.00000.0000	Other Operation and Service	.00	.00	.00	.00	.00	+++
27.1261.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1261.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1261.2830.915.0000.00000.0000	Employer Social Security	.00	.00	.00	.00	.00	+++
27.1261.4110.915.0000.00000.0000	Building Repair Serv	.00	.00	.00	.00	.00	+++

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
27.1261.4210.915.0000.00000.0000	Land/Building Rental Serv	.00	.00	.00	.00	.00	+++
Function 1261 - Operating Buildings Services Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Function 1271 - Pupil Transportation Services							
27.1271.3310.915.0000.00000.0000	Transportation Serv-Cont Carrier	2,605.00	.00	.00	.00	2,605.00	0
27.1271.3310.915.9861.00000.0000	Transportation Serv-Cont Carrier	1,000.00	.00	.00	.00	1,000.00	0
27.1271.5990.915.9868.00000.0000	Misc. Supp & Mats	1,690.00	.00	.00	1,650.00	40.00	98
Function 1271 - Pupil Transportation Services Totals		\$5,295.00	\$0.00	\$0.00	\$1,650.00	\$3,645.00	31 %
Function 1283 - Staff/Personnel Services							
27.1283.3220.915.0000.00000.0000	Workshops and Conf Travel	1,615.00	.00	.00	.00	1,615.00	0
27.1283.3220.915.9862.00000.0000	Workshops and Conf Travel	.00	.00	.00	.00	.00	+++
27.1283.3510.915.9915.00000.0000	Advertisement Serv	.00	.00	.00	.00	.00	+++
Function 1283 - Staff/Personnel Services Totals		\$1,615.00	\$0.00	\$0.00	\$0.00	\$1,615.00	0 %
Function 1284 - Non-Instr Technology Services							
27.1284.1590.915.0000.00000.0000	Other Technical	57,881.00	4,823.42	.00	38,587.36	19,293.64	67
27.1284.2110.915.0000.00000.0000	Group Life	62.00	3.60	.00	32.28	29.72	52
27.1284.2120.915.0000.00000.0000	Group Disability	175.00	12.04	.00	107.60	67.40	61
27.1284.2130.915.0000.00000.0000	Group Health and Accident	7,054.00	574.22	.00	4,555.24	2,498.76	65
27.1284.2140.915.0000.00000.0000	Dental Health Care	534.00	43.54	.00	312.56	221.44	59
27.1284.2150.915.0000.00000.0000	Vision Care	157.00	10.62	.00	83.88	73.12	53
27.1284.2820.915.0000.00000.0000	Contribution to State and Local Retirement Funds	27,714.00	2,370.22	.00	18,511.76	9,202.24	67
27.1284.2820.915.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1284.2830.915.0000.00000.0000	Employer Social Security	4,428.00	356.11	.00	2,859.73	1,568.27	65
27.1284.3450.915.0000.00000.0000	Software Lic/Agmts Serv	5,000.00	.00	.00	3,396.76	1,603.24	68
Function 1284 - Non-Instr Technology Services Totals		\$103,005.00	\$8,193.77	\$0.00	\$68,447.17	\$34,557.83	66 %
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.915.0000.00000.0000	Sub-Grantee / Flow through Disbursements	212,015.00	70,200.00	.00	128,200.00	83,815.00	60
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$212,015.00	\$70,200.00	\$0.00	\$128,200.00	\$83,815.00	60 %
Function 1511 - Debt Service - Long Term Only - Principal							
27.1511.7190.915.0000.00000.0000	Other LT Debt Principal	198,444.00	16,537.00	.00	132,296.00	66,148.00	67
Function 1511 - Debt Service - Long Term Only - Principal Totals		\$198,444.00	\$16,537.00	\$0.00	\$132,296.00	\$66,148.00	67 %
Function 1611 - Fund Modif to General Ed Fund							
27.1611.9990.915.0000.00000.0000	Indirect Cost Recovery	10,758.00	.00	.00	.00	10,758.00	0
27.1611.9990.915.9915.00000.0000	Indirect Cost Recovery	.00	.00	.00	.00	.00	+++
Function 1611 - Fund Modif to General Ed Fund Totals		\$10,758.00	\$0.00	\$0.00	\$0.00	\$10,758.00	0 %
Function 1622 - Fund Modif to Special Ed Fund							
27.1622.9990.915.0000.00000.0000	Indirect Cost Recovery	56,477.00	.00	.00	.00	56,477.00	0
Function 1622 - Fund Modif to Special Ed Fund Totals		\$56,477.00	\$0.00	\$0.00	\$0.00	\$56,477.00	0 %
Function 1647 - Fund Mod to WEOC							
27.1647.8110.915.0000.00000.0000	Fund Modifications	31,301.00	.00	.00	30,000.00	1,301.00	96
Function 1647 - Fund Mod to WEOC Totals		\$31,301.00	\$0.00	\$0.00	\$30,000.00	\$1,301.00	96 %
Account Type Expense Totals		\$3,269,892.00	\$285,576.11	\$421.89	\$1,950,597.15	\$1,318,872.96	60 %
Program 915 - WAVE Program Totals		\$123,185.00	(\$8,379.75)	(\$421.89)	\$186,232.95	(\$62,626.06)	3 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 917 - Washtenaw County Tech Consortium							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.917.0000.00000.0000	Earnings on Investments and Deposits	32,000.00	3,751.82	.00	19,208.28	12,791.72	60
27.0312.0000.917.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0518.0000.917.0000.00000.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	5,491.00	.00	.00	.00	5,491.00	0
27.0518.0000.917.0000.81010.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	289,952.00	.00	.00	289,952.00	.00	100
27.0518.0000.917.0000.81020.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	70,924.00	.00	.00	70,924.00	.00	100
27.0518.0000.917.0000.81040.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	44,287.00	.00	.00	44,287.00	.00	100
27.0518.0000.917.0000.81050.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	65,806.00	.00	.00	65,806.00	.00	100
27.0518.0000.917.0000.81070.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	68,463.00	.00	.00	68,463.00	.00	100
27.0518.0000.917.0000.81080.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	14,668.00	.00	.00	14,668.00	.00	100
27.0518.0000.917.0000.81100.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	36,423.00	.00	.00	36,423.00	.00	100
27.0518.0000.917.0000.81120.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	92,682.00	.00	.00	92,682.00	.00	100
27.0518.0000.917.0000.81140.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	13,376.00	.00	.00	13,376.00	.00	100
27.0518.0000.917.0000.81901.0000	Compensation Rec'd in Pmt of Srvc Provided to Other Public School	4,788.00	.00	.00	.00	4,788.00	0
Function 0000 - Revenue Totals		\$738,860.00	\$3,751.82	\$0.00	\$715,789.28	\$23,070.72	97 %
Account Type Revenue Totals		\$738,860.00	\$3,751.82	\$0.00	\$715,789.28	\$23,070.72	97 %
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1170.917.0000.00000.0000	Program/Department Direction	27,653.00	.00	.00	.00	27,653.00	0
27.1284.1510.917.0000.00000.0000	Information Management	193,892.00	10,084.35	.00	73,023.52	120,868.48	38
27.1284.1760.917.0000.00000.0000	Termination Pay (Severance)	.00	.00	.00	.00	.00	+++
27.1284.1790.917.0000.00000.0000	Other Special Payments	.00	.00	.00	(147.68)	147.68	+++
27.1284.2110.917.0000.00000.0000	Group Life	635.00	27.08	.00	184.59	450.41	29
27.1284.2120.917.0000.00000.0000	Group Disability	555.00	23.18	.00	163.67	391.33	29
27.1284.2130.917.0000.00000.0000	Group Health and Accident	28,181.00	358.76	.00	5,307.66	22,873.34	19
27.1284.2140.917.0000.00000.0000	Dental Health Care	2,206.00	158.14	.00	987.12	1,218.88	45
27.1284.2150.917.0000.00000.0000	Vision Care	599.00	37.34	.00	255.07	343.93	43
27.1284.2820.917.0000.00000.0000	Contribution to State and Local Retirement Funds	96,928.00	4,722.64	.00	32,406.71	64,521.29	33
27.1284.2820.917.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1284.2830.917.0000.00000.0000	Employer Social Security	16,137.00	772.70	.00	5,534.48	10,602.52	34
27.1284.2920.917.0000.00000.0000	Cash in Lieu of Benefits	6,193.00	262.77	.00	1,008.41	5,184.59	16
27.1284.2990.917.0000.00000.0000	Other Benefits	.00	.00	.00	.00	.00	+++
27.1284.3190.917.0000.00000.0000	Other Prof & Technical Services	563,493.00	.00	.00	.00	563,493.00	0
27.1284.4190.917.0000.00000.0000	Other Repair & Maint Serv	276,505.00	1,743.75	229,716.48	389,497.75	(342,709.23)	224
Function 1284 - Non-Instr Technology Services Totals		\$1,212,977.00	\$18,190.71	\$229,716.48	\$508,221.30	\$475,039.22	61 %
Account Type Expense Totals		\$1,212,977.00	\$18,190.71	\$229,716.48	\$508,221.30	\$475,039.22	61 %
Program 917 - Washtenaw County Tech Consortium Totals		(\$474,117.00)	(\$14,438.89)	(\$229,716.48)	\$207,567.98	(\$451,968.50)	36 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 918 - New World Software							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.918.0000.00000.0000	Earnings on Investments and Deposits	9,000.00	2,206.22	.00	9,066.34	(66.34)	101
27.0519.0000.918.0000.00000.0000	Other Distributions Received from Other Public Schools	40,080.00	.00	.00	.00	40,080.00	0
27.0519.0000.918.0000.81010.0000	Other Distributions Received from Other Public Schools	104,580.00	110,127.51	.00	110,127.51	(5,547.51)	105
27.0519.0000.918.0000.81020.0000	Other Distributions Received from Other Public Schools	22,564.00	24,228.50	.00	24,228.50	(1,664.50)	107
27.0519.0000.918.0000.81040.0000	Other Distributions Received from Other Public Schools	14,540.00	15,025.13	.00	15,025.13	(485.13)	103
27.0519.0000.918.0000.81050.0000	Other Distributions Received from Other Public Schools	21,188.00	22,081.77	.00	22,081.77	(893.77)	104
27.0519.0000.918.0000.81070.0000	Other Distributions Received from Other Public Schools	22,049.00	23,119.00	.00	23,119.00	(1,070.00)	105
27.0519.0000.918.0000.81080.0000	Other Distributions Received from Other Public Schools	4,998.00	5,066.80	.00	5,066.80	(68.80)	101
27.0519.0000.918.0000.81100.0000	Other Distributions Received from Other Public Schools	12,050.00	12,449.13	.00	12,449.13	(399.13)	103
27.0519.0000.918.0000.81120.0000	Other Distributions Received from Other Public Schools	30,441.00	31,787.99	.00	31,787.99	(1,346.99)	104
27.0519.0000.918.0000.81140.0000	Other Distributions Received from Other Public Schools	4,081.00	4,276.78	.00	4,276.78	(195.78)	105
27.0519.0000.918.0000.81901.0000	Other Distributions Received from Other Public Schools	1,518.00	1,635.18	.00	1,635.18	(117.18)	108
27.0519.0000.918.0000.81903.0000	Other Distributions Received from Other Public Schools	5,659.00	5,491.37	.00	5,491.37	167.63	97
Function 0000 - Revenue Totals		\$292,748.00	\$257,495.38	\$0.00	\$264,355.50	\$28,392.50	90 %
Account Type Revenue Totals		\$292,748.00	\$257,495.38	\$0.00	\$264,355.50	\$28,392.50	90 %
Account Type Expense							
Function 1284 - Non-Instr Technology Services							
27.1284.1510.918.0000.00000.0000	Information Management	38,502.00	202.94	.00	304.41	38,197.59	1
27.1284.2110.918.0000.00000.0000	Group Life	118.00	.54	.00	.81	117.19	1
27.1284.2120.918.0000.00000.0000	Group Disability	105.00	.44	.00	.66	104.34	1
27.1284.2130.918.0000.00000.0000	Group Health and Accident	4,761.00	28.70	.00	43.05	4,717.95	1
27.1284.2140.918.0000.00000.0000	Dental Health Care	546.00	2.10	.00	3.15	542.85	1
27.1284.2150.918.0000.00000.0000	Vision Care	149.00	.50	.00	.75	148.25	1
27.1284.2820.918.0000.00000.0000	Contribution to State and Local Retirement Funds	17,486.00	99.72	.00	149.58	17,336.42	1
27.1284.2830.918.0000.00000.0000	Employer Social Security	2,983.00	14.02	.00	21.03	2,961.97	1
27.1284.2920.918.0000.00000.0000	Cash in Lieu of Benefits	384.00	.00	.00	.00	384.00	0
27.1284.3190.918.0000.00000.0000	Other Prof & Technical Services	53,996.00	.00	18,996.00	.00	35,000.00	35
27.1284.4140.918.0000.00000.0000	Software Maint Agmts Serv	203,714.00	.00	.00	184,366.36	19,347.64	91
27.1284.6450.918.0000.00000.0000	Capital-Repl Equip >\$5000	34,214.00	.00	34,213.74	.00	.26	100
Function 1284 - Non-Instr Technology Services Totals		\$356,958.00	\$348.96	\$53,209.74	\$184,889.80	\$118,858.46	67 %
Function 1611 - Fund Modif to General Ed Fund							
27.1611.8110.918.0000.00000.0000	Fund Modifications	.00	.00	.00	.00	.00	+++
Function 1611 - Fund Modif to General Ed Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Account Type Expense Totals		\$356,958.00	\$348.96	\$53,209.74	\$184,889.80	\$118,858.46	67 %
Program 918 - New World Software Totals		(\$64,210.00)	\$257,146.42	(\$53,209.74)	\$79,465.70	(\$90,465.96)	24 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Program 919 - Medicaid Programs							
Account Type Revenue							
Function 0000 - Revenue							
27.0151.0000.919.0000.00000.0000	Earnings on Investments and Deposits	1,435,398.00	112,155.61	.00	887,553.76	547,844.24	62
27.0181.0000.919.0000.00000.0000	Revenue from Community Service Activities	6,856,114.00	524,863.00	.00	4,211,623.00	2,644,491.00	61
27.0181.0000.919.0000.10920.0000	Revenue from Community Service Activities	200,365.00	.00	.00	.00	200,365.00	0
27.0312.0000.919.2083.00000.0000	Restricted State Revenues Received as Grants	30,364.00	4,068.94	.00	16,354.30	14,009.70	54
27.0312.0000.919.2633.00000.0000	Restricted State Revenues Received as Grants	.00	.00	.00	.00	.00	+++
27.0412.0000.919.0000.00000.0000	Unrestricted Received from Federal Government Through State	.00	.00	.00	.00	.00	+++
27.0412.0000.919.0000.10919.0000	Unrestricted Received from Federal Government Through State	300,000.00	75,353.40	.00	230,063.73	69,936.27	77
Function 0000 - Revenue Totals		\$8,822,241.00	\$716,440.95	\$0.00	\$5,345,594.79	\$3,476,646.21	61 %
Account Type Revenue Totals		\$8,822,241.00	\$716,440.95	\$0.00	\$5,345,594.79	\$3,476,646.21	61 %
Account Type Expense							
Function 1213 - Health Services							
27.1213.3130.919.0000.00000.0000	Pupil Services	19,590.00	2,515.00	6,325.00	10,175.00	3,090.00	84
Function 1213 - Health Services Totals		\$19,590.00	\$2,515.00	\$6,325.00	\$10,175.00	\$3,090.00	84 %
Function 1226 - SupervisionDirection of Instr Staff							
27.1226.1620.919.0000.00000.0000	Secretary-Clerical-Bookkeeper	95,860.00	5,714.30	.00	53,290.41	42,569.59	56
27.1226.1620.919.0000.10919.0000	Secretary-Clerical-Bookkeeper	3,055.00	.00	.00	832.12	2,222.88	27
27.1226.1790.919.0000.00000.0000	Other Special Payments	780.00	.00	.00	(675.57)	1,455.57	-87
27.1226.1790.919.0000.10919.0000	Other Special Payments	.00	.00	.00	.00	.00	+++
27.1226.2110.919.0000.00000.0000	Group Life	84.00	16.08	.00	68.88	15.12	82
27.1226.2120.919.0000.00000.0000	Group Disability	243.00	13.94	.00	102.40	140.60	42
27.1226.2130.919.0000.00000.0000	Group Health and Accident	16,000.00	1,666.98	.00	9,949.74	6,050.26	62
27.1226.2140.919.0000.00000.0000	Dental Health Care	1,000.00	130.64	.00	712.30	287.70	71
27.1226.2150.919.0000.00000.0000	Vision Care	300.00	30.80	.00	183.76	116.24	61
27.1226.2820.919.0000.00000.0000	Contribution to State and Local Retirement Funds	44,286.00	2,797.70	.00	24,913.77	19,372.23	56
27.1226.2820.919.0000.10919.0000	Contribution to State and Local Retirement Funds	1,460.00	.00	.00	422.26	1,037.74	29
27.1226.2820.919.2633.00000.0000	Contribution to State and Local Retirement Funds	.00	.00	.00	.00	.00	+++
27.1226.2830.919.0000.00000.0000	Employer Social Security	7,336.00	439.16	.00	3,936.86	3,399.14	54
27.1226.2830.919.0000.10919.0000	Employer Social Security	235.00	.00	.00	63.64	171.36	27
27.1226.2990.919.0000.00000.0000	Other Benefits	7,100.00	.00	.00	7,099.51	.49	100
27.1226.3210.919.0000.00000.0000	Regular Duty Travel	50.00	142.14	.00	142.14	(92.14)	284
27.1226.3430.919.0000.00000.0000	Mail/Postage Serv	150.00	10.80	.00	310.85	(160.85)	207
27.1226.4140.919.0000.00000.0000	Software Maint Agmts Serv	55,272.00	.00	.00	55,272.00	.00	100
27.1226.5990.919.0000.00000.0000	Misc. Supp & Mtls	145.00	.00	.00	.00	145.00	0
27.1226.6460.919.0000.00000.0000	Capital-Repl Equip <\$5000	525.00	.00	.00	525.00	.00	100
Function 1226 - SupervisionDirection of Instr Staff Totals		\$233,881.00	\$10,962.54	\$0.00	\$157,150.07	\$76,730.93	67 %
Function 1231 - Board of Education							
27.1231.3180.919.0000.00000.0000	Audit Services	4,728.00	.00	.00	4,727.81	.19	100
Function 1231 - Board of Education Totals		\$4,728.00	\$0.00	\$0.00	\$4,727.81	\$0.19	100 %
Function 1283 - Staff/Personnel Services							
27.1283.3220.919.0000.00000.0000	Workshops and Conf Travel	594.00	.00	.00	.00	594.00	0
27.1283.3220.919.0000.10919.0000	Workshops and Conf Travel	1,972.00	.00	.00	1,972.10	(.10)	100
Function 1283 - Staff/Personnel Services Totals		\$2,566.00	\$0.00	\$0.00	\$1,972.10	\$593.90	77 %
Function 1284 - Non-Instr Technology Services							
27.1284.3160.919.0000.10919.0000	Management Info Services	20,540.00	.00	.00	5,162.55	15,377.45	25
Function 1284 - Non-Instr Technology Services Totals		\$20,540.00	\$0.00	\$0.00	\$5,162.55	\$15,377.45	25 %
Function 1411 - Pmts to Other Mich Publ Schools							
27.1411.8510.919.0000.00000.0000	Sub-Grantee / Flow through Disbursements	6,000,000.00	275,705.00	2,329,015.00	275,705.00	3,395,280.00	43
27.1411.8510.919.0000.10919.0000	Sub-Grantee / Flow through Disbursements	272,738.00	19,516.00	.00	19,516.00	253,222.00	7
Function 1411 - Pmts to Other Mich Publ Schools Totals		\$6,272,738.00	\$295,221.00	\$2,329,015.00	\$295,221.00	\$3,648,502.00	42 %

G/L Account Number	Account Description	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function 1641 - Fund Modif to GE Cap Proj							
27.1641.8110.919.0000.00000.0000	Fund Modifications	1,500,000.00	1,500,000.00	.00	1,500,000.00	.00	100
Function 1641 - Fund Modif to GE Cap Proj Totals		\$1,500,000.00	\$1,500,000.00	\$0.00	\$1,500,000.00	\$0.00	100 %
Account Type Expense Totals		\$8,054,043.00	\$1,808,698.54	\$2,335,340.00	\$1,974,408.53	\$3,744,294.47	54 %
Program 919 - Medicaid Programs Totals		\$768,198.00	(\$1,092,257.59)	(\$2,335,340.00)	\$3,371,186.26	(\$267,648.26)	7 %
Grand Totals		(\$223,177.00)	(\$492,903.75)	(\$2,723,171.18)	\$5,564,858.74	(\$3,064,864.56)	11 %

Washtenaw Intermediate School District
Investments
Feb-24

General Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
MILAF Investment				

Cash Movement	Beginning Balance	in/(out)	Ending Balance
MILAF GE Investment Max	3,714,311.30	15,801.18	3,730,112.48
MILAF GE Investment Term	-	-	-

Special Education

Investment	Settlement Date	Maturity Date	Principal	Int. Rate
5/3 Bank cert of dep	6/8/2022	12/8/2022	\$ -	0.05%
Old National Bank	7/26/2023	4/26/2024	\$ 268,836.24	0.10%
			\$ 268,836.24	

Cash Movement	Beginning Balance	in/(out)	Ending Balance
Investments	\$ 268,836.24	\$ -	\$ 268,836.24
Comerica	\$ 2,857.62	\$ 11.61	\$ 2,869.23
MBIA	\$ 2,376.51	\$ 10.29	\$ 2,386.80
MILAF SE Investment Max	14,472,271.78	13,078,671.64	27,550,943.42
MILAF SE Investment Term	13,000,000.00	(13,000,000.00)	-
MILAF SUB Investment Max	2,009,368.61	4,303.39	2,013,672.00
MILAF Lunch Investment Max	6,305.00	26.82	6,331.82
MILAF COOP Investment Max	20,636,039.40	87,788.49	20,723,827.89
MILAF COOP Investment Term	-	-	-
MILAF 2019 School Bond Debt Retirement Investment Max	3,359,806.69	14,293.07	3,374,099.76
MILAF Capital Projects Investment Max	3,864,279.55	16,439.17	3,880,718.72
MILAF 2019 Bond Capital Projects Fund	4,328,182.82	18,412.67	4,346,595.49
MILAF Agency Investment	137,990.04	587.03	138,577.07
MILAF AP Investment Max	1,228,467.78	5,226.07	1,233,693.85

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable MILAF									
<u>Check</u>									
213055	02/02/2024	Open			Accounts Payable	BILBEISI INVESTMENTS LLC	\$3,200.00		
213056	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ABSOPURE WATER COMPANY, LLC	\$411.15	\$411.15	\$0.00
213057	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ADRIAN PUBLIC SCHOOLS	\$106,138.00	\$106,138.00	\$0.00
213058	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ALTECH MECHANICAL SERVICES LLC	\$16,120.95	\$16,120.95	\$0.00
213059	02/09/2024	Reconciled		02/29/2024	Accounts Payable	AMERICAN RED CROSS	\$5.00	\$5.00	\$0.00
213060	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ANN ARBOR CITY TREASURER	\$707.80	\$707.80	\$0.00
213061	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ARCH OF SELF, LLC	\$6,500.00	\$6,500.00	\$0.00
213062	02/09/2024	Reconciled		02/29/2024	Accounts Payable	AT&T	\$6,690.95	\$6,690.95	\$0.00
213063	02/09/2024	Reconciled		02/29/2024	Accounts Payable	AT&T MOBILITY	\$5,899.26	\$5,899.26	\$0.00
213064	02/09/2024	Reconciled		02/29/2024	Accounts Payable	BEARCOM	\$3,613.09	\$3,613.09	\$0.00
213065	02/09/2024	Reconciled		02/29/2024	Accounts Payable	BECK, JEANETTE	\$35.00	\$35.00	\$0.00
213066	02/09/2024	Reconciled		02/29/2024	Accounts Payable	BEDFORD PUBLIC SCHOOLS	\$23,190.00	\$23,190.00	\$0.00
213067	02/09/2024	Reconciled		02/29/2024	Accounts Payable	BERRY, ALEXIS	\$625.00	\$625.00	\$0.00
213068	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CANON FINANCIAL SERVICES INC	\$2,395.28	\$2,395.28	\$0.00
213069	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CARPENTRY CONCEPTS	\$10,482.00	\$10,482.00	\$0.00
213070	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CINTAS CORPORATION	\$2,957.00	\$2,957.00	\$0.00
213071	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CITY OF DEXTER	\$200.28	\$200.28	\$0.00
213072	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CLINTON COUNTY RESA	\$8,100.00	\$8,100.00	\$0.00
213073	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CORREA, ALEXIS	\$1,250.00	\$1,250.00	\$0.00
213074	02/09/2024	Open			Accounts Payable	COURAGEOUS CONVERSATION LLC	\$5,975.00		
213075	02/09/2024	Reconciled		02/29/2024	Accounts Payable	CROSHECK, GLORIANNE	\$150.00	\$150.00	\$0.00
213076	02/09/2024	Reconciled		02/29/2024	Accounts Payable	DTE ENERGY	\$4,614.03	\$4,614.03	\$0.00
213077	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ENVIRONMENTAL SUPPORT SERVICES	\$210.00	\$210.00	\$0.00
213078	02/09/2024	Voided	Will be Re-issued	02/29/2024	Accounts Payable	EVANS, BETSY, LOUISE	\$3,358.19		
213079	02/09/2024	Reconciled		02/29/2024	Accounts Payable	FARHA, NIVEAN	\$750.50	\$750.50	\$0.00
213080	02/09/2024	Reconciled		02/29/2024	Accounts Payable	FERRIS COFFEE AND NUT COMPANY, INC.	\$201.26	\$201.26	\$0.00
213081	02/09/2024	Reconciled		02/29/2024	Accounts Payable	FOCO METAL WORKS LLC	\$14,021.00	\$14,021.00	\$0.00
213082	02/09/2024	Reconciled		02/29/2024	Accounts Payable	FOLBERG, ELIZABETH	\$500.00	\$500.00	\$0.00
213083	02/09/2024	Reconciled		02/29/2024	Accounts Payable	FOXBRIGHT	\$6,695.00	\$6,695.00	\$0.00
213084	02/09/2024	Reconciled		02/29/2024	Accounts Payable	GIBBS JR, HERMAN	\$200.00	\$200.00	\$0.00
213085	02/09/2024	Reconciled		02/29/2024	Accounts Payable	GIFTED NURSES, LLC	\$44,199.68	\$44,199.68	\$0.00
213086	02/09/2024	Reconciled		02/29/2024	Accounts Payable	GORHAM, ADRIANA	\$1,250.00	\$1,250.00	\$0.00
213087	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HILLSDALE COMMUNITY SCHOOLS	\$49,157.00	\$49,157.00	\$0.00
213088	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HOBART CORPORATION	\$409.55	\$409.55	\$0.00
213089	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HOWARD COMMERCIAL DOOR	\$86.41	\$86.41	\$0.00
213090	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HULINGS AND ASSOCIATES LLC	\$1,225.00	\$1,225.00	\$0.00
213091	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HUMANWARE INC	\$372.00	\$372.00	\$0.00
213092	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HURON VALLEY TELECOMMUNICATIONS	\$150.00	\$150.00	\$0.00
213093	02/09/2024	Reconciled		02/29/2024	Accounts Payable	HYATT REGENCY DENVER	\$782.48	\$782.48	\$0.00
213094	02/09/2024	Reconciled		02/29/2024	Accounts Payable	INDEPENDENT LIVING AIDS, INC.	\$32.25	\$32.25	\$0.00
213095	02/09/2024	Reconciled		02/29/2024	Accounts Payable	INSECTECH INC	\$270.00	\$270.00	\$0.00
213096	02/09/2024	Reconciled		02/29/2024	Accounts Payable	INSTRUCTIONAL COACHING GROUP	\$13,464.97	\$13,464.97	\$0.00

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
213097	02/09/2024	Reconciled		02/29/2024	Accounts Payable	INTERNATIONAL BACCALAUREATE	\$615.00	\$615.00	\$0.00
213098	02/09/2024	Reconciled		02/29/2024	Accounts Payable	JD LEARNING PARTNERS	\$5,000.00	\$5,000.00	\$0.00
213099	02/09/2024	Reconciled		02/29/2024	Accounts Payable	JOHNSON, WENDY	\$1,000.00	\$1,000.00	\$0.00
213100	02/09/2024	Reconciled		02/29/2024	Accounts Payable	JOSTENS	\$926.61	\$926.61	\$0.00
213101	02/09/2024	Reconciled		02/29/2024	Accounts Payable	K12 INSIGHT LLC	\$1,300.00	\$1,300.00	\$0.00
213102	02/09/2024	Reconciled		02/29/2024	Accounts Payable	KEEFER, GEORGIA ANN	\$825.00	\$825.00	\$0.00
213103	02/09/2024	Reconciled		02/29/2024	Accounts Payable	KEYGUARD ASSISTIVE TECHNOLOGY	\$73.11	\$73.11	\$0.00
213104	02/09/2024	Reconciled		02/29/2024	Accounts Payable	KINNEY, LAURA, JEAN	\$116.09	\$116.09	\$0.00
213105	02/09/2024	Reconciled		02/29/2024	Accounts Payable	KONICA MINOLTA - ALBIN	\$15.93	\$15.93	\$0.00
213106	02/09/2024	Reconciled		02/29/2024	Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$739.06	\$739.06	\$0.00
213107	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LAKESHORE LEARNING MATERIALS LLC	\$1,921.48	\$1,921.48	\$0.00
213108	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LAZ PARKING MIDWEST LLC	\$192.00	\$192.00	\$0.00
213109	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LCK COACHING AND CONSULTING, LLC	\$8,123.34	\$8,123.34	\$0.00
213110	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LEAF CAPITAL FUNDING LLC	\$286.20	\$286.20	\$0.00
213111	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LEATHERWOOD, ICSHAI RENEE	\$403.75	\$403.75	\$0.00
213112	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LEONARD'S SYRUPS	\$85.00	\$85.00	\$0.00
213113	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LESSONPIX, INC	\$274.98	\$274.98	\$0.00
213114	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LIVINGSTON EDUCATIONAL	\$148,007.00	\$148,007.00	\$0.00
213115	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MANSOOR , TOOBA	\$625.00	\$625.00	\$0.00
213116	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MARSHALL MUSIC CO.	\$94.88	\$94.88	\$0.00
213117	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MASSEY, WILLIAM	\$159.04	\$159.04	\$0.00
213118	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MICHIGAN COUNCIL FOR EXCEPTIONAL CHILDREN	\$2,075.00	\$2,075.00	\$0.00
213119	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MILLER, JENNIFER KAYE	\$800.00	\$800.00	\$0.00
213120	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MONROE PUBLIC SCHOOLS	\$56,537.20	\$56,537.20	\$0.00
213121	02/09/2024	Reconciled		02/29/2024	Accounts Payable	MYERS , MICHELLE	\$1,178.00	\$1,178.00	\$0.00
213122	02/09/2024	Reconciled		02/29/2024	Accounts Payable	NAEBECK, JESSICA	\$186.80	\$186.80	\$0.00
213123	02/09/2024	Reconciled		02/29/2024	Accounts Payable	NEOLA, INC.	\$1,375.00	\$1,375.00	\$0.00
213124	02/09/2024	Reconciled		02/29/2024	Accounts Payable	NORTHWEST EVALUATION ASSOCIATION	\$500.00	\$500.00	\$0.00
213125	02/09/2024	Reconciled		02/29/2024	Accounts Payable	OFFICE DEPOT INC	\$2,698.10	\$2,698.10	\$0.00
213126	02/09/2024	Reconciled		02/29/2024	Accounts Payable	OLSEN, R. STEPHEN	\$105.35	\$105.35	\$0.00
213127	02/09/2024	Reconciled		02/29/2024	Accounts Payable	OTVEST LLC	\$327.16	\$327.16	\$0.00
213128	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PALMER, TASHA RACHELLE	\$735.00	\$735.00	\$0.00
213129	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PARKER, TRISHA	\$200.00	\$200.00	\$0.00
213130	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PCI MUNICIPAL SERVICES, LLC	\$51.95	\$51.95	\$0.00
213131	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PEARSON ASSESSMENTS	\$425.90	\$425.90	\$0.00
213132	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PEOPLE DRIVEN TECHNOLOGY, INC	\$1,611.44	\$1,611.44	\$0.00
213133	02/09/2024	Open			Accounts Payable	PITTSFIELD ACRES ACADEMY	\$295.00		
213134	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PROCARE THERAPY	\$5,867.29	\$5,867.29	\$0.00
213135	02/09/2024	Reconciled		02/29/2024	Accounts Payable	PROPIO LS, LLC	\$4,632.62	\$4,632.62	\$0.00
213136	02/09/2024	Reconciled		02/29/2024	Accounts Payable	REGENTS OF THE UNIVERSITY OF MICHIGAN	\$13,256.98	\$13,256.98	\$0.00
213137	02/09/2024	Reconciled		02/29/2024	Accounts Payable	RNA FACILITIES MANAGEMENT	\$4,888.10	\$4,888.10	\$0.00
213138	02/09/2024	Reconciled		02/29/2024	Accounts Payable	ROSE PEST SOLUTIONS	\$782.00	\$782.00	\$0.00
213139	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SARIGIANIDES, SOPHIA TATIANA	\$9,000.00	\$9,000.00	\$0.00

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
213140	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SAVVAS LEARNING COMPANY LLC	\$2,176.96	\$2,176.96	\$0.00
213141	02/09/2024	Open			Accounts Payable	SCALZO, RICHELE	\$49.90		
213142	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SEIDLITZ EDUCATION LLC	\$3,992.50	\$3,992.50	\$0.00
213143	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SIGNS IN ONE DAY	\$74.00	\$74.00	\$0.00
213144	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SOUTHPAW ENTERPRISES, INC.	\$409.26	\$409.26	\$0.00
213145	02/09/2024	Reconciled		02/29/2024	Accounts Payable	SPENCER, ALISHA	\$842.00	\$842.00	\$0.00
213146	02/09/2024	Reconciled		02/29/2024	Accounts Payable	STADIUM HARDWARE	\$584.43	\$584.43	\$0.00
213147	02/09/2024	Reconciled		02/29/2024	Accounts Payable	STATE OF MICHIGAN - LARA	\$75.00	\$75.00	\$0.00
213148	02/09/2024	Reconciled		02/29/2024	Accounts Payable	STATE OF MICHIGAN - POLICE	\$11,393.25	\$11,393.25	\$0.00
213149	02/09/2024	Reconciled		02/29/2024	Accounts Payable	TEACH TOWN	\$11,362.00	\$11,362.00	\$0.00
213150	02/09/2024	Open			Accounts Payable	TEN80 EDUCATION, LLC	\$625.00		
213151	02/09/2024	Reconciled		02/29/2024	Accounts Payable	TFSC LLC	\$5,162.50	\$5,162.50	\$0.00
213152	02/09/2024	Reconciled		02/29/2024	Accounts Payable	THE D.M. BURR GROUP	\$18,185.50	\$18,185.50	\$0.00
213153	02/09/2024	Reconciled		02/29/2024	Accounts Payable	THE SPIEKER COMPANY	\$19,923.00	\$19,923.00	\$0.00
213154	02/09/2024	Reconciled		02/29/2024	Accounts Payable	UNITED STATES POSTMASTER	\$342.00	\$342.00	\$0.00
213155	02/09/2024	Reconciled		02/29/2024	Accounts Payable	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$21,036.44	\$21,036.44	\$0.00
213156	02/09/2024	Reconciled		02/29/2024	Accounts Payable	VANCE, LEAH	\$43.86	\$43.86	\$0.00
213157	02/09/2024	Reconciled		02/29/2024	Accounts Payable	VERIZON WIRELESS	\$615.82	\$615.82	\$0.00
213158	02/09/2024	Open			Accounts Payable	VESPA , KRISTIN	\$168.59		
213159	02/09/2024	Reconciled		02/29/2024	Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$264.42	\$264.42	\$0.00
213160	02/09/2024	Reconciled		02/29/2024	Accounts Payable	WASTE MANAGEMENT OF MICHIGAN	\$1,882.78	\$1,882.78	\$0.00
213161	02/09/2024	Reconciled		02/29/2024	Accounts Payable	WEX BANK	\$105.82	\$105.82	\$0.00
213162	02/09/2024	Reconciled		02/29/2024	Accounts Payable	WILLIAMS LLC, MARCIA	\$2,300.00	\$2,300.00	\$0.00
213163	02/09/2024	Reconciled		02/29/2024	Accounts Payable	LIVINGSTON CLASSICAL CYBER ACADEMY	\$23,727.00	\$23,727.00	\$0.00
213164	02/09/2024	Reconciled		02/29/2024	Accounts Payable	TOBII DYNAVOK LLC	\$100.00	\$100.00	\$0.00
213165	02/09/2024	Reconciled		02/29/2024	Accounts Payable	YEO & YEO CONSULTING, LLC	\$950.50	\$950.50	\$0.00
213166	02/15/2024	Reconciled		02/29/2024	Accounts Payable	Buckles & Buckles P.L.C.	\$414.80	\$414.80	\$0.00
213167	02/15/2024	Reconciled		02/29/2024	Accounts Payable	CHAPTER 13 TRUSTEE	\$562.00	\$562.00	\$0.00
213168	02/15/2024	Reconciled		02/29/2024	Accounts Payable	HOGAN, ANGELA	\$75.00	\$75.00	\$0.00
213169	02/15/2024	Reconciled		02/29/2024	Accounts Payable	PALMER, ANLYA	\$249.75	\$249.75	\$0.00
213170	02/15/2024	Reconciled		02/29/2024	Accounts Payable	Ronald Rich & Associates	\$475.04	\$475.04	\$0.00
213171	02/15/2024	Reconciled		02/29/2024	Accounts Payable	WASHTENAW UNITED WAY	\$512.12	\$512.12	\$0.00
213172	02/23/2024	Reconciled		02/29/2024	Accounts Payable	ABSOPURE WATER COMPANY, LLC	\$34.75	\$34.75	\$0.00
213173	02/23/2024	Reconciled		02/29/2024	Accounts Payable	AL-SAMMARRAIE, HUSSEIN	\$540.00	\$540.00	\$0.00
213174	02/23/2024	Reconciled		02/29/2024	Accounts Payable	ALTECH MECHANICAL SERVICES LLC	\$9,194.84	\$9,194.84	\$0.00
213175	02/23/2024	Open			Accounts Payable	ANN ARBOR PUBLIC SCHOOLS FOOD	\$280.00		
213176	02/23/2024	Open			Accounts Payable	ARBOR PREPARATORY HIGH SCHOOL	\$16,882.00		
213177	02/23/2024	Reconciled		02/29/2024	Accounts Payable	AT&T	\$3,364.66	\$3,364.66	\$0.00
213178	02/23/2024	Open			Accounts Payable	AT&T LONG DISTANCE	\$13.00		
213179	02/23/2024	Open			Accounts Payable	BELLE ARBOR COMMONS LLC	\$2,617.78		
213180	02/23/2024	Open			Accounts Payable	BLAZEJEWSKI, ADAM	\$900.00		
213181	02/23/2024	Open			Accounts Payable	BROOKS , ASHLEY	\$80.00		
213182	02/23/2024	Reconciled		02/29/2024	Accounts Payable	CARPENTRY CONCEPTS	\$33,450.00	\$33,450.00	\$0.00

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
213183	02/23/2024	Open			Accounts Payable	CENTRAL ACADEMY	\$23,631.00		
213184	02/23/2024	Reconciled		02/29/2024	Accounts Payable	CHELSEA SCHOOL DISTRICT	\$658,384.00	\$658,384.00	\$0.00
213185	02/23/2024	Open			Accounts Payable	CLINTON COUNTY RESA	\$12,448.00		
213186	02/23/2024	Reconciled		02/29/2024	Accounts Payable	COLLIGAN, MERRI LYNN	\$1,365.00	\$1,365.00	\$0.00
213187	02/23/2024	Open			Accounts Payable	CROSHECK, GLORIANNE	\$225.00		
213188	02/23/2024	Open			Accounts Payable	DOLLAR BILL PRINTING	\$854.27		
213189	02/23/2024	Reconciled		02/29/2024	Accounts Payable	DTE ENERGY	\$3,228.10	\$3,228.10	\$0.00
213190	02/23/2024	Reconciled		02/29/2024	Accounts Payable	FERGUSON ENTERPRISES, LLC	\$145.12	\$145.12	\$0.00
213191	02/23/2024	Reconciled		02/29/2024	Accounts Payable	GIFTED NURSES, LLC	\$58,027.13	\$58,027.13	\$0.00
213192	02/23/2024	Open			Accounts Payable	GLOBAL TECH ACADEMY	\$25,354.00		
213193	02/23/2024	Reconciled		02/29/2024	Accounts Payable	GOLDEN, LATASHA	\$258.00	\$258.00	\$0.00
213194	02/23/2024	Reconciled		02/29/2024	Accounts Payable	GONGWER NEWS SERVICE	\$4,550.00	\$4,550.00	\$0.00
213195	02/23/2024	Reconciled		02/29/2024	Accounts Payable	GRAINGER	\$54.03	\$54.03	\$0.00
213196	02/23/2024	Open			Accounts Payable	HOGAN, ANGELA	\$75.00		
213197	02/23/2024	Open			Accounts Payable	HONOS, SARAH, M	\$240.00		
213198	02/23/2024	Reconciled		02/29/2024	Accounts Payable	INCIDENT IQ, LLC	\$3,675.17	\$3,675.17	\$0.00
213199	02/23/2024	Reconciled		02/29/2024	Accounts Payable	INSECTECH INC	\$241.00	\$241.00	\$0.00
213200	02/23/2024	Reconciled		02/29/2024	Accounts Payable	INTERIOR SYSTEMS CONTRACT GRP, INC	\$8,985.32	\$8,985.32	\$0.00
213201	02/23/2024	Reconciled		02/29/2024	Accounts Payable	JUSTICE LEADERS COLLABORTIVE LLC	\$5,250.00	\$5,250.00	\$0.00
213202	02/23/2024	Reconciled		02/29/2024	Accounts Payable	KEEFER, GEORGIA ANN	\$750.00	\$750.00	\$0.00
213203	02/23/2024	Open			Accounts Payable	KONICA MINOLTA PREMIER FINANCE	\$806.04		
213204	02/23/2024	Reconciled		02/29/2024	Accounts Payable	LAKESHORE LEARNING MATERIALS LLC	\$122.55	\$122.55	\$0.00
213205	02/23/2024	Reconciled		02/29/2024	Accounts Payable	LEATHERWOOD, ICSHAI RENEE	\$231.00	\$231.00	\$0.00
213206	02/23/2024	Reconciled		02/29/2024	Accounts Payable	LOUNSBURY, JACOB	\$1,000.00	\$1,000.00	\$0.00
213207	02/23/2024	Reconciled		02/29/2024	Accounts Payable	LOWE'S COMPANIES, INC	\$736.91	\$736.91	\$0.00
213208	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MARSHALL MUSIC CO.	\$246.41	\$246.41	\$0.00
213209	02/23/2024	Open			Accounts Payable	MCCALLA, CRAIG LEE	\$300.00		
213210	02/23/2024	Open			Accounts Payable	MICHIGAN SCHOOLS ENERGY COOPERTA	\$16,637.19		
213211	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MIDWESTERN CONSULTING, LLC	\$256.20	\$256.20	\$0.00
213212	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MILAN AREA SCHOOLS	\$596,228.00	\$596,228.00	\$0.00
213213	02/23/2024	Open			Accounts Payable	MONROE PUBLIC SCHOOLS	\$2,114.80		
213214	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MOORE, DAE'VON NORRIS LEE	\$540.00	\$540.00	\$0.00
213215	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MYERS, MICHELLE	\$1,329.95	\$1,329.95	\$0.00
213216	02/23/2024	Reconciled		02/29/2024	Accounts Payable	NORIX GROUP INC	\$940.40	\$940.40	\$0.00
213217	02/23/2024	Reconciled		02/29/2024	Accounts Payable	OFFICE DEPOT INC	\$82.35	\$82.35	\$0.00
213218	02/23/2024	Open			Accounts Payable	PALMER, ANLYA	\$246.75		
213219	02/23/2024	Reconciled		02/29/2024	Accounts Payable	PEOPLE DRIVEN TECHNOLOGY, INC	\$13,519.35	\$13,519.35	\$0.00
213220	02/23/2024	Open			Accounts Payable	POPE, GINA	\$103.75		
213221	02/23/2024	Reconciled		02/29/2024	Accounts Payable	PRAIRIE FARMS DAIRY INC	\$3,070.16	\$3,070.16	\$0.00
213222	02/23/2024	Reconciled		02/29/2024	Accounts Payable	PRINT-TECH	\$515.14	\$515.14	\$0.00
213223	02/23/2024	Open			Accounts Payable	RNA FACILITIES MANAGEMENT	\$4,888.10		
213224	02/23/2024	Open			Accounts Payable	ROSE PEST SOLUTIONS	\$327.92		
213225	02/23/2024	Reconciled		02/29/2024	Accounts Payable	SHRED-IT	\$1,239.73	\$1,239.73	\$0.00
213226	02/23/2024	Open			Accounts Payable	SOUTH ARBOR CHARTER ACADEMY	\$76,222.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
213227	02/23/2024	Open			Accounts Payable	SOUTH POINTE SCHOLARS CHARTER ACADEMY	\$91,310.00		
213228	02/23/2024	Reconciled		02/29/2024	Accounts Payable	SPAULDING, JAMIE	\$28.96	\$28.96	\$0.00
213229	02/23/2024	Reconciled		02/29/2024	Accounts Payable	SPENCER, ALISHA	\$674.50	\$674.50	\$0.00
213230	02/23/2024	Reconciled		02/29/2024	Accounts Payable	SSS INVESTMENTS LLC	\$3,524.00	\$3,524.00	\$0.00
213231	02/23/2024	Open			Accounts Payable	STANDARD PRINTING	\$330.00		
213232	02/23/2024	Reconciled		02/29/2024	Accounts Payable	SUPERIOR TOWNSHIP UTILITY DEPARTMENT	\$220.68	\$220.68	\$0.00
213233	02/23/2024	Open			Accounts Payable	TEACHSTONE INC.	\$2,010.00		
213234	02/23/2024	Reconciled		02/29/2024	Accounts Payable	TEAMVIEWER GMBH	\$7,603.12	\$7,603.12	\$0.00
213235	02/23/2024	Reconciled		02/29/2024	Accounts Payable	TEL SYSTEMS	\$1,562.50	\$1,562.50	\$0.00
213236	02/23/2024	Open			Accounts Payable	TEN80 EDUCATION, LLC	\$2,288.00		
213237	02/23/2024	Reconciled		02/29/2024	Accounts Payable	THRUN, MAATSCH AND NORDBERG P.C.	\$9,120.23	\$9,120.23	\$0.00
213238	02/23/2024	Open			Accounts Payable	TRACE3 LLC	\$21,227.50		
213239	02/23/2024	Reconciled		02/29/2024	Accounts Payable	TRIPLE R CONSULTANTS	\$6,600.00	\$6,600.00	\$0.00
213240	02/23/2024	Reconciled		02/29/2024	Accounts Payable	VANGUARD FIRE & SECUTIRY SYSTEMS, INC	\$600.00	\$600.00	\$0.00
213241	02/23/2024	Reconciled		02/29/2024	Accounts Payable	WASHTENAW COMMUNITY COLLEGE	\$193,380.31	\$193,380.31	\$0.00
213242	02/23/2024	Open			Accounts Payable	WASHTENAW COUNTY PARKS/RECREATIO	\$900.00		
213243	02/23/2024	Open			Accounts Payable	WASHTENAW COUNTY TREASURER	\$1,246.08		
213244	02/23/2024	Open			Accounts Payable	WASHTENAW HOUSING ALLIANCE	\$250.00		
213245	02/23/2024	Open			Accounts Payable	WASHTENAW TECHNICAL MIDDLE COLL	\$25,963.00		
213246	02/23/2024	Open			Accounts Payable	WASTE MANAGEMENT OF MICHIGAN	\$53.59		
213247	02/23/2024	Open			Accounts Payable	EAST ARBOR CHARTER ACADEMY	\$55,523.00		
213248	02/23/2024	Open			Accounts Payable	FORTIS ACADEMY	\$49,183.00		
213249	02/23/2024	Open			Accounts Payable	GENOVA DEVELOPMENT	\$1,560.50		
213250	02/23/2024	Open			Accounts Payable	HONEY CREEK COMMUNITY SCHOOL	\$76,592.20		
213251	02/23/2024	Open			Accounts Payable	LIVINGSTON CLASSICAL CYBER ACADEMY	\$7,271.00		
213252	02/23/2024	Reconciled		02/29/2024	Accounts Payable	MICHIGAN SCH BUSINESS OFFICIALS	\$625.00	\$625.00	\$0.00
213253	02/23/2024	Open			Accounts Payable	MISS DIG SYSTEM, INC	\$1,109.87		
213254	02/23/2024	Open			Accounts Payable	HOGAN, ANGELA	\$75.00		
213255	02/23/2024	Reconciled		02/29/2024	Accounts Payable	HORRY , LETICIA , NICOLE	\$1,250.00	\$1,250.00	\$0.00
213256	02/27/2024	Reconciled		02/29/2024	Accounts Payable	HILLTOP VIEW APARTMENTS LDHA LP	\$809.00	\$809.00	\$0.00
213257	02/29/2024	Open			Accounts Payable	A & F WATER HEATER INC	\$422.50		
213258	02/29/2024	Open			Accounts Payable	Buckles & Buckles P.L.C.	\$414.80		
213259	02/29/2024	Open			Accounts Payable	CHAPTER 13 TRUSTEE	\$562.00		
213260	02/29/2024	Open			Accounts Payable	EVANS , BETSY, LOUISE	\$3,358.19		
213261	02/29/2024	Open			Accounts Payable	HORRY , LETICIA , NICOLE	\$1,250.00		
213262	02/29/2024	Open			Accounts Payable	OPENSPO THEATRE	\$150.00		
213263	02/29/2024	Open			Accounts Payable	Ronald Rich & Associates	\$475.04		
213264	02/29/2024	Open			Accounts Payable	WASHTENAW UNITED WAY	\$512.12		

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
Type Check Totals:					210 Transactions		\$2,920,426.24	\$2,377,470.57	\$0.00
AP - Accounts Payable MILAF Totals									

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$539,597.48	\$0.00
	Reconciled	156	\$2,377,470.57	\$2,377,470.57
	Voided	1	\$3,358.19	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	210	\$2,920,426.24	\$2,377,470.57

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$539,597.48	\$0.00
	Reconciled	156	\$2,377,470.57	\$2,377,470.57
	Voided	1	\$3,358.19	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	210	\$2,920,426.24	\$2,377,470.57

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$539,597.48	\$0.00
	Reconciled	156	\$2,377,470.57	\$2,377,470.57
	Voided	1	\$3,358.19	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	210	\$2,920,426.24	\$2,377,470.57
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	53	\$539,597.48	\$0.00
	Reconciled	156	\$2,377,470.57	\$2,377,470.57
	Voided	1	\$3,358.19	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	210	\$2,920,426.24	\$2,377,470.57

FEBRUARY 2024 Head Start Financial Summary
Washtenaw ISD Head Start and Early Head Start Grant 05CH010612-06

Budget Period for 07/01/2023 – 06/30/2024 Grant Year

***This chart reflects actual expenses through FEBRUARY 2024**

	2023-2024 Head Start Budget	TOTAL ACTUAL EXPENSE	ENCUMBRANCES	REMAINING BUDGET REVENUE	% USED
Training and Technical Assistance	\$ 63,216.00	\$ 47,611.13	\$ 4,194.38	\$ 11,410.49	82%
Personnel	\$ 1,020,291.00	\$ 644,796.76	\$ 0	\$ 375,494.24	63.20%
Fringe Benefits	\$ 744,580.00	\$ 458,171.20	\$ 0	\$ 286,408.80	61.53%
Equipment					
Travel: Out of Town	\$ 17,753.00	\$ 6,644.53	\$ 0	\$ 11,108.47	37.43%
Supplies	\$ 25,000.00	\$ 18,018.77	\$ 1,095.35	\$ 5,885.88	76.46%
Facilities/ Construction					
Contractual	\$ 3,573,399.00	\$ 193,311.03	\$ 3,348,354.20	\$ 31,733.77	99%
Other	\$ 111,256.00	\$ 46,351.28	\$ 2,151.63	\$ 62,753.09	43.60%
TOTAL	\$ 5,555,495.00	\$ 1,414,904.70	\$ 3,355,795.56	\$ 784,794.74	85.67%

Actual Grant Expenditures as a % of Award

25.47% of Head Start/EHS Award

Revenue of Award

TOTAL REVENUE TO DATE: \$ 918,348.36

Grant Expenditures

TOTAL EXPENDITURES TO DATE: \$ 1,414,904.70

TOTAL ENCUMBRANCES: \$ 3,355,795.56

EXPENDITURES FOR FEBRUARY 2024: \$ 295,362.94

Monthly Expenses for FEBRUARY 2024:

Salary and Benefits	Mileage	Telephone Services	Assessment
Electric bill @	Space rental	Beatty	Supplies
Beatty	Cleaning Services	Maintenance /	Recruitment/enroll
Copies/postage	Program Materials	Facilities	ment materials
Printing Services			

Revenue		Expenditures				07/01/2023 -	
2/29/2024		Budget	Current Month	Encumbrances	2/29/2024	Remaining	% Used/Rec'd
	\$	5,555,495.00	\$295,362.94	\$3,355,795.56	\$1,414,904.70	\$784,794.74	85.87%
G/L Account Number - Combined							
TRAINING AND TECHNICAL							
ASSISTANCE \$ 63,216							
11.1221.3190.987.7234.90716.0000	Other Prof & Technical Services	\$6,000.00	\$270.00	\$158.29	\$5,512.30	\$329.41	94.50%
11.1221.3220.987.7234.90713.0000	Workshops and Conf Travel	\$10,000.00	\$41.72	\$2,800.00	\$6,610.58	\$589.42	94.10%
11.1221.7410.987.7234.90717.0000	Dues and Fees	\$755.00	\$0.00	\$0.00	\$754.89	\$0.11	99.98%
11.1221.3190.988.7234.90716.0000	Other Prof & Technical Services	\$21,762.00	\$0.00	\$1,236.09	\$20,415.02	\$110.89	99.49%
11.1221.3220.988.7234.90713.0000	Workshops and Conf Travel	\$14,825.00	\$121.21	\$0.00	\$8,558.27	\$6,266.73	57.72%
11.1221.3610.988.7234.90716.0000	Printing Serv	\$4,874.00	\$0.00	\$0.00	\$760.32	\$4,113.68	15.59%
11.1221.7410.988.7234.90717.0000	Dues and Fees	\$5,000.00	\$0.00	\$0.00	\$4,999.75	\$0.25	99.99%
SUBTOTAL		\$63,216.00	\$432.93	\$4,194.38	\$47,611.13	\$11,410.49	75.31%
PERSONNEL \$ 1020791							
ADMINISTRATIVE SALARIES							
11.1226.1160.000.7234.90711.0000	Supervision/Direction-Staff	\$42,664.00	\$4,269.41	\$0.00	\$35,643.14	\$7,020.86	83.54%
11.1226.1170.000.7234.90711.0000	Program/Department Direction	\$97,620.00	\$42,207.11	\$0.00	\$52,623.41	\$44,996.59	53.90%
11.1226.1590.000.7234.90711.0000	Other Technical	\$18,954.00	\$1,856.86	\$0.00	\$13,634.18	\$5,319.82	71.93%
11.1226.1620.000.7234.90711.0000	Secretary-Clerical-Bookkeeper	\$24,861.00	\$1,624.43	\$0.00	\$17,299.35	\$7,561.65	69.58%
11.1226.1920.000.7234.90711.0000	Professional-Education	\$0.00	(\$79.32)	\$0.00	\$32.40	(\$32.40)	
11.1226.1790.000.7234.90711.0000	Other Special Payments	\$0.00	\$559.90	\$0.00	\$635.29	(\$635.29)	
11.1226.1160.987.7234.90711.0000	Supervision/Direction-Staff	\$3,134.00	\$674.59	\$0.00	\$5,756.62	(\$2,622.62)	183.68%
11.1226.1170.987.7234.90711.0000	Program/Department Direction	\$71,439.00	\$4,806.43	\$0.00	\$32,625.63	\$38,813.37	45.66%
11.1226.1590.987.7234.90711.0000	Other Technical	\$4,739.00	\$464.20	\$0.00	\$3,408.48	\$1,330.52	71.92%
11.1226.1920.987.7234.90711.0000	Professional-Education	\$0.00	(\$251.18)	\$0.00	\$102.60	(\$102.60)	
11.1226.1790.987.7234.90711.0000	Other Special Payments	\$0.00	\$6.08	\$0.00	\$51.20	(\$51.20)	
11.1226.1620.987.7234.90711.0000	Secretary-Clerical-Bookkeeper	\$2,763.00	\$180.57	\$0.00	\$1,922.21	\$840.79	69.56%
SUB TOTAL		\$266,174.00	\$56,319.08	\$0.00	\$163,734.51	\$102,439.49	61.51%
INSTRUCTIONAL SALARIES							
11.1281.1180.000.7234.90711.0000	Research	\$142,153.00	\$10,706.32	\$0.00	\$87,878.66	\$54,274.34	61.81%
11.1351.1220.000.7234.90711.0000	Counseling	\$50,556.00	\$6,508.69	\$0.00	\$45,320.81	\$5,235.19	89.64%
11.1351.1440.000.7234.90711.0000	Social Work	\$72,539.00	\$7,220.76	\$0.00	\$39,982.70	\$32,556.30	55.11%
11.1351.1250.000.7234.90711.0000	Instructional Counseling	\$0.00	\$1,043.71	\$0.00	\$5,512.98	(\$5,512.98)	
11.1281.1790.000.7234.90711.0000	Other Special Payments	\$442.00	\$62.43	\$0.00	\$332.96	\$109.04	75.33%
11.1281.1180.987.7234.90711.0000	Research	\$82,381.00	\$2,554.07	\$0.00	\$26,053.93	\$56,327.07	31.62%
11.1351.1220.987.7234.90711.0000	Counseling	\$60,886.00	\$6,513.91	\$0.00	\$48,395.27	\$12,490.73	79.48%
11.1351.1250.987.7234.90711.0000	Instructional Counseling	\$295,573.00	\$27,336.22	\$0.00	\$197,784.66	\$97,788.34	66.91%

11.1351.1440.987.7234.90711.0000	Social Work	\$48,479.00	\$20,250.27	\$0.00	\$29,477.23	\$19,001.77	60.80%
11.1281.1920.987.7234.90711.0000	Professional-Education	\$0.00					
11.1281.1790.987.7234.90711.0000	Other Special Payments	\$1,108.00	\$30.00	\$0.00	\$323.05	\$784.95	29.15%
SUB TOTAL		\$754,117.00	\$82,226.38	\$0.00	\$481,062.25	\$273,054.75	63.79%
TOTAL		\$1,020,291.00	\$138,545.46	\$0.00	\$644,795.76	\$375,494.24	63.20%

FRINGES \$ 744,570

ADMINISTRATIVE BENEFITS

11.1226.2110.000.7234.90711.0000	Group Life	\$925.00	\$54.46	\$0.00	\$239.74	\$685.26	25.91%
11.1226.2120.000.7234.90711.0000	Group Disability	\$537.00	\$121.83	\$0.00	\$284.04	\$252.96	52.89%
11.1226.2130.000.7234.90711.0000	Group Health and Accident	\$27,438.00	\$3,685.19	\$0.00	\$9,821.69	\$17,616.31	35.79%
11.1226.2140.000.7234.90711.0000	Dental Health Care	\$1,702.00	\$293.17	\$0.00	\$882.01	\$819.99	51.82%
11.1226.2150.000.7234.90711.0000	Vision Care	\$531.00	\$73.19	\$0.00	\$271.50	\$259.50	51.12%
Contribution to State and Local							
Retirement Funds							
11.1226.2820.000.7234.90711.0000	Employer Social Security	\$85,856.00	\$23,569.35	\$0.00	\$56,317.02	\$29,538.98	65.59%
11.1226.2830.000.7234.90711.0000	Cash in Lieu of Benefits	\$14,176.00	\$3,801.44	\$0.00	\$9,000.83	\$5,175.17	63.49%
11.1226.2920.000.7234.90711.0000	Other Benefits	\$905.00	\$130.60	\$0.00	\$851.60	\$53.40	94.09%
11.1226.2990.000.7234.90711.0000	Telephone Serv	\$0.00					
11.1226.3410.000.7234.90711.0000		\$600.00	\$15.00	\$0.00	\$93.97	\$506.03	15.66%
Group Life							
11.1226.2110.987.7234.90711.0000	Group Disability	\$342.00	\$14.32	\$0.00	\$126.80	\$215.20	37.07%
11.1226.2120.987.7234.90711.0000	Group Health and Accident	\$222.00	\$11.99	\$0.00	\$104.95	\$117.05	47.27%
11.1226.2130.987.7234.90711.0000	Dental Health Care	\$9,314.00	\$360.18	\$0.00	\$2,463.48	\$6,850.52	26.44%
11.1226.2140.987.7234.90711.0000	Vision Care	\$427.00	\$28.07	\$0.00	\$176.14	\$250.86	41.25%
11.1226.2150.987.7234.90711.0000		\$136.00	\$8.32	\$0.00	\$58.67	\$77.33	43.13%
Contribution to State and Local							
Retirement Funds							
11.1226.2820.987.7234.90711.0000	Employer Social Security	\$38,150.00	\$2,813.65	\$0.00	\$20,804.84	\$17,345.16	54.53%
11.1226.2830.987.7234.90711.0000	Cash in Lieu of Benefits	\$6,304.00	\$439.43	\$0.00	\$3,271.79	\$3,032.21	51.90%
11.1226.2920.987.7234.90711.0000	Telephone Serv	\$133.00	\$44.18	\$0.00	\$237.45	(\$104.45)	178.53%
11.1226.3410.987.7234.90711.0000		\$0.00	\$7.50	\$0.00	\$89.84	(\$89.84)	
SUB TOTAL		\$187,698.00	\$35,471.87	\$0.00	\$105,096.36	\$82,601.64	55.99%

INSTRUCTIONAL BENEFITS

SH

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11.1281.2920.000.7234.90711.0000	Cash in Lieu of Benefits	\$2,648.00	\$220.60	\$0.00	\$1,764.80	\$883.20	66.64%
11.1281.3410.000.7234.90711.0000	Telephone Serv	\$300.00	\$37.50	\$0.00	\$200.00	\$100.00	66.66%
11.1281.2990.000.7234.90711.0000	Other Benefits	\$0.00					
HS							
11.1351.2110.000.7234.90711.0000	Group Life	\$394.00	\$28.98	\$0.00	\$254.90	\$139.10	64.69%
11.1351.2120.000.7234.90711.0000	Group Disability	\$377.00	\$27.24	\$0.00	\$245.76	\$131.24	65.18%
11.1351.2130.000.7234.90711.0000	Group Health and Accident	\$26,698.00	\$2,124.92	\$0.00	\$15,708.44	\$10,989.56	58.83%
11.1351.2140.000.7234.90711.0000	Dental Health Care	\$2,676.00	\$257.36	\$0.00	\$1,847.31	\$828.69	69.03%
11.1351.2150.000.7234.90711.0000	Vision Care	\$725.00	\$61.34	\$0.00	\$482.48	\$242.52	66.54%
	Contribution to State and Local						
11.1351.2820.000.7234.90711.0000	Retirement Funds	\$70,801.00	\$6,418.95	\$0.00	\$42,754.74	\$28,046.26	60.38%
11.1351.2830.000.7234.90711.0000	Employer Social Security	\$11,694.00	\$1,076.59	\$0.00	\$6,859.32	\$4,834.68	58.65%
11.1351.2920.000.7234.90711.0000	Cash in Lieu of Benefits	\$2,051.00	\$170.82	\$0.00	\$1,366.68	\$684.32	66.63%
11.1351.3410.000.7234.90711.0000	Telephone Serv	\$600.00	\$56.00	\$0.00	\$403.00	\$197.00	67.16%
11.1351.2990.000.7234.90711.0000	Other Benefits	\$0.00					
EHS							
11.1281.2110.987.7234.90711.0000	Group Life	\$264.00	\$11.68	\$0.00	\$84.32	\$179.68	31.93%
11.1281.2120.987.7234.90711.0000	Group Disability	\$237.00	\$10.43	\$0.00	\$75.59	\$161.41	31.89%
11.1281.2140.987.7234.90711.0000	Dental Health Care	\$138.00	\$13.06	\$0.00	\$93.79	\$44.21	67.96%
11.1281.2150.987.7234.90711.0000	Vision Care	\$38.00	\$3.08	\$0.00	\$24.27	\$13.73	63.86%
	Contribution to State and Local						
11.1281.2820.987.7234.90711.0000	Retirement Funds	\$37,884.00	\$1,195.48	\$0.00	\$12,120.31	\$25,763.69	31.99%
11.1281.2830.987.7234.90711.0000	Employer Social Security	\$6,697.00	\$208.98	\$0.00	\$2,097.49	\$4,599.51	31.31%
11.1281.2920.987.7234.90711.0000	Cash in Lieu of Benefits	\$2,901.00	\$131.25	\$0.00	\$939.59	\$1,961.41	32.38%
11.1281.2990.987.7234.90711.0000	Other Benefits	\$600.00	\$25.00	\$0.00	\$322.70	\$277.30	53.78%
11.1281.3410.987.7234.90711.0000	Telephone Serv						
EHS							
11.1351.2110.987.7234.90711.0000	Group Life	\$797.00	\$86.80	\$0.00	\$523.77	\$273.23	65.71%
11.1351.2120.987.7234.90711.0000	Group Disability	\$1,152.00	\$104.35	\$0.00	\$710.23	\$441.77	61.65%
11.1351.2130.987.7234.90711.0000	Group Health and Accident	\$63,464.00	\$11,005.89	\$0.00	\$50,788.71	\$12,675.29	80.02%
11.1351.2140.987.7234.90711.0000	Dental Health Care	\$7,150.00	\$690.53	\$0.00	\$4,330.91	\$2,819.09	60.57%
11.1351.2150.987.7234.90711.0000	Vision Care	\$1,785.00	\$144.38	\$0.00	\$997.11	\$787.89	55.86%
	Contribution to State and Local						
11.1351.2820.987.7234.90711.0000	Retirement Funds	\$189,096.00	\$24,723.51	\$0.00	\$129,407.69	\$59,688.31	68.43%
11.1351.2830.987.7234.90711.0000	Employer Social Security	\$31,384.00	\$3,791.03	\$0.00	\$20,665.33	\$10,718.67	65.84%
11.1351.2920.987.7234.90711.0000	Cash in Lieu of Benefits	\$2,700.00	\$236.24	\$0.00	\$1,822.36	\$877.64	67.49%
11.1351.3410.987.7234.90711.0000	Telephone Serv	\$2,208.00	\$188.00	\$0.00	\$2,224.61	(\$16.61)	100.75%
	SUBTOTAL	\$556,882.00	\$59,901.19	\$0.00	\$353,074.84	\$203,807.16	63.40%
TOTAL		\$744,580.00	\$95,373.06	\$0.00	\$458,171.20	\$286,408.80	61.53%
TRAVEL \$17,753							
ADMINISTRATIVE TRAVEL							
11.1226.3220.000.7234.90711.0000	Workshops and Conf Travel	\$5,000.00	\$991.16	\$0.00	\$3,078.24	\$1,921.76	61.56%
11.1226.3220.987.7234.90711.0000	Workshops and Conf Travel	\$500.00	\$8.12	\$0.00	\$42.92	\$457.08	8.58%

11.1411.8510.000.7234.81010.0000	Sub-Grantee / Flow through Disbursements - AAPS	\$1,115,310.00	\$0.00	\$1,115,310.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7234.81020.0000	Sub-Grantee / Flow through Disbursements - YCS	\$2,078,100.00	\$0.00	\$2,078,100.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7234.81070.0000	Sub-Grantee / Flow through Disbursements - Lincoln	\$105,313.00	\$0.00	\$105,313.00	\$0.00	\$0.00	100.00%
11.1411.8510.000.7234.81140.0000	Sub-Grantee / Flow through Disbursements - Whitmore Lake	\$105,313.00	\$0.00	\$33,492.50	\$71,820.50	\$0.00	100.00%
11.1411.8510.000.7234.00000.0000	Sub-Grantee / Flow through Disbursements- Quality Improvement						
	SUBTOTAL	\$3,404,036.00	\$0.00	\$3,332,215.50	\$71,820.50	\$0.00	100%
	TOTAL	\$3,573,399.00	\$44,969.09	\$3,348,354.20	\$193,311.03	\$31,733.77	5.41%
OTHER \$ 111,256.00							
11.1351.3150.000.7234.90715.0000	Management Services	\$2,500.00	\$0.00	\$0.00	\$110.92	\$2,389.08	4.43%
11.1351.15910.000.7234.90715.0000	Office Supplies	\$800.00	\$0.00	\$0.00	\$277.82	\$522.18	34.72%
11.1351.3210.000.7234.90713.0000	Regular Duty Travel	\$2,973.00	\$482.06	\$0.00	\$982.37	\$1,990.63	33.04%
11.1351.3830.000.7234.90717.0000	Water Sewage Serv	\$8,000.00	\$220.68	\$0.00	\$1,731.35	\$6,268.65	21.64%
11.1351.3930.000.7234.90714.0000	Fleet Insur Serv	\$2,300.00	\$1,540.42	\$0.00	\$1,616.50	\$683.50	70.28%
11.1351.5520.000.7234.90717.0000	Electricity Supp	\$54,200.00	\$7,103.56	\$0.00	\$28,909.35	\$25,290.65	53.33%
11.1351.3150.987.7234.90715.0000	Management Services	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00	0.00%
11.1351.3190.987.7234.90716.0000	Other Prof & Technical Services						
11.1226.3210.000.7234.90711.0000	Regular Duty Travel	\$0.00	\$0.00	\$0.00	\$248.76	(\$248.76)	
11.1351.3210.987.7234.90711.0000	Regular Duty Travel	\$0.00					
11.1351.3210.987.7234.90713.0000	Regular Duty Travel	\$20,906.00	\$2,205.27	\$0.00	\$4,512.58	\$16,393.42	21.58%
11.1351.3610.987.7234.90716.0000	Printing Serv	\$3,087.00	\$50.90	\$0.00	\$987.12	\$2,099.88	31.97%
11.1351.3610.000.7234.90716.0001	Printing Serv	\$4,000.00	\$1,954.77	\$1,209.87	\$2,863.15	(\$73.02)	101.82%
	SUBTOTAL	\$100,616.00	\$13,557.66	\$1,209.87	\$42,239.92	\$57,166.21	41.98%
SOCIALIZATION FACILITY							
11.1261.4210.987.7234.90716.0000	Land/Building Rental Serv	\$10,640.00	\$313.92	\$941.76	\$4,111.36	\$5,586.88	47.49%
	SUBTOTAL	\$10,640.00	\$313.92	\$941.76	\$4,111.36	\$5,586.88	38.64%
	TOTAL	\$111,256.00	\$13,871.58	\$2,151.63	\$46,351.28	\$62,753.09	41.66%
	GRAND TOTAL	\$5,555,495.00	\$295,362.94	\$3,355,795.56	\$1,414,904.70	\$784,794.74	85.87%

Budget Performance Report

Fiscal Year to Date 02/29/24

G/L Account Number	Account Description	Adopted Budget	Amendments	Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Fund 11 - General Fund										
Account Type Revenue										
Function 0000 - Revenue										
Program 000 - Unassigned										
11.0413.0000.000.7234.00000.0000	Restricted Received Directly from Federal Government	4,988,464.00	567,031.00	5,555,495.00	.00	.00	918,348.36	4,637,146.64	17 %	.00
Program 000 - Unassigned Totals		\$4,988,464.00	\$567,031.00	\$5,555,495.00	\$0.00	\$0.00	\$918,348.36	\$4,637,146.64	17 %	\$0.00
Function 0000 - Revenue Totals		\$4,988,464.00	\$567,031.00	\$5,555,495.00	\$0.00	\$0.00	\$918,348.36	\$4,637,146.64	17 %	\$0.00
Account Type Revenue Totals		\$4,988,464.00	\$567,031.00	\$5,555,495.00	\$0.00	\$0.00	\$918,348.36	\$4,637,146.64	17 %	\$0.00
Account Type Expense										
Function 1221 - Improvement of Instruction										
Program 987 - Early Head Start										
11.1221.3190.987.7234.90716.0000	Other Prof & Technical Services	.00	6,000.00	6,000.00	270.00	158.29	5,512.30	329.41	95	.00
11.1221.3220.987.7234.90713.0000	Workshops and Conf Travel	.00	10,000.00	10,000.00	41.72	2,800.00	6,610.58	589.42	94	.00
11.1221.7410.987.7234.90717.0000	Dues and Fees	.00	755.00	755.00	.00	.00	754.89	.11	100	.00
Program 987 - Early Head Start Totals		\$0.00	\$16,755.00	\$16,755.00	\$311.72	\$2,958.29	\$12,877.77	\$918.94	95 %	\$0.00
Program 988 - Head Start Tech Assistance Alloc										
11.1221.3190.988.7234.90716.0000	Other Prof & Technical Services	21,762.00	.00	21,762.00	.00	1,236.09	20,415.02	110.89	99	.00
11.1221.3220.988.7234.90713.0000	Workshops and Conf Travel	14,825.00	.00	14,825.00	121.21	.00	8,558.27	6,266.73	58	.00
11.1221.3610.988.7234.90716.0000	Printing Serv	4,874.00	.00	4,874.00	.00	.00	760.32	4,113.68	16	.00
11.1221.7410.988.7234.90717.0000	Dues and Fees	5,000.00	.00	5,000.00	.00	.00	4,999.75	.25	100	.00
Program 988 - Head Start Tech Assistance Alloc Totals		\$46,461.00	\$0.00	\$46,461.00	\$121.21	\$1,236.09	\$34,733.36	\$10,491.55	77 %	\$0.00
Function 1221 - Improvement of Instruction Totals		\$46,461.00	\$16,755.00	\$63,216.00	\$432.93	\$4,194.38	\$47,611.13	\$11,410.49	82 %	\$0.00
Function 1226 - Supervision/Direction of Instr Staff										
Program 000 - Unassigned										
11.1226.1160.000.7234.90711.0000	Supervision/Direction-Staff	42,664.00	.00	42,664.00	4,269.41	.00	35,643.14	7,020.86	84	.00
11.1226.1170.000.7234.90711.0000	Program/Department Direction	62,620.00	35,000.00	97,620.00	42,207.11	.00	52,623.41	44,996.59	54	.00
11.1226.1590.000.7234.90711.0000	Other Technical	18,954.00	.00	18,954.00	1,856.86	.00	13,634.18	5,319.82	72	.00
11.1226.1620.000.7234.90711.0000	Secretary-Clerical-Bookkeeper	24,861.00	.00	24,861.00	1,624.43	.00	17,299.35	7,561.65	70	.00
11.1226.1790.000.7234.90711.0000	Other Special Payments	.00	.00	.00	559.90	.00	635.29	(635.29)	+++	.00
11.1226.1920.000.7234.90711.0000	Professional-Education	.00	.00	.00	(79.32)	.00	32.40	(32.40)	+++	.00
11.1226.2100.000.7234.90711.0000	Group Life	925.00	.00	925.00	54.46	.00	239.74	685.26	26	.00
11.1226.2120.000.7234.90711.0000	Group Disability	537.00	.00	537.00	121.83	.00	284.04	252.96	53	.00
11.1226.2130.000.7234.90711.0000	Group Health and Accident	19,318.00	8,120.00	27,438.00	3,685.19	.00	9,821.69	17,616.31	36	.00
11.1226.2140.000.7234.90711.0000	Dental Health Care	1,702.00	.00	1,702.00	293.17	.00	882.01	819.99	52	.00
11.1226.2150.000.7234.90711.0000	Vision Care	531.00	.00	531.00	73.19	.00	271.50	259.50	51	.00
11.1226.2820.000.7234.90711.0000	Contribution to State and Local Retirement Funds	69,098.00	16,758.00	85,856.00	23,569.35	.00	56,317.02	29,538.98	66	.00
11.1226.2830.000.7234.90711.0000	Employer Social Security	11,498.00	2,678.00	14,176.00	3,801.44	.00	9,000.83	5,175.17	63	.00
11.1226.2920.000.7234.90711.0000	Cash in Lieu of Benefits	905.00	.00	905.00	130.60	.00	851.60	53.40	94	.00
11.1226.3210.000.7234.90711.0000	Regular Duty Travel	.00	.00	.00	.00	.00	248.76	(248.76)	+++	.00
11.1226.3220.000.7234.90711.0000	Workshops and Conf Travel	.00	5,000.00	5,000.00	991.16	.00	3,078.24	1,921.76	62	.00
11.1226.3410.000.7234.90711.0000	Telephone Serv	600.00	.00	600.00	15.00	.00	93.97	506.03	16	.00
Program 000 - Unassigned Totals		\$254,213.00	\$67,556.00	\$321,769.00	\$83,173.78	\$0.00	\$200,957.17	\$120,811.83	62 %	\$0.00
Program 987 - Early Head Start										
11.1226.1160.987.7234.90711.0000	Supervision/Direction-Staff	3,134.00	.00	3,134.00	674.59	.00	5,756.62	(2,622.62)	184	.00
11.1226.1170.987.7234.90711.0000	Program/Department Direction	58,439.00	13,000.00	71,439.00	4,806.43	.00	32,625.63	38,813.37	46	.00
11.1226.1590.987.7234.90711.0000	Other Technical	4,739.00	.00	4,739.00	464.20	.00	3,408.48	1,330.52	72	.00
11.1226.1620.987.7234.90711.0000	Secretary-Clerical-Bookkeeper	2,763.00	.00	2,763.00	180.57	.00	1,922.21	840.79	70	.00
11.1226.1790.987.7234.90711.0000	Other Special Payments	.00	.00	.00	6.08	.00	51.20	(51.20)	+++	.00
11.1226.1920.987.7234.90711.0000	Professional-Education	.00	.00	.00	(251.18)	.00	102.60	(102.60)	+++	.00
11.1226.2110.987.7234.90711.0000	Group Life	342.00	.00	342.00	14.32	.00	126.80	215.20	37	.00
11.1226.2120.987.7234.90711.0000	Group Disability	222.00	.00	222.00	11.99	.00	104.95	117.05	47	.00
11.1226.2130.987.7234.90711.0000	Group Health and Accident	5,875.00	3,439.00	9,314.00	360.18	.00	2,463.48	6,850.52	26	.00

Budget Performance Report

Fiscal Year to Date 02/29/24

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
11.1226.2140.987.7234.90711.0000	Dental Health Care	427.00	.00	427.00	28.07	.00	176.14	250.86	41	.00
11.1226.2150.987.7234.90711.0000	Vision Care	136.00	.00	136.00	8.32	.00	58.67	77.33	43	.00
11.1226.2820.987.7234.90711.0000	Contribution to State and Local Retirement Funds	31,926.00	6,224.00	38,150.00	2,813.65	.00	20,804.84	17,345.16	55	.00
11.1226.2830.987.7234.90711.0000	Employer Social Security	5,309.00	995.00	6,304.00	439.43	.00	3,271.79	3,032.21	52	.00
11.1226.2920.987.7234.90711.0000	Cash in Lieu of Benefits	133.00	.00	133.00	44.18	.00	237.45	(104.45)	179	.00
11.1226.3220.987.7234.90711.0000	Workshops and Conf Travel	.00	500.00	500.00	8.12	.00	42.92	457.08	9	.00
11.1226.3410.987.7234.90711.0000	Telephone Serv	.00	.00	.00	7.50	.00	89.84	(89.84)	+++	.00
Program 987 - Early Head Start		\$113,445.00	\$24,158.00	\$137,603.00	\$9,616.45	\$0.00	\$71,243.62	\$66,359.38	52 %	\$0.00
Function 1261 - Supervision/Direction of Instr Staff		\$367,659.00	\$91,714.00	\$459,372.00	\$92,790.23	\$0.00	\$272,200.79	\$187,171.21	59 %	\$0.00
Function 1261 - Operating Buildings Services										
Program 000 - Unassigned		.00	.00	.00	.00	.00	.00	.00	+++	.00
11.1261.3910.000.7234.90716.0000	Property and Liability Insur Serv	.00	.00	.00	.00	.00	8,014.25	(8,014.25)	86	.00
11.1261.4110.000.7234.90716.0000	Building Repair Serv	.00	115,240.00	115,240.00	35,504.06	16,138.70	82,569.76	16,531.54	92	.00
11.1261.5980.000.7234.90716.0000	Misc. Hardware & Tool Supp	.00	15,000.00	15,000.00	111.36	1,095.35	12,750.69	1,153.96	92	.00
Program 000 - Unassigned Totals		\$0.00	\$130,240.00	\$130,240.00	\$35,615.42	\$17,234.05	\$103,334.70	\$9,671.25	93 %	\$0.00
Function 987 - Early Head Start										
Land/Building Rental Serv		.00	10,640.00	10,640.00	313.92	941.76	4,111.36	5,586.88	47	.00
Program 987 - Early Head Start Totals		\$0.00	\$10,640.00	\$10,640.00	\$313.92	\$941.76	\$4,111.36	\$5,586.88	47 %	\$0.00
Function 1261 - Operating Buildings Services										
Program 000 - Unassigned		\$0.00	\$140,880.00	\$140,880.00	\$35,929.34	\$18,175.81	\$107,446.06	\$15,258.13	89 %	\$0.00
Function 1281 - Planning, Research and Evaluation										
Program 000 - Unassigned		142,153.00	.00	142,153.00	10,706.32	.00	87,878.66	54,274.34	62	.00
11.1281.1180.000.7234.90711.0000	Research	442.00	.00	442.00	62.43	.00	332.96	109.04	75	.00
11.1281.1790.000.7234.90711.0000	Other Special Payments	341.00	.00	341.00	32.67	.00	221.43	119.57	65	.00
11.1281.2110.000.7234.90711.0000	Group Life	384.00	.00	384.00	26.85	.00	228.46	155.54	59	.00
11.1281.2120.000.7234.90711.0000	Group Disability	11,301.00	.00	11,301.00	566.58	.00	4,249.29	7,051.71	38	.00
11.1281.2130.000.7234.90711.0000	Group Health and Accident	2,084.00	.00	2,084.00	159.22	.00	1,137.17	946.83	55	.00
11.1281.2140.000.7234.90711.0000	Dental Health Care	550.00	.00	550.00	36.71	.00	294.66	255.34	54	.00
11.1281.2150.000.7234.90711.0000	Vision Care	63,574.00	.00	63,574.00	5,215.58	.00	41,225.84	22,348.16	65	.00
Contribution to State and Local Retirement Funds		11,189.00	.00	11,189.00	813.59	.00	6,601.78	4,587.22	59	.00
11.1281.2830.000.7234.90711.0000	Employer Social Security	2,648.00	.00	2,648.00	220.60	.00	1,764.80	883.20	67	.00
11.1281.2920.000.7234.90711.0000	Cash in Lieu of Benefits	300.00	.00	300.00	37.50	.00	200.00	100.00	67	.00
11.1281.3410.000.7234.90711.0000	Telephone Serv	\$234,966.00	\$0.00	\$234,966.00	\$17,878.05	\$0.00	\$144,135.05	\$90,830.95	61 %	\$0.00
Program 000 - Unassigned Totals		\$234,966.00	\$0.00	\$234,966.00	\$17,878.05	\$0.00	\$144,135.05	\$90,830.95	61 %	\$0.00
Function 987 - Early Head Start										
Research		82,381.00	.00	82,381.00	2,554.07	.00	26,053.93	56,327.07	32	.00
11.1281.1180.987.7234.90711.0000	Other Special Payments	1,108.00	.00	1,108.00	30.00	.00	323.05	784.95	29	.00
11.1281.1790.987.7234.90711.0000	Group Life	284.00	.00	284.00	11.68	.00	84.32	179.68	32	.00
11.1281.2110.987.7234.90711.0000	Group Disability	237.00	.00	237.00	10.43	.00	75.59	161.41	32	.00
11.1281.2120.987.7234.90711.0000	Dental Health Care	138.00	.00	138.00	13.06	.00	93.79	44.21	68	.00
11.1281.2140.987.7234.90711.0000	Vision Care	38.00	.00	38.00	3.08	.00	24.27	13.73	64	.00
11.1281.2150.987.7234.90711.0000	Contribution to State and Local Retirement Funds	37,884.00	.00	37,884.00	1,195.48	.00	12,120.31	25,763.69	32	.00
11.1281.2830.987.7234.90711.0000	Employer Social Security	6,697.00	.00	6,697.00	208.98	.00	2,097.49	4,599.51	31	.00
11.1281.2920.987.7234.90711.0000	Cash in Lieu of Benefits	2,901.00	.00	2,901.00	131.25	.00	939.59	1,961.41	32	.00
11.1281.3410.987.7234.90711.0000	Telephone Serv	600.00	.00	600.00	25.00	.00	322.70	277.30	54	.00
Program 987 - Early Head Start Totals		\$132,248.00	\$0.00	\$132,248.00	\$4,183.03	\$0.00	\$42,135.04	\$90,112.96	32 %	\$0.00
Function 1281 - Planning, Research and Evaluation		\$367,214.00	\$0.00	\$367,214.00	\$22,061.08	\$0.00	\$186,270.09	\$180,943.91	51 %	\$0.00
Function 1311 - Community Services Direction										
Program 000 - Unassigned		5,800.00	.00	5,800.00	.00	.00	5,443.51	356.49	94	.00
11.1311.3130.000.7234.90716.0000	Pupil Services	.00	.00	.00	.00	.00	370.00	(370.00)	+++	.00
11.1311.3190.000.7234.90716.0000	Other Prof & Technical Services	.00	.00	.00	.00	.00	.00	.00	.00	.00

Budget Performance Report

Fiscal Year to Date 02/29/24

GL Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Program 000 - Unassigned Totals										
Program 987 - Early Head Start	Pupil Services	\$5,800.00		\$5,800.00	\$0.00	\$0.00	\$5,813.51	(\$13.51)	100 %	\$0.00
Program 987 - Early Head Start Totals										
Function 1311 - Community Services Direction		\$0.00	2,500.00	\$2,500.00	\$0.00	\$0.00	933.35	1,566.65	37 %	\$0.00
Function 1311 - Community Services Direction Totals		\$5,800.00	\$2,500.00	\$8,300.00	\$0.00	\$0.00	\$6,746.86	\$1,553.14	81 %	\$0.00
Program 000 - Unassigned										
Function 1351 - Custody and Care of Children										
Program 000 - Unassigned										
11.1351.1220.000.7234.90711.0000	Counseling	18,180.00	32,376.00	50,556.00	6,508.69		45,320.81	5,235.19	90	
11.1351.1250.000.7234.90711.0000	Instructional Counseling	59,267.00	(59,267.00)		1,043.71		5,512.98	(5,512.98)	+++	
11.1351.1440.000.7234.90711.0000	Social Work	54,539.00	18,000.00	72,539.00	7,220.76		39,982.70	32,556.30	55	
11.1351.2110.000.7234.90711.0000	Group Life	394.00		394.00	28.98		254.90	139.10	65	
11.1351.2120.000.7234.90711.0000	Group Disability	377.00		377.00	27.24		245.76	131.24	65	
11.1351.2130.000.7234.90711.0000	Group Health and Accident	23,198.00	3,500.00	26,698.00	2,124.92		15,708.44	10,989.56	59	
11.1351.2140.000.7234.90711.0000	Dental Health Care	2,676.00		2,676.00	257.36		1,847.31	828.69	69	
11.1351.2150.000.7234.90711.0000	Vision Care	725.00		725.00	61.34		482.48	242.52	67	
11.1351.2820.000.7234.90711.0000	Contribution to State and Local Retirement Funds	62,183.00	8,618.00	70,801.00	6,418.95		42,754.74	28,046.26	60	
11.1351.2830.000.7234.90711.0000	Employer Social Security	10,317.00	1,377.00	11,694.00	1,076.59		6,859.32	4,834.68	59	
11.1351.2920.000.7234.90711.0000	Cash in Lieu of Benefits	2,051.00		2,051.00	170.82		1,366.68	684.32	67	
11.1351.3150.000.7234.90715.0000	Management Services		2,500.00	2,500.00			110.92	2,389.08	4	
11.1351.3190.000.7234.90716.0000	Other Prof & Technical Services	10,787.00	19,806.00	30,593.00	8,802.03		19,157.66	11,435.34	63	
11.1351.3210.000.7234.90713.0000	Regular Duty Travel		2,973.00	2,973.00	482.06		982.37	1,990.63	33	
11.1351.3220.000.7234.90713.0000	Workshops and Conf Travel		3,000.00	3,000.00			3,064.43	(64.43)	102	
11.1351.3410.000.7234.90711.0000	Telephone Serv	492.00	108.00	600.00	56.00		403.00	197.00	67	
11.1351.3610.000.7234.90716.0000	Printing Serv		4,000.00	4,000.00	1,954.77	1,209.87	2,863.15	(73.02)	102	
11.1351.3830.000.7234.90717.0000	Water Sewage Serv		8,000.00	8,000.00	220.68		1,731.35	6,268.65	22	
11.1351.3930.000.7234.90714.0000	Fleet Insur Serv		2,300.00	2,300.00	1,540.42		1,616.50	683.50	70	
11.1351.4110.000.7234.90716.0000	Building Repair Serv		15,230.00	15,230.00	663.00		5,002.00	10,228.00	33	
11.1351.5110.000.7234.90715.0000	Teaching/Testing Supplies		3,000.00	3,000.00	603.00		2,214.72	785.28	74	
11.1351.5520.000.7234.90717.0000	Electricity Supp	14,462.00	39,738.00	54,200.00	7,103.56		28,909.35	25,290.65	53	
11.1351.5910.000.7234.90715.0000	Office Supplies		800.00	800.00	(1.76)		277.82	522.18	35	
11.1351.5910.000.7234.90716.0000	Office Supplies		2,000.00	2,000.00			383.12	1,616.88	19	
11.1351.5990.000.7234.90715.0000	Misc. Supp & Matis						315.68	(315.68)	+++	
Program 000 - Unassigned Totals		\$259,648.00	\$108,059.00	\$367,707.00	\$46,363.12	\$1,209.87	\$227,368.19	\$139,128.94	62 %	\$0.00
Program 987 - Early Head Start										
11.1351.1220.987.7234.90711.0000	Counseling	60,886.00		60,886.00	6,513.91		48,395.27	12,490.73	79	
11.1351.1250.987.7234.90711.0000	Instructional Counseling	295,573.00		295,573.00	27,336.22		197,784.66	97,788.34	67	
11.1351.1440.987.7234.90711.0000	Social Work	48,479.00		48,479.00	20,250.27		29,477.23	19,001.77	61	
11.1351.2110.987.7234.90711.0000	Group Life	797.00		797.00	86.80		523.77	273.23	66	
11.1351.2120.987.7234.90711.0000	Group Disability	1,152.00		1,152.00	104.35		710.23	441.77	62	
11.1351.2130.987.7234.90711.0000	Group Health and Accident	63,464.00		63,464.00	11,005.89		50,788.71	12,675.29	80	
11.1351.2140.987.7234.90711.0000	Dental Health Care	7,150.00		7,150.00	690.53		4,330.91	2,819.09	61	
11.1351.2150.987.7234.90711.0000	Vision Care	1,785.00		1,785.00	144.38		997.11	787.89	56	
11.1351.2820.987.7234.90711.0000	Contribution to State and Local Retirement Funds	189,096.00		189,096.00	24,723.51		129,407.69	59,688.31	68	
11.1351.2830.987.7234.90711.0000	Employer Social Security	31,384.00		31,384.00	3,791.03		20,665.33	10,718.67	66	
11.1351.2920.987.7234.90711.0000	Cash in Lieu of Benefits	2,700.00		2,700.00	236.24		1,822.36	877.64	67	
11.1351.3150.987.7234.90715.0000	Management Services		1,850.00	1,850.00				1,850.00	0	
11.1351.3210.987.7234.90713.0000	Regular Duty Travel		20,906.00	20,906.00	2,205.27		4,512.58	16,393.42	22	
11.1351.3220.987.7234.90713.0000	Workshops and Conf Travel		9,253.00	9,253.00	458.94		458.94	8,794.06	5	
11.1351.3410.987.7234.90711.0000	Telephone Serv	2,208.00		2,208.00	188.00		2,224.61	(16.61)	101	
11.1351.3610.987.7234.90716.0000	Printing Serv		3,087.00	3,087.00	50.90		987.12	2,099.88	32	
11.1351.5110.987.7234.90714.0000	Teaching/Testing Supplies		3,200.00	3,200.00			2,082.22	1,117.78	65	
11.1351.5910.987.7234.90715.0000	Office Supplies		1,250.00	1,250.00			7.31	1,242.69	1	
11.1351.5910.987.7234.90716.0000	Office Supplies		550.00	550.00			265.03	284.97	48	
Program 987 - Early Head Start Totals		\$704,674.00	\$40,096.00	\$744,770.00	\$97,786.24	\$0.00	\$495,441.08	\$249,328.92	67 %	\$0.00

G/L Account Number	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Actual	Encumbrances	Actual	Budget - Actual	% Used/Rec'd	Prior Year Total
Function 1351 - Custody and Care of Children										
Totals		\$964,322.00	\$148,155.00	\$1,112,477.00	\$144,149.36	\$1,209.87	\$722,809.27	\$388,457.86	65 %	\$0.00
Function 1411 - Pmts to Other Mich Publ Schools										
Program 000 - Unassigned										
11.1411.8220.000.7234.81010.0000	Pmt to Another Public School District for Serv	1,050,751.00	64,559.00	1,115,310.00	.00	1,115,310.00	.00	.00	100	.00
11.1411.8220.000.7234.81020.0000	Pmt to Another Public School District for Serv	1,958,051.00	120,049.00	2,078,100.00	.00	2,078,100.00	.00	.00	100	.00
11.1411.8220.000.7234.81080.0000	Pmt to Another Public School District for Serv	99,236.00	6,077.00	105,313.00	.00	105,313.00	.00	.00	100	.00
11.1411.8220.000.7234.81140.0000	Pmt to Another Public School District for Serv	10,000.00	(10,000.00)	.00	.00	.00	.00	.00	+++	.00
11.1411.8220.000.7234.82962.0000	Pmt to Another Public School District for Serv	99,236.00	6,077.00	105,313.00	.00	33,492.50	71,820.50	.00	100	.00
Program 000 - Unassigned Totals		\$3,217,274.00	\$186,762.00	\$3,404,036.00	\$0.00	\$3,332,215.50	\$71,820.50	\$0.00	100 %	\$0.00
Function 1411 - Pmts to Other Mich Publ Schools										
Totals		\$3,217,274.00	\$186,762.00	\$3,404,036.00	\$0.00	\$3,332,215.50	\$71,820.50	\$0.00	100 %	\$0.00
Account Type										
Expense Totals		\$4,988,729.00	\$586,766.00	\$5,555,495.00	\$295,362.94	\$3,355,795.56	\$1,414,904.70	\$784,794.74	86 %	\$0.00
Revenue Totals		\$4,988,464.00	\$567,031.00	\$5,555,495.00	\$0.00	\$0.00	\$918,348.36	\$4,637,146.64	17 %	\$0.00
Expense Totals		\$4,988,729.00	\$586,766.00	\$5,555,495.00	\$295,362.94	\$3,355,795.56	\$1,414,904.70	\$784,794.74	86 %	\$0.00
Fund 11 - General Fund Totals		\$19,735.00	(\$19,735.00)	\$0.00	(\$295,362.94)	(\$3,355,795.56)	(\$496,556.34)	\$3,852,351.90		\$0.00
Revenue Totals		\$4,988,464.00	\$567,031.00	\$5,555,495.00	\$0.00	\$0.00	\$918,348.36	\$4,637,146.64	17 %	\$0.00
Expense Totals		\$4,988,729.00	\$586,766.00	\$5,555,495.00	\$295,362.94	\$3,355,795.56	\$1,414,904.70	\$784,794.74	86 %	\$0.00
Grand Totals		\$19,735.00	(\$19,735.00)	\$0.00	(\$295,362.94)	(\$3,355,795.56)	(\$496,556.34)	\$3,852,351.90		\$0.00

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Account	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1221.3220.987.7234.90713.0000	JE	GL	Workshops and Conf Travel						
02/12/2024	2024-00002730			Reclass expense to proper grant period/acct				41.72	Balance To Date:	\$6,568.86
										6,610.58
Month February 2024 Totals										
				Workshops and Conf Travel				\$41.72	\$0.00	\$6,610.58
				Other Unassigned				\$41.72	\$0.00	\$6,610.58
				Location Travel				\$41.72	\$0.00	
G/L Account Number	11.1221.3190.987.7234.90716.0000	JE	GL	Other Prof & Technical Services						
02/01/2024	2024-00002559			Reimbursement Reclass	RM			638.31	Balance To Date:	\$5,242.30
										5,880.61
02/01/2024	2024-00002559			Reimbursement Reclass	RM			220.65		6,101.26
02/01/2024	2024-00002567			Reimbursement Reclass reversal	RM				638.31	5,462.95
02/01/2024	2024-00002567			Reimbursement Reclass reversal	RM				220.65	5,242.30
02/02/2024	2024-00002590			Reclass Reimbursements to correct account	RM			90.00		5,332.30
02/02/2024	2024-00002590			Reclass Reimbursements to correct account	RM			90.00		5,422.30
02/15/2024	2024-00002742			Payroll Post S Semi-Monthly 202415	HR			90.00		5,512.30
Month February 2024 Totals										
				Other Prof & Technical Services				\$1,128.96	\$858.96	\$5,512.30
				Location Contractual Services				\$1,128.96	\$858.96	
				Grant Head Start 20x4				\$1,128.96	\$858.96	
				Program Early Head Start				\$1,170.68	\$858.96	
G/L Account Number	11.1221.3220.988.7234.90713.0000	JE	GL	Workshops and Conf Travel						
02/12/2024	2024-00002770			Reclass expense to proper grant				23.39	Balance To Date:	\$8,437.06
										8,460.45

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1221.3220.988.7234.90713.0000	JE	HR	Workshops and Conf Travel	Payroll Post				
02/29/2024	2024-00002970			Payroll Post S Semi-Monthly 202416	Payroll Post		97.82	Balance To Date:	\$8,437.06
									8,558.27
				Month February 2024					
				Account Workshops and Conf Travel			\$121.21	\$0.00	\$8,558.27
				Totals			\$121.21	\$0.00	\$8,558.27
				Other Unassigned Totals			\$121.21	\$0.00	
				Location Travel Totals			\$121.21	\$0.00	
				Grant Head Start 20x4 Totals			\$121.21	\$0.00	
				Program Head Start Tech Assistance Alloc Totals			\$121.21	\$0.00	
				Function Improvement of Instruction Totals			\$1,291.89	\$858.96	
G/L Account Number	11.1226.1160.000.7234.90711.0000	JE	GL	Supervision/Direction-Staff	RM			Balance To Date:	\$31,373.73
02/01/2024	2024-00002559			Reimbursement Reclass	RM			113.32	31,260.41
				Reclassification Journal Entry					
02/01/2024	2024-00002567			Reimbursement Reclass reversal	RM		113.32		31,373.73
				Reclassification Journal Entry					
02/02/2024	2024-00002590			Reclass Reimbursements to correct account	RM			28.26	31,345.47
				Reclassification Journal Entry					
02/12/2024	2024-00002770			Reclass expense to proper grant	GL		95.43		31,440.90
02/15/2024	2024-00002742			Payroll Post S Semi-Monthly 202415	HR		2,101.12		33,542.02
02/29/2024	2024-00002970			Payroll Post S Semi-Monthly 202416	HR		2,101.12		35,643.14
				Month February 2024					
				Account Supervision/Direction-Staff			\$4,410.99	\$141.58	\$35,643.14
G/L Account Number	11.1226.1170.000.7234.90711.0000	JE	GL	Program/Department Direction			\$4,410.99	\$141.58	\$35,643.14
02/12/2024	2024-00002770			Reclass expense to proper grant	GL				\$10,416.30
02/12/2024	2024-00002804			Reclass expense to proper grant	GL		29,282.73		39,699.03
02/15/2024	2024-00002742			Payroll Post S Semi-Monthly 202415	HR		4,072.06		43,771.09
				Payroll Post S Semi-Monthly 202415	HR		2,390.13		46,161.22

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1170.000.7234.90711.0000	JE	HR	Program/Department Direction	Payroll Post			Balance To Date:	\$10,416.30
02/29/2024	2024-00002970			202416			6,462.19		52,623.41
Month February 2024 Totals									
G/L Account Number	11.1226.1590.000.7234.90711.0000	JE	HR	Other Technical	Payroll Post			Balance To Date:	\$52,623.41
02/15/2024	2024-00002742			202415			775.38		\$11,777.32
02/29/2024	2024-00002970			202416			1,081.48		12,552.70
Month February 2024 Totals									
G/L Account Number	11.1226.1620.000.7234.90711.0000	JE	GL	Secretary-Clerical-Bookkeeper	Payroll Post			Balance To Date:	\$13,634.18
02/12/2024	2024-00002770			Reclass expense to proper grant					\$13,634.18
02/15/2024	2024-00002742			202415				Balance To Date:	\$15,674.92
02/29/2024	2024-00002970			202416			1,057.13	489.83	15,185.09
Month February 2024 Totals									
G/L Account Number	11.1226.1790.000.7234.90711.0000	JE	GL	Other Special Payments	Payroll Post			Balance To Date:	\$17,299.35
02/12/2024	2024-00002770			Reclass expense to proper grant					\$17,299.35
02/15/2024	2024-00002804			202415				Balance To Date:	\$75.39
02/29/2024	2024-00002970			202416			427.56	502.95	502.95
Month February 2024 Totals									
G/L Account Number	11.1226.1790.000.7234.90711.0000	JE	GL	Other Special Payments	Payroll Post			Balance To Date:	\$564.03
02/12/2024	2024-00002804			202415					\$564.03
02/15/2024	2024-00002742			202415				Balance To Date:	\$569.12
02/29/2024	2024-00002970			202416			66.17	635.29	635.29
Month February 2024 Totals									
G/L Account Number	11.1226.1920.000.7234.90711.0000	JE	GL	Professional-Education	Payroll Post			Balance To Date:	\$635.29
02/12/2024	2024-00002770			Reclass expense to proper grant					\$635.29
02/15/2024	2024-00002742			202415				Balance To Date:	\$111.72
02/29/2024	2024-00002970			202416			79.32	32.40	32.40
Month February 2024 Totals									
G/L Account Number	11.1226.2110.000.7234.90711.0000	JE	GL	Group Life	Payroll Post			Balance To Date:	\$32.40
02/12/2024	2024-00002770			Reclass expense to proper grant					\$32.40
02/15/2024	2024-00002742			202415				Balance To Date:	\$185.28
02/29/2024	2024-00002970			202416			23.40	208.68	208.68
Month February 2024 Totals									

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2110.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		3.00	Balance To Date:	\$185.28
02/12/2024	2024-00002804								211.68
G/L Account Number	11.1226.2110.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		12.53		224.21
02/15/2024	2024-00002742								
G/L Account Number	11.1226.2110.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		15.53		239.74
02/29/2024	2024-00002970								
Month February 2024 Totals									
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$54.46	\$0.00	\$239.74
02/12/2024	2024-00002770								
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$54.46	\$0.00	\$239.74
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		75.73	Balance To Date:	\$162.21
02/15/2024	2024-00002742								237.94
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		10.64		248.58
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		12.41		260.99
02/15/2024	2024-00002742								
G/L Account Number	11.1226.2120.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		23.05		284.04
02/29/2024	2024-00002970								
Month February 2024 Totals									
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$121.83	\$0.00	\$284.04
02/12/2024	2024-00002770								
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$121.83	\$0.00	\$284.04
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		1,995.81	Balance To Date:	\$6,136.50
02/15/2024	2024-00002742								8,132.31
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		289.79		8,422.10
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		554.90		8,977.00
02/15/2024	2024-00002742								
G/L Account Number	11.1226.2130.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		844.69		9,821.69
02/29/2024	2024-00002970								
Month February 2024 Totals									
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$3,685.19	\$0.00	\$9,821.69
02/12/2024	2024-00002770								
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	GL	Reclass expense to proper grant	Payroll Post 202415		\$3,685.19	\$0.00	\$9,821.69
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		137.49	Balance To Date:	\$588.84
02/15/2024	2024-00002742								726.33
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		21.77		748.10
02/12/2024	2024-00002804								
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		56.07		804.17
02/15/2024	2024-00002742								
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202416		77.84		882.01
02/29/2024	2024-00002970								
Month February 2024 Totals									
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		\$293.17	\$0.00	\$882.01
02/12/2024	2024-00002770								
G/L Account Number	11.1226.2140.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly	Payroll Post 202415		\$293.17	\$0.00	\$882.01
02/12/2024	2024-00002804								

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2150.000.7234.90711.0000	JE	GL	Reclass expense to proper grant			29.69	Balance To Date:	\$198.31
02/12/2024	2024-00002770								228.00
02/12/2024	2024-00002804	JE	GL	Reclass expense to proper grant			5.31		233.31
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		16.44		249.75
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		21.75		271.50
Month February 2024 Totals									
G/L Account Number	11.1226.2820.000.7234.90711.0000	JE	GL	Reclass expense to proper grant			13,576.38	\$73.19	\$271.50
02/12/2024	2024-00002770								\$271.50
02/12/2024	2024-00002804	JE	GL	Reclass expense to proper grant			1,943.81	\$73.19	\$32,747.67
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		3,076.99	Balance To Date:	46,324.05
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		4,972.17		48,267.86
Month February 2024 Totals									
G/L Account Number	11.1226.2830.000.7234.90711.0000	JE	GL	Reclass expense to proper grant			2,204.59	\$0.00	\$56,317.02
02/12/2024	2024-00002770								\$56,317.02
02/12/2024	2024-00002804	JE	GL	Reclass expense to proper grant			312.52	\$0.00	\$5,199.39
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		474.19	Balance To Date:	7,403.98
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		810.14		7,716.50
Month February 2024 Totals									
G/L Account Number	11.1226.2920.000.7234.90711.0000	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		65.30	\$0.00	8,190.69
02/15/2024	2024-00002742								9,000.83
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		65.30	Balance To Date:	\$9,000.83
Month February 2024 Totals									
G/L Account Number	11.1226.3220.000.7234.90711.0000	JE	AP	A/P Invoice Entry			918.06	\$0.00	\$851.60
02/23/2024	2024-00002902								\$851.60
Month February 2024 Totals									
G/L Account Number	11.1226.3220.000.7234.90711.0000	JE	AP	A/P Invoice Entry			918.06	\$0.00	\$2,087.08
02/23/2024	2024-00002902								3,005.14
Month February 2024 Totals									
G/L Account Number	11.1226.3220.000.7234.90711.0000	JE	AP	A/P Invoice Entry			918.06	\$0.00	\$2,087.08
02/23/2024	2024-00002902								3,005.14
Month February 2024 Totals									

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 02/29/2024	11.1226.3220.000.7234.90711.0000	JE	HR	Workshops and Conf Travel Payroll Post S Semi-Monthly 202416	Payroll Post		73.10	Balance To Date:	\$2,087.08 3,078.24
G/L Account Number 02/15/2024	11.1226.3410.000.7234.90711.0000	JE	HR	Telephone Serv Payroll Post S Semi-Monthly 202415	Payroll Post		7.50	Balance To Date:	\$3,078.24 \$78.97 86.47
G/L Account Number 02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		7.50		93.97
G/L Account Number 02/12/2024	11.1226.1160.987.7234.90711.0000	JE	GL	Supervision/Direction-Staff Reclass expense to proper grant			9.50	Balance To Date:	\$5,082.03 5,091.53
G/L Account Number 02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		332.54		5,424.07
G/L Account Number 02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		332.55		5,756.62
G/L Account Number 02/15/2024	11.1226.1170.987.7234.90711.0000	JE	HR	Program/Department Direction Payroll Post S Semi-Monthly 202415	Payroll Post		2,403.21	Balance To Date:	\$5,756.62 \$5,756.62 \$27,819.20 30,222.41
G/L Account Number 02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		2,403.22		32,625.63
G/L Account Number 02/15/2024	11.1226.1590.987.7234.90711.0000	JE	HR	Other Technical Payroll Post S Semi-Monthly 202415	Payroll Post		193.84	Balance To Date:	\$32,625.63 \$32,625.63 \$2,944.28 3,138.12
G/L Account Number 02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		270.36		3,408.48
G/L Account Number 02/12/2024	11.1226.1160.987.7234.90711.0000	JE	GL	Supervision/Direction-Staff Reclass expense to proper grant			9.50	Balance To Date:	\$3,408.48 \$3,408.48

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.1620.987.7234.90711.0000			Secretary-Clerical-Bookkeeper					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant				Balance To Date: 54.34	\$1,741.64
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		117.46		1,687.30
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		117.45		1,804.76
									1,922.21
G/L Account Number	11.1226.1790.987.7234.90711.0000			Other Special Payments					
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post			Balance To Date: 54.34	\$1,922.21
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		3.04	Balance To Date: 57.38	\$45.12
									48.16
							3.04		51.20
G/L Account Number	11.1226.1920.987.7234.90711.0000			Professional-Education					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant				Balance To Date: 251.18	\$51.20
									\$51.20
G/L Account Number	11.1226.2110.987.7234.90711.0000			Group Life					
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post			Balance To Date: 251.18	\$102.60
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		7.16	Balance To Date: 258.34	\$112.48
									119.64
							7.16		126.80
G/L Account Number	11.1226.2120.987.7234.90711.0000			Group Disability					
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post			Balance To Date: 98.96	\$126.80
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		6.00	Balance To Date: 104.96	\$92.96
									98.96
							5.99		104.95
G/L Account Number	11.1226.2130.987.7234.90711.0000			Group Health and Accident					
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post			Balance To Date: 2,283.39	\$104.95
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		180.09	Balance To Date: 2,463.48	\$104.95
									\$2,103.30
							180.09		2,283.39
									2,463.48
							\$360.18	\$0.00	\$2,463.48
							\$360.18	\$0.00	\$2,463.48

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.2140.987.7234.90711.0000	Dental Health Care							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		14.03	Balance To Date:	\$148.07
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		14.04		162.10
									176.14
G/L Account Number	11.1226.2150.987.7234.90711.0000	Vision Care							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		4.16	Balance To Date:	\$176.14
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		4.16		\$50.35
									54.51
									58.67
G/L Account Number	11.1226.2820.987.7234.90711.0000	Contribution to State and Local Retirement							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$8.32	\$0.00	\$58.67
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		\$8.32	\$0.00	\$58.67
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		1,490.98	Balance To Date:	\$17,991.19
							1,425.83		17,888.03
									19,379.01
									20,804.84
G/L Account Number	11.1226.2830.987.7234.90711.0000	Employer Social Security							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$2,916.81	\$103.16	\$20,804.84
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		\$2,916.81	\$103.16	\$20,804.84
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		228.47	Balance To Date:	\$2,832.36
							234.34	23.38	2,808.98
									3,037.45
									3,271.79
G/L Account Number	11.1226.2920.987.7234.90711.0000	Cash in Lieu of Benefits							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		\$462.81	\$23.38	\$3,271.79
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		\$462.81	\$23.38	\$3,271.79
							22.09	Balance To Date:	\$193.27
							22.09		215.36
									237.45
G/L Account Number	11.1226.2920.987.7234.90711.0000	Cash in Lieu of Benefits							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		\$44.18	\$0.00	\$237.45
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		\$44.18	\$0.00	\$237.45

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1226.3220.987.7234.90711.0000	Workshops and Conf Travel							
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		8.12	Balance To Date:	\$34.80
									42.92
G/L Account Number	11.1226.3410.987.7234.90711.0000	Telephone Serv							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		3.75	Balance To Date:	\$82.34
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		3.75		86.09
									89.84
G/L Account Number	11.1261.4110.000.7234.90716.0000	Building Repair Serv							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		21,355.05	Balance To Date:	\$47,065.70
02/12/2024	2024-00002730	JE	GL	Redlass expense to proper grant period/acct			66.07		68,486.82
02/23/2024	2024-00002902	JE	AP	A/P Invoice Entry	Accounts Payable		14,082.94		82,569.76
G/L Account Number	11.1261.5980.000.7234.90716.0000	Misc. Hardware & Tool Supp							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Telephone Serv							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		21,355.05	Balance To Date:	\$47,065.70
02/12/2024	2024-00002730	JE	GL	Redlass expense to proper grant period/acct			66.07		68,486.82
02/23/2024	2024-00002902	JE	AP	A/P Invoice Entry	Accounts Payable		14,082.94		82,569.76
G/L Account Number	11.1261.5980.000.7234.90716.0000	Misc. Hardware & Tool Supp							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Contractual Services							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Head Start 20x4							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69
G/L Account Number	11.1261.5980.000.7234.90716.0000	Unassigned							
02/09/2024	2024-00002714	JE	AP	A/P Invoice Entry	Accounts Payable		111.36	Balance To Date:	\$12,639.33
									12,750.69

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 02/23/2024	11.1261.4210.987.7234.90716.0000	JE	AP	Land/Building Rental Serv A/P Invoice Entry	Accounts Payable		313.92	Balance To Date:	\$3,797.44
									4,111.36
				Month February 2024 Totals			\$313.92	\$0.00	\$4,111.36
				Account Land/Building Rental Serv Totals			\$313.92	\$0.00	\$4,111.36
				Other Unassigned Totals			\$313.92	\$0.00	
				Location Contractual Services Totals			\$313.92	\$0.00	
				Grant Head Start 20x4 Totals			\$313.92	\$0.00	
				Program Early Head Start Totals			\$313.92	\$0.00	
				Function Operating Buildings Services Totals			\$35,929.34	\$0.00	
G/L Account Number 02/01/2024	11.1281.1180.000.7234.90711.0000	JE	GL	Research Reimbursement Reclass	RM			Balance To Date:	\$77,172.34
	2024-00002559							574.48	76,597.86
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM			385.98	76,211.88
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM		574.48		76,786.36
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM		385.98		77,172.34
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM			113.32	77,059.02
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM			63.83	76,995.19
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			1,387.44		78,382.63
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		4,748.02		83,130.65
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		4,748.01		87,878.66
				Month February 2024 Totals			\$11,843.93	\$1,137.61	\$87,878.66
				Account Research Totals			\$11,843.93	\$1,137.61	\$87,878.66

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.1790.000.7234.90711.0000	Other Special Payments							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			20.81	Balance To Date:	\$270.53
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		20.81		291.34
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		20.81		312.15
									332.96
G/L Account Number	11.1281.2110.000.7234.90711.0000	Group Life							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$62.43	\$0.00	\$332.96
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Other Special Payments Totals	\$62.43	\$0.00	\$332.96
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		4.03	Balance To Date:	\$188.76
									192.79
									207.11
									221.43
G/L Account Number	11.1281.2120.000.7234.90711.0000	Group Disability							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$32.67	\$0.00	\$221.43
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Group Life Totals	\$32.67	\$0.00	\$221.43
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		3.61	Balance To Date:	\$201.61
									205.22
									216.84
									228.46
G/L Account Number	11.1281.2130.000.7234.90711.0000	Group Health and Accident							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$26.85	\$0.00	\$228.46
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Group Disability Totals	\$26.85	\$0.00	\$228.46
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		141.64	Balance To Date:	\$3,682.71
									3,824.35
									4,036.82
									4,249.29
G/L Account Number	11.1281.2140.000.7234.90711.0000	Dental Health Care							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$566.58	\$0.00	\$4,249.29
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Group Health and Accident Totals	\$566.58	\$0.00	\$4,249.29
								Balance To Date:	\$977.95
									987.35
									1,062.26

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.2140.000.7234.90711.0000	Dental Health Care							
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		74.91	Balance To Date:	\$977.95
									1,137.17
G/L Account Number	11.1281.2150.000.7234.90711.0000	Vision Care							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$159.22	\$0.00	\$1,137.17
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Dental Health Care Totals	\$159.22	\$0.00	\$1,137.17
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		2.61	Balance To Date:	\$257.95
									260.56
							17.05		277.61
							17.05		294.66
G/L Account Number	11.1281.2820.000.7234.90711.0000	Contribution to State and Local Retirement							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$36.71	\$0.00	\$294.66
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Vision Care Totals	\$36.71	\$0.00	\$294.66
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post			Balance To Date:	\$36,010.26
							621.37		36,631.63
							2,297.11		38,928.74
							2,297.10		41,225.84
G/L Account Number	11.1281.2830.000.7234.90711.0000	Employer Social Security							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant	Account	Month February 2024 Totals	\$5,215.58	\$0.00	\$41,225.84
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post	Contribution to State and Local Retirement Funds Totals	\$5,215.58	\$0.00	\$41,225.84
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		102.72	Balance To Date:	\$5,788.19
							355.44		5,890.91
							355.43		6,246.35
									6,601.78
G/L Account Number	11.1281.2920.000.7234.90711.0000	Cash in Lieu of Benefits							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Account	Month February 2024 Totals	\$813.59	\$0.00	\$6,601.78
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post	Employer Social Security Totals	\$813.59	\$0.00	\$6,601.78
							110.30	Balance To Date:	\$1,544.20
							110.30		1,654.50
									1,764.80
G/L Account Number	11.1281.2930.000.7234.90711.0000	Cash in Lieu of Benefits							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Account	Month February 2024 Totals	\$220.60	\$0.00	\$1,764.80
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post	Cash in Lieu of Benefits Totals	\$220.60	\$0.00	\$1,764.80

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.3410.000.7234.90711.0000	Telephone Serv							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			12.50	Balance To Date:	\$162.50
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		12.50		175.00
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		12.50		187.50
Month February 2024 Totals									
Account Telephone Serv							\$37.50	\$0.00	\$200.00
Other Unassigned							\$37.50	\$0.00	\$200.00
Location Personnel Costs							\$19,015.66	\$1,137.61	
Grant Head Start 20x4							\$19,015.66	\$1,137.61	
Program Unassigned							\$19,015.66	\$1,137.61	
Balance To Date:									\$23,499.86
G/L Account Number	11.1281.1180.987.7234.90711.0000	Research							
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			1,999.75		25,499.61
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		277.16		25,776.77
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		277.16		26,053.93
Month February 2024 Totals							\$2,554.07	\$0.00	\$26,053.93
Account Research							\$2,554.07	\$0.00	\$26,053.93
Balance To Date:									\$293.05
							30.00		323.05
Month February 2024 Totals							\$30.00	\$0.00	\$323.05
Account Other Special Payments							\$30.00	\$0.00	\$323.05
Balance To Date:									\$72.64
							10.08		82.72
Month February 2024 Totals							.80		83.52
Payroll Post							.80		83.52
Payroll Post							.80		84.32
Month February 2024 Totals							\$11.68	\$0.00	\$84.32
Account Group Life							\$11.68	\$0.00	\$84.32
Balance To Date:									\$65.16
							9.05		74.21
Month February 2024 Totals							.69		74.90
Payroll Post							.69		74.90

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.2120.987.7234.90711.0000	JE	HR	Group Disability	Payroll Post			Balance To Date:	\$65.16
02/29/2024	2024-00002970			202416			.69		75.59
G/L Account Number	11.1281.2140.987.7234.90711.0000	JE	HR	Dental Health Care	Payroll Post			Balance To Date:	\$75.59
02/15/2024	2024-00002742			202415			6.53		\$80.73
02/29/2024	2024-00002970			202416			6.53		87.26
G/L Account Number	11.1281.2150.987.7234.90711.0000	JE	HR	Vision Care	Payroll Post			Balance To Date:	\$93.79
02/15/2024	2024-00002742			202415			1.54		\$93.79
02/29/2024	2024-00002970			202416			1.54		\$21.19
G/L Account Number	11.1281.2820.987.7234.90711.0000	JE	GL	Contribution to State and Local Retirement	Payroll Post			Balance To Date:	22.73
02/12/2024	2024-00002770			Reclass expense to proper grant			923.10		24.27
02/15/2024	2024-00002742			202415			136.19		11,847.93
02/29/2024	2024-00002970			202416			136.19		11,984.12
G/L Account Number	11.1281.2830.987.7234.90711.0000	JE	GL	Employer Social Security	Payroll Post			Balance To Date:	12,120.31
02/12/2024	2024-00002770			Reclass expense to proper grant			167.10		12,120.31
02/15/2024	2024-00002742			202415			20.94		\$12,120.31
02/29/2024	2024-00002970			202416			20.94		\$1,888.51
G/L Account Number	11.1281.2830.987.7234.90711.0000	JE	GL	Employer Social Security	Payroll Post			Balance To Date:	2,055.61
02/12/2024	2024-00002770			Reclass expense to proper grant			167.10		2,076.55
02/15/2024	2024-00002742			202415			20.94		2,097.49
02/29/2024	2024-00002970			202416			20.94		\$2,097.49
G/L Account Number	11.1281.2830.987.7234.90711.0000	JE	GL	Employer Social Security	Payroll Post			Balance To Date:	\$2,097.49
02/12/2024	2024-00002770			Reclass expense to proper grant			167.10		\$2,097.49
02/15/2024	2024-00002742			202415			20.94		\$2,097.49
02/29/2024	2024-00002970			202416			20.94		\$2,097.49

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1281.2920.987.7234.90711.0000			Cash in Lieu of Benefits					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			110.41	Balance To Date:	\$808.34
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		10.42		918.75
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		10.42		929.17
									939.59
G/L Account Number	11.1281.3410.987.7234.90711.0000			Telephone Serv					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant					
					Account	Month			
						February 2024			
						Totals	\$131.25	\$0.00	\$939.59
						Cash in Lieu of Benefits	\$131.25	\$0.00	\$939.59
						Totals			\$297.70
							25.00	Balance To Date:	322.70
G/L Account Number	11.1351.1220.000.7234.90711.0000			Counseling					
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM				
					Account	Month			
						February 2024			
						Totals	\$25.00	\$0.00	\$322.70
						Telephone Serv	\$25.00	\$0.00	\$322.70
						Totals			
						Other	\$4,183.03	\$0.00	
						Unassigned	\$4,183.03	\$0.00	
						Totals			
						Location	\$4,183.03	\$0.00	
						Personnel Costs	\$4,183.03	\$0.00	
						Totals			
						Grant	\$4,183.03	\$0.00	
						Head Start 20x4	\$4,183.03	\$0.00	
						Totals			
						Program	\$4,183.03	\$0.00	
						Early Head Start	\$4,183.03	\$0.00	
						Totals			
						Planning, Research and Evaluation	\$23,198.69	\$1,137.61	
						Totals			
								Balance To Date:	\$38,812.12
									38,781.46
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM		30.66		
					Account	Month			
						February 2024			
						Totals			
						Reclass -			
						Reclassification			
						Journal Entry			
						Reclass -	30.66		
						Reclassification			
						Journal Entry			
						Reclass -			
						Reclassification			
						Journal Entry			
						Totals		139.64	
									38,672.48
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM				
					Account	Month			
						February 2024			
						Totals			
						Reclass expense to proper grant			
						Totals			
						Reclass revenue to c/o account			
						Totals			
						Payroll Post S Semi-Monthly 202415			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							735.98		
									39,408.46
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant					
					Account	Month			
						February 2024			
						Totals			
						Reclass revenue to c/o account			
						Totals			
						Payroll Post S Semi-Monthly 202415			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							417.05		
									39,825.51
02/14/2024	2024-00002774	JE	GL	Reclass revenue to c/o account					
					Account	Month			
						February 2024			
						Totals			
						Payroll Post S Semi-Monthly 202415			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							2,747.65		
									42,573.16
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post				
					Account	Month			
						February 2024			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							2,747.65		
									45,320.81
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post				
					Account	Month			
						February 2024			
						Totals			
						Counseling			
						Totals			
							\$6,678.99	\$170.30	
									\$45,320.81
G/L Account Number	11.1351.1250.000.7234.90711.0000			Instructional Counseling					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant					
					Account	Month			
						February 2024			
						Totals			
						Reclass expense to proper grant			
						Totals			
						Payroll Post S Semi-Monthly 202415			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							24.99	Balance To Date:	\$4,469.27
									4,494.26
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post				
					Account	Month			
						February 2024			
						Totals			
						Payroll Post S Semi-Monthly 202416			
						Totals			
							509.36		
									5,003.62

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.1250.000.7234.90711.0000	JE	HR	Instructional Counseling	Payroll Post			Balance To Date:	\$4,469.27
02/29/2024	2024-00002970			202416			509.36		5,512.98
G/L Account Number	11.1351.1440.000.7234.90711.0000	JE	HR	Social Work	Payroll Post			Balance To Date:	\$5,512.98
02/15/2024	2024-00002742			202415			5,012.83		\$32,761.94
02/29/2024	2024-00002970			202416			2,207.93		37,774.77
G/L Account Number	11.1351.2110.000.7234.90711.0000	JE	HR	Group Life	Payroll Post			Balance To Date:	\$225.92
02/15/2024	2024-00002742			202415			14.49		240.41
02/29/2024	2024-00002970			202416			14.49		254.90
G/L Account Number	11.1351.2120.000.7234.90711.0000	JE	HR	Group Disability	Payroll Post			Balance To Date:	\$218.52
02/15/2024	2024-00002742			202415			13.62		232.14
02/29/2024	2024-00002970			202416			13.62		245.76
G/L Account Number	11.1351.2130.000.7234.90711.0000	JE	GL	Group Health and Accident	Redclass revenue to c/o account			Balance To Date:	\$13,583.52
02/14/2024	2024-00002774						150.62		13,734.14
02/15/2024	2024-00002742			202415			987.15		14,721.29
02/29/2024	2024-00002970			202416			987.15		15,708.44
G/L Account Number	11.1351.2140.000.7234.90711.0000	JE	HR	Dental Health Care	Payroll Post			Balance To Date:	\$1,589.95
02/15/2024	2024-00002742			202415			128.68		1,718.63

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.2140.000.7234.90711.0000	Dental Health Care							
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		128.68	Balance To Date:	\$1,589.95
					Month	February 2024			1,847.31
					Account	Dental Health Care			
G/L Account Number	11.1351.2150.000.7234.90711.0000	Vision Care							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		30.67	Balance To Date:	\$421.14
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		30.67		451.81
					Month	February 2024			482.48
					Account	Vision Care			
G/L Account Number	11.1351.2820.000.7234.90711.0000	Contribution to State and Local Retirement Funds							
02/14/2024	2024-00002774	JE	GL	Redass revenue to c/o account			200.04		36,535.83
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		3,559.52		40,095.35
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		2,659.39		42,754.74
					Month	February 2024			
					Account	Contribution to State and Local Retirement Funds			
G/L Account Number	11.1351.2830.000.7234.90711.0000	Employer Social Security							
02/14/2024	2024-00002774	JE	GL	Redass revenue to c/o account			31.09		\$5,782.73
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		627.58		6,441.40
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		417.92		6,859.32
					Month	February 2024			
					Account	Employer Social Security			
G/L Account Number	11.1351.2920.000.7234.90711.0000	Cash in Lieu of Benefits							
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		85.41	Balance To Date:	\$1,195.86
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		85.41		1,281.27
					Month	February 2024			1,366.68
					Account	Cash in Lieu of Benefits			
							\$170.82	\$0.00	\$1,366.68

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

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FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
Other Prof & Technical Services									
G/L Account Number 02/12/2024	11.1351.3190.000.7234.90716.0000	JE	GL	Redclass expense to proper grant	Accounts Payable		14.99	Balance To Date:	\$10,355.63
G/L Account Number 02/23/2024	2024-00002770			A/P Invoice Entry	Accounts Payable		8,787.04		10,370.62
									19,157.66
Printing Serv									
G/L Account Number 02/09/2024	11.1351.3610.000.7234.90716.0000	JE	AP	A/P Invoice Entry	Accounts Payable	Month February 2024	\$8,802.03	\$0.00	\$19,157.66
G/L Account Number 02/09/2024	2024-00002714				Accounts Payable	Other Prof & Technical Services	\$8,802.03	\$0.00	\$19,157.66
G/L Account Number 02/09/2024	2024-00002714			A/P Invoice Entry	Accounts Payable		1,910.13	Balance To Date:	\$908.38
G/L Account Number 02/29/2024	2024-00003036			Postage 2.29.24	jj		15.93		2,818.51
G/L Account Number 02/29/2024	2024-00003037			Copy Print 2.29.24	jj		1.28		2,834.44
							27.43		2,835.72
									2,863.15
Building Repair Serv									
G/L Account Number 02/09/2024	11.1351.4110.000.7234.90716.0000	JE	AP	A/P Invoice Entry	Accounts Payable	Month February 2024	\$1,954.77	\$0.00	\$2,863.15
G/L Account Number 02/12/2024	2024-00002770			Redclass expense to proper grant	Accounts Payable	Printing Serv	\$1,954.77	\$0.00	\$2,863.15
							84.00	Balance To Date:	\$4,339.00
							579.00		4,423.00
									5,002.00
Office Supplies									
G/L Account Number 02/23/2024	11.1351.5910.000.7234.90716.0000	JE	AP	A/P Invoice Entry	Accounts Payable	Month February 2024	\$663.00	\$0.00	\$5,002.00
						Building Repair Serv	\$663.00	\$0.00	\$5,002.00
								Balance To Date:	\$384.88
								1.76	383.12
Water Sewage Serv									
G/L Account Number 02/23/2024	11.1351.3830.000.7234.90717.0000	JE	AP	A/P Invoice Entry	Accounts Payable	Month February 2024	\$0.00	\$1.76	\$383.12
						Office Supplies	\$0.00	\$1.76	\$383.12
						Other Unassigned Totals	\$11,419.80	\$1.76	
						Contractual Services Totals	\$11,419.80	\$1.76	
								Balance To Date:	\$1,510.67
							220.68		1,731.35
Electricity Supp									
G/L Account Number 02/09/2024	11.1351.5520.000.7234.90717.0000	JE	AP	A/P Invoice Entry	Accounts Payable	Month February 2024	\$220.68	\$0.00	\$1,731.35
						Water Sewage Serv	\$220.68	\$0.00	\$1,731.35
								Balance To Date:	\$21,805.79
							3,777.08		25,582.87

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

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FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.1250.987.7234.90711.0000			Instructional Counseling					
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry		Balance To Date: 18.17	\$170,448.44
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	20.37		170,316.28
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	22.65		170,336.65
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	45.23		170,359.30
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	25.74		170,404.53
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	18.17		170,430.27
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	183.34		170,448.44
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	203.85		170,265.10
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	407.05		170,061.25
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	102.97		169,654.20
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	163.53		169,551.23
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			2,137.88		169,387.70
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			2,397.10		171,525.58
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			264.95		173,922.68
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		11,798.51		174,187.63
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		11,798.52		185,986.14
Totals							\$28,529.12	\$1,192.90	\$197,784.66
Totals							\$28,529.12	\$1,192.90	\$197,784.66

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.1440.987.7234.90711.0000	Social Work								
02/01/2024	2024-00002559	JE	GL	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry		Balance To Date: 19.41	\$9,226.96
02/01/2024	2024-00002559	JE	GL	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry	234.50		9,207.55
02/01/2024	2024-00002559	JE	GL	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry		11.45	8,973.05
02/01/2024	2024-00002559	JE	GL	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry		216.61	8,961.60
02/01/2024	2024-00002567	JE	GL	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	19.41		8,744.99
02/01/2024	2024-00002567	JE	GL	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	234.50		8,764.40
02/01/2024	2024-00002567	JE	GL	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry			8,998.90
02/01/2024	2024-00002567	JE	GL	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	11.45		9,010.35
02/01/2024	2024-00002567	JE	GL	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry	216.61		9,226.96
02/02/2024	2024-00002590	JE	GL	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry		34.20	9,192.76
02/02/2024	2024-00002590	JE	GL	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry		19.41	9,173.35
02/02/2024	2024-00002590	JE	GL	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry		34.20	9,139.15
02/02/2024	2024-00002590	JE	GL	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry		11.45	9,127.70
02/12/2024	2024-00002770	JE	GL	GL	Reclass expense to proper grant			6,734.22		15,861.92
02/12/2024	2024-00002770	JE	GL	GL	Reclass expense to proper grant			9,056.96		24,918.88
02/12/2024	2024-00002804	JE	GL	GL	Reclass expense to proper grant			71.44		24,990.32
02/15/2024	2024-00002742	JE	HR	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		2,293.20		27,283.52
02/29/2024	2024-00002970	JE	HR	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		2,193.71		29,477.23

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.1440.987.7234.90711.0000			Social Work					
					Month	February 2024		Balance To Date:	\$9,226.96
					Account	Social Work	\$20,831.50	\$581.23	\$29,477.23
G/L Account Number	11.1351.2110.987.7234.90711.0000			Group Life					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$20,831.50	\$581.23	\$29,477.23
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant					\$436.97
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			3.48		440.45
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		20.91		461.36
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		.87		462.23
							30.76		492.99
							30.78		523.77
G/L Account Number	11.1351.2120.987.7234.90711.0000			Group Disability					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$86.80	\$0.00	\$523.77
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$86.80	\$0.00	\$523.77
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			2.62		\$605.88
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		18.52		608.50
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		.78		627.02
							41.19		627.80
							41.24		668.99
									710.23
G/L Account Number	11.1351.2130.987.7234.90711.0000			Group Health and Accident					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$104.35	\$0.00	\$710.23
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			\$104.35	\$0.00	\$710.23
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			126.87		\$39,782.82
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			864.77		39,909.69
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			2,745.31		40,774.46
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		64.56		43,519.77
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		3,599.25		43,584.33
							3,605.13		47,183.58
									50,788.71
					Month	February 2024	\$11,005.89	\$0.00	\$50,788.71
					Account	Group Health and Accident	\$11,005.89	\$0.00	\$50,788.71

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.2140.987.7234.90711.0000			Dental Health Care					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			18.79	Balance To Date:	\$3,640.38
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			59.12		3,659.17
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			4.51		3,718.29
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		303.72		3,722.80
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		304.39		4,026.52
					Month Account	February 2024	\$690.53	\$0.00	4,330.91
					Month Account	Dental Health Care	\$690.53	\$0.00	\$4,330.91
G/L Account Number	11.1351.2150.987.7234.90711.0000			Vision Care					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			5.22	Balance To Date:	\$852.73
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			4.56		857.95
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			1.22		862.51
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		66.60		863.73
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		66.78		930.33
					Month Account	February 2024	\$144.38	\$0.00	997.11
					Month Account	Vision Care	\$144.38	\$0.00	\$997.11
G/L Account Number	11.1351.2820.987.7234.90711.0000			Contribution to State and Local Retirement					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			1,025.33	Balance To Date:	\$104,684.18
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			3,212.89		105,709.51
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			4,195.79		108,922.40
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			126.77		113,118.19
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		8,123.56		113,244.96
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		8,039.17		121,368.52
					Month Account	February 2024	\$24,723.51	\$0.00	129,407.69
					Month Account	Contribution to State and Local Retirement	\$24,723.51	\$0.00	\$129,407.69
G/L Account Number	11.1351.2830.987.7234.90711.0000			Employer Social Security					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			148.37	Balance To Date:	\$16,874.30
									17,022.67

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.2830.987.7234.90711.0000			Employer Social Security					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			506.80	Balance To Date:	\$16,874.30
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			541.42		17,529.47
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			20.33		18,070.89
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		1,312.63		18,091.22
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		1,261.48		19,403.85
									20,665.33
Month February 2024 Totals									
				Account	Employer Social Security		\$3,791.03	\$0.00	\$20,665.33
G/L Account Number	11.1351.2920.987.7234.90711.0000			Cash in Lieu of Benefits					
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		118.12	Balance To Date:	\$20,665.33
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		118.12		\$1,586.12
									1,704.24
									1,822.36
Month February 2024 Totals									
				Account	Cash in Lieu of Benefits		\$236.24	\$0.00	\$1,822.36
G/L Account Number	11.1351.3410.987.7234.90711.0000			Telephone Serv					
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			22.50	Balance To Date:	\$1,822.36
02/12/2024	2024-00002770	JE	GL	Reclass expense to proper grant			2.50		\$2,036.61
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post		81.50		2,059.11
02/29/2024	2024-00002970	JE	HR	Payroll Post S Semi-Monthly 202416	Payroll Post		81.50		2,061.61
									2,143.11
									2,224.61
Month February 2024 Totals									
				Account	Telephone Serv		\$188.00	\$0.00	\$2,224.61
G/L Account Number	11.1351.3210.987.7234.90713.0000			Regular Duty Travel					
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass			\$96,911.02	\$1,839.89	\$2,224.61
				Location	Personnel Costs		\$96,911.02	Balance To Date:	\$2,307.31
									2,348.61
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM		41.30		2,438.61
				Reclassification Journal Entry					
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM		90.00		2,520.81
				Reclassification Journal Entry					
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM		82.20		2,602.81
				Reclassification Journal Entry					

FEBRUARY 2024 HS/EHS DETAILED GENERAL LEDGER

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number	11.1351.3210.987.7234.90713.0000			Regular Duty Travel				Balance To Date:	\$2,307.31
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry	443.21		2,964.02
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry	251.00		3,215.02
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry	101.92		3,316.94
02/01/2024	2024-00002559	JE	GL	Reimbursement Reclass	RM	Reclass - Reclassification Journal Entry	228.35		3,545.29
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		41.30	3,503.99
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		90.00	3,413.99
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		82.20	3,331.79
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		443.21	2,888.58
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		251.00	2,637.58
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		101.92	2,535.66
02/01/2024	2024-00002567	JE	GL	Reimbursement Reclass reversal	RM	Reclass - Reclassification Journal Entry		228.35	2,307.31
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	203.71		2,511.02
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	51.09		2,562.11
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	226.50		2,788.61
02/02/2024	2024-00002590	JE	GL	Reclass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	452.28		3,240.89

G/L Date Range 02/01/24 - 02/29/24
Exclude Sub Ledger Detail

G/L Date	Journal Number	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 02/02/2024	11.1351.3210.987.7234.90713.0000	JE	GL	Regular Duty Travel Redass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	257.42	Balance To Date:	\$2,307.31
02/02/2024	2024-00002590					Reclass - Reclassification Journal Entry	131.20		3,498.31
02/02/2024	2024-00002590	JE	GL	Redass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	181.70		3,629.51
02/02/2024	2024-00002590	JE	GL	Redass Reimbursements to correct account	RM	Reclass - Reclassification Journal Entry	263.17		3,811.21
02/12/2024	2024-00002770	JE	GL	Redass expense to proper grant		Journal Entry	438.20		4,074.38
02/15/2024	2024-00002742	JE	HR	Payroll Post S Semi-Monthly 202415	Payroll Post				4,512.58
G/L Account Number 02/23/2024	11.1351.3220.987.7234.90713.0000	JE	AP	Workshops and Conf Travel A/P Invoice Entry	Account	Month February 2024 Totals Regular Duty Travel Totals	\$3,443.25	\$1,237.98	\$4,512.58
	2024-00002902				Accounts Payable		\$3,443.25	\$1,237.98	\$4,512.58
G/L Account Number 02/29/2024	11.1351.3610.987.7234.90716.0000	JE	GL	Printing Serv Copy Print 2.29.24	jji	Month February 2024 Totals Workshops and Conf Travel Totals	\$458.94	\$0.00	\$458.94
	2024-00003037					Other Unassigned Totals	\$3,902.19	\$1,237.98	\$458.94
						Location Travel Totals	\$3,902.19	\$1,237.98	
						Balance To Date:	50.90		\$936.22
						Month February 2024 Totals	\$50.90	\$0.00	\$987.12
						Account Printing Serv Totals	\$50.90	\$0.00	\$987.12
						Other Unassigned Totals	\$50.90	\$0.00	
						Contractual Services Totals	\$50.90	\$0.00	
						Grant Head Start 20x4 Totals	\$100,864.11	\$3,077.87	
						Program Early Head Start Totals	\$100,864.11	\$3,077.87	
				Function		Custody and Care of Children Totals	\$147,469.99	\$3,320.63	
				Fund General Fund Totals			\$301,822.93	\$6,459.99	
				Grand Totals			\$301,822.93	\$6,459.99	



Bank of Montreal Account Statement

BMO Statement for Alicia Kruk
 Statement Period 01/28/2024 to 02/27/2024

Printed On: 03/18/2024

Current Balance: **\$750.15**Previous Balance: **\$0.00**

Card Number: xxx-xxxx-xxxx-8653

Company Unit: **WASHTENAW ISD**

Trans Date	Trans Detail	Receipt	Amount(USD)
	Tax Code	Tax Amt	Tax Excl. Amt
01/27/2024	McMillen Health Donati	<input checked="" type="checkbox"/>	\$ 199.99
Fund: 11		0.00	\$ 199.99
Program: 987	Function: 1311	Object: 3130	
Other: 0000	Grant: 7234	Location: 90716	
	Project: --		
	Purchase McMillen Health Donati - Online Brushing Modules for Home Visitors		
02/02/2024	Teachstone Training	<input checked="" type="checkbox"/>	\$ 125.00
Fund: 11		0.00	\$ 125.00
Program: 000	Function: 1227	Object: 3190	
Other: 0000	Grant: 3404	Location: 00000	
	Project: --		
	Purchase Teachstone Training - CLASS Observer recertification for Chery Carpenter		
02/20/2024	Amzn Mktp US Rw6km8ox2	<input checked="" type="checkbox"/>	\$ 215.16
Fund: 11		0.00	\$ 215.16
Program: 995	Function: 1215	Object: 5990	
Other: 0000	Grant: 3433	Location: 00000	
	Project: --		
	Purchase Amzn Mktp US Rw6km8ox2 - Mom Power materials (32p)		
02/22/2024	Paypal Wash Isd	<input checked="" type="checkbox"/>	\$ 210.00
Fund: 11		0.00	\$ 210.00
Program: 995	Function: 1221	Object: 3190	
Other: 0000	Grant: 3403	Location: 00000	
	Project: --		
	Purchase Paypal Wash Isd - Conflict Resolution Training SCECHs		

* Indicates a personal transaction

On Completion:

ALL receipts should be attached to this form and then forwarded to your Accounts Administrator



Bank of Montreal Account Statement

BMO Statement for Edward Manuszak II

Statement Period 01/28/2024 to 02/27/2024

Current Balance: \$1,967.86

Previous Balance: \$0.00

Card Number: xxxx-xxxx-xxxx-3039

Company Unit: WASHTENAW ISD

Printed On: 03/18/2024



Trans Date	Trans Detail	Receipt	Amount(USD)
	Tax Code	Tax Amt	Tax Excl. Amt
01/27/2024	Etahand2mind	<input checked="" type="checkbox"/>	\$ 184.95
	--	0.00	\$ 184.95
	Function: 1226	Object: 5990	
	Program: 000	Location: 00000	
	Grant: 3404		
	Other: 0000		
	Project: --		
	Purchase Etahand2mind - ART Materials		
01/29/2024	Amazon.Com R00c05mi1	<input checked="" type="checkbox"/>	\$ 36.83
	--	0.00	\$ 36.83
	Function: 1212	Object: 5990	
	Program: 000	Location: 00000	
	Grant: 3434		
	Other: 0000		
	Project: --		
	Purchase Amazon.Com R00c05mi1 - EHS supplies		
01/29/2024	Amzn Mktp US R28h99aq0	<input checked="" type="checkbox"/>	\$ 1,172.87
	--	0.00	\$ 1,172.87
	Function: 1221	Object: 5990	
	Program: 000	Location: 00000	
	Grant: 3404		
	Other: 0000		
	Project: --		
	Purchase Amzn Mktp US R28h99aq0 - ART Materials		
01/30/2024	Amzn Mktp US R050052t1	<input checked="" type="checkbox"/>	\$ 257.41
	--	0.00	\$ 257.41
	Function: 1226	Object: 5990	
	Program: 000	Location: 00000	
	Grant: 3404		
	Other: 0000		
	Project: --		
	Purchase Amzn Mktp US R050052t1 - ART Materials		
01/30/2024	Amzn Mktp US R246c24e2	<input checked="" type="checkbox"/>	\$ 322.22
	--	0.00	\$ 322.22
	Function: 1221	Object: 5990	
	Program: 000	Location: 00000	
	Grant: 3404		
	Other: 0000		
	Project: --		
	Purchase Amzn Mktp US R246c24e2 - ART Materials		

01/31/2024 Amzn Mktp US R27e69qv0

✓ 0.00
Object: 5990
Location: 00000

\$ 35.26
\$ 35.26

Fund: 11
Program: 000
Other: 0000
Purchase Amzn Mktp US R27e69qv0 - ART Materials

02/01/2024 Amzn Mktp Us

✓ 0.00
Object: 5990
Location: 00000

\$ -35.26
\$ -35.26

Fund: 11
Program: 000
Other: 0000
Credit Voucher Amzn Mktp Us - credit for ART materials

02/01/2024 Amzn Mktp Us

✓ 0.00
Object: 5990
Location: 00000

\$ -120.75
\$ -120.75

Fund: 11
Program: 000
Other: 0000
Credit Voucher Amzn Mktp Us - refund

02/08/2024 Elavon Service Fee

✓ 0.00
Object: 3930
Location: 90714

\$ 2.33
\$ 2.33

Fund: 11
Program: 000
Other: 0000
Purchase Elavon Service Fee - Credit card service fee for department vehicle tag renewal.

02/08/2024 Sec Of State Branch 10

✓ 0.00
Object: 3930
Location: 90714

\$ 112.00
\$ 112.00

Fund: 11
Program: 000
Other: 0000
Purchase Sec Of State Branch 10 - Department vehicle tag renewal

* Indicates a personal transaction

On Completion:

ALL receipts should be attached to this form and then forwarded to your Accounts Administrator



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

Tuesday, March 12, 2024

The Washtenaw Intermediate School District Board of Education held a regular board meeting on Tuesday, March 12, 2024, in Washtenaw ISD's Teaching and Learning Center Board Room at 1819 South Wagner Road in Ann Arbor, Michigan.

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by President Diane Hockett

ATTENDANCE

The following members were present:

Diane Hockett, President
Mary Jane Tramontin, Vice President (left at 5:52 pm)
Theresa Saunders, Secretary (arrived at 5:09 pm)
Steve Olsen, Trustee

The following member was absent:

Sarena Shivers, Treasurer

Quorum was met.

Also present:

Naomi Norman, Superintendent
Cherie Vannatter, Deputy Superintendent
Brian Marcel, Associate Superintendent
Ryan Rowe, CTE Director
Holly Heaviland, Executive Director, School and Community Partnerships
Tanner Rowe, Director of Operations
Becky Mullins, Human Resources Supervisor
Victoria Westmoreland, Administrative Assistant to the Superintendent

APPROVAL OF THE AGENDA

Motion by Steve Olsen, seconded by Theresa Saunders, to approve the agenda, as presented.

Ayes: All.

Nays: None.

Motion carried.

SPECIAL PRESENTATION – Career Technical Education (CTE) and Applied Learning in Washtenaw County:

Superintendent Naomi Norman addressed the Board, giving a brief introduction to CTE Director Ryan Rowe, his role, and the opportunities that have been created through his work. CTE Director Ryan Rowe presented the Career Technical Education (CTE) and Applied Learning in Washtenaw County presentation to the Board. Ryan Rowe fielded questions from the Board and a brief conversation regarding the technicalities of a millage ensued.

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

- A new sticker design that has been developed to showcase the WISD's values.
- Scheduling upcoming EISJ Learning Sessions with the Board.
- Naomi Norman, Diane Hockett, and Mary Jane Tramontin attended the Washtenaw County Literacy Coalition meeting held on Sunday, March 10, 2024, at Washtenaw Community College. She shared her takeaways from participating in this event, pondering what planning and coordinating for future literacy programming at the WISD and the county-level would look like. Board President Diane Hockett chimed in, voicing that the panel at the meeting was quite powerful, and questioned how our staff plays a role in literacy.

CONSENT AGENDA

Motion by Steve Olsen, seconded by Theresa Saunders, that the Board of Education approve the minutes and Superintendent's recommendations in the Consent Agenda, as presented.

Voting yes: Theresa Saunders, Steve Olsen, Diane Hockett.

Voting no: None.

Motion carried.

Approval of Minutes

The Board approved the minutes of the February 27, 2024, regular meeting.

078-23-24

The Board approved the following employment recommendations:

- Mary Beth DiFranco as a School Social Worker.
- Traci Talley as a Legal Assistant.

079-23-24

The Board approved the following reclassification requests:

- Gregory Myers, EISJ Project Specialist, 1.0 FTE, 230 Workdays, Non-Affiliated bargaining, to EISJ Program Manager, 1.0 FTE, 205 Workdays, Non-Affiliated Bargaining.
- Tiffancy Woods, Early Head Start Home Visitor, 0.5 FTE, 230 Workdays, Unit I bargaining, to Early Head Start Home Visitor, 1.0 FTE, 230 Workdays, Unit I Bargaining.
- Vacant, General Education Social Worker, 1.0 FTE, 185 Workdays, Unit II bargaining, to General Education Social Worker, 1.0 FTE, 205 Workdays, Unit II Bargaining.
- Vacant, Technician III – Human Resources, 1.0 FTE, 230 workdays, Salary: NA, Non-affiliated bargaining, to Legal Assistant, 1.0 FTE, 230 workdays, Salary: Grade 7, Step 2, Non-affiliated bargaining.

080-23-24

The Board approved the following new position requests:

- Special Education Coordinator (2), 2.0 FTE, 210 Workdays, Worksite: Teaching & Learning Center, Non-Affiliated bargaining.
- Special Education Supervisor (2), 1.0 FTE, 230 Workdays, Worksite: Teaching & Learning Center, Non-Affiliated bargaining.

081-22-23

The Board approved the following staff retirement.

- Lee O’Neal, effective December 31, 2024.

082-23-24

The Board approved the new WISD Parent Advisory Committee (PAC) appointment, Tara Hayes.

083-23-24

The Board approved the Chapelle Lease Renewal with Ypsilanti Community Schools, in the amount of up to \$20,924.00, as presented.

084-23-24

The Board approved the Early Literacy Coaching Contract with Manchester Community Schools, in the amount of up to \$60,000.00, as presented.

NEW BUSINESS – Ypsilanti Community Schools Supplemental Pilot Plan: Superintendent Naomi Norman opened by saying that sometimes we must do what is best for the students, even if it is out of the ordinary, and this is an example of that. Deputy Superintendent Cherie Vannatter introduced the Ypsilanti Community Schools (YCS) Supplemental Pilot Plan – a plan that is meant to address the staffing and retention needs of YCS by providing staff to deploy IEP services and compensatory services for 237 special education students who are currently not receiving services. Cherie fielded questions from the Board and a conversation regarding the importance of interlinking educational services ensued.

Motion by Theresa Saunders, seconded by Steve Olsen, that the Board of Education approve/authorize the administration to approve the implementation of Supplemental Services as a Pilot Plan with Ypsilanti Community Schools, as presented.

Voting yes: Steve Olsen, Diane Hockett, Theresa Saunders.

Voting no: None.

Motion carried.

NEW BUSINESS – Board Policies – First Read: The Board reviewed the policies and provided feedback regarding language inconsistencies to Human Resources Supervisor Becky Mullins. Becky agreed to make these revisions and provide the updated Board Policies at the March 26, 2024, Board of Education meeting. Board action was not required.

OTHER ITEMS OF BUSINESS: There were no other items of business.

BOARD OF EDUCATION REPORTS: Board President Diane Hockett reminded the Board of the upcoming Washtenaw Association of School Board (WASB) Annual Meeting on Thursday, March 14.

ADMINISTRATIVE REPORTS – Superintendent’s Report:

Superintendent Naomi Norman spoke about the following:

- The Chief Information Officer position has been posted and the WISD is coordinating with a recruiting company to fill this role.
- Washtenaw Educational Options Consortium (WEOC) is facing financial challenges resulting in a slew of toxic rumors and misinformation being spread throughout the organization and schools.
- Two local districts are facing major financial challenges at the moment – Whitmore Lake Public Schools with roughly \$1,000,000.00 in debt, and Ann Arbor Public Schools with roughly \$20,000,00.00 in debt. Naomi expressed possibilities for slowing resolving these debts.

- Ann Arbor Public Schools has narrowed down their Superintendent search to six candidates. The Board and Superintendents had a brief discussion about the eligibility of the six candidates.

ADJOURNMENT

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Theresa Saunders, Secretary
Washtenaw ISD Board of Education

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Margy Long, Director, Success by 6 Great Start Collaborative

DATE: March 20, 2024

RE: Home Visiting Grant Renewal – SOS Community Services Contract Amendment

At the July 27, 2023, Board of Education meeting, the Home Visiting Expansion Grant Renewal with SOS Community Services was approved for \$40,000.00. Since then, the need for funding has shifted from professional development to home visiting programming, necessitating a \$2,660.00 amendment to the original contract. This brings the contract total to \$42,660.00. SOS Community Services will provide the scope of work as outlined in the original contract.

CC: Holly Heaviland, Executive Director, Community and School Partnerships



Washtenaw Intermediate School District
Amendment to Contracted Services Agreement – Company

The contracted services agreement dated 7/1/23, by and between Washtenaw Intermediate School District hereinafter referred to as WISD or District, and SOS Community Services hereinafter referred to as Contractor, is amended as follows:

It is the intention of the parties to amend the previous contracted services agreement covering the period of 7/1/23 until 6/30/24 in the following manner:

SECTION I – SCOPE OF SERVICES

In connection with the above, Mallory Hughes / SOS will perform the following services:

1. SOS Community Services will provide the scope of work as outlined in the original contract.
- 2.

SECTION II – COMPENSATION

1. WISD will add an additional \$2660 to the current contract of \$40,000 bringing the total contract to \$42,660.
- 2.

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

The Amendment agreed to on February 23, 2024.

Independent Contractor

Date _____

Department Head

Date _____

Washtenaw Intermediate School District

Date _____

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Matthew Cook, Assistant Director, Technology & Data Services

DATE: March 11, 2024

SUBJECT: Internet Access for Internal Communications

The Administration recommends that the Board of Education approve the three -year contract for internet access to out-centers and programs with Comcast for a cost of \$84,772.80 plus the cost of any applicable taxes, tariffs, and fees.

The WISD provides network access to our out-centers and programs via vendor circuits when fiber is not available. As part of the annual bid process for the Universal Service Fund (Erate), a bid for Internet Access for internal connections was circulated to vendors for 3-year pricing for the following locations:

Comcast Accounts	Address	Download Speed	Upload Speed
Progress Park	3980 Research Park DR., Ann Arbor, MI 48108	1.25 Gbps	35 Mbps
Chelsea YA	114 N. Main St., Chelsea, MI 48118	100 Mbps	25 Mbps
Red Oak YA	850 Red Oak Rd., Ann Arbor, MI 48103	1.25 Gbps	35 Mbps
Carpenter YA	2835 Carpenter Rd., Suite 1 & 3, Ann Arbor, MI 48108	100 Mbps	25 Mbps
Ann Arbor YA	310 Miller Avenue, Suite # 80	1.25 Gbps	35 Mbps
Ypsilanti YA	301 W. Michigan Ave, Suites 101 & A, Ypsilanti, MI 48197	100 Mbps	25 Mbps
Dexter	2200 N. Parker Rd., Rms 476 & 482 Dexter, MI 48130	100 Mbps	25 Mbps
WashNews YA	1935 S. Industrial, Ann Arbor, MI 48103	100 Mbps	25 Mbps
WISD	1819 S. Wagner Road, Ann Arbor, MI 48103	1.25 Gbps	35 Mbps
WAVE	301 W Michigan Ave, Ste 201, Ypsilanti 48197	100 Mbps	25 Mbps
Beatty	1661 Le Forge Road, Ypsilanti MI	1.25 Gbps	35 Mbps
CIY	2201 Hogback Rd Front Office, Ann Arbor, MI, 48105	250 Mbps	25 Mbps

The ISD received two bids. The bid evaluation is detailed on the attached Bid Evaluation worksheet. The recommended bid from Comcast includes \$2,354.80 monthly service charge and equipment fee. Applicable taxes, tariffs and fees are not included in the monthly charge. The agency will apply to the federal Universal Service Fund (USF) program for discounts on this expenditure.

E-RATE BID EVALUATION WORKSHEET
FY24: 2024-2025

District Name: WISD Consortium
Service Type: Internet Connection
Service Description: Internet Connection

Bid Opening Date: 12/11/2023

Evaluation Factors	Factor %Weight*	Service Provider Comcast		Service Provider MetroNet		Service Provider [Insert Name]		Service Provider [Insert Name]		Service Provider [Insert Name]	
		Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***	Rating**	Weight***
E-rate Eligible Costs*	30	5	30.00	3	18.00		0.00		0.00		0.00
Service Transition Factors	20	5	20.00	3	12.00		0.00		0.00		0.00
Adherence to Specifications	10	5	10.00	4	8.00		0.00		0.00		0.00
Prior Experience	5	4	4.00	1	1.00		0.00		0.00		0.00
Past Performance	5	4	4.00	4	4.00		0.00		0.00		0.00
Understands Needs	10	5	10.00	4	8.00		0.00		0.00		0.00
Personnel Qualifications	5	3	3.00	4	4.00		0.00		0.00		0.00
Management Capabilities	5	2	2.00	4	4.00		0.00		0.00		0.00
Financial Stability	10	5	10.00	5	10.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00
Other (specify)	0		0.00		0.00		0.00		0.00		0.00

Total Ratings:	<div>100****</div>	<div>93</div>	<div>69</div>	<div>0</div>	<div>0</div>	<div>0</div>
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Selected Service Provider:	Comcast
Approved by:	Merri Lynn Colligan
Title:	Chief Information Officer
Date:	12/26/2023

Comments:	Due to one vendor for all site, pricing, additional installation costs from other providers, and service transition factors, Comcast is the selected service provider.
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*Factor %Weight=Weight of each factor where Price is the heaviest weight
**Service Provider Rating: 1=Poor 2=Fair 3=Good 4=Better 5=Best
***Service Provider Weight=(Factor %Weight) x (Service Provider Rating) x (.2)
****Total Factor %Weight must=100%

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Tanner Rowe, Director of Operations

DATE: March 20, 2024

SUBJECT: High Point – Synthetic Turf

The administration recommends that the WISD Board of Education authorize the administration to approve a contract with AstroTurf Great Lakes for the installation of synthetic turf at High Point School for a cost not to exceed \$71,500.

At High Point School there is an area of natural grass underneath the shade pavilion in the playground that is constantly muddy due to the high foot traffic and lack of sunlight. It has been requested by High Point, Honey Creek, and Gretchen House staff that this area be converted into synthetic turf. This will help to cut down on the mud and thus the mess, as well as provide a better play surface for the students.

WISD engaged with Midwestern Consulting to develop the scope and work entailed with this project. Midwestern Consulting is the firm that was used previously for the High Point School Project and is therefore very familiar with the existing construction. They were able to design new under drains to capture rainwater from the space as well as detail the artificial turf requirements which will remain consistent with the existing synthetic turf currently installed on the playground.

On February 22, 2024, a request for proposals was issued publicly for this work. On March 12, 2024 proposals were received. There were a total of one (1) proposals received. AstroTurf Great Lakes submitted a bid of \$65,000, with a suggested contingency of 10%, the total for this project is estimated not to exceed \$71,500. After a post bid interview with AstroTurf Great Lakes, which was conducted on March 19, 2024, it was confirmed that they are very capable and prepared to accomplish this project. They are a Michigan based company and pay their employees prevailing wage labor rates. They have a tremendous amount of experience with this type of work and are committed to meeting our proposed construction schedule for June of this year. Funding for this project will come from the existing 2019 High Point Bond Construction budget.

Bid Tabulation

Date: 3/12/2024
Proposal: High Point - Synthetic Turf

Contractor/ Vendor	Contractor/ Vendor Address	Base Bid Amount	Bid Bond?	Familial Disclosure?	Iran Sanctions?	Woman Owned Business?	Minority Owned Business?
AstroTurf Great Lakes	25005 Trans X Rd. Novi, MI 48375	\$ 65,000.00	Yes	Yes	Yes	No	No

DATE: March 13, 2024

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Danielle Dros, Regional School Health Coordinator

SUBJECT: FY25 SNAP-Ed Application

I am requesting the board's approval to apply for FY25 Supplemental Nutrition Assistance Program Education (SNAP-Ed) funding from Michigan Fitness Foundation in an amount not to exceed \$350,000.00. SNAP-Ed is an evidence-based, federally funded grant program that helps people lead healthy, active lives through the provision of nutrition and physical activity lessons and through the implementation of policy, systems, and environmental (PSE) changes that increase access to fresh, nutritious food and movement resources in eligible communities.

SNAP-Ed programming has supported the Washtenaw County community for over eight years. Washtenaw County's SNAP-Ed program currently provides direct education lessons in thirteen elementary schools across Ypsilanti and Whitmore Lake communities and works with various community partners including Peace Neighborhood Center, Argus Farm Stop, Superior Charter Parks and Recreation Department, Washtenaw County Food Council's Food Action Network Policy Action Team (FANPAT), and Ypsilanti Community Schools' Coordinated School Health team to implement PSE changes in the community. The work done in Washtenaw County through SNAP-Ed funding is rooted in equity. Our program primarily works to increase access to fresh, nutritious foods in Ypsilanti, which has a Black population share that is more than double that of the county and has significantly lower access to food and physical activity than the predominantly white surrounding areas. Of the nine census tracts in Ypsilanti, 78% have no access to healthy food or are in food swamps, compared to 38% of neighboring Ann Arbor's tracts¹.

The SNAP-Ed grant funding is for one year, October 1, 2024-September 30, 2025, and will be used to pay for the following: 100% of WISD's Healthy Habits Start Now Program Assistant's salary and benefits, 100% of WISD's Healthy Habits Start Now Program Nutrition Outreach Specialist's salary and benefits, contracted staff time, staff travel, and program supplies.

1. Srygley, S. Exploring the food landscape in Ann Arbor and Ypsilanti, MI: Neighborhood racial characteristics and food availability. Eastern Michigan University Master's Theses and Doctoral Dissertations. 2021

Date: March 6, 2024

To: Superintendent Naomi Norman; Washtenaw ISD Board of Education

From: Jennifer Banks, Director of Instruction

RE: Ten80 Race Car Challenge Purchase Request Amendment

At the November 28, 2023, Washtenaw ISD Board of Education meeting, the Board approved a \$50,000.00 purchase request, to purchase materials and curriculums from Ten80 Education to support the implementation of the Ten80 Race Car Challenge. Additional needs, that will require supplementary funds, have been identified since that time. I am requesting that the Board authorize the administration to amend the original request by \$15,000.00, bringing the new total to \$65,000.00. The funding for this will come from two sources: 2023-2024 Region 2 MiSTEM Funds and STEM Support funds.

WISD Math & Science Coordinator, Heather Holshoe has been working with eleven students at Ypsilanti Community Schools and will be escorting them to the National Society of Black Engineers (NSBE) Annual Convention, where they will race their Ten80 vehicles. Heather will be working closely with Ten80 Education to review all necessary components for the race at the NSBE Convention, furthermore, she will be trained on how to evaluate and upkeep the cars we currently have throughout Washtenaw County, and WISD will be purchasing a repair parts kit, to rebuild as many of the cars as possible.

Ten80 Education is a team of STEM education and business professionals dedicated to cultivating a STEM Ecosystem that unites and inspires the next generation of entrepreneurial thinkers and innovators, empowering ALL students to thrive in a world of constant innovation.

Please contact Dr. Jennifer Banks, if you have any questions.



Ten80 Education, LLC
12 Spring St.
Suite 101
Schuylerville, NY 12871

Invoice

Date	Invoice #
2/29/2024	2024022908A

Bill To
WASHTENAW INTERMEDIATE SCHOOL D Attn: Finance Department PO Box 1406 Ann Arbor, MI 48106-1406

Account #	P.O. No.	Terms	Project
COM-7539	Email Req.	Net 30	

Quantity	Description	Rate	Amount
1	Competition Preparedness assessment: <ul style="list-style-type: none">• competition operations overview• race event walkthrough• race engineering components	6,000.00	6,000.00T
1	Race car maintenance assessment: <ul style="list-style-type: none">• assessment of current race car conditions• upkeep and maintenance suggestions	4,000.00	4,000.00T
1	Race car rebuild tutorial and kit: <ul style="list-style-type: none">• Lighting STK rebuild how-to tutorial• Lighting STK rebuild kit	2,500.00	2,500.00T
	Sales Tax	0.00%	0.00
Total			\$12,500.00

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Edward Manuszak, Executive Director for Early Childhood

DATE: March 18, 2024

SUBJECT: University Translators Contractual Agreement

I recommend that the WISD Board of Education authorize the administration to approve the contract agreement with University Translators for translation services rendered during the remainder of 2023 – 2024 program year.

The WISD's Early Childhood programs regularly require a translator to assist with communication and instruction between our staff and the families we serve. While we currently have an agency contract with Propio Language Services, their work is done remotely, and we frequently have a need in our department for on-site translations, which University Translators does offer. The proposed contract, agreed to between our department and the contractor, will allow our programs to continue serving the non-native English-speaking families in our programs effectively in-person and without communication barriers. This partnership will extend beyond our regular programming and into family events and program meetings which often invite family participation both in-person and remotely.

The contract is for \$67,997, and this will be paid using grant funds from budget accounts within the Early Childhood Department. Please let me know if you have any questions.

CC: LaDawn White, Grants Manager



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT**

This agreement is made this 20th day of July, 2023 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and University Translators, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than July 21, 2023. Once this contract is implemented, the ending date for providing services shall be June 30, 2024.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duties:

Duty 1: Provide translation, communication, and interpretation services between families and WISD Home Visitor care providers on dates, times and locations scheduled and agreed upon by both WISD staff and the Contractor.

Duty 2:

Duty 3:
3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor may be required to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$ 67,997 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I and is based on a rate of \$ 110 per hour of time expended.
3. The Contractor shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price not more frequently than once per month. The contractor shall submit an invoice requesting payment no more than thirty (30) days after the work has been performed. Invoices submitted after this date may not be paid.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. WISD agrees that the Contractor shall have access to WISD premises at such time as is necessary for the Contractor to perform the above described tasks. However, WISD may require at least a one week's prior notice relating to the use of certain facilities.
8. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
9. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
10. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

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

SECTION III - OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV - INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on July 20th 2023


Independent Contractor

DATE 12/19/2023


Department Head

DATE 1/17/2024

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District

DATE _____

TO: Naomi Norman, Superintendent; WISD Board of Education

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

DATE: March 26, 2024

RE: Updated Policies – Second Read

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

WISD Board Policies -

Policy #'s 1662/3362/4362/5517 – Harassment

Policy #'s 1422/3122/4122 – Nondiscrimination & Equal Employment Opportunity

First read of these policies was done at the Board of Education's Regular Meeting held on March 12, 2024. The only changes requested were to review to ensure language was consistent in each (i.e. Board employees changed to District employees, child changed to student, etc.). A review was done, and language updated to read the same.

These revisions should be adopted in order to maintain accurate policies.

Enclosure

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

Book: Policy Manual

Title: ANTI-HARASSMENT

Code: po1662

1662 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.~~

~~For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.~~

~~For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

~~Pursuant to Title IX of the Educational Amendments of 1972,~~ **For purposes of this policy and consistent with** Title VII of the Civil Rights Act of 1964, **and** "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of ~~any~~**either** gender against a person of the same or ~~another~~**opposite** gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment **under this policy** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, **activities**, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **profanity**, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, **graffiti**, videos ~~tapes~~, **posters**, audio recordings or literature, placed in the work or educational environment, **that may reasonably** ~~which~~ **may** embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting or pinching; **obscene gestures**.
- G. **Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.**
- H. **Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**

- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~
- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

~~[DRAFTING NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.]~~

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's ~~disability~~ ~~disabling condition~~, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s))":

~~[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s) /ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer.]~~

(Name)

Executive Director of Human Resources and Legal Services
(School District Title)

(734) 994-8100 extension 1311
(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

charmonhiggins@washtenawisd.org
(E-mail Address)

-

-

(Name)

Associate Superintendent
(School District Title)

(734) 994-8100 extension 1402
(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

bmarcel@washtenawisd.org
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually on the District's web site (X) and:

- A. (-X) in the parent and staff handbooks.
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's web site.~~
- D. ~~() in the School District's calendar.~~
- E. ~~()~~

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular ~~school/work hours~~ business days as described above to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing

another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's Anti Harassment~~ Compliance Officer ~~within two (2) days of receiving the report of harassment, at his/her first convenience.~~

Members of the School District community ~~and Third Parties~~ ~~or third parties~~ who believe they have been unlawfully harassed by another member of the School District community or a ~~Third Party~~ ~~third party~~ are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the ~~Complainant's~~ ~~complaining individual's~~ employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying,

aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officer[s] who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide ~~the Principal him/her~~ with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Anti-Harassment Compliance Officers

~~The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".~~

~~[NOTE: School Districts are advised to appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]~~

~~(Name)~~

~~(School District Title)~~

~~(Telephone Number)~~

~~(Office Address)~~

~~(E-mail Address)~~

~~(Name)~~

~~(School District Title)~~

~~(Telephone Number)~~

~~(Office Address)~~

~~(E-mail Address)~~

~~The names, titles, and contact information of these individuals will be published annually:~~

- A. ~~(-) in the parent and staff handbooks.~~

- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on the School District's web site.~~
- D. ~~() on each individual school's web site.~~
- E. ~~() in the School District's calendar.~~
- F. ~~() _____.~~

~~The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.~~

~~Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.~~

~~Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.~~

Investigation and Complaint Procedure (See Form 1662 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any ~~Any~~ employee or other member of the School District community or ~~t~~third ~~p~~Party (e.g., visitor to the District) who believes that they have~~s/he has~~ been subjected to unlawful harassment or retaliation may seek resolution of the~~his/her~~ complaint through either the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. ~~informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision~~

~~regarding whether the claim of legally prohibited harassment or retaliation, was substantiated are set forth below.~~

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) ~~business~~ days of the complaint being received).

The ~~informal and formal~~ procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights ~~and/or~~ Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to ~~promptly~~ stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or ~~Third Party who alleges unlawful harassment or retaliation. third party who believes s/he has been unlawfully harassed or retaliated against.~~ This informal procedure is not required as a precursor to the filing of a formal complaint. ~~The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it. and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.~~

~~The Complainant~~ ~~Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against~~ may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

~~All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated. However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.~~

As an initial course of action, if ~~a Complainant feels comfortable and safe in~~ ~~an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the ~~Respondent that the alleged harassing~~ ~~harasser that the~~ conduct is unwelcome and must stop. ~~Such direct communication should not be utilized in circumstances involving sexual violence.~~ The ~~Complainant~~ ~~complaining individual~~ should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the ~~Complainant individual~~ if requested to do so. ~~An Complainant individual who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file~~ ~~inform the harasser of his/her complaint is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain

types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant ~~An individual who believes s/he has been unlawfully harassed~~ may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below ~~on his/her own~~, or appoint another individual to facilitate an informal resolution.

The ~~Board's School~~ District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the **Complainant** ~~individual claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the **Complainant** ~~individual~~ about how to communicate the unwelcome nature of the behavior to the **Respondent** ~~alleged harasser~~.
- B. Distributing a copy of ~~this~~ **the anti harassment** policy as a reminder to the individuals in the school building or office where the **Respondent** ~~individual whose behavior is being questioned~~ works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting **or mediation between the Complainant and the Respondent to work out a mutual resolution.** ~~between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.~~

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer ~~or~~ designee **is directed** ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is** ~~Parties who are~~ dissatisfied with the ~~results of the~~ informal complaint process, **the Complainant**, may proceed to file a formal complaint and, as stated above, **either party** ~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or **the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, if the individual elects to file a formal complaint initially,** the formal complaint process shall be implemented.

The Complainant ~~An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant",~~ may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District **official employee**. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a **formal** complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District **official employee**, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer **/designee** within two (2) ~~business~~ days.

Throughout the course of the process, the Compliance Officer should keep the parties **reasonably** informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent **known it is available**: the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation~~; a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the **Respondent** ~~alleged harasser~~. In making such a determination, the Compliance Officer should consult the Complainant to assess **whether the individual agrees with** ~~his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions **deemed** ~~s/he deems~~ appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the Compliance Officer ~~/or a~~ **/designee** will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. ~~(-)The~~ **A** Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the **Respondent that a formal** ~~individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant **policies and/or** administrative guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the **formal** complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the Compliance Officer ~~/or a~~ designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. ~~Complainant has been subjected to unlawful harassment.~~ The Compliance Officer's recommendations must be based upon the totality of the circumstances, ~~including the ages and maturity levels of those involved.~~ In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) ~~business~~ days of receiving the report of the Compliance Officer ~~/or the~~ designee, the Superintendent must either issue a written final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~final~~ written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

~~[] The decision of the Superintendent shall be final.~~

-

~~_____ OR~~

~~[]~~ [X] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of the party's his/her receipt of the Superintendent's ~~final~~ written decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's

disposition of the appeal shall be sent to each ~~concerned~~ party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

~~[END OF OPTIONS]~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or ~~third~~ ~~pp~~ party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

~~[-X] The parties may be represented, at their own cost, at any of the above-described meetings/hearings.~~

~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the ~~Respondent~~ ~~individual(s) against whom the complaint is filed~~, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.~~

During the course of a formal investigation, the Compliance Officer or ~~his/her~~ designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that ~~is learned or provided~~ ~~s/he learns or that s/he provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment ~~/retaliation~~ by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, ~~including the ages and maturity levels of those involved.~~ In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.~~

Allegations Constituting Criminal Conduct: ~~Child~~ Student Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a ~~child~~ student with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) who has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a ~~child~~ student to immediately report that knowledge or suspicion to the proper authorities, which must include protective services; for students under the age of 18 is children's protective services agency, and for students 18 and over is adult protective services agency. See Admin Guideline 1662 for more information.

~~has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency.~~ If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to ~~a county~~ children's protective services agency, adult's protective services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and

responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities** related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this

policy;

- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or the Respondent**, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Code of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- ~~N. () documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~
- ~~O. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- ~~P. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
- Q. **() copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing; copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

~~R. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent. complainant or the alleged perpetrator.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq, Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

National School Boards Association Inquiry and Analysis – May 2008

Book: Policy Manual

Title: Nondiscrimination/Anti-Harassment Policies Update Revised ANTI-HARASSMENT

Code: po3362

Adopted: August 21, 2012

3362 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.~~

~~For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.~~

~~For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and ~~Board~~ District employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the ~~Board-office~~ School District is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;

- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

~~Pursuant to~~ For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, ~~and Title IX of the Educational Amendments of 1972,~~ "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of ~~either~~any gender against a person of the same or ~~opposite~~another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment **under this policy** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, **activities**, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **profanity**, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, **graffiti**, video ~~tapes~~, **posters**, audio recordings or literature, placed in the work or educational environment, **that may reasonably** ~~which~~ **may** embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. **Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.**
- H. **Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**
- I. **Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.**
- J. **Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.**
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~

- L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

~~**DRAFTING NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**~~

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's ~~disability~~ **disabling condition**, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

~~[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer.]~~

(Name)

Executive Director of Human Resources and Legal Services
(School District Title)

(734) 994-8100 extension 1311
(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

charmonhiggins@washtenawisd.org
(E-mail Address)

(Name)

Associate Superintendent
(School District Title)

(734) 994-8100 extension 1300
(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

bmarcel@washtenawisd.org
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually on the School District's web site (X) and:

- A. (X) in the parent and staff handbooks.
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's web site.~~
- D. ~~() in the School District's calendar.~~
- E. ~~()~~

The Compliance Officer(s) () is () are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular ~~school/work hours~~ business days as described above to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or

formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All ~~Board~~ District employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any ~~Board~~ District employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any ~~Board~~ District employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other ~~Board~~ District employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's Anti-Harassment~~ Compliance Officer ~~within two (2) days of receiving the report of harassment.~~ at his/her first convenience.

Members of the School District community ~~or third parties~~ and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a ~~Third Party~~ third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the ~~Complainant's~~ complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officer[s] who shall investigate the allegation in accordance with this policy. ~~If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266.~~ While the Compliance Officer investigates the allegation, ~~or the matter is being addressed pursuant to Policy 2266,~~ the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report ~~or the determination of responsibility pursuant to Policy 2266.~~ The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide ~~the Principal~~ him/her with a copy of

the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

[NOTE: School Districts are advised to appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. In addition, the Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. () in the parent and staff handbooks.
- B. () in the School District Annual Report to the public.
- C. () on the School District's web site.
- D. () on each individual school's web site.
- E. () in the School District's calendar.
- F. () _____.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have

not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 3362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any ~~Any~~ employee or other member of the School District community or ~~Third Party~~ ~~third party~~ (e.g., visitor to the District) who believes that ~~they have~~ ~~s/he has~~ been subjected to unlawful harassment may seek resolution of ~~the~~ ~~his/her~~ complaint through ~~the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.~~

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) ~~business~~ days of the complaint being received).

The ~~informal and formal~~ procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights ~~and~~/or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is ~~promptly~~ to stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint

procedure is provided as a less formal option for a student, other member of the School District community, or **Third Party who alleges unlawful harassment or retaliation** ~~third party who believes s/he has been unlawfully harassed or retaliated against~~. This informal procedure is not required as a precursor to the filing of a formal complaint. **The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.** ~~and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.~~

The Complainant ~~Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against~~ may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated. ~~However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.~~

As an initial course of action, if **a Complainant feels comfortable and safe in** ~~an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the **Respondent that the alleged harassing** ~~harasser that the~~ conduct is unwelcome and must stop. ~~Such direct communication should not be utilized in circumstances involving sexual violence.~~ The **Complainant** ~~complaining individual~~ should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the **Complainant** ~~individual~~ if requested to do so. **A Complainant** ~~An individual~~ who is uncomfortable or unwilling to **directly approach the Respondent about the alleged inappropriate conduct may file** ~~inform the harasser of his/her complaint is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant ~~individual who believes s/he has been unlawfully harassed~~ may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below ~~on his/her own~~, or appoint another individual to facilitate an informal resolution.

The **Board's** ~~School District's~~ informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the **Complainant** ~~individual claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the **Complainant** ~~individual~~ about how to communicate the unwelcome nature of the behavior to the **Respondent** ~~alleged harasser~~.
- B. Distributing a copy of ~~this~~ **the anti-harassment** policy as a reminder to the individuals in the school building or office where the **Respondent works or attends** ~~individual whose behavior is being questioned works or attends~~.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting **or mediation between the Complainant and the Respondent to work out a mutual resolution** ~~between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence~~.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer ~~/or~~ designee **is directed** ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is Parties who are** dissatisfied with the ~~results of the~~ informal complaint process, **the Complainant** may proceed to file a formal complaint. And, as stated above, **either party** ~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or **the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process** ~~if the individual elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

The Complainant ~~An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant"~~, may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District **employee** ~~official~~. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a **formal** complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District **official** ~~employee~~, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer ~~/designee~~ within two (2) ~~business~~ days.

Throughout the course of the process, the Compliance Officer should keep the parties **reasonably** informed of the status of the investigation and the ~~decision~~ **decision**-making process.

All formal complaints must include the following information to the extent **known it is available**: the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation~~; a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the ~~Respondent~~~~alleged harasser~~. In making such a determination, the Compliance Officer should consult the Complainant to assess ~~whether the individual agrees with~~ ~~his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions ~~deemed~~~~s/he deem~~ appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the Compliance Officer ~~/or a~~ designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. ~~The~~~~(-)A~~ Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the ~~Respondent that a formal~~~~individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant ~~policies and/or~~ administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the ~~formal~~ complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the Compliance Officer ~~/or a~~ designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the ~~Respondent engaged in unlawful harassment/retaliation of the Complainant~~~~Complainant has been subjected to unlawful harassment~~. The Compliance Officer's recommendations must be based upon the totality of the circumstances, ~~including the ages and maturity levels of those involved~~. In determining if discriminatory harassment or

retaliation occurred, a preponderance of evidence standard will be used. ~~[]~~ The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) ~~business~~-days of receiving the report of the Compliance Officer ~~or the~~ designee, the Superintendent must either issue a ~~final~~-written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~final~~-written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~-days. At the conclusion of the additional investigation, the Superintendent must issue a ~~final~~ written decision as described above.

~~[] The decision of the Superintendent shall be final.~~

OR

☒ A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~-days of ~~the party's his/her~~ receipt of the Superintendent's ~~final~~-written decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) ~~business~~-days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each ~~concerned~~-party within ten (10) ~~business~~-days of this meeting. The decision of the Board will be final.

~~[END OF OPTIONS]~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or ~~Third Party~~~~third-party~~ alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

☒ The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The ~~School~~-District will employ all reasonable efforts to protect the rights of the Complainant, the ~~Respondent~~~~individual(s) against whom the complaint is filed~~, and the witnesses as much as

possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. **Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.**

During the course of a formal investigation, the Compliance Officer ~~/or his/her~~ designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that **is learned or provided** ~~s/he learns or that s/he provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment **/retaliation** by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, ~~including the ages and maturity levels of those involved.~~ In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil right law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or the policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.~~

Allegations Constituting Criminal Conduct: ~~Child~~ Student Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a ~~child~~ student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age ~~who~~ has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the proper authorities, which must include protective services; for students under the age of 18 is children's protective services agency, and for students 18 and over is adult protective services agency. See Admin Guideline 1662 for more information. ~~county children's services agency.~~ If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to ~~a county~~ children's protective services agency, adult's protective services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral-reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities** related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or the Respondent** ~~complainants and/or the alleged perpetrators,~~ including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Code of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~[DRAFTING NOTE: The following options should be selected if the district concludes that the~~

~~following items are not adequately encompassed in the preceding paragraphs.}~~

-
- M. ~~() documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~
-
- N. ~~() documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
-
- O. ~~() copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
-
- P. ~~() copies of any notices sent to the Complainant and the Respondent complainant and alleged perpetrator in advance of any interview, meeting, or hearing;~~
-
- Q. ~~() copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent, complainant or the alleged perpetrator.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

Book: Policy Manual

Section: Nondiscrimination/Anti-Harassment Policies Update

Title: ANTI-HARASSMENT

Code: po4362

4362 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, Protected Classes) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.~~

~~For purposes of this policy, School District community means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.~~

~~For purposes of this policy, third parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the ~~Board-office~~ School District is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

~~Pursuant to~~ **For purposes of this policy and consistent with** Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Educational Amendments of 1972,~~ sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of ~~either~~any gender against a person of the same or ~~opposite~~another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, video ~~tapes~~, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably ~~which~~ ~~may~~ embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.

J. **Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.**

K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~

L. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

~~[DRAFTING NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of sexual battery. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.]~~

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit

from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's **disability** ~~disabling condition~~, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)");

~~[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer.]~~

(Name)

Executive Director of Human Resources and Legal Services
(School District Title)

(734) 994-8100 extension 1311
(Telephone Number)

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(Telephone Number)

-
1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

-
bmarcel@washtenawisd.org
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually on the School District's web site (X) and:

- A. (X) in the parent and staff handbooks.
- B. ~~() in the School District Annual Report to the public.~~
- C. ~~() on each individual school's web site.~~
- D. ~~() in the School District's calendar.~~
- E. ~~()~~

The Compliance Officer(s) () is (-X) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular ~~school/work hours~~ business days as described above to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report~~ complaint shall file it with the ~~District's Anti-Harassment~~ Compliance Officer within two (2) days of receiving the report of harassment. ~~at his/her first convenience.~~

Members of the School District community ~~or third parties~~ and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party ~~third party~~ are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the ~~Complainant's~~ complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officer[s] who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide ~~the Principal him/her~~ with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as Anti Harassment Compliance Officers for the District. They are hereinafter referred to as the Compliance Officers.

[NOTE: School Districts are advised to appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. In addition, the Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. () in the parent and staff handbooks.
- B. () in the School District Annual Report to the public.
- C. () on the School District's web site.
- D. () on each individual school's web site.
- E. () in the School District's calendar.
- F. () _____.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with

a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 4362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any ~~Any~~ employee or other member of the School District community or ~~Third Party~~ ~~third party~~ (e.g., visitor to the District) who believes that ~~they have~~ ~~s/he has~~ been subjected to unlawful harassment may seek resolution of ~~the~~ ~~his/her~~ complaint through ~~the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.~~

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) ~~business~~ days of the complaint being received).

The ~~informal and formal~~ procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights ~~and~~ or Equal Employment Opportunity Commission (EEOC).

Informal Complaint Procedure

The goal of the informal complaint procedure is ~~promptly~~ to stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or ~~Third Party who alleges unlawful harassment or retaliation. third party who believes s/he has been unlawfully harassed or retaliated against.~~ This informal procedure is not required as a precursor to the filing of a formal complaint. ~~The informal process is only available in those~~

~~circumstances where the Complainant and the Respondent mutually agree to participate in it, and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.~~

~~The Complainant~~ Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

~~All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated. However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.~~

As an initial course of action, if ~~a Complainant feels comfortable and safe in~~ an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the ~~Respondent that the alleged harassing~~ harasser that the conduct is unwelcome and must stop. ~~Such direct communication should not be utilized in circumstances involving sexual violence.~~ The ~~Complainant~~ complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the ~~Complainant~~ individual if requested to do so. ~~A Complainant~~ An individual who is uncomfortable or unwilling to ~~directly approach the Respondent about the alleged inappropriate conduct may file~~ inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

~~A Complainant~~ individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below ~~on his/her own~~, or appoint another individual to facilitate an informal resolution.

The ~~Board's School District's~~ informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the ~~Complainant~~ individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the ~~Complainant~~ individual about how to communicate the unwelcome nature of the behavior to the ~~Respondent~~ alleged harasser.

- B. Distributing a copy of ~~this~~ the anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends. ~~individual whose behavior is being questioned works or attends.~~
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting ~~or mediation between the Complainant and the Respondent to work out a mutual resolution.~~ ~~between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.~~

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer ~~/or~~ designee ~~is directed~~ will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. ~~If the Complainant is Parties who are~~ dissatisfied with the ~~results of the~~ informal complaint process, ~~the Complainant~~ may proceed to file a formal complaint. And, as stated above, ~~either party~~ parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or ~~the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process.~~ ~~if the individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

~~The Complainant~~ ~~An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the Complainant,~~ may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District ~~employee~~ official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a ~~formal~~ complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District ~~official~~ employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer ~~/~~ designee within two (2) ~~business~~ days.

Throughout the course of the process, the Compliance Officer should keep the parties ~~reasonably~~ informed of the status of the investigation and the ~~decision~~ ~~decision~~-making process.

All formal complaints must include the following information to the extent ~~known~~ it is available: the identity of the ~~Respondent~~ ~~individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation~~; a detailed description of the facts upon which the complaint is based ~~(i.e., when, where, and what occurred)~~; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the

Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the ~~Respondent~~ ~~alleged harasser~~. In making such a determination, the Compliance Officer should consult the Complainant to assess ~~whether the individual agrees with~~ ~~his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions ~~deemed~~ ~~s/he deem~~ appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the Compliance Officer ~~or a~~ designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. ~~The~~ ~~(-)~~ ~~A~~ Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the ~~Respondent that a formal~~ ~~individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the Respondent, that~~ ~~a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant ~~policies and/or~~ administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the ~~formal~~ complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the Compliance Officer ~~or a~~ designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer ~~or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the ~~Respondent engaged in unlawful harassment/retaliation of the Complainant~~ ~~Complainant has been subjected to unlawful harassment~~. The Compliance Officer's recommendations must be based upon the totality of the circumstances, ~~including the ages and maturity levels of those involved~~. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. ~~(-)~~ The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) ~~business~~ days of receiving the report of the Compliance Officer ~~or the~~ designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~final~~ written decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a ~~final~~ written decision as described above.

~~[] The decision of the Superintendent shall be final.~~

OR

[X] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of the ~~party's~~ his/her receipt of the Superintendent's ~~final~~ written decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each ~~concerned~~ party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or Third Party ~~third party~~ alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

[X] The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent ~~individual(s) against whom the complaint is filed~~, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted

by law. Confidentiality, however, cannot be guaranteed. **Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.**

During the course of a formal investigation, the Compliance Officer ~~/or his/her~~ designee will instruct all members of the School District community and Third Parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that **is learned or provided** ~~s/he learns or that s/he provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment **/retaliation** by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil right law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or the policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.~~

Allegations Constituting Criminal Conduct: ~~Child-Student~~ Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a ~~child-student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age-who~~ has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the proper authorities, which must include protective services; for students under the age of 18 is children's protective services agency, and for students 18 and over is adult protective services agency. See Admin Guideline 1662 for more information.~~county-children's services agency.~~ If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a ~~county-children's~~ protective services agency, adult's protective services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- C. any documentation that memorializes the actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities** related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or the Respondent** ~~complainants and/or the alleged perpetrators,~~ including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Code of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

- ~~M. () documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this~~

~~policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~

~~N. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~

~~O. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~

~~P. () copies of any notices sent to the **Complainant and the Respondent** complainant and alleged perpetrator in advance of any interview, **meeting**, or hearing;~~

~~Q. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the **Complainant or the Respondent**. complainant or the alleged perpetrator.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
The Handicappers Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis May 2008

Book: Policy Manual

Section: Nondiscrimination/Anti-Harassment Policies Update - February 2021

Title: Nondiscrimination/Anti-Harassment Policies Update - February 2021 Revised ANTI-HARASSMENT

Code: po5517

Adopted: May 22, 2012

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, Protected Classes) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.~~

~~For purposes of this policy, School District community means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.~~

~~For purposes of this policy, third parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the ~~Board-office~~ School District is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work

environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

~~Pursuant to Title IX of the Educational Amendments of 1972~~ **For purposes of this policy and consistent with** Title VII of the Civil Rights Act of 1964 **and** ~~Title IX of the Educational Amendments of 1972~~, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of ~~any~~**either** gender against a person of the same or ~~another~~**opposite** gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment **under this policy** may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, **activities**, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **profanity**, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, **graffiti**, video ~~tapes~~, **posters**, audio recordings or literature, placed in the work or educational environment, **that may reasonably** ~~which~~ **may** embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. **Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.**
- H. **Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.**

- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. ~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

~~**DRAFTING NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of sexual battery. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**~~

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is

National Origin/Ancstry Harassment

Disability Harassment

Anti-Harassment Compliance Officers

[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s) /ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer.]

1819 S. Wagner Road, Ann Arbor, Michigan 48103

charmonhiggins@washtenawisd.org
(E-mail Address)

bmarcel@washtenawisd.org
(E-mail Address)

E.B. () _____.

The Compliance Officer(s) will be available during regular ~~school/work hours~~ business days as described above to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community ~~along with Third Parties~~ ~~and third parties~~ are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a ~~report~~ ~~complaint~~ shall file it with the ~~District's Anti-Harassment~~ Compliance Officer ~~within two (2) days of receiving the report of harassment. () at his/her first convenience ()~~ ~~within two (2) school days.~~

Members of the School District community ~~and Third Parties~~, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the ~~Complainant's~~ ~~complaining individual's~~ employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officers who shall investigate the allegation in accordance with this policy. ~~If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266.~~ While the Compliance Officer investigates

the allegation, **or the matter is being addressed pursuant to Policy 2266,** the Principal shall suspend **the his/her** Policy 5517.01 investigation to await the Compliance Officer's written report **or the determination of responsibility pursuant to Policy 2266.** The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide **the Principal him/her** with a copy of the resulting written report. **Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.**

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District. They are hereinafter referred to as the Compliance Officers.

[NOTE: School Districts are advised to appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

{Name}

{School District Title}

{Telephone Number}

{Office Address}

{E-mail Address}

{Name}

{School District Title}

{Telephone Number}

{Office Address}

{E-mail Address}

The names, titles, and contact information of these individuals will be published annually:

- A. **{ } in the parent and staff handbooks.**
- B. **{ } in the School District Annual Report to the public.**
- C. **{ } on the School District's web site.**
- D. **{ } on each individual school's web site.**
- E. **{ } in the School District's calendar.**
- F. **{ } _____.**

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident. Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The ~~informal and formal~~ procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to **promptly** stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. **The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.**

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant ~~Students who believe that they have been unlawfully harassed or retaliated~~ may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a **Complainant feels comfortable and safe in** ~~student feels that s/he is being unlawfully harassed and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the **Respondent that the allegedly harassing** ~~harasser that the~~ conduct is unwelcome and must stop. ~~Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual~~ **The Complainant** should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the **Complainant individual** if requested to do so. **A Complainant** ~~An individual~~ who is uncomfortable or unwilling to **directly approach the Respondent about the alleged inappropriate conduct may file** ~~inform the harasser of his/her complaint is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant ~~A student who believes she/he has been unlawfully harassed~~ may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below ~~on his/her own~~, or appoint another individual to facilitate an informal resolution.

The ~~Board's School District's~~ informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the ~~Complainant student claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the ~~Complainant student~~ about how to communicate the unwelcome nature of the behavior to the ~~Respondent alleged harasser~~.
- B. Distributing a copy of ~~this the~~ anti-harassment policy as a reminder to the individuals in the school building or office where the ~~Respondent works or attends individual whose behavior is being questioned works or attends~~.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting ~~or mediation between the Complainant and the Respondent to work out a mutual resolution between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence~~.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer ~~/or~~ designee ~~is directed will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. ~~If the Complainant is Parties who are~~ dissatisfied with the ~~results of the~~ informal complaint process, ~~the Complainant~~ may proceed to file a formal complaint and, as stated above, ~~either party parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or ~~the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, if the student elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

~~The Complainant A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the Complainant~~, may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District ~~official employee~~ who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a ~~formal~~ complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District ~~official employee~~ at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation,

that employee must report such information to the Compliance Officer ~~/or~~ designee within two (2) ~~business~~ days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known it is available: the identity of the Respondent ~~individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation~~; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent ~~alleged harasser~~. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed s/he deem appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the Compliance Officer ~~/or a~~ designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. ~~(-) A~~ The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal ~~individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the Respondent, that~~ a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the Compliance Officer ~~/or a~~ designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the **Respondent engaged in unlawful harassment/retaliation of the Complainant.** ~~Complainant has been subjected to unlawful harassment.~~ The Compliance Officer's recommendations must be based upon the totality of the circumstances, ~~including the ages and maturity levels of those involved.~~ In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. ~~{~~ The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) ~~school~~ days of receiving the report of the Compliance Officer ~~/or the~~ designee, the Superintendent must either issue a **written final** decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) ~~school~~ days. At the conclusion of the additional investigation, the Superintendent shall issue a **final** written decision as described above.

~~{ } The decision of the Superintendent shall be final.~~

-

OR

~~{ [X] }~~ A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of **the** ~~party's his/her~~ receipt of the Superintendent's ~~final~~ decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each ~~concerned~~ party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

[-X] The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the complainant, the ~~Respondent individual(s) against whom the complaint is filed~~, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.~~

During the course of a formal investigation, the Compliance Officer ~~/or his/her~~ designee will instruct all members of the School District community and Third Parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that ~~is learned or provided s/he learns or that s/he provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment ~~/retaliation~~ by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this~~

policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.~~

Allegations Constituting Criminal Conduct: ~~Child-Student~~ Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a ~~child-student~~ to immediately report that knowledge or suspicion to the to the proper authorities~~county children's services agency~~. For students under the age of 18 is children's protective services agency; for students 18 and over is adult protective services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency, adult service agency, or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy.

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities** related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or the Respondent, complainants and/or the alleged perpetrators,** including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Code of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

- ~~N. () documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~
- ~~-~~
- ~~O. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- ~~-~~
- ~~P. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
- ~~-~~
- ~~Q. () copies of any notices sent to the **Complainant and the Respondent** complainant and alleged perpetrator in advance of any interview, **meeting**, or hearing;~~
- ~~-~~
- ~~R. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the **Complainant or the Respondent** complainant or the alleged perpetrator.~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000e et seq.
U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
The Handicappers Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis May 2008

Book: Policy Manual
Title: NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code: po1422
Adopted: New Policy

1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

- The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and **trans**gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, Protected Classes), in its programs and activities, including employment opportunities.

Definitions:

- Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

- Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

- Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

- District Community means students and **Board** District employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

- Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

- Day(s): Unless expressly stated otherwise, the term day or days as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours).

- For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

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District Compliance Officers

- The Board designates the following individuals to serve as the District's Compliance Officers (also known as Civil Rights Coordinators) (hereinafter referred to as the COs).

~~[DRAFTING NOTE: Neola suggests the Board School Districts are advised to appoint both a male and a female CO in order to provide Complainantscomplainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO.]~~

(Name)

Executive Director of Human Resources and Legal Services

(School District Title)

(734) 994-8100 extension 1311

(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103

(Office Address)

charmonhiggins@washtenawisd.org

(E-mail Address)

(Name)

Associate Superintendent

(School District Title)

(734) 994-8100 extension 1300

(Telephone Number)

1819 S. Wagner Road, Ann Arbor, Michigan 48103

(Office Address)

bmarcel@washtenawisd.org

(E-mail Address)

- The names, titles, and contact information of these individuals will be published annually on the School District's web site (X) and:

A. (X) in the staff handbooks.

A. ~~() in the School District Annual Report to the public.~~

-

B. ~~() on the School District's web site.~~

-

C. ~~() on each individual school's web site.~~

-

D. ~~() in the School District's calendar.~~

-

E. ~~() _____.~~

-
The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, **Title IX of the Education Amendment Act of 1972**, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. ~~() Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. [END OF OPTIONS] A copy of each of the Acts and regulations on which this notice is based~~ **on is available upon request from the CO.** ~~based may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

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Employees are **required to** ~~encouraged to promptly~~ report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the ~~Board~~ District may address the conduct. ~~Any administrator, supervisor, or other District-level employee or official who receives such a report~~ **complaint** shall file it with the CO ~~() at his/her first convenience () within two (2) school days.~~ All members of the School District community must report incidents of discrimination/retaliation that are reported to them, or have knowledge of, to the CO within two (2) ~~business~~ days of learning of the incident/conduct.

-
Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the **Complainant's** ~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

-
The COs will be available during regular ~~school/work hours~~ business days as defined above to discuss concerns related to unlawful discrimination/retaliation. COs shall accept **reports** ~~complaints~~ of unlawful discrimination/retaliation directly from any member of the School District community or a **Third Party,** ~~or received reports that are initially filed with another Board District employee, visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an~~

~~informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation).~~ Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to ~~the Complainant and the Respondent.~~ ~~any person who files a complaint.~~ In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

- Any ~~Board~~ District employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any ~~Board~~ District employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other ~~Board~~ District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the ~~Complainant employee~~ within two (2) ~~business~~ days to advise ~~him/her~~ of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

- Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of ~~the his/her~~ complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims ~~of~~ discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

- Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

- The procedures set forth in this policy are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission (EEOC).

Informal Complaint Procedure

- The goal of the informal complaint procedure is to promptly stop ~~stop quickly~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. ~~believes s/he has been unlawfully discriminated or retaliated against.~~ This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually ~~parties (the~~

~~alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination)~~ agree to participate in it.

~~The Complainant~~ ~~Employees who believe that they have been unlawfully discriminated/retaliated against~~ may proceed immediately to the formal complaint process, and ~~the Respondent and CO's~~ individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community ~~and against~~ a student will be formally investigated.

- As an initial course of action, if ~~a Complainant feels comfortable and safe~~ ~~an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the ~~Respondent that person who engaged in~~ the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The ~~Complainant~~ ~~complaining individual~~ should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel ~~the Complainant~~ ~~individuals~~ when taking this initial step or to intervene on behalf of the individual if requested to do so. ~~A Complainant~~ ~~An individual~~ who is uncomfortable or unwilling to ~~directly approach the Respondent about the inappropriate conduct may file~~ ~~inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (~~e.g., sex discrimination~~), ~~such as sexual discrimination~~, the CO may advise against the use of the informal complaint process.

- ~~An individual who believes s/he has been unlawfully discriminated/retaliated against~~ ~~A Complainant who alleges unlawful discrimination/retaliation~~ may make an informal complaint, either orally or in writing: (1) to an administrator; (2) directly to one of the COs; and/or (3) to the Superintendent.

- All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

- The School District's informal complaint procedure is designed to provide ~~the Complainant~~ ~~employees who believe they are being unlawfully discriminated/retaliated against~~ with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the ~~Complainant~~ ~~individual claiming unlawful discrimination/retaliation~~, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the ~~Complainant~~ ~~individual~~ about how to communicate ~~his/her~~ concerns to the ~~Respondent~~ ~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~
- B. Distributing a copy of Policy 1422 – Non-Discrimination ~~and Equal Employment Opportunity as a reminder~~ to the individuals in the school building or office where the ~~Respondent~~ ~~individual whose behavior is being questioned~~ works.
- C. If both parties agree, the CO may arrange and facilitate a meeting ~~or mediation between the Complainant and the Respondent to work out a mutual resolution.~~ ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

- While there are no set time limits within which an informal complaint must be resolved, the CO or designee ~~is directed will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. ~~If the Complainant is Parties who are~~ dissatisfied with ~~the results of~~ the informal complaint process, ~~the Complainant~~ may proceed to file a formal complaint and, as stated above, ~~either party parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

- If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if ~~the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s)~~ ~~determines the allegations are not appropriate for resolution through the informal process, individual~~ ~~elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

- ~~A Complainant~~ ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the Complainant),~~ may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District ~~official-level~~ ~~employee~~. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a ~~formal~~ complaint within thirty (30) ~~calendar~~ days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District ~~official-level employee~~, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/~~designee~~ within two (2) ~~business~~ days.

- Throughout the course of the process, the CO should keep the parties ~~reasonably~~ informed of the status of the investigation and the decision-making process.

- All formal complaints must include the following information to the extent ~~known it is available:~~ the identity of the ~~Respondent individual believed to have engaged in, or be engaging in, the~~ ~~discriminatory/retaliatory conduct;~~ a detailed description of the facts upon which the complaint is based ~~(i.e., when, where, and what occurred)~~; a list of potential witnesses; and the resolution sought by the Complainant.

- If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

- Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the ~~Respondent.~~ ~~person who allegedly engaged in the misconduct.~~ In making such a determination, the CO should consult the Complainant to assess ~~whether the individual agrees with his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions ~~deemed s/he deems~~ appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

- Simultaneously, the CO will inform the ~~Respondent that a formal individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the Respondent), that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 - Non-Discrimination **and Equal Employment Opportunity**. The Respondent must also be informed of the opportunity to submit a written response to the ~~formal~~ complaint within five (5) ~~business~~ days.

- Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

- At the conclusion of the investigation, the CO ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the **Respondent has engaged in unlawful harassment/retaliation of the Complainant. Complainant has been subjected to unlawful discrimination/retaliation.** The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. ~~(-)~~ The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

- Absent extenuating circumstances, within five (5) ~~business~~ days of receiving the report of the CO or the designee, the Superintendent must either issue a ~~written~~ **final** decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

- If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

- If the Superintendent determines the **Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent** ~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and

prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

~~[] The decision of the Superintendent shall be final.~~

OR

[X] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of ~~the~~ party's ~~his/her~~ receipt of the Superintendent's ~~final~~ decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

~~[END OF OPTIONS]~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

[X] The ~~parties~~ **Complainant** may be represented, at ~~their~~ ~~his/her~~ own cost, at any of the above-described meetings/hearings.

~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. **Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).**

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as

part of an investigation is expected ~~not to~~ to not-disclose to ~~third parties~~ any information that ~~is learned or provided~~ ~~s/he learns and/or provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination **/retaliation** by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

- In support of this policy, the ~~Board~~ District promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or -designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

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- C. any documentation that memorializes the actions taken by District personnel **or individuals contracted or appointed by the Board to fulfill its responsibilities** related to the investigation and/or the District's response to the alleged violation of this policy;
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- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
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- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a

result of a violation of this policy;

-
- J. documentation of any **supportive** ~~interim~~ measures offered and/or provided to **the Complainant and/or Respondent**, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
-
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
-
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Codes of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
-
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]

-
- N. ~~()~~ documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
-
- O. ~~()~~ documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
-
- A. ~~()~~ copies of any notices sent to the alleged **Respondent** ~~perpetrator/responding party~~ of the allegations constituting a potential violation of this policy;
-
- B. ~~()~~ copies of any notices sent to the **Complainant and the Respondent in advance of any interview, meeting, or hearing**;
-
- C. ~~()~~ copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the **Complainant or the Respondent**, ~~complainant or the alleged perpetrator~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

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42 U.S.C. 2000e et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635

_Book: Policy Manual
Title: NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code: po3122
Adopted: August 21, 2012

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and ~~trans~~gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and ~~Board~~ District employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the ~~Board-office~~ School District is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

~~[DRAFTING NOTE: Neola suggests the Board School Districts are advised to appoint both a male and a female CO in order to provide Complainants complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO.]~~

(Name)

Executive Director of Human Resources and Legal Services
(School District Title)

-
(734) 994-8100 extension 1311
(Telephone Number)

-
1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

-
charmonhiggins@washtenawisd.org
(E-mail Address)

(Name)

Associate Superintendent
(School District Title)

-
(734) 994-8100 extension 1300
(Telephone Number)

-
1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

-
bmarcel@washtenawisd.org
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually on the School District's web site (x) and:

- A. ☒ in the staff handbooks.
- B. ~~☐ in the School District Annual Report to the public.~~
- C. ~~☐ on the School District's web site.~~
- D. ~~☐ on each individual school's web site.~~
- E. ~~☐ in the School District's calendar.~~
- F. ~~☐ _____.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972~~, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. ~~☐ Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. [END OF OPTIONS]~~ A copy of each of the Acts and regulations on which this notice is based is available upon request from the CO. ~~based may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to ~~encouraged to promptly~~ report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. ~~Any administrator, supervisor, or other District-level employee or official who receives such a report/complaint shall file it with the CO ☐ at his/her first convenience ☐ within two (2) school days.~~ All members of the School District community must report incidents of discrimination/retaliation that are reported to them, or have knowledge of, to the CO within two (2) business days of learning of the incident/conduct.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's ~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular ~~school/work hours~~ business days as defined above to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports/complaints of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board-District employee ~~visitor to the District,~~

~~or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation).~~ Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent, ~~any person who files a complaint.~~ In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. ~~All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.~~

Any Board-District employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) ~~business~~ days. Additionally, any Board-District employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board-District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant ~~employee~~ within two (2) ~~business~~ days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the ~~his/her~~ complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) ~~business~~ days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop ~~stop quickly~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation ~~believes s/he has been unlawfully discriminated or retaliated against.~~ This informal

procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the **Complainant and the Respondent mutually agree to participate in the informal process** parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

The Complainant Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who **participate in seek resolution through** the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community **and against** a student will be formally investigated.

As an initial course of action, if **a Complainant feels comfortable and safe** an individual feels that s/he is **being unlawfully discriminated/retaliated against and s/he is able and feels safe** doing so, the individual should tell or otherwise inform the **Respondent that person who engaged in** the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The **Complainant complaining individual** should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel **the Complainant individuals** when taking this initial step or to intervene on behalf of the individual if requested to do so. **A Complainant An individual** who is uncomfortable or unwilling to **directly approach the Respondent about the inappropriate conduct may file** **inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing** an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination **(e.g., sex discrimination), such as sexual discrimination,** the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide **the Complainant employees who believe they are being unlawfully discriminated/retaliated against** with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the **Complainant individual claiming unlawful discrimination/retaliation,** informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the **Complainant individual** about how to communicate **his/her** concerns to the **Respondent person who allegedly engaged in the discriminatory/retaliatory behavior.**
- B. Distributing a copy of Policy 3122 – Non-Discrimination **and Equal Employment Opportunity as a reminder** to the individuals in the school building or office where the **Respondent individual whose behavior is being questioned** works.

- C. If both parties agree, the CO may arrange and facilitate a meeting **or mediation between the Complainant and the Respondent to work out a mutual resolution.** ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee **is directed** ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is** ~~Parties who are~~ dissatisfied with ~~the results of~~ the informal complaint process, **the Complainant** may proceed to file a formal complaint and, as stated above, **either party** ~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the **Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process,** ~~individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

A Complainant ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"),~~ may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District **official-level employee.** Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a **formal** complaint within thirty (30) ~~calendar~~ days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District **official-level employee,** either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO **/designee** within two (2) ~~business~~ days.

Throughout the course of the process, the CO should keep the parties **reasonably** informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent **known it is available:** the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct;~~ a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the **Respondent.** ~~person who allegedly engaged in the misconduct.~~ In making such a determination, the CO should

consult the Complainant to assess ~~whether the individual agrees with~~ ~~his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions ~~deemed~~ ~~s/he deems~~ appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the ~~Respondent that a formal~~ ~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that~~ a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Non- Discrimination ~~and Equal Employment Opportunity~~. The Respondent must also be informed of the opportunity to submit a written response to the ~~formal~~ complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the ~~Respondent has engaged in unlawful harassment/retaliation of the Complainant. Complainant has been subjected to unlawful discrimination/retaliation.~~ The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. ~~(-)~~ The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) ~~business~~ days of receiving the report of the CO or the designee, the Superintendent must either issue a ~~written~~ ~~final~~ decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent ~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

~~[] The decision of the Superintendent shall be final.~~

-

OR

[x] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of the party's ~~his/her~~ receipt of the Superintendent's ~~final~~ decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

~~[x] The parties may be represented, at their own cost, at any of the above-described meetings/hearings.~~

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies. ~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).~~

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected ~~not to~~ to not disclose to third parties any information that is learned or provided ~~s/he learns and/or provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination /retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed,~~

~~aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or Respondent**, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Codes of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]

- ~~M. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- ~~N. () copies of any notices sent to the alleged **Respondent perpetrator/responding party** of the allegations constituting a potential violation of this policy;~~
- ~~O. () **copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**~~
- ~~P. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the **Complainant or the Respondent, complainant or the alleged perpetrator**~~

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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29 C.F.R. Part 1635

Book: Policy Manual

Section: Nondiscrimination/
Anti-Harassment Policies Update - February 2021

Title: NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Code: po4122

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and ~~trans~~gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and ~~Board~~ District employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the ~~Board-office~~ School District is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for

training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

~~[DRAFTING NOTE: Neola suggests the Board School Districts are advised to appoint both a male and a female CO in order to provide Complainants complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO.]~~

(Name)

Executive Director of Human Resources and Legal Services
(School District Title)

-
(734) 994-8100 extension 1311
(Telephone Number)

-
1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

-
charmonhiggins@washtenawisd.org
(E-mail Address)

(Name)

Associate Superintendent
(School District Title)

-
(734) 994-8100 extension 1300
(Telephone Number)

-
1819 S. Wagner Road, Ann Arbor, Michigan 48103
(Office Address)

-
bmarcel@washtenawisd.org
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually on the School District's web site (-X) and:

A. ~~(X)~~ in the staff handbooks.

~~(-) in the School District Annual Report to the public.~~

~~(-) on the School District's web site.~~

B. ~~(-) on each individual school's web site.~~

~~(-) in the School District's calendar.~~

C. ~~(-) _____.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. () Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. ~~[END OF OPTIONS]~~ A copy of each of the Acts and regulations on which this notice is based is available upon request from the CO. ~~based may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to ~~encouraged to promptly~~ report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. ~~Any administrator, supervisor, or other District-level employee or official who receives such a report/complaint shall file it with the CO (-) at his/her first convenience (-) within two (2) school days.~~ All members of the School District community must report incidents of discrimination/retaliation that are reported to them, or have knowledge of, to the CO within two (2) business days of learning of the incident/conduct.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's ~~complain~~ing individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular ~~school/work hours~~ business days as defined above to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports ~~complaints~~ of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, ~~or received reports that are initially filed with another Board-District employee visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation),~~ Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent ~~any person who files a complaint.~~ In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) ~~business~~ days of learning of the incident/conduct.

Any ~~Board District~~ employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any ~~Board-District~~ employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other ~~Board-District~~ employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant ~~employee~~ within two (2) ~~business~~ days to advise him/her of the ~~Board's District's~~ intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the ~~his/her~~ complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to ~~promptly stop~~ ~~stop quickly~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who ~~alleges unlawful discrimination or retaliation~~ ~~believes s/he has been unlawfully discriminated or retaliated against~~. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the ~~Complainant and the Respondent mutually~~ ~~parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination)~~ agree to participate in it.

~~The Complainant~~ ~~Employees who believe that they have been unlawfully discriminated/retaliated against~~ may proceed immediately to the formal complaint process and individuals who ~~participate in~~ ~~seek resolution through~~ the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community ~~and against~~ a student will be formally investigated.

As an initial course of action, if ~~a Complainant feels comfortable and safe~~ ~~an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the ~~Respondent that~~ ~~person who engaged in~~ the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The ~~Complainant~~ ~~complaining individual~~ should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel ~~the Complainant~~ ~~individuals~~ when taking this initial step or to intervene on behalf of the individual if requested to do so. ~~A Complainant~~ ~~An individual~~ who is uncomfortable or unwilling to ~~directly approach the Respondent about the inappropriate conduct~~ ~~may file~~ ~~inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination ~~(e.g., sex discrimination), such as sexual discrimination~~, the CO may advise against the use of the informal complaint process.

~~An individual who believes s/he has been unlawfully discriminated/retaliated against~~ ~~A Complainant who alleges unlawful discrimination/retaliation~~ may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide ~~the Complainant~~ ~~employees who believe they are being unlawfully discriminated/retaliated against~~ with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint

and the wishes of the **Complainant**, ~~individual claiming unlawful discrimination/retaliation,~~ informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the **Complainant** ~~individual~~ about how to communicate ~~his/her~~ concerns to the **Respondent**, ~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~
- B. Distributing a copy of Policy 4122 – Non-Discrimination **and Equal Employment Opportunity** ~~as a reminder~~ to the individuals in the school building or office where the **Respondent** ~~individual whose behavior is being questioned~~ works.
- C. If both parties agree, the CO may arrange and facilitate a meeting **or mediation between the Complainant and the Respondent to work out a mutual resolution.** ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee ~~is directed will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) ~~business~~ days of receiving the informal complaint. **If the Complainant is** ~~Parties who are~~ dissatisfied with ~~the results of~~ the informal complaint process, **the Complainant** may proceed to file a formal complaint and, as stated above, **either party** ~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the **Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process,** ~~individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

A Complainant ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"),~~ may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District **official level employee**. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a **formal** complaint within thirty (30) ~~calendar~~ days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District **official level employee**, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO **/designee** within two (2) ~~business~~ days.

Throughout the course of the process, the CO should keep the parties **reasonably** informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent **known it is available**: the identity of the **Respondent** ~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the **Respondent.** ~~person who allegedly engaged in the misconduct.~~ In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with** ~~his/her agreement to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions ~~deemed~~**s/he deems** appropriate in consultation with the Superintendent.

Within two (2) ~~business~~ days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the **Respondent that a formal** ~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that~~ a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4122 - Non- Discrimination **and Equal Employment Opportunity.** The Respondent must also be informed of the opportunity to submit a written response to the **formal** complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) ~~business~~ days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO ~~/or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the **Respondent has engaged in unlawful harassment/retaliation of the Complainant.** ~~Complainant has been subjected to unlawful discrimination/retaliation.~~ The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. ~~(-)~~ The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) ~~business~~ days of receiving the report of the CO or the designee, the Superintendent must either issue a ~~written~~ **final** decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the **Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent** ~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, and effective, and tailored to the specific situation.

~~[] The decision of the Superintendent shall be final.~~

OR

~~[]~~ **[X]** A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of **the party's** ~~his/her~~ receipt of the Superintendent's ~~final~~ decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of this meeting. The decision of the Board will be final.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

[X] The ~~parties~~ **Complainant** may be represented, at ~~their~~ **his/her** own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies. ~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).~~

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected ~~not to~~ to not disclose to third parties any information that is learned or provided ~~s/he learns and/or provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination /retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy.

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any **supportive interim** measures offered and/or provided to **the Complainant and/or Respondent** ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student **Codes of Conduct** and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

~~**[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]**~~

- N. ~~(**)** documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**~~

- Q. ~~()~~ documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
-
- P. ~~()~~ copies of any notices sent to the alleged **Respondent perpetrator/responding party** of the allegations constituting a potential violation of this policy;
-
- Q. ~~()~~ **copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**
-
- R. ~~()~~ copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the **Complainant or the Respondent. complainant or the alleged perpetrator**

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635



DATE: March 26, 2024

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

FROM: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services

RE: **WISD Board Meeting - Closed Session (#24-001)**

A closed session is requested in compliance with MCL 15.268(1)(f); the individual at issue has requested the session be closed.

cc: File



DATE: March 26, 2024

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

FROM: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services

RE: **WISD Board Meeting - Closed Session (#24-002)**

A closed session is requested in compliance with MCL 15.268(1)(a) and MCL 15.268(1)(f); the individual at issue has requested the session be closed.

cc: File

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Shannon Novara, Program Manager and
Holly Heaviland, Executive Director, Community & School Partnerships

DATE: March 19, 2024

SUBJECT: Care Solace Contract

We recommend that the WISD Board of Education authorize the approval of this contract with Care Solace, Inc. to provide mental health care coordination and referral services to available mental health service providers for WISD's and local districts' students, families, and staff. The contract will be in effect from April 1, 2024-June 30, 2025, at a cost not to exceed \$162,233.

Care Solace, Inc. is a national company that provides mental health care coordination and referral services via a branded website for each of our participating districts. With parent permission, district staff can request a "Care Companion" contact a family to connect them with a mental health service provider who can see them within three weeks. Families can also self-refer to the service anonymously if they prefer. Care Companions match families with providers based on their preferences, including insurance, location, gender, specialty, etc., and initiate a "Warm Handoff" to that provider. Care Solace services help make mental health care available and accessible to all families.

This agreement will include services for WISD, as well as the following local districts that chose to participate: Ann Arbor Public Schools, Chelsea School District, Dexter Community Schools, Lincoln Consolidated Schools, Milan Area Schools, and Saline Area Schools. WISD will use Section 31aa funds to cover the cost of these services.

CC: Sarah Hierman, Coordinator, Grants and Special Projects

SERVICE AGREEMENT

This Service Agreement (the “Agreement”) is dated as of the date of the last signature below between Washtenaw Intermediate School District, a Michigan Intermediate School District, organized and operating under the Revised School Code, MCL 380.1, et seq., as amended (hereinafter “**WISD**”), and Care Solace, Inc., a Delaware corporation (hereinafter “**Care Solace**”). WISD and Care Solace may be referred to individually as “**Party**,” or collectively as “**Parties**.”

RECITALS

WHEREAS, Care Solace provides a web-based navigation system to assist its school district clients and the districts’ students and parents in locating and connecting with mental health treatment providers (hereinafter the “**Services**”), and agrees to provide the Services to WISD member districts identified in **Appendix A** hereto (hereinafter, “**WISD Districts**”) on the terms and conditions set forth in this Agreement; and

WHEREAS, WISD is an Intermediate School District created by the Michigan legislature for the primary purposes of providing constituent K-12 school districts with cooperative, coordinated administrative and instructional services.

WHEREAS, WISD desires for Care Solace to assist WISD Districts in connecting their students and families with mental health treatment providers.

TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Scope of Services

1. Care Solace shall provide the Services as follows:

1.1 Care Solace owns and operates a website located at the URL caresolace.org which provides information related to mental health treatment providers (hereinafter the “**Main Site**”). As part of this Agreement, Care Solace will manage and operate a version of the Main Site that is branded with each WISD District’s name (hereinafter the “**Branded Site**”). Care Solace will take all reasonable steps to ensure the BrandedSite is live April 2024. Care Solace will provide access to the Branded Site to users authorized by WISD Districts, including WISD Districts' staff, students, and parents (hereinafter the “**Authorized Users**”), on a Software-as-a-Service (“**SaaS**”) basis pursuant to the terms and conditions set forth in Paragraphs 26-34, *infra*.

1.2 Care Solace shall facilitate a process called the “**Warm Handoff®**,” whereby WISD Districts' staff or third-party contractors, consultants, or other parties to whom WISD Districts have outsourced institutional services (hereinafter “**Independent Contractors**”) designated as school officials pursuant to 34 CFR § 99.31(a)(1)(i)(B), upon obtaining consent from a student’s parent or guardian, or the student if 18 years or older, provide Care Solace with contact information of a student or family in need of mental health treatment providers (hereinafter the “**Treatment**

Providers”). The family contact shall be a parent, legal guardian, or other adult primary contact as directed by WISD Districts. Care Solace will then work directly with the primary contact to connect the student to Treatment Providers.

1.3 In addition to providing Authorized Users with access to the BrandedSite, Care Solace will also provide Authorized Users with telephone and email access to a Care Companion™. The Care Companions are care coordinators with experience in customer service, trained to navigate the mental health system and health insurance. The Care Companions are not licensed mental health professionals and do not diagnose, assess or evaluate. No provider-patient relationship is formed by provision of services by a Care Companion to an Authorized User. The Care Companions are not a crisis response team. The Care Companions are available to work directly with students and families to connect them with Treatment Providers. Care Companions are available 24 hours per day, 7 days per week.

1.4 Care Solace connects Authorized Users with Treatment Providers based on criteria such as geographic proximity, whether the provider accepts the Authorized User’s insurance, and whether the provider is accepting new patients. Care Solace will use reasonable efforts to have each Treatment Provider it refers to Authorized Users reviewed through Care Solace’s verification process. The information available on Treatment Providers through the verification process may vary significantly.

1.5 Care Solace (and anyone providing Services under this Agreement) shall provide the Services to WISD Districts as an independent contractor, shall have no employment relationship with WISD or any of the WISD Districts arising out of this Agreement, and shall not be eligible for any compensation or benefit other than those itemized in this Agreement. Neither Care Solace's employees, personnel, subcontractors nor its agents are, or shall be deemed, WISD or WISD Districts’ employees.

1.6 Notwithstanding the above, Care Solace reserves the right to withhold the Services from any specific WISD District until such time that the specific WISD District has executed an Acceptance of Services in the form set forth in **Appendix B** with Care Solace and agrees in writing to be bound by this Agreement as if a direct signatory hereto.

1.7 Care Solace, WISD, and WISD Districts agree that each WISD District shall be treated as a “Party” for the purposes of determining its rights and obligations under this Agreement, including but not limited to with regard to the Arbitration Agreement (as defined in Paragraph 42, *infra*), as evidenced by WISD signature below and WISD Districts’ signatures each on an Acceptance of Services agreement.

Care Solace is Not a Treatment Provider

2. Care Solace is not a mental health treatment provider or a provider network, and does not provide mental health treatment or other health care treatment to Authorized Users. Rather, Care Solace acts solely as a care coordinator by connecting Authorized Users to Treatment Providers. Care Solace does not represent, warrant or guarantee that Treatment Providers are of a particular quality. Care Solace shall not be liable for the quality of care provided by Treatment Providers.

Implementation Process

3. Care Solace will provide an onsite or virtual walk-through of the Services to WISD District representatives

designated by WISD Districts in order to demonstrate the features and functionality of the Services.

4. Care Solace will conduct initial on-boarding training sessions with staff designated by each WISD District in order to explain and demonstrate the Services. Care Solace will coordinate with each WISD District to arrange for on-boarding and training sessions on an individual basis and will provide on-boarding training as needed to any person at the WISD Districts who replaces a position for the duration of the Agreement.

5. Care Solace will provide training and on-going support concerning the use and functionality of the Services to key stakeholders of WISD Districts as requested by WISD Districts. Key stakeholders may include, but are not limited to: WISD Districts' mental health teams, psychologists, counselors, assistant principals, principals, human resources staff, district leadership, and parent-teacher associations.

6. Care Solace will assist in providing access to the Branded Site on WISD Districts' websites as well as individual school websites, as requested by WISD Districts.

7. Care Solace will provide backpack mailer templates and email/text templates for WISD Districts to deliver to students and parents quarterly, or four times per year, to remind them of the Services and provide the URL for the Branded Site.

8. Each WISD District shall designate one of its employees as its principal contact for communicating with Care Solace regarding technical issues in the provision of the Services, and shall notify Care Solace of such designation in writing within fifteen (15) days of the execution of an Acceptance of Services by such WISD District. WISD and WISD Districts may change their principal contacts from time to time by providing written notice to Care Solace pursuant to Paragraph 54, *infra*.

Term of Agreement and Fees

9. This Agreement shall be effective as of April 1, 2024 (hereinafter the “**Effective Date**”).

10. The initial term of this Agreement (hereinafter the “**Initial Term**”) will begin on April 1, 2024, and continue through June 30, 2025 for all WISD Districts, unless otherwise set forth in Paragraph 10.1, *infra*, with respect to a specific WISD District. This Agreement will renew automatically for one-year terms (hereinafter, “**Renewal Term**”) on July 1st of each year following the Initial Term (hereinafter the “**Renewal Date**”), unless either Party provides the other Party with at least sixty (60) days prior written notice, pursuant to Paragraph 54, *infra*, to terminate this Agreement effect at the end of the existing term. The maximum term of this Agreement is five (5) years.

10.1 Notwithstanding anything to the contrary in Paragraph 10, *supra*, for purposes of only the following WISD District with an existing direct Service Agreement with Care Solace, the following extension of such WISD District’s existing term (“**Extension Term**”) shall apply under this Agreement, to which the fees in Paragraph 11.1, *infra*, shall apply:

Dexter Community Schools

Service Agreement dated November 20, 2023, with a current term through June 30, 2024

Extension Term: July 1, 2024, through June 30, 2025

11. In exchange for the Services contemplated under this Agreement, WISD will compensate Care Solace as follows:

11.1. For the Initial Term, April 1, 2024 to June 30, 2025, WISD will pay \$162,233 to Care Solace as follows (based on a student enrollment as identified in Appendix A):

\$32,447 to be invoiced upon execution of this Agreement

\$129,786 to be invoiced on or around July 1, 2024

For each Renewal Term, WISD will pay \$129,786 to Care Solace on or around the respective Renewal Date.

11.2 WISD may add additional school districts and/or school site to this Agreement between April 1, 2024, and June 30, 2025, at a pro-rated rate for the remainder of the Initial Term of this Agreement.

11.3 In the event that WISD wishes to add additional school districts or school sites to this Agreement, the Parties agree to execute an addendum to this Agreement identifying additional school sites/districts, enrollment numbers, and pro-rated cost for each additional school site or district, and that each such district or school site shall execute an Acceptance of Services. WISD agrees to pay Care Solace the pro-rated cost for each additional school site or district added by addendum within thirty (30) days after receipt of an invoice for such additional school sites or districts.

12. The fees set forth in Paragraph 11, *supra*, shall be earned by Care Solace when paid and shall not be subject to a prorated refund in the event of a termination without cause by WISD of this Agreement prior to the end of the Initial Term or any Renewal Term.

12.1 Payment Terms. WISD agrees to pay the amounts set forth in Paragraph 11, *supra*, within thirty (30) calendar days of receipt of an invoice. If Care Solace does not receive payment in full on an invoice within thirty (30) days, a finance charge on the unpaid amount of any invoice will be charged at a rate of 3.75% annually, beginning thirty (30) days after WISD receives the invoice. Payments by WISD will thereafter be applied first to accrued interest and then to the principal unpaid balance. WISD agrees to pay all costs, including reasonable attorneys' fees, incurred by Care Solace in the collection of any delinquent accounts. For the purposes of this Paragraph 12.1, an invoice shall be deemed to be received upon delivery, if delivered personally or by email, or three (3) days after mailing by U.S. mail.

13. To ensure continuity of the Services, Care Solace will continue to provide the Services for a grace period of ninety (90) days after expiration of the Initial Term or any Renewal Term to allow for negotiation of a subsequent Renewal Term or new Agreement. During this grace period, all terms of the Agreement shall remain in full force and effect, and any Renewal Term or new Agreement beginning after this grace period shall be retroactive to the expiration date.

14. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (United States Dollars).

Termination of Agreement

15. WISD may terminate an Initial Term or a Renewal Term without cause pursuant to this Agreement at any time after providing Care Solace with sixty (60) days written notice, pursuant to Paragraph 54, *infra*. In the event of termination without cause of an Initial Term or a Renewal Term by WISD pursuant to this paragraph, the fees paid by WISD shall not be subject to a prorated refund.

16. In the event that Care Solace determines, in its sole and absolute discretion, to cease to offer the Services to new clients and to discontinue support of the Services for existing clients, Care Solace may terminate without cause an Initial Term or a Renewal Term pursuant to this Agreement by providing WISD with sixty (60) days written notice pursuant to Paragraph 54, *infra*. In the event of termination without cause of an Initial Term or a Renewal Term by Care Solace pursuant to this paragraph, the fees paid by WISD shall be subject to a prorated refund which Care Solace shall remit to WISD within thirty (30) days after termination.

16.1 In the event of termination of this Agreement without cause by Care Solace pursuant to Paragraph 16, WISD shall be primarily responsible for communicating such termination to WISD Districts. Care Solace shall reasonably cooperate with WISD to assist WISD in communicating such termination without cause to WISD Districts.

17. If either Party fails to comply with any of the material terms and conditions of this Agreement, including, without limitation, the payment of any fee to Care Solace, the non-breaching Party may terminate this Agreement with cause upon thirty (30) days written notice to the breaching Party specifying the breach(es). Upon receiving written notice of a specified breach, the breaching Party shall have a thirty (30) day cure period to remedy the specified breaches. The written notice must be provided in accordance with Paragraph 54, *infra*.

17.1. Only in the event that a Party fails to remedy a specified breach within the thirty (30) day cure period shall such a breach be considered a "Dispute" subject to the dispute resolution provisions set forth in Paragraphs 42-50, *infra*.

17.2. The written notice to a breaching Party specifying any breach(es) of the material terms of this Agreement and the thirty (30) day cure period set forth in this Paragraph 17 are conditions precedent to any Party's ability to provide the other Party with notice of a Dispute under Paragraph 43, *infra*.

Data and Information Privacy

18. Care Solace and WISD and WISD Districts each agree to comply with all data privacy laws and requirements, state and federal, to which they are each subject, which may include, without limitation, the Children's Online Privacy Protection Act, 15 U.S.C. §§ 6501-6506 (hereinafter "**COPPA**"), the Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h, and The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (hereinafter, "**FERPA**"). Care Solace shall also abide by WISD policies applicable to student privacy, specifically Policy 8330.

19. The Branded Site will include links to a privacy policy and terms of use which will comply with applicable law.

20. In order to ensure compliance and that Care Solace is able to perform the Services, WISD and each WISD District identified in Appendix A designates Care Solace a school official with legitimate educational purpose pursuant to 34

CFR § 99.31(a)(1)(i)(B) for the limited purposes of providing the Services.

21. The Parties expressly understand and agree that: (1) the Services are an institutional service or function that would otherwise be performed by employees of WISD Districts, such as counselors or principals; (2) Care Solace is under the direct control of WISD Districts with respect to the use and maintenance of “education records,” as that term is defined at 34 CFR § 99.3; (3) Care Solace shall comply with the obligations imposed by 34 CFR § 99.33(a) regarding the redisclosure of any information relating to students and families obtained in providing the Services; (4) WISD and WISD Districts have determined that Care Solace has legitimate educational interests in any education records provided to it; and (5) WISD Districts have provided parents and eligible students with the annual notice required by 34 C.F.R §99.7(a)(3)(iii) regarding its criteria for determining who is a school official and what constitutes a legitimate educational interest in education records.

21.1 Except as otherwise stated in this Agreement or permitted by law, Care Solace will not disclose any student information without prior written consent of the student’s parent/guardian or eligible student. Care Solace may, however, redisclose student information to the same extent any other school official would be permitted to disclose the information pursuant to FERPA and other state and federal laws that apply to local educational agencies. If Care Solace rediscloses personally identifiable information without the express authorization of a parent/guardian or eligible student, Care Solace must notify the building principal of the redisclosure and must, in consultation with the building principal, take steps required by state and federal law to document to whom the information was disclosed and the purpose for the redisclosure.

22. WISD and WISD Districts represent and warrant that any Independent Contractor that is provided with access to the Warm Handoff or is otherwise responsible for transmitting directory information or education records to Care Solace has also been designated as a school official pursuant to 34 CFR § 99.31(a)(1)(i)(B) and that each WISD District has provided parents and eligible students with the annual notice required by 34 C.F.R §99.7(a)(3)(iii).

23. Care Solace reserves the right to internally monitor each WISD District's and Authorized Users’ usage of the Branded Site and Services.

24. Care Solace will provide access to WISD Districts to the following non-personally identifiable information collected from Authorized Users: number of visitors, matches, and phone appointments. If a WISD District desires to obtain personally identifiable information from Care Solace related to a particular Authorized User’s use of the Services, such WISD District shall obtain and deliver to Care Solace a duly executed written authorization from the Authorized User, or their legal guardian if applicable, in a form that complies with applicable law.

25. Care Solace shall ensure that: (i) all data and information provided by WISD or WISD Districts is stored on files that are separate from those of other Care Solace clients, or (ii) all files containing data and information provided by WISD or WISD Districts are partitioned from the information and data provided by other clients sufficient to protect the security and privacy of such information and data.

Software-as-a-Service

26. Care Solace grants each WISD District a non-exclusive, non-transferable, limited, revocable and royalty-free license to provide a hypertext reference link (hereinafter the "**Link**") to the initial, top-level display of the Branded Site solely for the purpose of linking any website owned or controlled by WISD Districts to the Branded Site.

27. Use Restrictions. WISD and WISD Districts covenant and agree that their use of the Services will be in a manner consistent with this Agreement and with all applicable laws and regulations, including trade secret, copyright, trademark, and export control laws. Without limiting the generality of the foregoing, WISD and WISD Districts will not, directly or indirectly, do any of the following: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of or included in the Services or any software, documentation or data related to the Services (hereinafter “**Software**”); modify, translate or create derivative works based on the Services or any Software; or copy (except for archival purposes), distribute, pledge, assign or otherwise transfer or encumber rights to the Services or any Software; use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels.

28. Security. WISD, WISD Districts, and the Authorized Users shall be solely responsible for acquiring and maintaining technology and procedures for maintaining the security of their connections to the Internet. As part of the Services, Care Solace shall implement reasonable security procedures consistent with prevailing industry standards to protect information provided by WISD or WISD Districts and Authorized Users from unauthorized access. Care Solace will share with WISD its security procedures/methods. The Parties agree that Care Solace shall not, under any circumstances, be held responsible or liable for situations in which:

(i) data or transmissions are accessed by third parties through illegal or illicit means, or (ii) the data or transmissions are accessed through the exploitation of security gaps, weaknesses, or flaws unknown to Care Solace at the time, provided Care Solace complies with its obligations in this paragraph and maintains reasonable security procedures consistent with prevailing industry standards.

29. Unauthorized Access. Care Solace will promptly report to WISD and any affected WISD District any unauthorized access to data or information provided by WISD or the affected WISD District upon discovery of such access by Care Solace, and Care Solace will use diligent efforts to promptly remedy any breach of security that permitted the unauthorized access to occur. In the event that Care Solace was solely responsible for the breach and to the extent that Care Solace has an obligation imposed by law, statute, regulation, or policy, including WISD Board Policy 8330 to notify any individuals whose information was provided to Care Solace by WISD or the affected WISD District, Care Solace shall be solely responsible for any and all such notifications at its expense and will reimburse WISD for any reasonable time and expenses incurred, if applicable, to assist Care Solace with any required notifications to affected individuals. In the event WISD or the affected WISD District was solely responsible for the breach, WISD or the affected WISD District shall reimburse Care Solace for time and expenses incurred to assist WISD or the affected WISD District with any required notifications to affected individuals. In the event that Care Solace and WISD and/or the affected WISD District are jointly responsible for the breach, the Parties will attempt to reach an informal resolution as to expenses and, if unable to do so, it will be considered a “Dispute” subject to the dispute resolution provisions set forth in paragraphs 42-50, *infra*.

30. Ownership of Proprietary Rights. Ownership of any and all rights, whether registered or unregistered, in and with respect to patents, copyrights, confidential information, know-how, trade secrets, moral rights, contract or licensing rights, confidential and proprietary information protected under contract or otherwise under law, trade names, domain names, trade dress, logos, animated characters, trademarks, service marks, and other similar rights or interests in intellectual or industrial property (hereinafter “**Proprietary Rights**”) embodied in the Branded Site, the Services, and the computer hardware, software and other tangible equipment and intangible computer code necessary to deploy and serve the Services (hereinafter the “**Technology**”) shall remain exclusively vested in and be the sole and exclusive property of Care Solace and its licensors. In addition WISD and WISD Districts hereby transfer and assign to CareSolace any rights WISD and WISD Districts may have to any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by WISD and WISD Districts personnel relating to the Branded Site, the Services, or the Technology.

31. Mutual Exchange of Confidential Information. The Parties desire to establish terms governing the use and protection of certain confidential information one Party (hereinafter "**Owner**") may disclose to the other Party (hereinafter "**Recipient**"). For purposes of this Agreement, the term "Confidential Information" means (i) the terms and conditions of this Agreement, subject to a valid request under the applicable state's open records act (ii) non-public aspects of the Branded Site and the operation thereof, the Technology, the Services, and Care Solace's business and technical information and data, and (iii) WISD's and WISD Districts' information or other data processed, stored or transmitted by, in or through the Services (hereinafter "**WISD Data**"). In addition, Confidential Information includes information which, although not related to the Services or this Agreement, is nevertheless disclosed hereunder and which is disclosed by an Owner or an affiliate to a Recipient in documentary or other tangible form bearing an appropriate label indicating that it is confidential or proprietary in nature, or which, if initially disclosed orally or visually is identified as confidential at the time of disclosure and a written summary hereof, also marked with such a label, is provided to Recipient within fifteen (15) days of the initial disclosure. Recipient may use Confidential Information of Owner only for the purposes of fulfilling the obligations contemplated in this Agreement and shall protect such Confidential Information from disclosure to others, using the same degree of care used to protect its own proprietary information of like importance, but in any case using no less than a reasonable degree of care. Recipient may disclose Confidential Information received hereunder only as reasonably required to perform its obligations under this Agreement and only to its employees who have a need to know for such purposes and who are bound by signed, written agreements to protect the received Confidential Information from unauthorized use and disclosure. The restrictions of this Agreement on use and disclosure of Confidential Information shall not apply to information that: (i) is in the possession or control of Recipient at the time of its disclosure hereunder; (ii) is, or becomes publicly known, through no wrongful act of Recipient; (iii) is received by Recipient from a third party free to disclose it without obligation to Owner, (iv) is independently developed by a Party as evidenced by its written and dated records and without any breach of this Agreement; or (v) is the subject of a written permission to disclose provided by Owner. The Recipient may disclose Confidential Information of Owner pursuant to the requirements of a governmental agency or by operation of law, provided that such Recipient gives Owner written notice thereof as soon as practicable to allow sufficient time for Owner to object to disclosure of such Confidential Information.

32. General Skills and Knowledge. Notwithstanding anything to the contrary in this Agreement, WISD and WISD Districts agree that Care Solace is not prohibited from utilizing any skills or knowledge of a general nature acquired during the course of providing the Services, including information publicly known or available or that could reasonably be acquired in similar work performed for another client of Care Solace.

33. Publicity and Branding. WISD and WISD Districts agree that Care Solace may (a) publicize WISD's and WISD Districts' names, the fact of the Branded Sites, and WISD Districts' use of the Services; and (b) brand the Branded Sites with a "powered by Caresolace.com" or similar legend and/or copyright notice.

34. Options for Infringement Claims. If any Party is enjoined from using the Technology, or if Care Solace believes that the Technology may become the subject of a claim of intellectual property infringement, Care Solace, at its own option and expense, shall either: (i) procure the right for WISD Districts to continue to use the Services; (ii) replace or modify the Technology so as to make it non-infringing; or (iii) terminate this Agreement, in which case Care Solace shall provide a prorated refund to WISD of any and all fees paid in advance for the Initial Term or any Renewal Term by WISD for those Services not provided by Care Solace. This Paragraph and the defense and indemnity Paragraph 39, *infra*, set forth the entire liability of Care Solace to WISD and WISD Districts for any infringement by the Technology or Services of any intellectual property right of any third party.

Representations and Warranties

35. WISD and WISD Districts represent and warrant that: (a) any information WISD or any WISD District provides to Care Solace does not and will not infringe, misappropriate, or otherwise violate any intellectual property right or right of privacy or publicity of any third party; (b) WISD and/or WISD Districts have provided parents with the notice required by 34 CFR § 99.7(a)(3)(iii) regarding the criteria used to determine who constitutes a school official and what constitutes a legitimate educational interest; and (c) the performance of its obligations as set forth in this Agreement and the use of the Services by WISD Districts and their Authorized Users will not (i) violate any applicable laws or regulations, or (ii) cause a breach of any agreements with any third parties. In the event of any breach by WISD or any WISD District of any of the foregoing representations and warranties set forth in this Paragraph 35, in addition to any other remedies available at law or in equity, Care Solace will have the right to suspend immediately any Services if deemed reasonably necessary by Care Solace to prevent any harm to Care Solace and its business. Care Solace will provide written notice of any breach of the foregoing representations and warranties to WISD and the applicable WISD District(s) in accordance with Paragraph 54, *infra*, and a reasonable time period to cure, if practicable, depending on the nature of the breach.

36. Care Solace represents and warrants that it will comply with all state and federal healthcare referral and anti-kickback statutes, and that it does not have an ownership interest in any of the Treatment Providers to whom it refers Authorized Users. In the event of any breach by Care Solace of the foregoing representations and warranties set forth in this Paragraph 36, WISD or a WISD District will provide written notice of the breach to Care Solace in accordance with Paragraph 54, *infra*, and a reasonable time period to cure, if practicable, depending on the nature of the breach.

37. Except as expressly set forth herein, the Services are provided on an "as is" and "as available" basis, and without warranties of any kind either express or implied. Care Solace hereby disclaims all warranties, express or implied. Care Solace does not warrant that the Services will be uninterrupted or error free or that defects will be corrected. Care Solace does not offer a warranty or make any representation regarding the results or the use of the Services in terms of their correctness, accuracy, reliability, risk of injury to WISD's and WISD Districts' or any Authorized User's computer, network, market, or customer base or commercial advantage.

Insurance and Indemnification

38. **Insurance.** During the term of this Agreement, including any Renewal Terms, Care Solace shall obtain and maintain liability insurance with policy limits having minimum coverage of \$2,000,000 per occurrence, which can be met through an umbrella or standard policy or any combination thereof. The insurance shall be evidenced by a Certificate of Insurance reflecting the minimum coverage limits which shall be provided to the School District before the Effective Date of this Agreement. Care Solace's insurance shall be primary and not contributory. Care Solace shall not reduce or eliminate coverage without first providing School District at least sixty (60) days' prior written notice.

39. **Defense and Indemnity.** Care Solace or its insurer shall defend and indemnify WISD, any WISD District and their officers, board of education, board members, agents, employees and volunteers (collectively **"WISD Parties"**) against any and all claims, demands, liability, judgments, awards, losses, damages, expenses or costs of any kind or character (hereinafter collectively referred to as **"Claims"**), to the extent arising out of any act, error, omission, negligence, or willful misconduct of Care Solace or its officers, employees, agents, contractors, licensees, or servants connected to

the Services covered by this Agreement. Care Solace or its insurer shall have no obligation, however, to defend or indemnify WISD Parties from a Claim if it is determined that such Claim was caused by the sole negligence or willful misconduct of WISD Parties.

39.1 Additional Insured. Care Solace shall cause WISD and WISD Districts to be named as an “Additional Insured” under the liability insurance policy obtained and maintained as set forth in Paragraph 38, *supra*. Notwithstanding WISD's and WISD Districts' coverage as an Additional Insured, in no event shall Care Solace or its insurer be held liable for WISD's or WISD Districts' sole negligence or willful misconduct. Under no circumstances is any Additional Insured entitled to any coverage beyond the contractual indemnification provisions in Paragraph 39, *supra*.

40. A WISD Party seeking defense and/or indemnification hereunder shall promptly notify Care Solace in writing of the Claim in accordance with Paragraph 54, *infra*, and shall cooperate with Care Solace or its insurer at Care Solace's or its insurer's sole cost and expense. Care Solace or its insurer shall control the defense and investigation of the Claim and shall employ counsel of its choice to handle and defend the same, at Care Solace's or its insurer's sole cost and expense. The obligations and responsibilities set forth in this Paragraph 40 shall apply only in the event that Care Solace or its insurer agree to provide a defense and/or indemnification.

41. Naming WISD and WISD Districts as additional insureds does not alter the limitations, obligations and conditions set forth in paragraphs 38-40 and to the extent permitted by law, in no circumstances will WISD or WISD Districts be entitled to coverage beyond the contracted for amount of \$2,000,000 per occurrence contained in Paragraph 38.

Dispute Resolution

42. Any and all disputes, controversies, or Claims arising out of or relating to this Agreement or a breach thereof, including without limitation Claims based on contract, tort, or statute (hereinafter a “**Dispute**”), shall be determined by binding arbitration as set forth in this section, consisting of Paragraphs 42-50 herein (hereinafter the “**Arbitration Agreement**”).

43. An aggrieved Party shall notify the other Party of a Dispute within fifteen (15) days of being made aware of the Dispute; however, no Party may provide notification of a Dispute prior to the termination of the thirty day cure period described in Paragraph 17, *supra*. Notice shall be provided in accordance with the requirements of Paragraph 54, *infra*. The date that notice is received by the opposing Party shall hereinafter be referred to as the “**Notification Date**.”

44. If the Parties are unable to informally resolve the Dispute within thirty (30) days of the Notification Date, the Parties agree to engage in mediation in good faith. The requirement to engage in mediation is a condition precedent to the initiation of arbitration pursuant to this Arbitration Agreement. Mediation must occur within 120 days of the Notification Date. The 120-day deadline may be waived by mutual agreement of the Parties. Mediation shall be conducted according to the following terms:

44.1 Mediation shall be conducted by a single mediator from JAMS, or another mediation service agreed to by the Parties (hereinafter “Mediation Service”).

44.2 The Parties will cooperate with the Mediation Service and one another in selecting a mediator from the Mediation Service's panel of neutrals and in scheduling mediation proceedings. In the event that the Parties are unable to agree upon the selection of a mediator, the Parties shall request that the Mediation Service assign a mediator from its panel of neutrals with experience as a state or federal court judge.

44.3 The Parties agree that they will participate in the mediation in good faith and that they will share equally in the costs of mediation.

45. If the Parties are unable to resolve the Dispute through mediation, the Parties shall submit the Dispute to binding arbitration pursuant to the Federal Arbitration Act, 9 U.S.C. § 1, *et seq.* (hereinafter the “FAA”). Notwithstanding any other provisions of this Agreement regarding applicable law, the Parties agree that the substantive and procedural provisions of the FAA will apply to this Arbitration Agreement, to the exclusion of any state-specific substantive and procedural law regarding arbitration.

46. Arbitration shall be initiated by the aggrieved Party within thirty (30) days of the conclusion of mediation. In no event shall arbitration be demanded after the date the Claim would be barred by the applicable statute of limitations. Arbitration shall be conducted in accordance with the following terms:

46.1. Arbitration shall be conducted by a single neutral arbitrator from the National Roster of Arbitrators and administered according to the American Arbitration Association’s (“AAA’s”) Commercial Arbitration Rules and Mediation Procedures then in effect, except as modified by this Agreement or as otherwise agreed to in writing by the Parties. A copy of the AAA’s current Commercial Arbitration Rules and Mediation Procedures may be viewed at this [link: https://home.caresolace.com/contracts/AAA- Commercial-Arbitration-Rules-and-Mediation-Procedures-020121.pdf](https://home.caresolace.com/contracts/AAA-Commercial-Arbitration-Rules-and-Mediation-Procedures-020121.pdf)

46.2. In rendering the award, the arbitrator will determine the rights and obligations of the parties in accordance with the substantive law of the State of Michigan, subject to the limitations on damages set forth in Paragraphs 47-50, *infra*.

46.3. The arbitrator shall award the prevailing Party the costs of mediation and arbitration.

46.4. This Arbitration Agreement is intended to be binding on and to inure to the benefit of the Parties, their principals, successors, assigns, affiliates, partners, employees, parent or subsidiary entities, and to any other persons or entities whose claims or defenses may arise out of or relate to this Agreement, including third party beneficiaries.

46.5. In the event a Dispute involves a third-party beneficiary of this Agreement, the third-party beneficiary shall be excused from compliance with the notice and opportunity to cure requirements of Paragraphs 17 and 43, *supra* and shall also be excused from the mediation required under Paragraph 44, *supra*. The costs of any arbitration involving a Party and a third-party beneficiary of this Agreement shall be borne solely by the Party involved in the Dispute, unless such Dispute involves both Parties, in which case the Parties shall share equally in the costs of arbitration. In no event shall a third-party beneficiary be responsible for the costs of arbitration pursuant to this Arbitration Agreement.

46.6. Any arbitration award shall be binding on the Parties and on any third-party beneficiaries. This binding Arbitration will not be subject to appeal.

Limitation on Damages

47. As a result of any Dispute, no Party shall be liable to the other Party or to any third-party beneficiary for any indirect, incidental, or consequential damages under any theory, even if the Party allegedly causing such damages has been advised of the possibility of such damages. The Parties waive any right to recover such damages.

48. As a result of any Dispute, in no event shall any Party be liable to the other Party or to any third-party beneficiary for punitive or exemplary damages, unless specifically provided by statute. The Parties waive any right to recover such damages unless specifically provided by statute.

49. In the event that Care Solace is found liable to WISD, a WISD District, or any third-party beneficiary as the result of a Dispute, or in the event that WISD or a WISD District is found liable to any third-party beneficiary, liability shall not exceed the total general liability insurance amount in Care Solace's certificate of insurance pursuant to this Agreement. In no event shall Care Solace be held liable for the sole negligence of any other Party, including WISD or any WISD District.

50. The prevailing Party in any Dispute will be entitled to recover, in addition to costs and any other damages or award, all reasonable attorneys' fees associated with the action.

Miscellaneous Terms

51. Performance. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect and each Party will use its best efforts to ensure that Authorized Users are made aware of the Services and their ability to access the Branded Site.

52. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of Michigan without giving effect to any choice or conflict of law provision or rule (whether of Michigan or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of Michigan. The sole exception to this Paragraph is that the Arbitration Agreement set forth in Paragraphs 42-50, *supra*, shall be governed by the procedural and substantive provisions of the FAA.

53. Venue for Mediation/Arbitration. Mediation and arbitration, as applicable, conducted as set forth in Paragraphs 42-50, *supra*, shall take place in Washtenaw County, MI.

54. Notices. All notices, requests, demands or other communications required by this Agreement between Care Solace and WISD shall be in writing and shall be deemed given and served upon delivery, if delivered personally or by email, or three (3) days after mailing by U.S. mail as follows:

If to WISD:

Washtenaw Intermediate School District

1819 S. Wagner Rd

Ann Arbor, MI 48103

Attention: Naomi Norman

Regional Superintendent of Schools

Email: nnorman@washtenawisd.org

If to Care Solace:

Care Solace, Inc.

120 Birmingham Dr., Suite 200

Cardiff, CA 92007

Attention: Chad Castruita

Email: chad.castruita@caresolace.org

Each WISD District will provide contact notice information on the applicable Acceptance of Services.

Any Party may change the address or persons to which notice is to be provided by giving written notice of the change of address or persons to the other Party in the manner provided for giving notice in this paragraph.

55. Third-Party Beneficiaries. The Parties agree that this Agreement is intended to benefit Authorized Users as third-party beneficiaries and that the Parties' mutual intent to confer a benefit upon Authorized Users as third-party beneficiaries of this Agreement is a material part of the Agreement's purpose. The Parties expressly agree that it is their intention by this Agreement that all Claims, as that term is defined in Paragraph 39, *supra*, brought by third-party beneficiaries including, but not limited to Authorized Users, shall be subject to the Arbitration Agreement set forth in Paragraphs 42-50, *supra*.

56. Waiver. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party shall not be construed as a waiver of any subsequent breach of the same or any other provision of this Agreement.

57. Continuing Obligations. The following obligations shall survive the expiration or termination of this Agreement: (i) any and all warranty disclaimers, limitations of liability and indemnities granted by either Party herein; (ii) any covenant granted herein for the purpose of determining ownership of, or protecting, the Proprietary Rights, including without limitation, the Confidential Information of either Party, or any remedy for breach thereof; and (iii) the payment of any money due to Care Solace.

58. Force Majeure. Neither Party shall be liable for damages for any delay or failure to perform any obligation imposed by this Agreement if such delay or failure arises out of causes beyond the Party's reasonable control and without their fault or negligence, including, but not limited to, acts of God, acts of civil or military authority, fires, riots, wars, national or regional emergencies, pandemics, embargoes, internet disruptions, hacker attacks, any action taken by a governmental authority, or telecommunications failures. A Party whose performance is affected by any of the foregoing shall give written notice to the other Party stating the period of time the occurrence is expected to continue, and shall use diligent efforts to end the failure or delay and minimize the effects of such delay. Notwithstanding anything to the contrary contained herein, if either Party is unable to perform hereunder for a period of thirty (30) consecutive days, then the other Party may terminate this Agreement immediately by providing ten (10) days written

notice. Should the application of this Paragraph 58 become the source of a Dispute between the Parties, then either Party may immediately initiate the dispute resolution process outlined in the Arbitration Agreement, Paragraphs 42-50, *supra*, without first providing notice and an opportunity to cure as set forth in Paragraphs 17 and 43, *supra*. Any written notice under this Paragraph 58 must comply with the written notice requirements of Paragraph 54, *supra*.

59. Modification of Agreement. Any amendment or modification of this Agreement will only be binding if evidenced in writing and signed by each Party or an authorized representative of each Party with authority to bind the Party. Any amendment or modification must comply with the notice requirements of Paragraph 54, *supra*.

60. Assignment. Care Solace will not assign or otherwise transfer its obligations under this Agreement without the written consent of WISD.

61. Entire Agreement. This Agreement contains the entire agreement with respect to the subject matter hereof and supersedes all prior negotiations, understandings, or agreements, written or oral, including but not limited to WISD's purchase orders or like documents, which shall be for administrative convenience only and which shall have no substantive force or effect. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

62. Titles/Headings. Titles and Headings are utilized in this Agreement for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

63. Severability. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

64. Counterparts. This Agreement may be executed in counterparts which, taken together, shall constitute one original document.

65. Authority to Execute Agreement. Each individual signing this Agreement warrants and represents that he or she has been authorized to enter into this Agreement on behalf of the Party.

SIGNATURES ON NEXT PAGE – REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF the Parties hereto have executed this Agreement as of the date of the last signature below.

Care Solace, Inc. ("Care Solace")

Printed Full Name: Anita Ward

Title: Chief Growth Officer

Signature:

Date:

Washtenaw Intermediate School District ("WISD")

Printed Full Name:

Title:

Signature:

Date:

Accounts Payable Information:

WISD Dept:

Accounts Payable contact:

Name:

Email:

Phone:

Appendix A

WISD Districts Enrollment and Fees

Chelsea School District, enrollment 2,250 x \$4 per student / 12months x 15 months = \$11,250

Dexter Community Schools, enrollment 3,337 x \$4 per student / 12 months x 12 months = \$13,348

Lincoln Consolidated Schools, enrollment 3,431 x \$4 per student / 12 months x 15 months = \$17,155

Milan Area Schools, enrollment 1,818 x \$4 per student / 12 months x 15 months = \$9,090

Saline Area Schools, enrollment 4,709 x \$4 per student / 12 months x 15 months = \$23,545

WISD, enrollment 639 x \$4 per student / 12 months x 15 months = \$3,195

Ann Arbor Public Schools, enrollment 16,930 x \$4 per student / 12 months x 15 months = \$84,650

Appendix B

Form

ACCEPTANCE OF SERVICES AND AGREEMENT TO BE BOUND BY TERMS OF SERVICE AGREEMENT

This Acceptance of Services and Agreement to be Bound by Terms of Service Agreement Between Care Solace, Inc. and Washtenaw Intermediate School District (the “**Acceptance of Services**”) is effective as of the date of the last signature below between _____, a Michigan public school district (hereinafter, the “**School District**”), and Care Solace, Inc., a Delaware corporation (hereinafter “**Care Solace**”). School District and Care Solace may be referred to individually as “**Party**,” or collectively as “**Parties**.”

RECITALS

WHEREAS, Washtenaw Intermediate School District (hereinafter, “**WISD**”) is an Intermediate School District created by the Michigan legislature with the authority to purchase educational and other services and programs to address the needs of its member school districts.

WHEREAS, Care Solace provides coordination of mental health resources through the use of the Care Solace’s web-based navigation system to assist its school district customers and their students/families and school staff in locating and connecting with mental health treatment providers, as further described in the Service Agreement (the “**Care Solace Services**”);

WHEREAS, WISD and Care Solace have entered into a Service Agreement effective April 1, 2024 (the “**Service Agreement**”), for the provision by Care Solace of the Care Solace Services to the WISD Districts identified in Appendix A to the Service Agreement; and

WHEREAS, the Parties agree that it is their mutual intention by execution of this Acceptance of Services that the School District agrees to accept all of the terms of the Service Agreement and any addenda thereto in its entirety, as if more fully set forth herein, and that the Service Agreement and any addenda shall be binding upon the Parties; and

WHEREAS, School District and Care Solace represent and confirm that they each have the authority to enter into this Acceptance of Services.

NOW, THEREFORE, in consideration of the matters described above and of the mutual benefits and obligations set forth in this Addendum, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Agreement to be Bound by Service Agreement.

School District hereby agrees to accept all of the terms of the Service Agreement and any addenda thereto in their entirety and to be bound by same as if a direct signatory thereto.

2. Additional Service Agreement Terms

The Parties hereby agree that the below referenced additional terms shall be incorporated into the Service Agreement and shall be binding upon the Parties:

Section 54.1: Notice to School District:

School District:

Address:

City, State, ZIP:

Attention:

Email:

SIGNATURES ON NEXT PAGE – REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF the Parties hereto have executed this Acceptance of Services as of the date of the last signature below.

Care Solace, Inc. (“Care Solace”)

Printed Full Name:

Title:

Signature:

Date:

_____ (**“School District”**)

Printed Full Name:

Title:

Signature:

Date:

TO: Naomi Norman, Superintendent; WISD Board of Education

FROM: Brian Marcel, Associate Superintendent

DATE: March 11, 2024

SUBJECT: Internal Revenue Code (IRC) Section 127 Plan Document and Grant Application Request

As part of the 2023-24 State School Aid budget, the Legislature included a provision under Section 27k for a student loan repayment program. According to the Michigan Department of Education, “this program serves as an effort to increase the retention of teachers, including those in critical shortage areas, aligning with goal 7 of Michigan's Top 10 Strategic Education Plan.”

The Section 27k grant will reimburse WISD staff that work directly with pre-K to grade 12 students for 32 hours or more per week up to \$200 per month to reimburse them for payments made on their qualifying federal student loans. Staff must meet the specific criteria established in the grant to qualify for the funding. The administration also has a responsibility to monitor compliance with the grant criteria, so ongoing inquiries of staff will need to occur. WISD will receive no indirect cost reimbursement for administering this grant.

There will be an annual application for this funding until the funding is exhausted, so new employees will be able to qualify for funding. Statewide funding is limited to \$225,000,000. If at any time the total amounts of payments exhaust this limit, payments to approved participants will be pro-rated equally. To avoid the payment to the staff being taxable, legal counsel's recommendation is to have an IRC Section 127 in place. Section 127 allows employers to offer their employees up to \$5,250 annually in tax-free educational assistance for undergraduate or graduate level courses if they have a plan in place. I've attached a recommended plan document for your review.

The administration is recommending the Board establish an IRC Section 127 plan by approving the attached plan document, and to authorize the administration to apply for the Section 27k grant on behalf of our eligible staff.

Educational Assistance Program

Washtenaw ISD

This Educational Assistance Plan (the “Plan”) is established by Washtenaw ISD (the “District”) to provide eligible employees with educational assistance benefits under Section 127 of the Internal Revenue Code (“Section 127”) to enhance employee proficiency and opportunity for advancement, or in the case of educational assistance provided through grant-funded loan repayment programs, to recognize past academic accomplishments.

1. **District-Funded Educational Assistance** – Not applicable.
2. **Grant-Funded Educational Assistance**. Grant-funded educational assistance consists of grant funds received by the District from a third party for: (1) payment for any form of eligible instruction or training that improves or develops the employee’s capabilities; or (2) repayment of eligible student loans. To the extent such grant funding is available, the District will distribute this funding in accordance with grant requirements to employees who meet the grant program’s guidelines and eligibility requirements, and who complete any District-required certifications and documentation of eligibility.
3. **Plan Revision or Termination**. The District reserves the right to change the terms or terminate the Plan without prior notice. In this event, the District will reimburse employees according to the terms of this Plan for all courses in process prior to termination, but reimbursement will not be provided for any course that began after termination and notification of the same.
4. **Service Obligation** – Not applicable.
5. **Taxation**. Section 127 provides an exemption from gross income of up to \$5,250 of educational assistance per calendar year, including employer-paid student loan payments through December 31, 2025. Once the receipt of benefits of \$5,250 is exceeded in a calendar year, or if an educational assistance benefit is no longer exempt from gross income under the Internal Revenue Code, the employee is responsible for any resulting tax consequences.

TO: WISD Board of Education

FROM: Naomi Norman, Superintendent

DATE: March 13, 2025

RE: Student Advocacy Center Contract

I am requesting that the board approve a contract with the Student Advocacy Center to provide a statewide helpline for families in educational crisis, for a cost not to exceed \$100,000.00.

This helpline has been a staple in Washtenaw County for many years and this funding will support access to the helpline in other counties throughout Michigan.

The funding for this statewide helpline comes from the state's 2023-24 supplemental budget and was awarded to WISD for the purpose of the Student Advocacy Center helpline. Senator Jeff Irwin contacted me to confirm that WISD would be willing to be the flow-through organization for the state funding.

I believe that the information that the Student Advocacy Center is providing through the helpline is very valuable to families. I'm happy to support the organization in this way.



WASHTENAW INTERMEDIATE SCHOOL DISTRICT CONTRACTED SERVICES AGREEMENT

This agreement is made this 14th day of March, 2024 by and between Washtenaw Intermediate School District, hereinafter referred to as WISD or District, and Student Advocacy Center, hereinafter referred to as Contractor.

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by the Contractor, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – SCOPE OF SERVICES

Now, therefore, in consideration of payment to the Contractor of the sums specified in Section II, the Contractor does hereby agree as follows:

1. The Contractor shall commence performance of the duties in Section I, Number 2 no earlier than 10-01-2023. Once this contract is implemented, the ending date for providing services shall be 09-30-2024.
2. The Contractor agrees to perform the following duties and any necessary tasks incident to full performance of the described duty:

Duty: Maintain a statewide helpline for families in educational crisis.

3. The Contractor shall provide, at the request of WISD, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of the Contractor's duties as described.
4. The Contractor **may be required** to undergo a criminal background check by having fingerprints scanned electronically and submitted to the Michigan State Police. The Contractor will be responsible for payment of the fingerprinting service.
5. The Contractor must also comply with Public Act 131 of 2005, which details the procedure to follow if the Contractor, or any individuals working on behalf of the Contractor, has/have been charged with a crime listed under Section 1535a (1) of the Michigan School Code, or a violation of a substantially similar law of another state, a political subdivision of this state or another state, or of the United States.

SECTION II - COMPENSATION

WISD does hereby agree as follows:

1. The maximum consideration for the Contractor's services as described in Section I shall be \$100,000.00 including all related expenses, including travel expenses outlined in Section III.
2. The above consideration for the Contractor's services is based on the time reasonably expended by the Contractor to complete the tasks herein above described in Section I. Payment will be made in two equal sums in April 2024 and June 2024.
3. The Contractor shall submit a first invoice describing the services for the first half of the school year no later than April 30, 2024 and shall submit a second invoice at the end of the school year, but no later than June 2024. The Contractor shall submit a report on the usage and impact of the Helpline prior to the second payment in June 2024.
4. The Contract is retained by WISD only for the purposes and to the extent sent forth in this Agreement, and the Contractor's relationship to WISD shall, during the life of this Agreement, be that of an independent contractor. As such, WISD agrees that the Contractor shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to WISD in such manner as the Contractor sees fit. The Contractor shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by WISD pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the WISD's regular employees. WISD will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. The Contractor agrees to hold WISD harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by the Contractor in accordance with its professional judgment.
5. The contractor has not been debarred, excluded or disqualified¹ under the non-procurement common rule, or otherwise declared ineligible from receiving Federal funds, contracts, certain subcontracts, and certain Federal assistance/benefits.
6. WISD acknowledges that the Contractor has no responsibility for the supervision of any WISD personnel in carrying out his/her contractual functions, and any recommendations made by the Contractor (other than in treating patients whom s/he has examined,) will require independent judgment of WISD prior to being effectuated.
7. In compliance with federal requirements, payments shall be made to a vendor on a reimbursement basis for services delivered; not as a prepayment.
8. WISD agrees to promptly pay the invoices submitted by the Contractor upon verification of the rendering of the services and within 30 calendar days from receipt in the WISD's Business Office.
9. WISD agrees to report to the Internal Revenue Service all amounts paid or reimbursed for services of the Agreement in conjunction with the legal requirements.

SECTION III – OTHER CONSIDERATIONS

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of the Contractor. However, WISD may ask the Contractor to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, WISD pre-approved travel costs associated with this Contract will be paid by WISD at a rate to be determined by WISD. Such travel expenses must be submitted under the guidelines established by WISD, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The WISD shall retain ownership interest in any of the following three (3) circumstances:
 - i. The WISD expressly directs the Contractor to create a specified work (electronic or otherwise) or the work is a specific requirement of the contract;
 - ii. Any documents (electronic or otherwise) created and or developed by the Contractor while under contract with the WISD; or
 - iii. The Contractor voluntarily transfers the copyright, in whole or in part to the WISD in the form of a written document signed by said Contractor.
4. The work done by the Contractor shall be to the entire satisfaction of WISD. Should the Contractor unsatisfactorily perform the duties, WISD may cancel the Agreement and the Contractor shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
5. Either party may terminate this Agreement by giving the other 30 days advance written notice.
6. WISD may change the duties of the Contractor as above described, but such change shall not be a substantial alternation of the Contractor's duties, nor can such change be made without the input of the Contractor.

SECTION IV – INSURANCE COVERAGE

In the event that the Contractor uses motor vehicles in the course of performing the services above described, the Contractor shall provide to WISD proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by WISD.

The Contractor shall maintain at his/her own expense during the term of this Contract, the following insurance:

- 1.) Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;
- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

The Contractor understands that WISD's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, the Contractor agrees to hold WISD harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. The Contractor shall obtain and provide proof of public liability insurance in such sums as shall be deemed appropriate by WISD unless specific written exemption is provided by the Assistant Superintendent, Business Services. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

The Contractor acknowledges by his/her signature that he/she has read the Agreement and understands same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on _____, 20____

Independent Contractor DATE _____

Department Head DATE _____

Washtenaw Intermediate School District DATE _____

Washtenaw Intermediate School District DATE _____

Washtenaw Intermediate School District DATE _____