

# BOARD OF EDUCATION



## Regular December Board Meeting

December 4, 2023  
4:00 p.m.

### LISD Education Service Center & WebEx

To access the meeting online (audio/visual): <https://bit.ly/3K0wCqj>

- (meeting password, if needed: iPcapCnx542)

To access via phone (audio only):

- Dial: 1-415-655-0001
- Access code: 2622 299 6291
- #

## Our Vision

Explore-Support-Inspire  
The LISD.....The Journey Starts Now

## Our Mission

Through meaningful relationships, the LISD walks side-by-side in support of every learner through personalized service, innovative programs, and engaged leadership.

## Our Purpose

To empower learners and create opportunities for success.

Addison Community Schools  
Britton Deerfield Schools  
Hudson Area Schools  
Sand Creek Community Schools

Adrian Public Schools  
Clinton Community Schools  
Madison School District

Blissfield Community Schools  
Morenci Area Schools  
Onsted Community Schools  
Tecumseh Public Schools

## LENAWEE INTERMEDIATE SCHOOL DISTRICT

William J. Ross  
Education Service Center  
4107 North Adrian Highway  
Adrian, Michigan 49221  
(517) 265-2119

Milton C. Porter  
Education Center  
2946 Sutton Road  
Adrian, Michigan 49221  
(517) 263-8931

LISD TECH Center  
1372 N. Main Street  
Adrian, Michigan 49221  
(517) 263-2108

Trenton Hills Learning Center  
1008 West Maple Avenue  
Adrian, Michigan 49221  
(517) 263-6354

Center for a Sustainable Future  
4260 Tipton Highway  
Adrian, MI 49221  
(517) 265-2119

[www.lisd.us](http://www.lisd.us)

### LISD Board of Education

Richard Germond	President
James Hartley	Vice President/Secretary
David Pray	Treasurer
Paula Holtz	Trustee
Dale Wingerd	Trustee

### LISD Administration

Mark Haag, Ed.S.	Superintendent
Jody Howard	Assistant Superintendent, Special Education & Strategic Initiatives
Dan Garbo, Ed.S.	Executive Director of Staff Resources
Judy Pfund, CPA	Executive Director of Finance & Business Services
Jenny Heath	Executive Director of CTE & Secondary Programs
Brian Jones	Executive Director of Instruction & General Services

### LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

### Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

# OUR PURPOSE

To empower learners and create opportunities for success.



## OUR VISION

Explore-Support-Inspire  
The LISD...the Journey  
starts Now.

## OUR VALUES

Through honest communication, mutual trust, integrity, and transparency, the LISD is an inclusionary leader in education that models the following core values with all of its stakeholders:

- The LISD is a **learner-centered** organization that believes everyone is always learning and can gain knowledge anywhere, anytime, anyplace, at any pace from anyone.
- The LISD embraces **innovation** by providing opportunities, motivation, creativity, exploration, risk taking, and experimenting.
- The LISD believes that **service** is the fundamental reason the LISD exists.
- The LISD will model an **inspiring** organization in the delivery of all its services.
- The LISD is a **future driven** organization that embraces continuous improvement, change, new technology and will lead in research for academic, professional development and operational best practices.
- The LISD will **lead** by practicing, cultivating, and developing **leadership** opportunities through service, partnerships and collaboration.
- The LISD will be a **collaborative** organization that seeks input, listens to students, local school districts and all stakeholders, embraces teamwork, and works together to improve opportunities and learning.

## OUR MISSION

Through meaningful relationships, the LISD walks side-by-side in support of every learner through personalized service, innovative programs, and engaged leadership.



**BOARD OF EDUCATION  
REGULAR DECEMBER BOARD MEETING**

DATE: December 4, 2023 TIME: 4:00 p.m.

LOCATION: Meeting will be conducted electronically and in person at the  
LISD Education Service Center (4107 N. Adrian Hwy., Adrian)

To access the meeting online (audio/visual): <https://bit.ly/3K0wCqj>  
• (meeting password, if needed: iPcapCnx542)

To access via phone (audio only):

- Dial: 1-415-655-0001
- Access code: 2622 299 6291#
- Attendee ID: #

MEETING CALLED TO ORDER AT (TIME): \_\_\_\_\_

MEETING CALLED TO ORDER BY: \_\_\_\_\_

## Pledge of Allegiance

LISD BOARD OF EDUCATION MEMBERS PRESENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LISD STAFF PRESENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHERS PRESENT: \_\_\_\_\_

\_\_\_\_\_

## M E M O R A N D U M

DATE: December 4, 2023

TO: LISD Board of Education

FROM: Mark Haag, Superintendent

SUBJECT: Motion to Set Agenda

Moved by: \_\_\_\_\_, supported by: \_\_\_\_\_

- \_\_\_\_\_ 1. Set the agenda as presented.
- \_\_\_\_\_ 2. Set the agenda as presented with the following change(s):

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		



## BOARD OF EDUCATION

December 4, 2023

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- October 30, 2023, Rescheduled November LISD Board of Education meeting minutes
- Financial reports

### **Separate Enclosures**

1. Monthly calendar of events for December 2023 and January 2024
2. 2023-2024 Program Annual Review (PAR) at a Glance
3. 2022-2023 Certifications Earned
4. Summer Tax Collection Resolution
5. [2023-2024 First Revision Budget](#)





## STAFF OF THE MONTH



Brianna Gillespie

*From the LISD Values . . .*

"The LISD will model an inspiring organization in the delivery of all its services."

**M**eet Brianna Gillespie, Learning Assistant, the December 2023 Staff of the Month recipient.

Brianna is a learning assistant at the LISD TECH Center. According to Instructor Debbie Blaker, Brianna has been a blessing in the Certified Nurse Aide (C.N.A.) program. She offers extra help to the students by taking the time to practice skills with them, and she creates helpful learning tools for studying. She has a heart for students and is always kind and supportive. Debbie says that it is an honor to work with Brianna.

Congratulations, Brianna, for the outstanding contribution you have made recently and over the years to the LISD, which led to your selection for this award.



## COMMENTS FROM THE PUBLIC

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When addressing the Board, please follow these few guidelines:

- \* Before the meeting begins, fill out a "Request to Address the Board" card and give this to the President. The Board President will refer to these cards when inviting comments from the public.
  - \* Limit your presentations to the Board to no more than three minutes.
  - \* Whenever possible, contact the LISD Superintendent before a board meeting, as questions may be answered or information taken at that time.
  - \* Submit complaints against school personnel in writing to the LISD Superintendent at least five days before a regular board meeting. (The law provides that the person against whom a complaint is lodged has the right to ask for a closed hearing on the complaint.)
  - \* Whenever possible, prepare a written summary of your comments to the Board so board members can later review the information more carefully.
  - \* Groups of more than three should choose a representative to address the Board.
  - \* Public debate is not allowed at a Lenawee Intermediate School District Board of Education meeting.
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## Previous Meeting Minutes and Financial Reports

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### RECOMMENDED ACTION BY THE SUPERINTENDENT:

It is recommended that the Board of Education approve/accept the following item(s):

- Approve minutes of the October 30, 2023, rescheduled November Board meeting;
- Approve financial reports.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

# ORAL REPORT

## Oral Report

From the LISD Vision

*“As a student-centered learning organization, the LISD continually adopts new learnings and anticipates future conditions.”*

### **Dynamic Math Experiences with DESMOS Classroom**

John Hill, Curriculum Consultant, will give a presentation to the LISD Board of Education on dynamic math experiences with DESMOS Classroom.

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# ACKNOWLEDGING STUDENT SUCCESS

## MEMORANDUM

DATE: December 4, 2023  
TO: LISD Board of Education  
FROM: Mark Haag, Superintendent  
SUBJECT: **ACKNOWLEDGING STUDENT SUCCESS**

### **Recognition**

#### **1. November 2023 Educator of the Week**

##### **(Andrew Munson)**

**Summary:** An Educator of the Week can be anyone who works in a school or district. The staff member should have exemplary overall job performance and the individual does not need to have a teaching role. An Educator of the Week is anyone who goes above and beyond to help students.

Names of honored educators are sent to Lenawee County print and radio media. The following educator was recognized as Educator of the Week for November 2023:

##### **Tony Aiken, Onsted Middle School Teacher**

Mr. Aiken has been an educator for 32 years at Onsted Community Schools and is an avid Onsted sports fan. He prides himself on maintaining historical artifacts from athletics over the years and has a passion for local history. He is sharing that passion through the creation of a new elective class, Hands on Local History, where students learn not only through presentations and discussions, but by visiting notable places in person. Students are also working on their own history by researching their family origins.

Mr. Aiken has built partnerships with local community members to find volunteer opportunities and ways for students to give back to the community. He has also been strategic and relentless in finding funds to keep this program going for the future.

In addition to being an educator, Mr. Aiken is the varsity softball coach, a member of the varsity football coaching team, Fellowship of Christian Athletes advisor, and a school bus driver for Onsted Community Schools!

# SPECIAL EDUCATION



## M E M O R A N D U M

DATE: December 4, 2023

TO: Superintendent and LISD Board of Education

FROM: Jody Howard, Assistant Superintendent – Special Education & Strategic Initiatives

SUBJECT: **SPECIAL EDUCATION**

### 1. Update on LISD Laura Haviland Program

**(Jody Howard)**

The LISD Laura Haviland Program is a countywide K-12 educational program for students who have severe emotional impairments. Below you will find information about the current number of students.

Laura Haviland Program	Student Capacity	
	December 2022	December 2023
Early Elementary	8 of 10	7 of 10
Upper Elementary	9 of 10	7 of 10
Middle School	12 of 12	10 of 12
High School	12 of 12	12 of 12

Generally, students who attend the LISD Laura Haviland Program exhibit intensive patterns of behavior over extended periods that have not responded to positive behavior interventions and supports in their resident district. The decision to place a student at the Laura Haviland Program is made with the student's Individual Educational Planning Team, which includes the student's parent, resident district, and the LISD Laura Haviland staff.

Of the thirty-six (36) students who are attending the Laura Haviland program, eight (8) students (22%) are in the process of transition back to their local districts. Students are spending anywhere from one class period to five class periods a day in their local district or work-based learning location. Recently, two students totally transitioned back to their local districts. Student's educational teams meet on a regular basis to determine student's progress and next steps in their transition process.

An additional service provided by Laura Haviland staff includes consultative support to local district teams. So far this school year Laura Haviland staff have consulted with 10 different students whose local district team is having difficulty creating a plan that is successful for the student. This level of support has proven to be successful. This consultation service continues to provide enough support to teams and students early enough to make a positive difference.

The Board of Education will continue to be updated about this important service model for students.

## **2. Approval of LISD Special Education Parent Advisory Committee Replacement and Alternate Members**

**(Jody Howard)**

The Michigan Administrative Rules for Special Education (MARSE) requires each intermediate school district (ISD) establish a Parent Advisory Committee (PAC). A PAC is made up of parents of children with disabilities. Each local school district within the ISD has at least one parent as a member. PAC membership is approved by the ISD Board of Education. The LISD Parent Advisory Committee Bylaws also call for an alternate member in the case of the primary member not being available for a meeting or a vote.

PACs are involved in several activities which may include the following:

- Take part in reviewing the ISD Plan for the Delivery of Special Education Programs and Services.
- Review and advise on requests from districts for temporary deviation from a specific rule in the Michigan Administrative Rules for Special Education (MARSE).
- Stay knowledgeable about changes and topics in special education and give input on special education issues.
- Serve as a source of information and be a voice for other families.

The following individuals are recommended LISD Parent Advisory Committee replacement and alternate members.

<b>District</b>	<b>Replacement Primary Representative</b>
Sand Creek	Rachelle Bell

<b>District</b>	<b>Alternate Parent Representative</b>
Blissfield	Kendra Henley
Britton Deerfield	Meghan Johnson
LISD	Heather Genereaux
Madison	Lily Gamez
Morenci	Tina Mapes
Onsted	Kelly McKelvey
Tecumseh	Michelle Malewitz

### **RECOMMENDED ACTION BY THE SUPERINTENDENT:**

It is recommended that the LISD Board of Education approve the LISD Special Education Parent Advisory Committee replacement and alternate members.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

## CTE, INSTRUCTION, & GENERAL SERVICES

## M E M O R A N D U M

DATE: December 4, 2023

TO: Superintendent and LISD Board of Education

FROM: Jenny Heath, Executive Director of CTE & Secondary Programs  
Brian Jones, Executive Director of Instruction & General Services

SUBJECT: **CTE, INSTRUCTION & GENERAL SERVICES**

### **1. LISD Stubnitz Environmental Education Program 8<sup>th</sup> Annual Family Fall Celebration**

**(Kerry Nieman)**

The LISD Stubnitz Family Fall Celebration marked the end of the 2023 fundraising drive held by the Lenawee County Education Foundation on behalf of the LISD Stubnitz Environmental Education Program. The fundraising drive collected \$10,450 from individual and corporate sponsorships and donations for the LISD Stubnitz Environmental Education Program. On October 28, 2023, over 150 attendees visited the Stubnitz Environmental Education Center where the theme this year was "Halloween and Nature." Visitors were able to enjoy two different live animal shows sponsored by Wacker Chemical Corporation. Jim and Carol McGrath from Nature Discovery shared a variety of live animals as well as allowed participants to be part of an interactive session with several different types of Michigan snakes. Other activities included a guided trail hike, interactive investigation tables, a scavenger hunt, a sensory table, nature crafts, and refreshments. Adrian College education students joined in the fun and helped in the craft and interactive room. It was a great day for learners of all ages to explore and make connections with the natural world.

### **2. Lenawee County Data Warehouse/Analytics Tool**

**(Brian Jones)**

The Lenawee ISD is currently in the final year of a three-year agreement with Illuminate DnA. The LISD would like to develop specifications and seek bids for a data warehousing/analysis tool.

#### RECOMMENDED ACTION BY THE SUPERINTENDENT.

It is recommended that the LISD Board of Education approve the development of specifications and acceptance of bids for a data warehousing/analysis tool.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

### 3. Truancy Prevention 2022-2023 Attendance Update

(Chris Howard and Kelly Shiels)

The State of Michigan recently released the updated statewide chronic absence numbers through MI School Data. Chronic absence is defined as missing 10% of the school year for any reason or 18 school days. A missed school day is reported if the student is marked absent for over half of the scheduled school day. The data can be sorted to show the number of students deemed chronically absent as well as the percent of the total student body that is chronically absent. The data can also be sorted by school district as well as school building.

Prior to the pandemic, the chronic absence percentage was between 8%-15% each year. By 2021-2022 that number jumped to almost 50% of Lenawee students having missed more than 18 days of school, as noted in the chart below. The 2022-2023 data improved by 20% but is still nearly double the pre-pandemic levels. The statewide average currently sits at 30.8% of students chronically absent.



10/23/2023

#### 2022-23 Student Count-Attendance Trend Lenawee ISD (46): All Students

Location Name	School Year	Report Category	All Students		Chronically Absent		
			Attendance Rate	Total Count	Attendance Rate	#	%
Lenawee ISD (46)	2022-23	All Students	91.45%	14,732	82.0%	4,245	28.8%
Lenawee ISD (46)	2021-22	All Students	88.24%	14,805	81.4%	7,131	48.2%
Lenawee ISD (46)	2020-21	All Students	95.43%	14,815	65.2%	1,732	11.7%
Lenawee ISD (46)	2019-20	All Students	94.75%	15,244	83.4%	2,258	14.8%
Lenawee ISD (46)	2018-19	All Students	94.86%	15,477	83.1%	2,132	13.8%
Lenawee ISD (46)	2017-18	All Students	94.96%	15,642	82.9%	1,980	12.7%
Lenawee ISD (46)	2016-17	All Students	95.61%	15,690	83.5%	1,417	9.0%
Lenawee ISD (46)	2015-16	All Students	95.76%	15,730	82.8%	1,314	8.4%
Lenawee ISD (46)	2014-15	All Students	95.18%	N/A	87.8%	3,769	24.3%

#### **4. JC/LISD Academy Hosts Parent Teacher Conferences**

**(Kim Dusseau)**

The JC/LISD Academy hosted parent teacher conferences on November 2, 2023. Both virtual and in-person conference options were available to parents. Twenty-one parents attended these conferences representing 22 Academy students.

#### **5. JC/LISD Academy Students Participate in College and Career Awareness, Experiential Learning, and Community Service Opportunities**

**(Kim Dusseau)**

JC/LISD Academy students had the opportunity to take part in several college and career awareness, experiential learning, and community service opportunities, including the following:

- Toured Jackson College central campus on October 11, 2023.
- Invited as guests of Siena Heights University (SHU) dress rehearsal performance of *Into the Woods* on October 12, 2023.
- Participated in *Walking in Someone Else's Shoes* poverty simulation on October 17, 2023.
- Visited Center for Education Materials and Technology (CEMaT) on October 17, 2023.
- Partnered with SHU Office of Mission and Ministry to make cards for veterans on October 27, 2023.
- Attended the John U. Bacon presentation of *Let Them Lead* on October 30, 2023.
- Took a field trip to Rutherford B. Hayes Presidential Museum and Library on November 1, 2023.

## 6. LISD TECH Center Recommends Purchase of Hydraulic Trainer

**(Benjamin Murray)**

At the January 2023 LISD Board of Education meeting, LISD TECH Center staff were granted permission to seek bids for a hydraulic trainer to be shared between the Welding Technology and Engineering, Robotics & Mechatronics programs.

Bids were requested and two bids were received from the following vendors:

ATS Midwest, LLC.	\$32,341
Technology International, Inc.	\$32,220

The bid from Technology International, Inc. was only available as a package deal with the purchase of a hydraulic press brake. Estimated delivery was 40 weeks.

The bid from ATS Midwest, LLC. was the only bid that included all elements of the requested bid specifications. ATS Midwest provides Amatrol trainers for other entities in the area and provides a high level of customer service to schools in the region.

### RECOMMENDED ACTION BY THE SUPERINTENDENT:

It is recommended that the LISD Board of Education approve the purchase of a hydraulic trainer from ATS Midwest, LLC. at a cost of \$32,341.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		



## **7. LISD TECH Center Program Annual Review (PAR) Recommendations for 2024-2025**

**(Jenny Heath and Ben Murray)**

**Summary:** At this time each year, Career and Technical Education (CTE) curricula and program recommendations for LISD TECH Center programs for the next school year are presented to the LISD Board so appropriate planning can occur. These recommendations are based on the LISD TECH Center Program Annual Review (PAR) process, which was completed in October 2023.

The PAR process included 2019-2029 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw. It continues to be very important to provide students with program options that align to the rapidly changing Michigan and global economy.

The summary of CTE recommendations for 2024-2025 include the following:

**1. Assess effectiveness of two LISD TECH Center programs. The programs are Biochemical Technology and Engineering, Design & CAD.**

Due to enrollment below 60%, these programs will be assessed for effectiveness and efficiency.

**2. Consider the purchase of the following equipment:**

- Audio/Visual systems in Accounting and Graphic Design classrooms (pending sale of Jackson College building).
- Prep deck in Automotive Collision Repair & Refinish to increase square footage that can be used for painting.
- ATV side-by-side to be used at Agri-Tech, Horticulture, and Natural Resources.
- Finishing tool for soil tillage for Agri-Tech.
- Large format printer for Digital Media Production and Graphic Design.
- Switch Labs Electric Vehicle Curriculum and Equipment for Engineering, Robotics, & Mechatronics (proprietary vendor).
- Classroom furniture for C.N.A. and EMT.
- Classroom furniture for Graphic Design (pending sale of Jackson College building).
- Three compartment sink and washer/dryer for Hospitality Services lab.
- Replacement desktop computers and monitors for Computer Information Services.
- Replacement laptops for Marketing & Entrepreneurship.

**3. Expand support for credential attainment.**

- Increase industry-recognized certification opportunities through LenTech for students in Automotive Collision Repair & Refinish, Machining & CAM,

Marketing & Entrepreneurship, Natural Resources, Residential Construction, and Welding Technology. Assess adding additional programs in the future.

- Increase opportunities for college credit attainment through the College Now program.
- Increase opportunities and access to education and skill attainment by aligning industry-recognized certification opportunities in each program.

**4. Increase work-based learning opportunities through authentic and career-focused training in all programs.**

**5. Upgrade classroom flooring.**

Upgrade flooring in Graphic Design, Accounting, and Marketing & Entrepreneurship classrooms (pending sale of Jackson College building).

**6. Explore CTE Early Middle College programs at the LISD TECH Center.**

Explore opportunities that can help students in LISD TECH Center programs obtain associate degrees or certificates with local postsecondary institutions.

**List and details of the CTE program recommendations for 2024-2025.**

**There are currently 28 LISD CTE programs. It is recommended to offer a total of 28 LISD CTE programs next school year, 2024-2025. This includes 28 morning and afternoon CTE programs. It is recommended to research additional programs that may be offered to Lenawee County students in the future. Specific recommendations concerning these potential programs are described below.**

Each of the 28 LISD CTE programs for 2024-2025 will provide the opportunity for LISD TECH Center students to demonstrate proficiency towards earning high school core academic credit, articulated (free) college credit, dual enrollment credit, concurrent enrollment, career and technical education credit, as well as certifications while attending LISD TECH Center (CTE) programs.

The 28 LISD CTE day programs' curricula will continue to be updated to align to the state CTE standards or competencies, business and industry needs, and Michigan Merit Curriculum. In addition to the day programs, the opportunities for students to participate in dual enrollment, concurrent enrollment, and work-based learning (co-op, on-the-job training, job shadowing, and apprenticeships) will continue.

Local school districts have the discretion of awarding Michigan Merit Curriculum for CTE programs. The LISD TECH Center will continue to work with local districts to provide documentation on curriculum alignment to state standards.

Following is a complete and detailed list of the recommendations for all 28 of the LISD TECH Center CTE programs for 2024-2025:

### **Accounting**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 63% (30 students) with one instructor.

CERTIFICATIONS EARNED: Intuit QuickBooks (4), Intuit Certified Bookkeeper Professional (4), MOS Excel 2019 Associate (14)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 994 with an expected +9% change through 2032; and the median hourly salary range is \$32.94.
- Recommend replacement of the audio/visual system (pending sale of Jackson College building).

### **Agri-Tech**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 90% (43 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: BobCat Skid Steer Safe Operators Certificate (31), Red Brand 101 (32), Stihl Chainsaw Safety (14), YQCA (Youth for the Quality Care of Animals) (28)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 9,075 with an expected +10% change through 2032; and the median hourly salary range is \$21.18.
- Recommend purchase of finishing tool for soil tillage.
- Recommend purchase of ATV side-by-side to be shared between all programs at the LISD Center for a Sustainable Future.
- Explore purchase of GPS technology for the tractor.

### **Automotive Collision Repair and Refinish**

RECOMMENDED: Continue AM (23 students)/ PM (23 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 89% (41 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: I-CAR Certifications (506), State Mechanics Certification: Collision Related Mechanical Repair (1), State Mechanics Certification: Collision Related Structural Repair (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 723 with an expected +6% change through 2032; and the median hourly salary range is \$26.64.
- Recommended replacement of AC machine and battery charger that can be shared with Automotive Services Technology.
- Recommend purchase of replacement prep deck to increase square footage that can be used for painting.

### **Automotive Services Technology (AST)**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 81% (39 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Michigan Mechanics Certifications: Auto Transmission (1), Brakes (18), Electrical (9), Engine Performance (7), Engine Repair (1), HVAC (1), Manual Transmission (1), Pre-1973 (1), Steering & Suspension (17), Snap-On Multimeter NC3 DMM Certification (44), SP2 Safety/Pollution (44)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region are 725 with an expected +5% change through 2032T; and the median hourly salary range is \$27.78.
- Recommend replacement of AC machine and battery charger that can be shared with Automotive Collision Refinish and Repair.
- Explore opportunities for new car acquisition.
- Explore purchase of ADAS (advanced driver-assistance system) compliant wheel alignment and fixture kit tools.
- Continue to explore purchase of electric vehicle, charging station, and lift to accommodate weight and lift points.
- Advisory committee continues to recommend construction of a roof off the north wall to provide a better weather environment for newer shop cars.

### **Biochemical Technology**

RECOMMENDED: Assess Effectiveness AM (22 students) / PM (22 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 55% (24 students) with one instructor.

CERTIFICATIONS EARNED: Elanco Veterinary Medical Applications (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 95 with an expected +5% change through 2032; and the median hourly salary range is \$26.79.
- Recommend purchase of pH meter probes.

### **Building Trades**

RECOMMENDED: Continue AM (22 students) / PM (22 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 95% (42 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: AHA First Aid/CPR (42), Career Connections Level 1 (6), Level 2 (23), Level 3 (13), OSHA 10-Construction Industry (42)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 2,678 with an expected +11% change through 2032; and the median hourly salary range is \$38.14.

- Explore dedicated classroom space to accommodate 24 students and possible classroom furniture.

### **Certified Nurse Aide (C.N.A.)**

RECOMMENDED: Continue AM (12 students) / PM (12 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 113% (27 students) with one instructor. State certification requirements limit the maximum number of students in this program.

CERTIFICATIONS EARNED: American Heart Association Basic Life Support (8), Certified Clinical Medical Assistant (7), Certified Nurse Aide (15)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 2,174 with an expected +16% change through 2032; and the median hourly salary range is \$17.38.
- Recommend purchase of program jackets for clinical rotations.
- Recommend purchase of vital signs monitors to be shared with Nursing Preparation.
- Recommend replacement of classroom furniture.

### **Computer Information Services**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 69% (33 students) with one instructor.

CERTIFICATIONS EARNED: CompTIA A+ (5), CompTIA ITF (6), CompTIA Security + (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,168 with an expected +14% change through 2032; and the median hourly salary range is \$40.92.
- Recommended purchase of new student desktop computers and monitors.

### **Computer Programming**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 75% (36 students) with one instructor.

CERTIFICATIONS EARNED: Certified Entry Level Python Programmer (5)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 808 with an expected +18% change through 2032; and the median hourly salary range is \$42.61.

### **Culinary Arts**

RECOMMENDED: Continue AM (30 students) / PM (30 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 90% (54 students) with one instructor and two teacher assistants.

CERTIFICATIONS EARNED: Lenawee County Food Handler (27), ServSafe Manager (9)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,325 with an expected +19% change through 2032; and the median hourly salary range is \$19.53.
- Recommend purchase of high-speed oven.
- Recommend purchase of replacement knife kits.
- Recommend replacement of ice cream machine.

### **Custom Class (Non-CTE, Unpaid Work-Based Learning)**

RECOMMENDED: Continue program for 2024-2025 with an assessment to determine if this is the most effective and efficient way to provide this program in the county in the future.

Enrollment for the 2023-2024 school year is seven (7) students. Students are enrolled in programs related to cosmetology, fire response, theater, and veterinary science. This remains an independent study option for students.

### **Dental Assisting**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 94% (45 students) with one instructor.

CERTIFICATIONS EARNED: American Heart Association Basic Life Support (38), Dental Radiography Certification (3)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 149 with an expected +9% change through 2032; and the median hourly salary range is \$21.97.
- Recommend purchase of program jackets for on-the-Job training (OJT).

### **Digital Media Production**

RECOMMENDED: Continue AM (24 students) / PM (24 students) 2024-2025.  
Enrollment for the 2022-2023 school year is 94% (45 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Currently working with advisory committee members to identify industry-recognized certifications.

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The estimated annual openings for this career area in this region were 25 with an expected +7% change through 2032; and the median hourly salary range is \$27.49.

- Recommend purchase of large format printer to be shared with Graphic Design.
- Recommend purchase of replacement light stands and adjustable LED video lights.
- Explore purchase of a black stage curtain.

### **Education Careers**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 90% (43 students) with one instructor.

CERTIFICATIONS EARNED: AHA First Aid/CPR (33)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,148 with an expected +8% change through 2032; and the median hourly salary range is \$28.62.
- Continued support for second year co-op students.

### **Emergency Medical Technician (EMT)**

RECOMMENDED: Continue AM (22 students) / PM (22 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 80% (35 students) with one instructor and one .6 part-time teacher assistant.

CERTIFICATIONS EARNED: AHA Basic Life Support/CPR (36), EMT (6)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual openings for this career area in this region were 270 with an expected +13% change through 2032; and the median hourly salary range is \$20.53.
- Recommend purchase of a handheld capnography monitor.
- Recommend replacement of classroom furniture.

### **Engineering, Design, & CAD**

RECOMMENDED: Assess Effectiveness AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 50% (24 students) with one instructor.

CERTIFICATIONS EARNED: Autodesk Certified User: AutoCAD (7)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 72 with an expected +5% change through 2032; and the median hourly salary range is \$28.33.
- Explore purchase of digital cameras and portable photobox for photographing student projects.

### **Engineering, Robotics, & Mechatronics**

RECOMMENDED: Continue AM (20 students) / PM (20 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 63% (25 students) with one instructor.

CERTIFICATIONS EARNED: Certified Solidworks Associate (2), OSHA-10 General Industry (9)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region are 112 with an expected +6% change through 2032; and the median hourly salary range is \$47.09.
- Recommend purchase of updated PLC/Factory simulation software.
- Recommend purchase of Switch Labs Electric Vehicle Curriculum and Equipment for Engineering, Robotics, & Mechatronics (proprietary vendor).

### **Exercise Science & Sports Medicine**

RECOMMENDED: Continue AM (20 students) / PM (20 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 79% (38 students) with one instructor.

CERTIFICATIONS EARNED: Heartsaver First Aid/Basic Life Support (37), Stop the Bleed Certificate (37)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,532 with an expected +17% change through 2032; and the median hourly salary range is \$37.00.
- Recommend support for new certification testing with Gray Institute Foundation.
- Recommend purchase of athletic training medkits.
- Recommend purchase of ultrasound and electrical stimulation unit.

### **Graphic Design**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 94% (45 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Graphic Design Certificate from Jackson College (5)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 110 with an expected +13% change through 2032; and the median hourly salary range is \$35.48.
- Recommend purchase of vinyl printer/cutter.
- Recommend purchase of large format printer to be shared with Digital Media Production.
- Recommend purchase of classroom furniture and replacement audio/visual system that best fits classroom space at Jackson College (pending sale of Jackson College building).



- Explore purchase of a flatbed printer.

### **Health Care Careers**

RECOMMENDED: Continue AM (22 students) / PM (22 students) for 2024-2025.

Enrollment for the 2022-2023 school year is 98% (43 students) with one instructor and one .4 part-time teacher assistant.

CERTIFICATIONS EARNED: American Heart Association Basic Life Support (42), Stop the Bleed Certificate (28)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 3,462 with an expected +16% change through 2032; and the median hourly salary range is \$19.42.
- Recommend support of new pharmacy technician certification.
- Recommend purchase of program jackets for clinical rotations.

### **Horticulture**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 63% (30 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: BASF Plant Science Certification (3), Benz School of Design Floral Certification (1), BobCat Skid Steer Safe Operations Certificate (20), Certified Green Industry Professional (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 655 with an expected +12% change through 2029; and the median hourly salary range is \$18.74.
- Recommend purchase of ATV side-by-side to be shared between all programs at the LISD Center for A Sustainable Future.

### **Hospitality Services**

RECOMMENDED: Continue AM (16 students) / PM (16 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 28% (9 students) with one instructor.

CERTIFICATIONS EARNED: N/A - new program

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,325 with an expected +19% change through 2032; and the median hourly salary range is \$19.53.
- Recommended purchase and installation of three compartment sink and washer/dryer for classroom lab.

### **Law Enforcement & Corrections**

RECOMMENDED: Continue AM (20 students) / PM (20 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 90% (36 students) with one instructor.

CERTIFICATIONS EARNED: N/A - new program

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 2,480 with an expected +1% change through 2032; and the median hourly salary range is \$28.98.
- Recommend purchase of handcuffing dummies.
- Recommend purchase of high-quality radios.
- Explore purchase of Apex VR (virtual reality) Trainer.

### **Less-Than-Class-Size**

RECOMMENDED: Continue program for 2024-2025.

Enrollment for the 2023-2024 school year is 16 students. Students are enrolled in audio/recording and veterinary science. This remains an independent study option for students.

In an effort to provide Michigan Merit Curriculum opportunities for students, two Custom Class programs transitioned to Less-Than-Class-Size in 2023-2024.

### **Machining & Computer Aided Manufacturing (CAM)**

RECOMMENDED: Continue AM (20 students) / PM (20 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 90% (36 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Currently working with advisory committee members to identify industry-recognized certifications.

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 611 with an expected -2% change through 2032; and the median hourly salary range is \$19.08.
- Explore purchase of HAAS ST-5Y CNC Turning Center to assist with certification and complete a manufacturing cell.
- Explore purchase of walk-behind mini-forklift for moving materials to be shared with Welding Technology.

### **Marketing & Entrepreneurship**

RECOMMENDED: Continue AM (24 students) / PM (24 students) for 2024-2025.  
Enrollment for the 2023-2024 school year is 94% (45 students) with one instructor.

CERTIFICATIONS OFFERED: Google Digital Marketing and Ecommerce Certification (5), Jackson College Entrepreneurship Certificate (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career

area in this region were 726 with an expected +13% change through 2032; and the median hourly salary range is \$38.64.

- Recommend purchase of replacement laptops.

### **Natural Resources**

RECOMMENDED: Continue AM (20 students) / PM (20 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 73% (29 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Professional GIS Certificate (1)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 3,119 with an expected +10% change through 2032; and the median hourly salary range is \$40.04.
- Recommend purchase of an autoclave for LISD Center for a Sustainable Future lab.
- Recommend purchase of ATV side-by-side to be shared between all programs at the LISD Center for A Sustainable Future.
- Explore purchase of infrared gas analyzer portable standard.

### **Nursing Preparation**

RECOMMENDED: Continue AM (16 students) / PM (16 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 75% (24 students) with one instructor.

CERTIFICATIONS EARNED: BLS Healthcare Provider (4), Certified EKG Technician (1), Certified Nurse Aide (20), Certified Patient Care Technician (2), Certified Phlebotomy Technician (12)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,177 with an expected +10% change through 2032; and the median hourly salary range is \$49.57.
- Recommend purchase of vital signs monitors to be shared with Certified Nurse Aide (C.N.A.) program.
- Recommend purchase of program jackets for clinical rotations.

### **Residential Construction**

RECOMMENDED: Continue AM (16 students) / PM (16 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 66% (21 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: Career Connections Level 1 (2), Level 2 (11), Level 3 (13)

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region were 1,808 with an expected +11% change through 2032; and the median hourly salary range is \$24.47.

- Recommend purchase scaffolding sections to assist with the construction of tiny houses.
- Recommend purchase of commercial wood planer and commercial drum sander to be shared with Facilities & Maintenance department.
- Recommend purchase of Milwaukee Packout Kits to assist with tool and equipment organization.
- Explore purchase of vinyl wrapping for the tool trailer to preserve the body of the trailer.

### **TC 10**

RECOMMENDED: Continue AM (6 students) /PM (6 students) for 2024-2025.

Enrollment for the 2023-2024 school year is 75% (9 students) with one instructor and one Learning Assistant.

### **Welding Technology**

RECOMMENDED: Continue AM (19 students) / PM (19 students) 2024-2025.

Enrollment for the 2023-2024 school year is 100% (38 students) with one instructor and one teacher assistant.

CERTIFICATIONS EARNED: GTAW 1G (1), GTAW 2G (1), GTAW 3G (1), SMAW 1G (4), SMAW 2G (1), SMAW 3G (1), Certified Production Technician (12), Jackson College Welding/Advanced Manufacturing Certificate (12), OSHA 10- 23

- Based on the 2022-2032 Occupation Overview Forecast Data from Workforce Intelligence Network for the five-county area of Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw: The 2022 actual annual openings for this career area in this region are 778 with an expected +8% change through 2032; and the median hourly salary range is \$26.62.
- Recommend purchase of replacement welding helmets for all students in the program.
- Explore purchase of walk-behind mini-forklift for moving materials to be shared with Machining & CAM.

# OFFICE OF THE SUPERINTENDENT

## MEMORANDUM

DATE: December 4, 2023  
TO: LISD Board of Education  
FROM: Mark Haag, Superintendent  
SUBJECT: **OFFICE OF THE SUPERINTENDENT REPORTS**

### **Finance & Administrative Services**

#### **1. Summer Tax Collection**

**(Judith Pfund)**

**Summary:** Under current Michigan law, the board of education is required to grant the annual authorization to continue a summer tax levy for the upcoming fiscal year prior to January 1, 2023.

During the August 22, 1983, regular LISD Board of Education meeting, the Board approved an ongoing resolution to have a summer tax collection each year beginning in 1984 and continuing from year to year until specifically revoked by this Board of Education. A summer tax collection has been conducted annually since that time. LISD "piggybacks" on local school districts that have a summer collection. Summer taxes are collected in the cities and townships only where the local school districts conduct a summer collection.

The Michigan Court of Appeals ruled (Harper Creek School District vs. Leroy Township Supervisor) that the board of education of a school district must approve an annual resolution to have a summer tax collection, in addition to the ongoing resolution. This annual resolution invokes the ongoing resolution. Under current Michigan law, the board of education is required to grant this authorization each calendar year to continue the summer tax levy for the upcoming school fiscal year. Therefore, it is requested that the LISD Board of Education approve the resolution that will allow the District to conduct a 2024 summer tax collection. This will enable the District to collect summer taxes for the 2024-2025 fiscal year that begins on July 1, 2024. Collection of summer taxes helps maintain a positive cash flow and reduces the likelihood of borrowing to meet cash obligations.

#### **RECOMMENDED ACTION BY THE SUPERINTENDENT:**

It is recommended that the LISD Board of Education approve the Annual Summer Tax Resolution provided under separate enclosure, authorizing Lenawee Intermediate School District to levy a summer tax collection in 2024.

and authorize the Superintendent and/or his designee to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located, for the reasonable expenses for collection of the District's summer property tax levy.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

## **2. Local District Reimbursement for Special Education Costs**

### **(Judith Pfund)**

The total audited Special Education reimbursement allocation to local districts for the year ended June 30, 2023, was \$7,369,436. This amount included \$7,000,000 from Act 18 funds; Medicaid Outreach and Medicaid School Based Health Services provided the remaining \$399,436. It is believed that the School State Aid payments made directly to local districts for their Special Education costs plus LISD's reimbursements covered the majority of Special Education expenses incurred directly by local districts last year.

The first of three Special Education local district payments for the 2023-2024 fiscal year will occur in December 2023. This payment will also include the 15% retainage withheld from the 2022-2023 Special Education allocation for local districts for the year ended June 30, 2023, plus 17.5% of the budgeted current year Act 18 amount. The District's 2023-2024 first revision budget includes \$7,323,696 for Special Education reimbursement provisions to local districts.

### **3. First Revision Budget and Financial Overview**

#### **(Judith Pfund)**

The First Revision Budget is being presented to the LISD Board of Education on December 4, 2023, for Board action. The budget booklet provided under separate enclosure includes line-item details and budget summaries for nine different funds. The first revision to LISD's proposed budgets for 2023-2024 reflects a continued position of financial strength and positive fund balances. This is the first of two planned budget revisions for the 2023-2024 fiscal year. The final budget revision for this year is expected to be presented during the month of June 2024.

#### General Services Fund

General Service revenue for FY24 is projected to be \$14,601,532. Expenditures are anticipated to exceed revenue by \$170,609; total expenditures are projected to be \$14,772,141. Non-spendable and unassigned fund equity as of June 30, 2024, is expected to be \$4,757,914, or 32.2% of expenditures.

#### Special Education Fund

Revenue for Special Education is projected to be \$35,795,671. Revenues are expected to exceed expenditures by \$555,730. Expenditures are projected to be \$35,239,941. The current year Medicaid designation has been calculated at \$547,708. Funds in the amount of \$25,000 will be required to be Undesignated from prior years to achieve the 5% fund equity required by LISD Board of Education policy. In this budget, the District amount set aside to fund payments for future local district special education costs reflects a balance of \$8,790,244 specifically earmarked for this purpose. Non-spendable and restricted fund equity is \$1,757,356, which is 5% of expenditures as per LISD Board of Education policy.

#### Career Technical Education Fund

Career Technical Education revenue is projected to be \$16,039,643. Expenditures are estimated to be \$15,875,491. Revenues are expected to exceed expenditures by \$164,152. Projected FY24 non-spendable and restricted ending fund equity for the Career Technical Education fund is expected to be \$9,871,605, or 62.2% of expenditures.

#### Totals for the Three Major Funds

Estimated first revision revenue of \$66,436,846 and expenditures of \$65,887,573 have been budgeted for the three major funds for the 2023-2024 fiscal year. Revenues are anticipated to exceed expenditures by \$549,273. Total fund equity on June 30, 2024, is projected to be \$25,177,119.

#### Capital Project Funds

General Service Capital Projects revenue for FY24 is projected to be \$178,000. Expenditures are anticipated to exceed revenue by \$456,125; total expenditures are projected to be \$634,125. Fund equity as of June 30, 2024, assigned for



Consortium Technology and General Services Capital Projects is expected to be \$1,094,238.

Special Education Capital Projects revenue for FY24 is projected to be \$1,571,872. Revenues are anticipated to exceed expenditures by \$481,884; total expenditures are projected to be \$1,089,988. Fund equity as of June 30, 2024, assigned for Special Education Capital Projects is expected to be \$2,132,991.

Career Technical Education Capital Projects revenue for FY24 is projected to be \$677,600. Expenditures are anticipated to exceed revenue by \$3,903,795; total expenditures are projected to be \$4,581,395. Fund equity as of June 30, 2024, assigned for Career Technical Education Capital Projects is expected to be \$1,591,678.

#### Internal Service Funds

Health Insurance Consortium fund revenue for FY24 is projected to be \$22,248,558. Expenditures are anticipated to be \$22,251,579. Net position as of June 30, 2024, is expected to be \$14,056.

Lenawee/Monroe Technology Consortium fund revenue for FY24 is projected to be \$1,232,054. Expenditures are projected to be \$1,232,054. Net position as of June 30, 2024, is expected to be \$287,567.

Cooperative Services fund revenue for FY24 is projected to be \$266,495. Expenditures are anticipated to be \$270,878. Net position as of June 30, 2024, is expected to be \$288,125.

#### RECOMMENDED ACTION BY THE SUPERINTENDENT:

It is recommended that the LISD Board of Education amend the 2023-2024 fiscal year budgets and adopt the attached formal resolutions which amend the 2023-2024 fiscal year budget as follows:

1) approve First Revision General Services Fund expenditures in the amount of \$14,772,141, 2) approve First Revision Special Education Fund expenditures in the amount of \$35,239,941, 3) approve First Revision Career Technical Education Fund expenditures in the amount of \$15,875,491, for combined total expenditures of \$65,887,573, 4) approve First Revision General Services Capital Projects fund expenditures in the amount of \$634,125, 5) approve First Revision Special Education Capital Projects fund expenditures in the amount of \$1,089,988, 6) approve First Revision Career Technical Education Capital Projects fund expenditures in the amount of \$4,581,395, with combined expenditures totaling \$6,305,508, 7) approve the First Revision Health Insurance Consortium fund expenditures in the amount of \$22,251,579, 8) approve the First

Revision Lenawee/Monroe Technology Consortium Fund with expenditures in the amount of \$1,232,054, and 9) approve the First Revision Cooperative Services Fund expenditures in the amount of \$270,878 for the 2023-2024 fiscal year.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

GENERAL SERVICES FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of General Services Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by General Services, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and unappropriated fund balance estimated to be available for appropriations in the General Services Fund, Lenawee Intermediate School District for fiscal year 2023-2024 are as follows:

REVENUE

Local	\$ 2,051,840
State	8,153,599
Federal	914,866
Incoming Transfers & Other Transactions	57,648
Fund Modifications	3,423,579
Total Revenue	<u>\$ 14,601,532</u>
Fund Balance as of July 1, 2023	\$ 4,928,523
Fund Balance Available to Appropriate	\$ 4,928,523
Total Available to Appropriate	<u><u>\$ 19,530,055</u></u>

BE IT FURTHER RESOLVED that \$14,772,141 of the total available to appropriate in the General Services fund is hereby appropriated in the amounts and for the purposes set forth below:

## Expenditures

Instruction

Basic Programs	\$ 961,549
Added Needs	90,279

Support Services

Pupil	2,162,581
Instructional Services	3,247,133
General Administration	928,442
School Administration	147,348
Business	796,396
Operations/Maintenance	304,335
Transportation	16,600
Central	2,339,264
Other	-
Community Services	874,549
Outgoing Transfers & Other Transactions	2,903,665
Total Appropriated	<u>\$ 14,772,141</u>
Nonspendable & Unassigned Fund Balance	<u>\$ 4,757,914</u>

BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that, for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

SPECIAL EDUCATION FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of Special Education Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by Special Education, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and unappropriated fund balance estimated to be available for appropriations in the general fund of the Special Education Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 are as

REVENUE

Local	\$ 19,116,702
Other	500
State	11,243,869
Federal	4,920,771
Incoming Transfers & Other Transactions	500,000
Fund Modifications	13,829
Total Revenue	<u>\$ 35,795,671</u>

Fund Balance as of July 1, 2023	\$ 9,991,870
Less Designated Fund Balance	<u>8,790,244</u>

Fund Balance Available to Appropriate	<u>\$ 1,201,626</u>
Total Available to Appropriate	<u><u>\$ 36,997,297</u></u>

BE IT FURTHER RESOLVED that \$35,239,941 of the total available to appropriate in the Special Education fund is hereby appropriated in the amounts and for the purposes set forth below:

## Expenditures

Instruction

Added Needs	\$ 14,705,577
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Support Services

Pupil	10,641,328
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Instructional Services	2,614,277
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General Administration	25,000
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School Administration	106,202
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Business	156,500
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Operations/Maintenance	922,256
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Transportation	1,908,191
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Central	471,159
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Community Services	11,455
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Outgoing Transfers & Other Transactions	3,677,996
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Total Appropriated	\$ 35,239,941
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Nonspendable & Restricted Fund Balance	\$ 1,757,356
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BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that, for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

CAREER TECHNICAL EDUCATION FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of the Career Technical Education Fund, LISD, for the fiscal year 2023-2024 This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by the Career Technical Education Fund, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and unappropriated fund balance estimated to be available for appropriations in the Career Technical Education Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 are as follows:

REVENUE

Local	\$ 13,385,960
State	2,437,184
Federal	216,499
Incoming Transfers & Other Transactions	-
Total Revenue	<u>\$ 16,039,643</u>
Fund Balance as of July 1, 2023	\$ 9,707,453
Fund Balance Available to Appropriate	\$ 9,707,453
Total Available to Appropriate	<u><u>\$ 25,747,096</u></u>

BE IT FURTHER RESOLVED that \$15,875,491 of the total available to appropriate in the Career Technical Education fund is hereby appropriated in the amounts and for the purposes set forth below:

## Expenditures

Instruction

Basic Programs	\$ 167,479
Added Needs	7,866,302
Adult/Continuing Education	-

Support Services

Pupil	933,227
Instructional Services	801,513
General Administration	265,269
School Administration	832,767
Business	152,002
Operations/Maintenance	1,531,291
Transportation	419,138
Central	593,173
Other	5,200
Community Services	385,658
Outgoing Transfers & Other Transactions	1,922,472

Total Appropriated	<u>\$ 15,875,491</u>
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Nonspendable & Restricted Fund Balance	<u><u>\$ 9,871,605</u></u>
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BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that, for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.



BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the General Services Capital Projects Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 is as follows:

Earnings on Investments	78,000
Technology Capital Fees	-
Local District Capital Fees	-
Transfers from Other Funds	100,000
Total Local Revenue	178,000

BE IT FURTHER RESOLVED, that \$634,125 of the total available to appropriate in the General Services Capital Projects fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Stubnitz Environmental Ed Building	-
Fireside Building	5,000
WJR ESC Building	573,625
Network Electronics	40,000
Outgoing Transfers	15,500
Total Expenditures	<u>\$ 634,125</u>

Revenue Over/(Under) Expenditures \$ (456,125)

Projected Fund Equity for Capital Projects	598,970
Projected Fund Equity for Tech Capital Projects	495,268
Projected Ending Fund Equity, 6/30/24	<u><u>\$ 1,094,238</u></u>

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Special Education Capital Projects Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 is as follows:

BE IT FURTHER RESOLVED, that \$1,089,988 of the total available to appropriate in the Special Education Capital Projects fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

	-
Network Electronics	112,000
Bus & Van Acquisitions	422,438
Trenton Hills	12,840
Transportation	271,500
Adult Services (HOPE)	11,192
Porter Site Improvements	35,000
Porter Main Building	151,840
Building #3 Improvements	58,178
Small Projects	15,000
Total Expenditures	<u>\$ 1,089,988</u>
Revenue Over/(Under) Expenditures	\$ 481,884
Projected Ending Fund Equity, 6/30/24	<u><u>\$ 2,132,991</u></u>

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

CAREER TECHNICAL EDUCATION CAPITAL PROJECTS FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE LENAWEE  
INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of Career Technical Education Capital Projects Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by Career Technical Education Capital Projects Fund, Lenawee Intermediate

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Career Technical Education Capital Projects Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 is as follows:

7/01/23 Audited CTE Capital Projects Fund Equity	\$ 5,495,473
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Local Revenue

Earnings on Investments	27,000
Royalties	600
Transfers from Other Funds	600,000
State Revenue	50,000
Total Local Revenue	677,600

Funds Available to Appropriate	\$ 6,173,073
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BE IT FURTHER RESOLVED, that \$4,581,395 of the total available to appropriate in the Career Technical Education Capital Projects fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Network Electronics	225,000
Agri-Tech	341,950
Main Building	575,000
South Campus Capital	57,945
Various Small Projects	50,000
Building Acquisition	3,306,500
East Building	25,000
Total Expenditures	<u>\$ 4,581,395</u>

Revenue Over/(Under) Expenditures \$ (3,903,795)

Projected Ending Fund Equity, 6/30/24 \$ 1,591,678

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

HEALTH INSURANCE CONSORTIUM FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of the Health Insurance Consortium Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by the Health Insurance Consortium Fund, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and net position estimated to be available for appropriations in the Health Insurance Consortium Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 are as follows:

07/01/23 Net Position	\$ 17,077
<u>Revenue</u>	
Charges for Services	22,244,558
State Sources	-
Interest	4,000
Total Revenue	<u>\$ 22,248,558</u>
Amount Available to Appropriate	<u><u>\$ 22,265,635</u></u>

BE IT FURTHER RESOLVED that \$22,251,579 of the total available to appropriate in the Health Insurance Consortium fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures</u>	
Support Services	\$ 22,251,279
Central Support	300
Total Appropriated	<u><u>\$ 22,251,579</u></u>

BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.



LENAWEE/MONROE TECHNOLOGY CONSORTIUM FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of Lenawee/Monroe Technology Consortium Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by Lenawee/Monroe Technology Consortium Fund, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and net position estimated to be available for appropriations in the general fund of the Lenawee/Monroe Technology Consortium Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 are as follows:

07/01/23 Net Position	\$ 287,567
	.
<u>Revenue</u>	
Charges for Services	1,230,554
State Sources	-
Interest	1,500
Incoming Transfer & Other	-
Total Revenue	<u>\$ 1,232,054</u>
Amount Available to Appropriate	<u><u>\$ 1,519,621</u></u>

BE IT FURTHER RESOLVED, that \$1,232,054 of the total available to appropriate in the Lenawee/Monroe Technology Consortium fund is hereby appropriated in the amounts and for the purposes set forth below:

<u>Expenditures</u>	
Operations and Maintenance	\$ 7,543
Central Support	1,224,511
Total Appropriated	<u>\$ 1,232,054</u>

BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

COOPERATIVE SERVICES FUND BUDGET  
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION OF THE  
LENAWEE INTERMEDIATE SCHOOL DISTRICT

RESOLVED, that this resolution shall be the general appropriations of Cooperative Services Fund, LISD, for the fiscal year 2023-2024. This resolution is to make appropriations, to provide for the expenditure of the appropriations, and to provide for the disposition of all income received by Cooperative Services Fund, Lenawee Intermediate School District.

BE IT FURTHER RESOLVED that total revenue and net position estimated to be available for appropriations in the Cooperative Services Fund, Lenawee Intermediate School District, for fiscal year 2023-2024 are as follows:

07/01/23 Net Position	\$ 292,508
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Revenue

Charges for Services	247,995
State Sources	-
Interest	3,000
Incoming Transfer & Other	15,500
Total Revenue	<u>\$ 266,495</u>

Amount Available to Appropriate	<u><u>\$ 559,003</u></u>
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BE IT FURTHER RESOLVED that \$270,878 of the total available to appropriate in the Cooperative Services fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Support Services	
Support Services Business	\$ 97,821
Operations and Maintenance	13,872
Pupil Transportation Services	47,882
Support Services-Central	111,303
Total Appropriated	<u>\$ 270,878</u>

BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the appropriate administrators responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on December 4, 2023.

BE IT FURTHER RESOLVED that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent, but no other transfers shall be made without approval by the Board of Education. When the Superintendent makes a transfer of appropriations as permitted by this resolution, such transfers shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

## 4. State Competitive Bid Threshold Increases

(Judith Pfund)

**Summary: The State of Michigan has communicated changes to competitive bid thresholds based on requirements in the Revised School Code. Changes were effective October 26, 2023.**

The State of Michigan has communicated changes to competitive bid thresholds based on requirements in the Revised School Code:

- Competitive bids must be obtained for school construction projects (including renovation, repair, or remodeling), and procurement of supplies, materials, and equipment if the base amount exceeds \$29,572. This is an increase of \$1,524, or 5.4%, from the previous maximum limit. All Michigan local school districts, intermediate school districts, and public-school academies are required to adhere to this requirement.
- For ISD's only, the new base amount above which travel expenses paid with intermediate funds must be posted to the ISD website increased by \$250 to \$4,841.
- The maximum cap for awards given by ISD's to an employee, volunteer, or pupil increased by \$9 to \$169. The \$69 monthly cap for the value of gifts received from vendors or potential vendors increased by \$4 to \$73 due to the increase in the average Consumer Price Index. This requirement is only applicable to ISD's.

Changes to threshold limits and caps are effective as of October 26, 2023, and will remain until the next communication from the State revises the threshold limits and caps.

## **Cooperative Services**

### **1. Lenawee/Monroe Technology Consortium Works to Obtain Universal Service Funding (USF) for Infrastructure Upgrades**

**(Judith Pfund)**

**Summary:** Authorization is requested to develop specifications and seek bids for consortium-wide infrastructure upgrades that will be eligible for Federal Universal Service Fund (USF) reimbursement beginning July 1, 2024, through June 30, 2025.

**Background Information:** The Lenawee/Monroe Technology Consortium (LMTC) districts have received significant funds through Universal Service Fund (USF) distributions (e-Rate) and will continue to participate where it is practical to do so. Program reimbursements are typically 60% or more of actual service costs. The Lenawee/Monroe Technology Consortium districts have received reimbursements exceeding \$8 million for eligible services over the last twenty-six years via participation in the USF application process.

The timeframe for the equal-opportunity USF application window for the fiscal year beginning July 1, 2024, through June 30, 2025, is expected to fall sometime between November and February. The Federal Communications Commission (FCC) reviews USF program rules and procedures annually.

**Proposed Scope of Work:** The Lenawee/Monroe Technology Consortium will be conducting a consortium-wide infrastructure upgrade project. The project's scope is to replace and upgrade the core infrastructure of networking devices in all consortium districts. This project should be entirely funded with Category 1 funding since the hardware is essential for internet connectivity for all consortium districts. However, both Lenawee and Monroe County superintendents have approved the use of unutilized Category 2 funding if for some reason the Universal Service Administrative Company (USAC) denies the use of Category 1 funding.

Authorization to develop specifications and seek bids for the infrastructure upgrade project is requested at this time.

#### **RECOMMENDED ACTION BY THE SUPERINTENDENT:**

It is recommended that the LISD Board of Education authorize staff to develop specifications and seek bids for 2024-2025 USF funding for an infrastructure upgrade project.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

## **Staff Resources**

### **1. Personnel Update**

**(Dan Garno)**

#### **a. Volunteer Services, Employment, and Contract Services**

Note: Compensation represented in total for the full annual term and will be prorated on actual days/time worked of the defined full annual term.

Name	Position	Compensation / Other Approval	Term
Janee Garza	GSRP Teacher Assistant	Beginning base pay \$24,149/salary. Other compensation per Personnel Positions Book	Full Time, 188 Work Days
DeeDrea McClain	Special Education Teacher Assistant	Beginning base pay \$22,125/salary. Other compensation per LIEA Collective Bargaining Agreement.	Full Time, 188 Work Days
Shannon Moore	Bus Assistant	\$16.08/hourly. Other compensation per Personnel Positions Book	Part-time, 180-230 Work Days
Patricia Mueller	MPSER Substitute	\$447.78/per diem. Other compensation per Personnel Positions Book	As needed
Matthew Udy	Bus Assistant	\$16.08/hourly. Other compensation per Personnel Positions Book	Part-time, 180-230 Work Days

**RECOMMENDED ACTION BY THE SUPERINTENDENT:**

It is recommended that the LISD Board of Education approve the employment recommendations of the Superintendent as presented above.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

**b. Separation of Employment**

Name	Position	Reason	Separation Date
Katherine Cummins	Bus Assistant	Resigned	10/25/2023
Mindy Sloop	Secretary – Curriculum & Instruction	Resigned	11/22/2023

**2. Update on Position Vacancies**

**(Dan Garno)**

**Summary:** The following position vacancies exist at this time in the District. Each time a position becomes vacant a thorough evaluation ensues as to whether the position needs to be filled or whether it could be combined with another position(s). **During this time of budget instability, these positions are being evaluated even more thoroughly.**

**Administrative Services**

- One Pupil Auditor Assistant. This permanent, part-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Secretary – ESC, Staff Resources & Facilities/Maintenance. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Constituent District Technology Coordinator. This permanent, full-time position is available due to additional need. The position has been posted and applications are being accepted.



### Instruction and General Services

- One CTE Teacher Assistant – Hospitality Services. This permanent, full-time position is available due to a new CTE program. The position has been posted and applications are being accepted.
- One CTE Teacher Assistant – Digital Media Production This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Teacher – LISD PREP Academy. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Secretary – Curriculum & Instruction. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.

### Special Education & Strategic Initiatives

- Two Interpreters for the Deaf and Hard of Hearing. These permanent, full-time positions are available due to resignation. The positions have been posted and applications are being accepted.
- One EI Teacher Consultant. This permanent, part-time position is available due to additional student need. The position has been posted and applications are being accepted.
- Six Speech & Language Pathologists. These permanent, full-time positions are available due to resignation, retirement, and reassignment. The positions have been posted and applications are being accepted.
- Six Special Education Teacher Assistants. These permanent, full-time positions are available due to resignation. The positions have been posted and applications are being accepted.
- One School Psychologist. This permanent, full-time position is available due to retirement. The position has been posted and applications are being accepted.
- One Special Education Teacher - Physical Education for Students with Disabilities. This permanent, full-time position is available due to retirement. The position has been posted and applications are being accepted.
- One Secondary Special Education Teacher. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Teacher – EI. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Special Education Teacher (Maurice Spear Campus) - This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One ASD Consultant - This permanent, full-time position is available due to reassignment. The position has been posted and applications are being accepted.

- Two School Social Workers - These permanent, full-time positions are available due to reassignment. The position has been posted and applications are being accepted.
- Two Special Education Teachers– CI. These permanent, full-time positions are available due to resignation and additional student need. The position has been posted and applications are being accepted.
- One Early Childhood Special Education Teacher. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Consultant – Behavioral Support. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Regional Secretary. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.

## **Policies Updates**

### **1. LISD Administration Proposes Switch to Thrun Law Policy Service**

**(Mark Haag)**

**Summary: After careful consideration, the LISD administration and in-house legal counsel propose that the LISD Board of Education switch its Board Policy service from NEOLA to the Thrun Law Firm at an initial one-time cost of \$8,000 and an ongoing, annual cost of \$2,750.**

The LISD Board of Education adopted the District's current Board Policies provided by NEOLA in August 2014 at a total cost of \$21,100. This included access to NEOLA's policy, administrative regulations, and electronic publishing services. Additionally, the LISD has paid an average annual cost of \$3,357 for policy updates and online publishing (i.e., Board Docs).

After careful consideration, the LISD administration and in-house legal counsel recommend that the LISD switch from NEOLA to the Thrun Law Firm for policy service. The initial, one-time cost for the Thrun Law Firm ISD policy templates is \$8,000. Their current update service fees are capped at \$2,750 annually (this fee is subject to change).

Although the NEOLA policies have served the LISD well, this change is proposed for the following reasons:

1. When needed, the LISD uses Thrun Law Firm for outside legal counsel. Thrun's attorneys are most familiar with their own policies.

2. The Thrun policies are developed by a team of Michigan-based attorneys who have extensive experience working with Michigan public school districts and ISDs.
3. NEOLA requires that their policy updates and redlines (modifications) occur through Board Docs, a cumbersome web-based system that LISD staff have found challenging to use.
4. Many LISD constituent districts are switching to the Thrun policy service. Currently, Adrian, Blissfield, Britton Deerfield, Clinton, and Tecumseh use Thrun's policy service. Others have indicated they are exploring switching.
5. The annual update fee for Thrun's policy service is approximately \$500 cheaper than NEOLA.
6. The LISD has occasionally purchased individual policy templates (i.e., labor policies) from Thrun Law at an additional cost. These will now be provided to LISD as part of the annual update fee.

If approved by the Board, the LISD administration anticipates needing approximately six months to review and modify the Thrun ISD policy templates to align with the LISD's practices and current policy. Thus, we would expect to present the updated policy package for Board adoption in summer 2024 (for adoption prior to the 2024-2025 school year). This would allow ample time for review, while also allowing for necessary updates to the educational program student handbooks, code of conduct, staff handbook, and employee opening day assurances.

RECOMMENDED ACTION BY THE SUPERINTENDENT:

It is recommended that the LISD Board of Education switch its board policy service from NEOLA to the Thrun Law Firm at an initial, one-time cost of \$8,000 and a current, annual update cost of \$2,750. The Board of Education authorizes the Superintendent to take appropriate action to initiate the policy service with the Thrun Law Firm and to provide notice to NEOLA of the LISD's intent to terminate the policy service updates as of May 1, 2024 (as required by contract).

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

## **Office of the Superintendent Reports**

### **1. Closed Session**

**(Mark Haag)**

It is recommended that the Board enter into closed session for the purpose of discussing the following matter, which is a permitted purpose for meeting in closed session under Michigan's Open Meeting Act, MCL 15.261, et seq.:

- (1) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing. MCL 15.268 (b).

#### **RECOMMENDED ACTION BY THE SUPERINTENDENT:**

It is recommended that the LISD Board of Education enter into closed session to consider the disciplining of a student at the request of the student's parent pursuant to Section 8 of Michigan's Open Meetings Act.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

#### **ROLL CALL VOTE:**

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

Entered Closed Session at \_\_\_\_\_ p.m.

### **2. Adjourn Closed Session**

**(Mark Haag)**

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the Closed Session be adjourned, and the meeting returned to public session.

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

Closed Session adjourned at \_\_\_\_\_ p.m.

### 3. Student Discipline Resolution

Student Discipline Resolution:

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

### 4. Closed Session

#### (Mark Haag)

It is recommended that the Board enter into closed session for the purpose of discussing the following matter, which is a permitted purpose for meeting in closed session under Michigan's Open Meeting Act, MCL 15.261, et seq.:

- (2) To conduct an annual performance review of the Superintendent, which the Superintendent has requested be held in closed session.  
MCL 15.268 (a).

#### RECOMMENDED ACTION BY THE SUPERINTENDENT:

It is recommended that the LISD Board of Education, at the request of the Superintendent, enter into closed session to conduct an annual performance review of the Superintendent pursuant to Section 8 of Michigan's Open Meetings Act.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

**ROLL CALL VOTE:**

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

Entered Closed Session at \_\_\_\_\_ p.m.

## 5. Adjourn Closed Session

### (Mark Haag)

Closed Session Adjournment

Moved by \_\_\_\_\_, supported by \_\_\_\_\_,  
that the Closed Session be adjourned, and the meeting returned to public  
session.

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

Closed Session adjourned at \_\_\_\_\_ p.m.

## 6. Superintendent Annual Evaluation and Employment Agreement

The LISD Board of Education, based on an annual evaluation of LISD Superintendent Mark Haag at the December 4, 2023, meeting of the Board, rates Superintendent Haag's performance as \_\_\_\_\_, and, as a result of Superintendent's Haag's performance rating, makes the following changes to the Superintendent's employment contract effective \_\_\_\_\_:

- 1.
- 2.
- 3.
- 4.

The LISD Board authorizes the Board President and Vice President/Secretary to sign the Superintendent's employment agreement on behalf of the Board.

Moved by: \_\_\_\_\_ Supported by: \_\_\_\_\_

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

# ADJOURNMENT



## Adjournment

Moved by \_\_\_\_\_ , supported by \_\_\_\_\_ that  
the meeting be adjourned.

	YES	NO		
Germond	<input type="checkbox"/>	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Hartley	<input type="checkbox"/>	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>
Pray	<input type="checkbox"/>	<input type="checkbox"/>	No Action	<input type="checkbox"/>
Holtz	<input type="checkbox"/>	<input type="checkbox"/>	Tabled	<input type="checkbox"/>
Wingerd	<input type="checkbox"/>	<input type="checkbox"/>		

Meeting adjourned at \_\_\_\_\_ p.m.

## **Attachments**



## MINUTES OF THE LENAWEE INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION MEETING

### Rescheduled November Board Meeting

October 30, 2023, 4:00 p.m.

The meeting was conducted both in person at the LISD Education Service Center and electronically in accordance with section 3a of Michigan's Open Meetings Act, MCL 15.263a.

### Call to Order

The meeting was called to order at 4:00 p.m. by Board Vice-President James Hartley

### Attendance

**MEMBERS PRESENT:** James Hartley, David Pray, Dale Wingerd, and Paula Holtz

**MEMBERS ABSENT:** Richard Germond

**LISD STAFF PRESENT:** Mark Haag, Jody Howard, Dan Garno, Judy Pfund, Jenny Heath, Brian Jones, Janine Decker, Megan Karpinski, Tom Kasefang, Ben Murray, Alena York, Kim Dusseau, Kyle Hoffman, Mats Holm, and one virtual attendee

**OTHERS PRESENT:** William Tucker

### Set Agenda

- ✓ **Moved by Wingerd supported by Holtz that the LISD Board of Education set the agenda as presented.**  
**Yes: 4, No: 0; motion carried.**

### Staff of the Month

Julie VanBlack, Special Education Regional Supervisor, presented the November 2023 Staff of the Month award to Carol Martinez, Special Education Secretary. Carol was unable to attend the meeting.

### Comments from the Public

None

### Approve Previous Meeting Minutes and Financial Reports

- ✓ **Moved by Holtz, supported by Wingerd that the LISD Board of Education approve/accept the following items:**
  - **October 2, 2023, Board meeting minutes;**
  - **Financial reports.****Yes: 4, No: 0; motion carried.**

## Financial Reports

### Financial Data Reports for the Month Ending September 30, 2023

	Gen. Svcs.	Sp. Ed.	CTE
Revenues to Date	\$ 5,221,028	\$ 2,621,536	\$ 2,417,204
Expenditures to Date	\$ 2,448,088	\$ 2,024,085	\$ 2,007,210
Fund Balance	\$ 6,825,905	\$ 1,455,642	\$ 8,471,527

### Projected November 2023 Cash Flow

General Svcs.	Tech Fund	Co-op Fund	Sp. Ed.	CTE
\$ 5,335,343	\$ 204,445	\$ 174,090	\$ 5,591,031	\$ (147,200)

### Capital Projects Cash Balances

General Services	Special Education	CTE
\$ 1,763,913.87	\$ 1,459,041.65	\$ 4,936,981.86

**Investments Total:** \$33,495,933.67

## Oral Report

William Tucker, CPA, of Maner Costerisan, P.C., reviewed the 2022-2023 Fiscal Year Audit report with the LISD Board of Education. The LISD received an unqualified opinion, meeting the highest level of excellence in audit standards for financial statement reporting. The complete report is available in the LISD Board office.

- ✓ **Moved by Pray, supported by Wingerd that the LISD Board of Education: a) accept the District's 2022-2023 fiscal year audit as prepared and submitted by the Maner Costerisan PC audit firm; b) designate 2022-2023 fiscal year Medicaid funds in the amount of \$627,649, and c) undesignated \$375,000 set aside in prior years for local district special education reimbursement. Yes: 4, No: 0; motion carried.**

## Special Education

### Update of LISD Special Education Preschool Programs and Services

LISD Special Education programs and services for preschool age students with disabilities are continuing to adjust to give these students more opportunities to attend preschool with non-disabled peers. There are currently just under 350 students, ages three to five, who qualify for special education in Lenawee County. These student's special education needs range from weekly speech and language therapy to requiring specialized instruction provided by a special education teacher and team of therapist.

## Instruction and General Services

### Cradle to Career / Social and Emotional Learning

At the October elementary, middle, and high school principals' meetings, the Handle with Care process was reviewed. Handle With Care is a program that gives law enforcement personnel the ability to notify schools whenever they encounter a child who may have experienced a traumatic incident. The school receives a text or email that includes the child's name and the phrase "handle with care". Due to the sensitive nature of the notification, no other information about the traumatic incident is shared with the school.

## **LISD Summer Literacy Lab Pop-ups**

The LISD Summer 2023 Literacy Lab Pop-ups marked a significant return to in-person programming after shifting to remote in summer 2020. Collaborating with eight partnering sites and engaging approximately 240 students, the program once again joined forces with Foster Grandparents and local libraries. Multiple school districts integrated these pop-ups into their summer school programs. Each of the partnering sites hosted either five or six weekly pop-up sessions, which included read-aloud sessions, science, technology, engineering, and mathematics (STEM) experiments, MakerSpace exploration, art connections, writing journals, independent reading, and creative tinkering stations for students, ensuring a rich and diverse learning experience.

## **LISD TECH Center Campus 2023-2024 Student Enrollment**

LISD TECH Center campus student enrollment counts as of the official count day October 4, 2023, for the 2023-2024 school year were presented to the LISD Board of Education. Several reports were presented, including: 1) five-year comparison by class (enrollment/capacity), 2) comparison by session (AM and PM), 3) five-year comparison by school, and 4) a miscellaneous break down of other enrollment. LISD TECH Center program enrollment is 1,167 students, up 53 students from the previous year.

## **LISD TECH Center Recognizes Business Partner of the Year**

For the sixth year, LISD TECH Center recognized a Business Partner of the Year. Jenn Price Photography has been selected as the 2023 LISD TECH Center Business Partner of the Year.

- ✓ **Moved by Holtz, supported by Wingerd that the LISD Board of Education pass the commendation resolution recognizing Jenn Price Photography as the recipient of the LISD TECH Center Business Partner of the Year.**  
**Yes: 4, No: 0; motion carried.**

## **LISD TECH Center Recognizes Distinguished Alumni**

Since implementation in 2013, an effort is made each year to recognize former LISD TECH Center student(s) as Distinguished Alumni. The 2023 Distinguished Alumni is Allison English. Allison English is a former student of the LISD TECH Center Agri-Tech program.

- ✓ **Moved by Wingerd, supported by Holtz that the LISD Board of Education pass the commendation resolution recognizing Allison English as the recipient of the LISD TECH Center Distinguished Alumni Award.**  
**Yes: 4, No: 0; motion carried.**

## **Office of the Superintendent Staff Resources**

### **Personnel Update and Employment Recommendations**

Name	Position	Compensation / Other Approval	Term
Dawn Bauman	Secretary – Facilities/Maintenance	\$20.08/hourly. Other compensation per Personnel Positions Book	Reassignment, Full Time, 250 Work Days

Name	Position	Compensation / Other Approval	Term
Jack Brodie	Bus Assistant	\$16.08/hourly. Other compensation per Personnel Positions Book	Part-time, 180-230 Work Days
Katherine Cummins	Bus Assistant	\$16.08/hourly. Other compensation per Personnel Positions Book	Part-time, 180-230 Work Days
Jocelyn Linares	Early Childhood Co-op	\$10.10/hourly. Other compensation per Personnel Positions Book	As needed
Tarah Lyons	Special Education Preschool Teacher Assistant	\$23,349/salary. Other compensation per LIEA Collective Bargaining Agreement	FTE Change, 1.0 FTE, 188 Work Days
Bella Smith	Before & After Childcare Worker	\$12.63/hourly. Other compensation per Personnel Positions Book	As needed
Elizabeth Soto	Before & After Childcare Worker	\$12.63/hourly. Other compensation per Personnel Positions Book	As needed
Kelsey Tabbert	Special Education Preschool Teacher Assistant	\$44,828.60/salary. Other compensation per LIEA Collective Bargaining Agreement	FTE Change, 1.0 FTE, 188 Work Days
Katherine Traugher	Special Education Preschool Teacher Assistant	\$23,349/salary. Other compensation per LIEA Collective Bargaining Agreement	FTE Change, 1.0 FTE, 188 Work Days

- ✓ **Moved by Pray, supported by Holtz that the LISD Board of Education approve the employment recommendations of the Superintendent as presented above. Yes: 4, No: 0; motion carried.**

### Separation of Employment

Name	Position	Reason	Separation Date
Dana Holtz	Early Childhood Co-op	Resigned	09/19/2023

## **Update on Position Vacancies**

### Administrative Services

- One Maintenance Mechanic II. This permanent, full-time position is available due to additional need. The position has been posted and applications are being accepted.
- One Pupil Auditor Assistant. This permanent, part-time position is available due to resignation. The position has been posted and applications are being accepted.

### Instruction and General Services

- One CTE Teacher Assistant – Hospitality Services. This permanent, full-time position is available due to a new CTE program. The position has been posted and applications are being accepted.
- One CTE Teacher Assistant – Digital Media Production This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Teacher – LISD PREP Academy. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.

### Special Education & Strategic Initiatives

- Two Interpreters for the Deaf and Hard of Hearing. These permanent, full-time positions are available due to resignation. The positions have been posted and applications are being accepted.
- One EI Teacher Consultant. This permanent, part-time position is available due to additional student need. The position has been posted and applications are being accepted.
- Six Speech & Language Pathologists. These permanent, full-time positions are available due to resignation, retirement, and reassignment. The positions have been posted and applications are being accepted.
- Seven Special Education Teacher Assistants. These permanent, full-time positions are available due to resignation. The positions have been posted and applications are being accepted.
- One School Psychologist. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Special Education Teacher - Physical Education for Students with Disabilities. This permanent, full-time position is available due to retirement. The position has been posted and applications are being accepted.
- One Secondary Special Education Teacher. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Teacher – EI. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One Special Education Teacher (Maurice Spear Campus) - This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.
- One ASD Consultant - This permanent, full-time position is available due to reassignment. The position has been posted and applications are being accepted.

- Two School Social Workers - These permanent, full-time positions are available due to reassignment. The positions have been posted and applications are being accepted.
- Two Before & After School Childcare Providers. These permanent, part-time positions are available due to resignation. The positions have been posted and applications are being accepted.
- Two Special Education Teachers– CI. These permanent, full-time positions are available due to resignation and additional student need. The positions have been posted and applications are being accepted.
- One Early Childhood Special Education Teacher. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Consultant – Behavioral Support. This permanent, full-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One GSRP Teacher Assistant. This permanent, part-time position is available due to additional student need. The position has been posted and applications are being accepted.
- One Special Education Regional Secretary. This permanent, full-time position is available due to resignation. The position has been posted and applications are being accepted.

## **LISD Benefits Fair**

The LISD Wellness Committee will host its Fifth Annual Benefits Fair on November 8, 2023, at the LISD TECH Center.

## **Japanese Exchange Program**

Students and their chaperones from Moriyama, Japan, were in Lenawee County October 25-29, 2023, staying with host families as part of the LISD Japanese Exchange Program. Lenawee County students will travel to Japan in June 2024. This was the first delegation from Moriyama post-pandemic. Superintendent Haag extended kudos to program coordinators Molley Ameno-Gill and Bob Behnke for all their hard work to ensure a successful trip for the students.

## **Adjournment**

- ✓ **Moved by Pray, supported by Holtz that the meeting be adjourned.**  
**Yes: 4, No: 0; motion carried.**

The meeting adjourned at 4:44 p.m.

---

James Hartley, Secretary, LISD Board of Education



**Lenawee Intermediate School District  
General Fund Financial Data Report  
For Period Ended October 31, 2023**

	2022-2023 Proposed Budget	Year-To-Date Actuals Cash Basis	Percent of Budget
.-			
<b>Revenues:</b>			
100 Local Sources	\$ 1,568,999	\$ 405,336	25.83%
300 State Sources	6,993,166	4,669,267	66.77%
400 Federal Sources	317,113	123,607	38.98%
<b>Total Revenues</b>	<b>8,879,278</b>	<b>5,198,209</b>	<b>58.54%</b>
500 Incoming Transfers & Other Transactions	399,600	-	0.00%
600 Fund Modifications	3,329,678	1,125,417	33.80%
<b>Total Revenues, Incoming Transfers &amp; Other</b>	<b>12,608,556</b>	<b>6,323,626</b>	<b>50.15%</b>
<b>Expenditures:</b>			
Instruction Expense			
110 Basic Program	821,059	173,037	21.07%
120 Added Needs	83,239	30,054	36.11%
Support Services			
210 Pupil	1,361,481	406,204	29.84%
220 Instructional Staff	3,002,535	888,798	29.60%
230 General Administration	877,780	308,107	35.10%
240 School Administration	142,092	39,538	27.83%
250 Business	805,090	240,602	29.89%
260 Operations/Maintenance	288,851	74,632	25.84%
270 Transportation	16,450	23	0.14%
280 Central	2,354,522	733,530	31.15%
290 Other	-	-	0.00%
300 Community Service	688,152	203,730	29.61%
<b>Total Expenditures</b>	<b>10,441,251</b>	<b>3,098,254</b>	<b>29.67%</b>
400-600 Outgoing Transfers & Other Transactions	2,883,688	749,683	26.00%
<b>Total Appropriated</b>	<b>13,324,939</b>	<b>3,847,937</b>	<b>28.88%</b>
Excess Revenue (Appropriated)	(716,383)	2,475,689	
Beginning Fund Balance	4,459,737	4,459,737	
Less: Committed Fund Balance	-	-	
<b>Non-Spendable &amp; Unrestricted Fund Balance</b>	<b>\$ 3,743,354</b>	<b>\$ 6,935,426</b>	

**Lenawee Intermediate School District  
Special Education Financial Data Report  
For Period Ended October 31, 2023**

	2022-2023 Proposed Budget	Year-To-Date Actuals Cash Basis	Percent of Budget
<b>Revenues:</b>			
100 Local Sources	\$ 18,786,878	\$ 3,775,667	20.10%
200 Other Sources	1,000	-	0.00%
300 State Sources	10,122,153	1,237,519	12.23%
400 Federal Sources	4,851,047	-	0.00%
<b>Total Revenues</b>	<b>33,761,078</b>	<b>5,013,186</b>	<b>14.85%</b>
500 Incoming Transfers & Other Transactions	695,000	-	0.00%
600 Fund Modifications	13,647	-	0.00%
<b>Total Revenues, Incoming Transfers &amp; Other</b>	<b>34,469,725</b>	<b>5,013,186</b>	<b>14.54%</b>
<b>Expenditures:</b>			
Instruction Expense			
120 Added Needs	14,061,872	145,859	1.04%
Support Services			
210 Pupil	10,187,586	1,903,940	18.69%
220 Instructional Staff	2,484,547	717,771	28.89%
230 General Administration	25,000	7,309	29.24%
240 School Administration	91,668	30,576	33.36%
250 Business	146,000	51,081	34.99%
260 Operations/Maintenance	820,520	242,491	29.55%
270 Transportation	1,631,195	519,418	31.84%
280 Central	453,292	193,324	42.65%
300 Community Service	6,338	2,763	43.60%
<b>Total Expenditures</b>	<b>29,908,018</b>	<b>3,814,533</b>	<b>12.75%</b>
400-600 Outgoing Transfers & Other Transactions	4,148,142	665,354	16.04%
<b>Total Appropriated</b>	<b>34,056,160</b>	<b>4,479,887</b>	<b>13.15%</b>
Excess Revenue (Appropriated)	413,565	533,299	
Beginning Fund Balance	9,770,763	9,770,763	
Less: Future Local District Reimbursement	8,484,637	8,484,637	
Non-Spendable & Restricted Fund Balance	\$ 1,699,691	\$ 1,819,425	

**Lenawee Intermediate School District  
Career Technical Education Financial Data Report  
For Period Ended October 31, 2023**

	2022-2023 Proposed Budget	Year-To-Date Actuals Cash Basis	Percent of Budget
<b>Revenues:</b>			
100 Local Sources	\$ 13,087,640	\$ 2,580,713	19.72%
300 State Sources	1,873,123	764,592	40.82%
400 Federal Sources	204,264	22,672	11.10%
<b>Total Revenues</b>	<b>15,165,027</b>	<b>3,367,977</b>	<b>22.21%</b>
500 Incoming Transfers & Other Transactions	15,000	5,200	34.67%
<b>Total Revenues, Incoming Transfers &amp; Other</b>	<b>15,180,027</b>	<b>3,373,177</b>	<b>22.22%</b>
<b>Expenditures:</b>			
Instruction Expense			
110 Basic Program	195,162	-	0.00%
120 Added Needs	7,696,262	1,291,979	16.79%
Support Services			
210 Pupil	1,089,162	322,005	29.56%
220 Instructional Staff	764,706	167,497	21.90%
230 General Administration	249,004	75,825	30.45%
240 School Administration	784,841	240,433	30.63%
250 Business	168,473	80,913	48.03%
260 Operations/Maintenance	1,379,471	399,159	28.94%
270 Transportation	387,786	12,133	3.13%
280 Central	548,379	193,510	35.29%
290 Other	3,700	-	0.00%
300 Community Service	391,807	102,022	26.04%
<b>Total Expenditures</b>	<b>13,658,753</b>	<b>2,885,476</b>	<b>21.13%</b>
400-600 Outgoing Transfers & Other Transactions	1,852,683	460,063	24.83%
<b>Total Appropriated</b>	<b>15,511,436</b>	<b>3,345,538</b>	<b>21.57%</b>
Excess Revenue (Appropriated)	(331,409)	27,639	
Beginning Fund Balance	8,350,793	8,350,793	
Less: Committed Fund Balance	-	-	
Non-Spendable & Restricted Fund Balance	\$ 8,019,384	\$ 8,378,432	

**LENAWEE INTERMEDIATE SCHOOL DISTRICT  
PROJECTED CASH FLOW**

**December-23**

	GENERAL FUND	TECHNOLOGY CONSORTIUM FUND	COOP FUND	SPECIAL EDUCATION	CAREER TECHNICAL EDUCATION	TOTAL
BEGINNING BALANCE	\$5,771,576	\$106,946	\$254,110	\$6,512,151	\$533,713	\$13,178,495
PLUS REVENUES*	<u>686,710</u>	<u>0</u>	<u>17,760</u>	<u>1,025,390</u>	<u>367,338</u>	<u>2,097,197</u>
WORKING CAPITAL	6,458,285	106,946	271,870	7,537,541	901,051	15,275,693
LESS: EXPENDITURES	<u>652,709</u>	<u>77,745</u>	<u>20,422</u>	<u>4,250,807</u>	<u>838,134</u>	<u>5,839,817</u>
BEFORE TRANSFERS	5,805,577	29,200	251,448	3,286,734	62,917	9,435,876
TRANSFERS	<u>209,407</u>	<u>0</u>	<u>0</u>	<u>(126,706)</u>	<u>(82,701)</u>	<u>0</u>
ENDING BALANCE	<u><u>\$6,014,984</u></u>	<u><u>\$29,200</u></u>	<u><u>\$251,448</u></u>	<u><u>\$3,160,028</u></u>	<u><u>(\$19,784)</u></u>	<u><u>\$9,435,876</u></u>

NOTES: The Executive Director of Finance and Business Services will be available 30 minutes prior to the beginning of the meeting to review financial reports with LISD Board of Education members.

DATE: November 16, 2023 / December 4, 2023  
TO: Superintendent and LISD Board of Education  
FROM: Executive Director of Finance & Business Services  
RE: Cash & Investment Analysis

<u>Bank</u>	<u>Rate of Interest</u>	<u>Amount</u>	<u>Maturity Date</u>
<b>1. GENERAL SERVICES FUND</b>			
OLD NATIONAL TREASURY ACCOUNT	1.50%	3,191,069.63	N/A
OLD NATIONAL CHECKING ACCOUNT	1.50%	1,243,624.34	
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	939,939.29	N/A
MILAF	4.94%	32,930.90	N/A
PREMIER BANK-INSURED CASH SWEEP	4.00%	1,062,938.44	N/A
		<u>\$6,470,502.60</u>	
<b>2. GENERAL SERVICES CAPITAL PROJECTS FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	38,246.95	N/A
5/3 BUSINESS MGMT. ACCT.	2.05%	1,358,167.77	N/A
OLD NATIONAL INVESTMENT MGMT ACCT.	3.00%	355,861.15	N/A
		<u>\$1,752,275.87</u>	
<b>3. LENAWEЕ/MONROE CONSORTIUM TECHNOLOGY FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	102,787.92	N/A
MICMS	4.94%	12,247.68	N/A
		<u>\$115,035.60</u>	
<b>4. HEALTH PLAN PURCHASING CONSORTIUM</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	167,897.53	N/A
<b>4. COOPERATIVE FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	261,448.80	N/A
AESOP CASH MGMT ACCT.	1.50%	5,686.45	N/A
		<u>\$267,135.25</u>	
<b>5. SPECIAL EDUCATION FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	6,847,923.78	N/A
MiClass	5.00%	3,031,012.17	N/A
5/3 BUSINESS MGMT. ACCT.	2.05%	410,772.71	N/A
		<u>\$10,289,708.66</u>	
<b>6. SPECIAL EDUCATION CAPITAL PROJECTS FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	467,647.50	N/A
OLD NATIONAL INVESTMENT MGMT ACCT.	3.00%	535,567.95	N/A
PREMIER BANK-INSURED CASH SWEEP	4.00%	125,729.43	N/A
		<u>\$1,128,944.88</u>	
<b>7. CAREER TECHNICAL EDUCATION FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	826,676.07	N/A
MiClass	5.00%	7,072,361.76	N/A
PREMIER BANK BUSINESS VALUE		50,000.00	N/A
MILAF +	1.54%	6,440.87	N/A
PREMIER BANK-INSURED CASH SWEEP	4.00%	2,214,097.64	N/A
		<u>\$10,169,576.34</u>	
<b>8. CAREER TECHNICAL EDUCATION CAPITAL PROJECTS FUND</b>			
OLD NATIONAL CASH MGMT. ACCOUNT	1.50%	3,176,740.53	N/A
HILLSDALE CO NATIONAL BANK-MMA	1.87%	276,843.30	N/A
OLD NATIONAL INVESTMENT MGMT ACCT.	3.00%	1,404,192.21	N/A
		<u>\$4,857,776.04</u>	
TOTAL CASH & INVESTMENTS		<u>\$35,218,852.77</u>	