



**BOARD OF EDUCATION
REGULAR MEETING**

May 22, 2017 — 7:00 p.m.

Whitmore Lake High School Media Center



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

REGULAR MEETING

Monday, May 22, 2017 – 7:00 p.m.

Whitmore Lake High School Media Center
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BOARD OF EDUCATION ROLL CALL

APPROVAL OF AGENDA

SPECIAL PRESENTATION

Students from Trobots, the High School Robotics Team, will share with the Board the project they are currently working on and present a demonstration of their robot.

CALL TO THE PUBLIC

“The meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

BOARD CLARIFICATION

STUDENT COUNCIL

Karolyn Wagner will present the student council report.

CONSENT ITEMS

Approval of minutes from the April 24, 2017 Board of Education Regular Meeting, the April 24, 2017 closed session (to be handed out at the meeting), the April 24, 2017 Finance Committee Meeting, and the May 8, 2017 Workshop / Regular Meeting. **(Attachment 1)**

Approve fund transfer of \$185,379 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$406,936 from Accounts Payable to cover the payrolls of April 14, 2017, and April 28, 2017. **(Attachment 2)**

OLD BUSINESS

Biennial Election – WISD

The WISD will hold the biennial election, to elect two board members for two six-year terms, on Monday, June 5, 2017. To be in compliance with the law, a local constituent of, our Board of Education must adopt a resolution (**Attachment 3**) to select its voting representative and identify the candidates it supports at a public meeting. The candidates running for the two seats are Mary Jo Callan, Connie Newlon, and Steve Olsen. A roll call vote will be required

NEW BUSINESS

WISD Budget Resolution

Attachment 4 contains the Washtenaw ISD Budget Presentation and the resolution, to support or disapprove. Approval is recommended. A roll call vote will be required

Overnight Trip Proposal

Motion to approve the 3rd and 4th grade overnight trip to Mackinac Island, MI on May 17, 2018 submitted by Elementary School Teacher Carolyn Otterman. Approval is recommended. (**Attachment 5**)

Bus Purchase

Motion to approve the lease purchase of two used school buses and one new lift bus through Midwest Transit Equipment, Inc.

NEOLA

Attachment 6 contains NEOLA policy 8321 – Criminal Justice Information Security for Review and first reading.

SUPERINTENDENT'S REPORT

ANNOUNCEMENTS

On May 23, 2017 at 7:00 p.m. the WLHS choir will perform a Spring Concert in the High School Theater.

The Senior Award Night will be held on Thursday, May 25, 2017 at 7:00 p.m. in the High School Theater.

The High School Graduation will be held on Sunday, June 4, 2017 at 2:00 p.m. in the High School Gym.

The next Regular Meeting of the Board of Education will be held on Monday, June 12, 2017 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Cole, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, Mrs. Schwennesen, and Mr. Dignan

ADJOURNMENT

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

1



Whitmore Lake Public Schools
BOARD OF EDUCATION
Regular Meeting Minutes
April 24, 2017 – High School Media Center – 7:00 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Laura Schwennesen (*Vice President*), Bob Henry (*Treasurer*), Michelle Kritzman (*Secretary*), Lee Cole (*Trustee*), Lisa McCully (*Trustee*), and John Meadows (*Trustee*)

MEMBERS ABSENT

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Business & Operations, Denise Kerrigan, Elementary Principal and ECC Director, Sue Wanamaker, and Director of Instruction, Jill Henry

OTHERS PRESENT

Staff, parents and members of the community

CALL TO ORDER

At 7:04 p.m. by President Ken Dignan.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Dignan; supported by Mrs. Schwennesen.
Ayes – 7; Nays – 0, motion carried

SPECIAL PRESENTATION

Students from the Early Childhood Program said the Pledge of Allegiance and performed several songs for the Board of Education in the High School Cafeteria.

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council Representative, Karolyn Wagner, was unable to attend. She sent the following update to share with the Board; a Spring Fling assembly will be held on May 18, 2017 to recognize spring sport athletes.

CONSENT ITEMS

Motion to approve the minutes from the March 20, 2017 Board of Education regular meeting, and the March 20, 2017 closed session was made by Mrs. McCully; supported by Mr. Cole.
Ayes – 7; Nays – 0, motion carried 7 – 0

Motion to approve fund transfer of \$229,192 in payments from Accounts Payable; further, to approve the transfer of \$431,506 from Accounts Payable to cover the payrolls of March 15, 2017 and March 31, 2017 made by Mrs. McCully; supported by Mr. Cole.
Ayes – 7; Nays – 0, motion carried 7 – 0

COMMITTEE REPORTS

Superintendent DeKeyser shared the Finance Committee met earlier this evening and discussed information regarding the Sinking Fund, retirement incentive proposals, and 2017-18 budget scenarios. He also shared they reviewed options for replacing our bus fleet. They anticipate adding a purchase plan into our budget this year and would present a proposal to the Board at the May 22, 2017 meeting.

OLD BUSINESS

*WLES Programming
With BCC International*

Mr. DeKeyser shared there will be some language changes to the contract that would benefit the district such as increasing insurance costs, allowing background checks, and decreasing time on right to terminate.

Mr. Meadows inquired if contract was for only one teacher and Mrs. Schwennesen inquired on the length of the contract. Mr. DeKeyser replied the contract is for one teacher and one year.

Motion to authorize the superintendent to sign the contract upon completion of language changes with American Institute of Bilingual Education, Inc. to provide instructional consultant services for the 2017-2018 school year was made by Mr. Henry; supported by Mrs. McCully.

Ayes – 7; Nays – 0, motion carried 7 – 0

Sinking Fund Update

Superintendent DeKeyser reviewed a spreadsheet of desired projects to be completed with sinking funds and the cost associated with each project with the Board. He also shared priority areas to begin work on this summer and fall for cost savings.

Mrs. Kritzman and Mr. Cole shared concerns regarding the repair and cost of the baseball and softball drainage field.

NEW BUSINESS

2019 Europe Trip Proposal

Jill Henry shared due to financial reasons the planning begins early. The trip is open to students who are juniors & seniors in 2019.

Motion to approve the proposal submitted by Jill Henry, Director of Instruction, and Candy Huddleston, High School Teacher, for a WLHS overnight trip during spring break in 2019, for 11 days, to Europe was made by Mr. Dignan; supported by Mrs. McCully

Ayes – 7; Nays – 0, motion carried 7 – 0

TCC Constitution Amendment

Motion to approve the amending of the Tri-County Conference Constitution, Article IX, Conference Sports, Section b, to read: When a majority of member schools (5 of 8) engage in a team sport, it will be considered a conference sport, was made by Mr. Henry; supported by Mr. Cole

Ayes – 7; Nays – 0, motion carried 7 – 0

Lawn Maintenance Contract

Motion to award the bid for Lawn Maintenance Services to K & M Landscaping and Lawn Care, and to allow the superintendent to enter into an agreement for the 2017 season with option to renew per contract was made by Mr. Dignan; supported by Mrs. McCully

Ayes – 7; Nays – 0, motion carried 7 – 0

WISD Board Election and Resolution to Consider

Superintendent DeKeyser shared that there will be a resolution presented at the May 22, 2017 meeting for the board to designate a delegate to serve on the 2017 electoral body to elect members to the WISD Board of Education. Mrs. Kritzman volunteered to be the delegate and Mr. Cole volunteered to be the alternate representative.

SUPERINTENDENT'S REPORT

Building Level Report

Elementary School Principal, Sue Wanamaker, shared the 2nd progress Monitoring Focus School Report for the 2016-2017 school year with the Board. She shared some of the items the Elementary staff is reviewing are data received from testing and parent surveys.

Superintendent DeKeyser shared the following:

- 1) Thanked the ECC staff and children for their nice performance.
- 2) Announced the Graduation Ceremony is scheduled for June 4, 2017 at 2:00 p.m. in the High School Gymnasium.

ANNOUNCEMENTS

The next Workshop Meeting will be held in the High School Media Center, Monday May 8, 2017 at 5:30 p.m. The board will receive training on the Superintendents Evaluation program.

The next Regular Meeting of the Board of Education will be held on Monday, May 22, 2017 at 7:00 p.m. in the High School Media Center.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mr. Meadows inquired if there was any new housing development within the district. Mr. Dignan shared he has heard of several areas but there are no formal plans.

Mrs. Schwennesen shared she, Mr. Dignan, and Mr. DeKeyser are planning to attend a conference in May called Changing the Perception of Your District. She also shared she attended a meeting at the WISD last week and the majority voted to focus on early literacy.

Mrs. Kritzman shared the 1st and 2nd grade music program is scheduled for this Wednesday at the elementary school and on May 2, 2017 the WLHS Band will perform with the Washtenaw Community Concert Band for a joint concert in the High School Theater at 7:00 p.m.

Mrs. McCully shared middle school track is in full swing and with so many students participating they have increased their practice time by 15 minutes.

ADJOURNMENT

Motion to adjourn into closed session meeting at 8:39 p.m. to discuss current litigation was made by Mr. Henry; supported by Mrs. Schwennesen. Roll call vote required. Mrs. Schwennesen – yes, Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mr. Meadows – yes, Mr. Dignan – yes, Mr. Cole – yes

Ayes – 7; nays – 0, motion carried 7 – 0

Call to Order

Open session called to order at 8:49 p.m. by Ken Dignan

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:49 p.m. made by Mr. Henry; supported by Mrs. McCully.

Ayes - 7; Nays - 0, motion carried 7 - 0.

*Michelle L. Kritzman, Secretary, Board of Education
Whitmore Lake Public Schools*

Date



WHITMORE LAKE PUBLIC SCHOOLS

8845 Main St., Whitmore Lake, MI 48189 • phone: 734.449.4464 • fax: 734.449.5336

www.wlps.net

Exceptional, Personalized Education

Board of Education
Finance Committee Meeting

April 24, 2017

High School Counseling Office Conference Room

MINUTES

- I. Call to Order at 6:01 pm
Present: Tom DeKeyser, Denise Kerrigan, Bob Henry, John Meadows, Laura Schwennesen
- II. Business
 - Sinking Fund
Reviewed spreadsheet of desired projects to be completed with sinking funds and the cost associated with each project. Projects will be prioritized for work this summer and fall.
 - 2017-18 Budget
Budget scenarios presented with known information.
 - Retirements
Reviewed the savings potential with teacher retirements. Discussed prior incentives offered by the Board.
 - Buses
Reviewed options for replacing buses as the fleet is aging. Committee will make a recommendation to the Board.
- III. Informational Items
 - Next Finance Committee Meeting – TBD
- IV. Call to the Public - none
- V. Adjournment at 6:59 pm



Whitmore Lake Public Schools
BOARD OF EDUCATION
Workshop / Regular Meeting Minutes
May 8, 2017 – High School Media Center – 5:30 p.m.

MEMBERS PRESENT

Ken Dignan (*President*), Laura Schwennesen (*Vice President*), Michelle Kritzman (*Secretary*), Lee Cole (*Trustee*), Lisa McCully (*Trustee*), and John Meadows (*Trustee*)

MEMBERS ABSENT

Bob Henry (*Treasurer*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser

OTHERS PRESENT

None

CALL TO ORDER

At 5:38 p.m. by President Ken Dignan.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mr. Dignan; supported by Mr. Cole.
Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

WORKSHOP PRESENTATION

Charles Dumas, Consultant for Michigan Association of School Boards presented information on Instrument Specific Training: MASB Superintendent Evaluation. The presentation provided the information on the new requirements for annual evaluation of superintendents.

NEW BUSINESS

Overnight Student Trip Request

Motion to approve the proposal for an overnight trip with MS/HS band and choir classes to travel to Frankenmuth, MI on May 19, 2017 was made by Mrs. Schwennesen; supported by Mr. Cole
Ayes – 6; Nays – 0, motion carried 6 - 0

SUPERINTENDENT'S REPORT

Mr. DeKeyser shared the following:

- 1) S&P Global ratings listed the district as A-/Stable
- 2) Guests from the American Institute of Bilingual Education, Inc. will be visiting the district during the week of May 15, 2017.
- 3) WLHS will have their Spring Fling Pep Assembly on May 18, 2017.

ANNOUNCEMENTS

On May 16, 2017 the 5th grade will travel to the Howell Nature Center for their annual overnight trip and the high school Physics class will travel to Cedar Point.

May 18, 2017 at 7:00 p.m. the 5th – 12th grade band will perform a Spring Band Concert in the High School Theater.

The next Regular Meeting of the Board of Education will be held in the High School Media Center on Monday May 22, 2017 at 7:00 p.m.

The High School Graduation will be held on Sunday, June 4, 2017 at 2:00 p.m. in the High School Gym.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mrs. Schwennesen shared the WLHS Robotics Team, Trobots, will provide the Board with an update the team and bring their robot for a demonstration at the next board meeting. She also shared that Mr. Meadows and her participated in the review for Community Scholarships. Thirty-two (32) students will be awarded \$1000 scholarships, she will present two (2) of those scholarships on behalf of the Board of Education at the Senior Awards night on May 25, 2017.

Mrs. Kritzman shared it was impressive listening to all the musicians that played in the joint WLPS Band Concert with the Washtenaw Community Concert Band.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:25 p.m. made by Mr. Dignan; supported by Mrs. McCully.
Ayes - 6; Nays - 0, motion carried 6 - 0.

Michelle L. Kritzman, Secretary, Board of Education
Whitmore Lake Public Schools

Date

2

Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
April 30, 2017

<u>Payroll Transactions</u>	April 14, 2017	\$	225,241
	April 28, 2017	\$	181,695
		\$	<u>406,936</u>
<u>Accounts Payable Transactions</u>		\$	<u>185,379</u>

3

To: Secretary, Board of Education

From: Scott Menzel, Superintendent, Washtenaw ISD

Date: May 9, 2017

Re: **Biennial Election - Monday, June 5, 2017**

The biennial election for the Washtenaw Intermediate School District (WISD), to elect two board members for two six-year terms, will be held on **June 5, 2017 at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done prior to May 15, 2017. To be in compliance with the law, between **Monday, May 15, 2017, and Monday, June 5, 2017**, a local constituent board of education must **adopt** a resolution to select its voting representative and identify the candidates it supports. There are two resolutions enclosed for your use – one to consider the resolution to designate the school district's election representative to be used at the first meeting and one to adopt the appointment of the representative and designating the candidates for which the representative's vote is to be initially cast to be used at the second meeting.

The members elected to the Washtenaw Intermediate School District Board of Education will begin his/her six-year term on July 1, 2017. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Mary Jo Callan (Ypsilanti) who was appointed to finish Dayle Wright's term in December 2016 and Gregory Peoples (Lincoln) who is not seeking re-election. Members continuing on the Washtenaw Intermediate School District board include a member from Ypsilanti and two members from Ann Arbor.

Please remember that you, as Board Secretary, will need to remind your local board representative to come to the Board Room of WISD's Teaching and Learning Center, 1819 S. Wagner Road, Ann Arbor, MI on **Monday, June 5, 2017, at 6:00 p.m.** to physically cast his/her ballot for your district's vote in the intermediate school district biennial election.

For your information, candidates that have filed with the Washtenaw County Clerk's office by the deadline of Monday, May 8, 2017, for the **two** six-year seats are:

Mary Jo Callan (Ypsilanti)
Connie Newlon (Lincoln)
Steve Olsen (Chelsea)

If you have any questions, please contact my office at (734) 994-8100, ext. 1300.

RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE

[To be adopted on or after May 15, 2017]

Whitmore Lake Public Schools (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the _____ day of _____, 2017, at _____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. The biennial election of the Board of Washtenaw Intermediate School District, Michigan (the "ISD Board") will be held on Monday, June 5, 2017; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate Michelle Kritzman as this District's proposed representative and Lee Cole as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, which body will elect two (2) [insert number of vacancies] candidates to the vacancies on the ISD Board on Monday, June 5, 2017 and _____ as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on the first ballot on behalf of this Board for _____ [insert candidate names equal to the number of vacancies].
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2017, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

4

Washtenaw Intermediate School District

2017-18 Major Budget Assumptions

GENERAL EDUCATION FUND

Revenue

Property Taxes –Property taxes were increased by 1.0% which is equivalent to Washtenaw County's projected increase for 17-18.

Section 81 State Aid – No increase projected as Executive and Legislative budget proposals are still being reviewed.

Section 147c State Aid – The budget assumes 147c revenue in 17/18 at a rate of 10.3%. There is also corresponding expenditures.

Technology services/infrastructure revenue – Assumes revenue received from local districts in the amount of \$210,525.

Great Start Readiness Program (GSRP) – Increase of approx. \$90,000. There is also a corresponding expenditure increase.

Head Start – Increase of approx. \$301,010. There is also a corresponding expenditure increase.

Admin/Educator Evaluation Grant – Assumes all funds were spent during the 2016-17 fiscal year.

Grant carryover – There are no grant carryover funds included in the budget.

Expenditures

Salaries – Assumes a 1% salary/wage increase; steps are included.

Retirement – A rate of 25.56% has been included in the budget. In addition, the budget assumes 147c expenditures at a rate of 10.3%. There is also a corresponding revenue.

Health Coverage – An increase of 3.5% has been included in the cost of health coverage based on positive experience.

Grant carryover – There are no grant carryover funds included in the budget.

Transfer to GE Capital projects – Assumes no transfer to GE Capital Projects fund.

**GENERAL APPROPRIATIONS RESOLUTION
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
WASHTENAW INTERMEDIATE SCHOOL DISTRICT
GENERAL EDUCATION BUDGET 4/11/2017**

RESOLVED, that this resolution shall be the general appropriations of the Washtenaw Intermediate School District for the fiscal year 2017-2018 A resolution to make appropriations; and to provide for the disposition of all income received by the Washtenaw Intermediate School District.

BE IT FURTHER RESOLVED, that the total revenue, including a tax levy of .0978 mills, and unappropriated fund balance be available for appropriations in the **GENERAL EDUCATION FUND** of the Washtenaw Intermediate School District for the fiscal year 2017-2018 as follows:

REVENUES	<u>Original</u>
Local Revenue	\$ 2,098,772
State Revenue	9,282,558
Federal Revenue	5,204,038
Incoming Transfers & Other Transactions	2,446,950
Fund Modifications	\$ 26,300
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 19,058,618
 FUND BALANCE AS OF JULY 1ST	 \$ 2,505,672
Less Appropriated Fund Balance	
FUND BALANCE AVAILABLE TO APPROPRIATE	\$ 2,505,672
 TOTAL AMOUNT AVAILABLE TO APPROPRIATE	 \$ 21,564,290

BE IT FURTHER RESOLVED, that \$ 19,244,630 of the total available to appropriate in the **GENERAL EDUCATION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES	
Basic Programs, Instruction	\$ 746,587
Added Needs, Instruction	\$ 32,750
Adult Continuing Education	\$ 87,966
Pupil Support	\$ 482,109
Instructional Support	\$ 3,684,143
General Administration	\$ 544,988
School Administration	\$ -
Business Support	\$ 273,109
Operations/Maintenance	\$ 503,433
Transportation	\$ 87,963
Central Services	\$ 2,754,900
Other Support Services	\$ -
Community Services	\$ 601,542
	\$ 9,799,490
Outgoing Transfers & Other Transactions	9,445,140
Fund Modifications	-
TOTAL APPROPRIATED	\$ 19,244,630
 FUND BALANCE ENDING JUNE 30TH	 \$ 2,319,660

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
GENERAL EDUCATION BUDGET COMPARISON
2017-2018 BUDGET REVIEW/ADOPTION**

	2015-2016 Actual Revenue & Expenses	2016-2017 Amended 12.13.16 Budget	2017-2018 Projected Budget
REVENUES			
Local Revenue 100	\$ 2,135,801	\$ 2,294,990	\$ 2,098,772
State Revenue 300	12,266,096	10,487,522	9,282,558
Federal Revenue 400	5,395,893	5,127,190	5,204,038
Incoming Transfers & Other Transactions 500	2,691,759	2,214,597	2,446,950
Fund Modifications 600	-	27,029	26,300
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 22,489,549	\$ 20,151,328	\$ 19,058,618
EXPENDITURES			
Basic Programs, Instruction 110	\$ 871,193	\$ 724,987	\$ 746,587
Added Needs, Instruction 120	20,953	69,380	32,750
Adult and Continuing Education 130	-	87,966	87,966
Pupil Support 210	317,350	552,590	482,109
Instructional Support 220	3,679,214	4,318,455	3,684,143
General Administration 230	509,701	575,874	544,988
School Administration 240	50,756	-	-
Business Support 250	227,816	260,235	273,109
Operations/Maintenance 260	1,024,974	503,579	503,433
Transportation 270	50,234	96,094	87,963
Central Services 280	2,636,979	3,108,420	2,754,900
Other Support Services 290	700	700	-
Community Services 300	649,565	732,209	601,542
TOTAL EXPENDITURES	\$ 10,039,435	\$ 11,030,489	\$ 9,799,490
Outgoing Transfers & Other Transactions 400	11,881,515	9,459,500	9,445,140
Fund Modifications 600	-	250,000	-
TOTAL EXPENDITURES AND OTHER TRANSACTIONS	\$ 21,920,950	\$ 20,739,989	\$ 19,244,630
EXCESS REVENUE OR (EXPENDITURES)	\$ 568,599	\$ (588,661)	\$ (186,012)
FUND BALANCE AS OF JULY 1ST	2,525,634	3,094,333	2,505,672
FUND BALANCE ENDING JUNE 30TH	\$ 3,094,233	\$ 2,505,672	\$ 2,319,660

General Education
2017-2018

TITLES

REGULAR BUDGET	1069 Domino REMC 2018	3287 Norman LAWMASC C/O 2017	3288 Norman LAWMASC 2018	3289 Norman Mich Science Partnership 2017	3297 Heaviland I3 STEM Early College 7/1/17-12/31/17 2017
REVENUES					
Local Sources	\$ 1,534,082	\$ -	\$ -	\$ -	\$ -
State Sources	2,047,157	-	40,000	22,191	44,408
Federal Sources	-	-	-	-	-
Incoming Transfers/Other	803,952	-	-	-	121,292
Fund Modifications	26,300	-	-	-	-
TOTAL REVENUES	\$ 4,411,491	\$ -	\$ 40,000	\$ 22,191	\$ 44,408
					121,292
EXPENDITURES					
Basic Programs, Instruct. 110	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-
Pupil Support 210	54,351	-	-	-	-
Instructional Staff Support 220	1,749,414	19,672	40,000	22,191	44,408
General Administration 230	541,188	-	-	-	-
School Administration 240	-	-	-	-	-
Business Support 250	222,323	-	-	-	-
Operations /Maintenance 260	291,562	-	-	-	-
Transportation 270	73,738	-	-	-	-
Central Support 280	1,464,504	-	-	-	-
Other Support 290	-	-	-	-	-
Community Services 300	-	-	-	-	-
TOTAL EXPENDITURES	\$ 4,397,080	\$ 19,672	\$ 40,000	\$ 22,191	\$ 44,408
Outgoing Transfers/Other 400	173,573	-	-	-	61,069
Fund Modifications 600	(25,000)	-	-	-	60,223
TOTAL APPROPRIATED	\$ 4,545,653	\$ 19,672	\$ 40,000	\$ 22,191	\$ 44,408
					121,292
EXCESS REV/EXPENSE	\$ (134,162)	\$ (19,672)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 2,505,672	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 2,371,510	\$ (19,672)	\$ -	\$ -	\$ -

General Education
2017-2018

TITLES

	3298 Heaviland I3 STEM Early College 1/1/18-6/30/18 2018	3310 Jackson ADULT ED 2018	3366 Norman Early literacy 2018	3408 Oman GSRP Formula 2018	3438 Oman 32p EC Block 2018	3438-997 Oman 32p Home Visits 2018
REVENUES						
Local Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Sources	-	1,277,242	37,500	5,317,870	207,976	152,805
Federal Sources	31,867	-	-	-	-	-
Incoming Transfers/Other	-	-	-	-	-	-
Fund Modifications	-	-	-	-	-	-
TOTAL REVENUES	\$ 31,867	\$ 1,277,242	\$ 37,500	\$ 5,317,870	\$ 207,976	\$ 152,805
EXPENDITURES						
Basic Programs, Instruct. 110	\$ -	\$ -	-	-	\$ -	-
Added Needs, Instruct. 120	-	-	-	-	-	-
Adult Continuing Education 130	-	87,966	-	-	-	-
Pupil Support 210	-	66,244	-	-	127,544	77,450
Instructional Staff Support 220	31,867	63,613	37,189	503,043	75,512	-
General Administration 230	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	-	12,108	-	38,678	-	-
Operations /Maintenance 260	-	15,200	-	-	-	-
Transportation 270	-	300	-	-	-	-
Central Support 280	-	1,700	-	65,193	500	-
Other Support 290	-	-	-	-	-	-
Community Services 300	-	-	-	-	4,420	-
TOTAL EXPENDITURES	\$ 31,867	\$ 247,131	\$ 37,189	\$ 606,914	\$ 207,976	\$ 77,450
Outgoing Transfers/Other 400	-	1,030,111	311	4,710,956	-	75,355
Fund Modifications 600	-	-	-	-	-	-
TOTAL APPROPRIATED	\$ 31,867	\$ 1,277,242	\$ 37,500	\$ 5,317,870	\$ 207,976	\$ 152,805
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

General Education
2017-2018

TITLES

	4008 Jackson Perkins 2018	6018 Burton Title I PART A 10/1/76-6/30/18 2018	6177 Burton Title I Regional Assist 2018	6178 Burton Title I Regional Assist 2018	6358 Norman Homeless Youth 2018
REVENUES					
Local Sources	\$ -	\$ -	\$ -	\$ -	-
State Sources	-	-	-	-	-
Federal Sources	472,455	-	36,354	170,380	50,605
Incoming Transfers/Other	-	-	-	-	-
Fund Modifications	-	-	-	-	-
TOTAL REVENUES	\$ 472,455	\$ -	\$ 36,354	\$ 170,380	\$ 50,605
EXPENDITURES					
Basic Programs, Instruct. 110	\$ -	\$ -	\$ -	\$ -	-
Added Needs, Instruct. 120	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-
Pupil Support 210	-	-	-	-	46,680
Instructional Staff Support 220	-	-	36,354	125,673	-
General Administration 230	-	-	-	-	-
School Administration 240	-	-	-	-	-
Business Support 250	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-
Transportation 270	-	-	-	-	3,925
Central Support 280	-	-	-	-	-
Other Support 290	-	-	-	-	-
Community Services 300	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 36,354	\$ 125,673	\$ 50,605
Outgoing Transfers/Other 400	472,455	-	-	44,707	-
Fund Modifications 600	-	-	-	-	-
TOTAL APPROPRIATED	\$ 472,455	\$ -	\$ 36,354	\$ 170,380	\$ 50,605
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ -	-
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-

ENDING FUND BALANCE

ENDING FUND BALANCE

49

General Education
2017-2018

TITLES

	9632 Heaviland Washtenaw Futures Cradle to Career 2018	9633 Heaviland WACY 2018	941-9640 Domino Gennet 2018	942-9640 Domino Mich Virtual University 2018	944-9640 Domino LEA SW Applicant Tracking 2018	945-9640 Domino LEA Career Cruising SW 2018	946-9640 Domino LEA Content Filtering SW 2018
REVENUES							
Local Sources	\$ 63,143	\$ 57,191	\$ -	\$ -	\$ -	\$ -	\$ -
State Sources	-	-	-	-	-	-	-
Federal Sources	-	-	-	-	-	-	-
Incoming Transfers/Other	-	-	111,931	634,656	13,360	13,860	46,741
Fund Modifications	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 63,143	\$ 57,191	\$ 111,931	\$ 634,656	\$ 13,360	\$ 13,860	\$ 46,741
EXPENDITURES							
Basic Programs, Instruct. 110	-	-	\$ 111,931	\$ 634,656	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	-	-	-	-	-
Adult Continuing Education 130	-	-	-	-	-	-	-
Pupil Support 210	52,149	57,191	-	-	-	-	-
Instructional Staff Support 220	10,994	-	-	-	-	13,860	46,741
General Administration 230	-	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-	-
Central Support 280	-	-	-	-	13,360	-	-
Other Support 290	-	-	-	-	-	-	-
Community Services 300	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 63,143	\$ 57,191	\$ 111,931	\$ 634,656	\$ 13,360	\$ 13,860	\$ 46,741
Outgoing Transfers/Other 400	-	-	-	-	-	-	-
Fund Modifications 600	-	-	-	-	-	-	-
TOTAL APPROPRIATED	\$ 63,143	\$ 57,191	\$ 111,931	\$ 634,656	\$ 13,360	\$ 13,860	\$ 46,741
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

General Education
2017-2018

TITLES

	947-9640 Domino LEA Fiber Pole Fees 2018	9660 Domino LEA Tech Services 2018	9670 Norman Homeless Youth Donations Rest 2018	9700 Higgins Fingerprinting and ICHAT 2018	9775 Long Imagination Library Early Childhood 2018	9785 Long Success by 6/Rotary Early Childhood 2018
REVENUES						
Local Sources	\$ -	\$ -	\$ 42,250	\$ 130,000	\$ 40,000	\$ 140,034
State Sources	-	-	-	-	-	-
Federal Sources	-	-	-	-	-	-
Incoming Transfers/Other	13,884	793,566	-	15,000	-	-
Fund Modifications	-	-	-	-	-	-
TOTAL REVENUES	\$ 13,884	\$ 793,566	\$ 42,250	\$ 145,000	\$ 40,000	\$ 140,034
EXPENDITURES						
Basic Programs, Instruct. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs, Instruct. 120	-	-	31,750	-	-	-
Adult Continuing Education 130	-	-	-	-	-	-
Pupil Support 210	-	-	500	-	-	-
Instructional Staff Support 220	-	-	-	-	-	114,816
General Administration 230	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-
Transportation 270	-	-	10,000	-	-	-
Central Support 280	13,884	793,566	-	177,178	-	-
Other Support 290	-	-	-	-	-	-
Community Services 300	-	-	-	-	40,000	25,218
TOTAL EXPENDITURES	\$ 13,884	\$ 793,566	\$ 42,250	\$ 177,178	\$ 40,000	\$ 140,034
Outgoing Transfers/Other 400	-	-	-	-	-	-
Fund Modifications 600	-	-	-	-	-	-
TOTAL APPROPRIATED	\$ 13,884	\$ 793,566	\$ 42,250	\$ 177,178	\$ 40,000	\$ 140,034
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ (32,178)	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ (32,178)	\$ -	\$ -

General Education
2017-2018

9790
Oman
AAACF
Coordinated
Funding
2018

TITLES

TOTALS

REVENUES			
Local Sources	\$	92,072	\$ 2,098,772
State Sources		-	9,282,558
Federal Sources		-	5,204,038
Incoming Transfers/Other		-	2,446,950
Fund Modifications		-	26,300
TOTAL REVENUES	\$	92,072	\$ 19,058,618
EXPENDITURES			
Basic Programs, Instruct. 110	\$	-	746,587
Added Needs, Instruct. 120		-	32,750
Adult Continuing Education 130		-	87,966
Pupil Support 210		-	482,109
Instructional Staff Support 220		-	3,684,143
General Administration 230		-	544,988
School Administration 240		-	-
Business Support 250		-	273,109
Operations /Maintenance 260		-	503,433
Transportation 270		-	87,963
Central Support 280		-	2,754,900
Other Support 290		-	-
Community Services 300		92,072	601,542
TOTAL EXPENDITURES	\$	92,072	\$ 9,799,490
Outgoing Transfers/Other 400		-	9,445,140
Fund Modifications 600		-	-
TOTAL APPROPRIATED	\$	92,072	\$ 19,244,630
EXCESS REV/EXPENSE	\$	-	(186,012)
BEGINNING FUND BALANCE	\$	-	2,505,672
ENDING FUND BALANCE	\$	-	2,319,660

Washtenaw Intermediate School District

2017-18 Major Budget Assumptions

SPECIAL EDUCATION FUND

Revenue

Property Taxes – Property taxes were increased by 1.0% which is equivalent to Washtenaw County's projected increase for 17-18.

Other Local Revenue – Increase in revenue from the Washtenaw County Juvenile (Court Involved Youth) program as a result of increases to program costs agreed upon. There is also corresponding increase in expenditures.

Section 147c State Aid – The budget assumes 147c revenue in 17/18 at a rate of 10.3%. There is also corresponding expenditures.

State Aid Section 51 – The estimated Section 51a revenue assumes our special education costs have remained constant since 2015-16. We did not make an assumption of any prior year adjustments being received in the 2017-18 year.

Grant carryover – There are no grant carryover funds included in the budget.

Expenditures

Salaries – Assumes a 1% salary/wage increase; steps are included.

Retirement – A rate of 25.56% rate has been included in the budget. . In addition, the budget assumes 147c expenditures at a rate of 10.3%. There is also a corresponding revenue.

Health Coverage – An increase of 3.5% has been included in the cost of health coverage based on positive experience.

Behavior Support and YA AA West Program additions - The budget includes 2 new programs; (1) Behavior Support System and (2) Young Adult Ann Arbor West location.

Grant carryover – There are no grant carryover funds included in the budget.

Transfer to SE Capital projects – Assumes \$500,000 transfer to SE Capital Projects fund.

LEA Special Education Reimbursement – Decrease primarily due to the addition of the 2 programs identified above as well as increases of current programs due to student needs.

**GENERAL APPROPRIATIONS RESOLUTION
RESOLUTION FOR ADOPTION BY THE BOARD OF EDUCATION
WASHTENAW INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION BUDGET 4/11/2017**

RESOLVED, that this resolution shall be the general appropriations of the Washtenaw Intermediate School District for the fiscal year 2017-2018; A resolution to make appropriations; and to provide for the disposition of all income received by the Washtenaw Intermediate School District.

BE IT FURTHER RESOLVED, that the total revenue, including a tax levy of **5.3531 mills**, and unappropriated fund balance be available for appropriations in the **SPECIAL EDUCATION FUND** of the Washtenaw Intermediate School District for the fiscal year 2017-2018 as follows:

REVENUES	<u>Original</u>
Local Revenue	\$ 81,737,884
State Revenue	10,893,430
Federal Revenue	11,208,013
Incoming Transfers & Other Transactions	136,591
Fund Modifications	141,000
TOTAL REVENUE AND INCOMING TRANSFERS	<u>\$ 104,116,918</u>
FUND BALANCE AS OF JULY 1ST	<u>\$ 2,809,028</u>
Less Appropriated Fund Balance	
FUND BALANCE AVAILABLE TO APPROPRIATE	<u>\$ 2,809,028</u>
TOTAL AMOUNT AVAILABLE TO APPROPRIATE	<u>\$ 106,925,946</u>
 BE IT FURTHER RESOLVED , that \$ 103,925,946 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	
Basic Programs, Instruction	\$ -
Added Needs, Instruction	\$ 11,479,626
Pupil Support	\$ 9,795,933
Instructional Support	\$ 2,190,655
General Administration	\$ 410,571
School Administration	\$ 248,415
Business Support	\$ 1,693,661
Operations/Maintenance	\$ 2,114,174
Transportation	\$ 51,013
Central Services	\$ 2,469,897
Other Support Services	\$ -
Community Services	\$ 1,590
	<u>\$ 30,455,535</u>
Outgoing Transfers & Other Transactions	72,874,836
Fund Modifications	595,575
TOTAL APPROPRIATED	<u>\$ 103,925,946</u>
 FUND BALANCE ENDING JUNE 30TH	 <u><u>\$ 3,000,000</u></u>

**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION BUDGET COMPARISON
2017-2018 BUDGET REVIEW/ADOPTION**

	2015-2016 Actual Revenue & Expenses	2016-2017 Amended 12.13.16 Budget	2017-2018 Projected Budget
REVENUES			
Local Revenue 100	\$ 59,106,714	\$ 80,631,692	\$ 81,737,884
State Revenue 300	9,161,882	11,066,828	10,893,430
Federal Revenue 400	10,653,427	11,877,665	11,208,013
Incoming Transfers & Other Transactions 500	486,759	119,595	136,591
Fund Modifications 600	-	142,108	141,000
TOTAL REVENUE AND INCOMING TRANSFERS	\$ 79,408,782	\$ 103,837,888	\$ 104,116,918
EXPENDITURES			
Basic Programs, Instruction 110	\$ -	-	\$ -
Added Needs, Instruction 120	9,035,250	10,196,398	11,479,626
Pupil Support 210	7,992,105	8,689,748	9,795,933
Instructional Support 220	1,780,206	1,913,607	2,190,655
General Administration 230	428,235	248,981	410,571
School Administration 240	255,645	200,898	248,415
Business Support 250	992,375	1,646,000	1,693,661
Operations/Maintenance 260	2,030,054	2,256,332	2,114,174
Transportation 270	183,109	84,673	51,013
Central Services 280	2,079,856	2,851,845	2,469,897
Other Support Services 290	-	-	-
Community Services 300	777	1,800	1,590
TOTAL EXPENDITURES	\$ 24,777,612	\$ 28,090,282	\$ 30,455,535
Outgoing Transfers & Other Transactions 400	54,589,970	74,820,765	72,874,836
Fund Modifications 600	563,435	595,575	595,575
TOTAL EXPENDITURES AND OTHER TRANSACTIONS	\$ 79,931,017	\$ 103,506,622	\$ 103,925,946
EXCESS REVENUE OR (EXPENDITURES)	\$ (522,235)	\$ 331,266	\$ 190,972
FUND BALANCE AS OF JULY 1ST	2,999,997	2,477,762	2,809,028
FUND BALANCE ENDING JUNE 30TH	\$ 2,477,762	\$ 2,809,028	\$ 3,000,000

TITLES	REGULAR BUDGET	1034 Marcel Juv Dtn St Aid 2018	3700 Headlee Data Collection 2018	6168 Title I Part D 2018	7578 IDEA Early On 2018	8018 Burton IDEA Flowthrough 2018
REVENUES		\$				
Local Sources 100	\$ 81,695,562	-	-	-	-	-
State Sources 300	8,087,498	-	-	-	-	-
Federal Sources 400	-	2,800,000	5,932	-	-	-
Incoming Transfers/Other 500	50,427	-	-	60,249	298,247	10,430,834
Fund Modifications 600	141,000	-	-	-	-	-
TOTAL REVENUES	\$ 89,974,487	\$ 2,800,000	\$ 5,932	\$ 60,249	\$ 298,247	\$ 10,430,834
EXPENDITURES						
Basic Programs, Instr. 110	\$ -	\$ -	-	\$ -	-	-
Added Needs 120	\$ 10,973,905	-	-	21,375	-	484,346
Pupil Support 210	8,213,966	-	-	38,874	236,812	16,839
Instructional Staff 220	2,062,702	-	-	-	53,845	16,863
General Administration 230	410,571	-	-	-	-	-
School Administration 240	248,415	-	-	-	-	-
Business Support 250	1,693,661	-	-	-	-	-
Operations /Maintenance 260	2,114,174	-	-	-	-	-
Transportation 270	51,013	-	-	-	-	-
Central Support Services 280	2,402,828	-	5,932	-	-	1,137
Community Services 300	-	-	-	-	1,590	-
TOTAL EXPENDITURES	\$ 28,171,235	\$ -	\$ 5,932	\$ 60,249	\$ 292,247	\$ 519,185
Outgoing Transfers/Other 400	59,938,894	2,800,000	-	-	-	9,870,259
Fund Modifications 600	545,046	-	-	-	6,000	41,390
TOTAL APPROPRIATED	\$ 88,655,175	\$ 2,800,000	\$ 5,932	\$ 60,249	\$ 298,247	\$ 10,430,834
EXCESS REV/EXPENSE	\$ 1,319,312	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ 2,809,028	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ 4,128,340	\$ -	\$ -	\$ -	\$ -	\$ -

TITLES	8058 Burton IDEA Preschool 2018	8070 Burton IDEA EOSD 2018	8108 Burton IDEA Part B 2018	8120 Burton IDEA Transition 2018	9835 Burton High Point Donations (Big Heart & Classrooms)	9840-015 Burton Nursing Services Milan & Lincoln
REVENUES						
Local Sources 100	-	-	-	-	42,322	-
State Sources 300	-	-	-	-	-	-
Federal Sources 400	265,683	60,000	23,000	70,000	-	-
Incoming Transfers/Other 500	-	-	-	-	-	13,773
Fund Modifications 600	-	-	-	-	-	-
TOTAL REVENUES	\$ 265,683	\$ 60,000	\$ 23,000	\$ 70,000	\$ 42,322	\$ 13,773
EXPENDITURES						
Basic Programs, Instr. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pupil Support 210	-	-	8,612	66,326	-	214,644
Instructional Staff 220	-	-	14,388	535	42,322	-
General Administration 230	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-
Central Support Services 280	-	60,000	-	-	-	-
Community Services 300	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 60,000	\$ 23,000	\$ 66,861	\$ 42,322	\$ 214,644
Outgoing Transfers/Other 400	265,683	-	-	-	-	-
Fund Modifications 600	-	-	-	3,139	-	-
TOTAL APPROPRIATED	\$ 265,683	\$ 60,000	\$ 23,000	\$ 70,000	\$ 42,322	\$ 214,644
EXCESS REV/EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,871)
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,871)

TITLES	9840-061 Burton TC Svs Horn WTMC	9850-041 SW Burton Ancillary Svs WAVE	9850-061TC Burton Ancillary Svs WAVE	9851EC TC Burton Ancillary Svs Local Districts	9855 Burton Ancillary Svs ECA	9859 Burton Ancillary Svs IB - WIHI 0.1
REVENUES						
Local Sources 100	-	-	-	-	-	-
State Sources 300	-	-	-	-	-	-
Federal Sources 400	-	-	-	-	-	-
Incoming Transfers/Other 500	4,054	2,336	37,955	7,394	9,579	11,073
Fund Modifications 600	-	-	-	-	-	-
TOTAL REVENUES	\$ 4,054	\$ 2,336	\$ 37,955	\$ 7,394	\$ 9,579	\$ 11,073
EXPENDITURES						
Basic Programs, Instr. 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Added Needs 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pupil Support 210	60,590	36,859	500,308	109,001	151,294	141,808
Instructional Staff 220	-	-	-	-	-	-
General Administration 230	-	-	-	-	-	-
School Administration 240	-	-	-	-	-	-
Business Support 250	-	-	-	-	-	-
Operations /Maintenance 260	-	-	-	-	-	-
Transportation 270	-	-	-	-	-	-
Central Support Services 280	-	-	-	-	-	-
Community Services 300	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 60,590	\$ 36,859	\$ 500,308	\$ 109,001	\$ 151,294	\$ 141,808
Outgoing Transfers/Other 400	-	-	-	-	-	-
Fund Modifications 600	-	-	-	-	-	-
TOTAL APPROPRIATED	\$ 60,590	\$ 36,859	\$ 500,308	\$ 109,001	\$ 151,294	\$ 141,808
EXCESS REV/EXPENSE	\$ (56,536)	\$ (34,523)	\$ (462,353)	\$ (101,607)	\$ (141,715)	\$ (130,735)
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ (56,536)	\$ (34,523)	\$ (462,353)	\$ (101,607)	\$ (141,715)	\$ (130,735)

TITLES	TOTALS
REVENUES	
Local Sources 100	\$ 81,737,884
State Sources 300	\$ 10,893,430
Federal Sources 400	\$ 11,208,013
Incoming Transfers/Other 500	\$ 136,591
Fund Modifications 600	\$ 141,000
TOTAL REVENUES	\$ 104,116,918
EXPENDITURES	
Basic Programs, Instr. 110	\$ -
Added Needs 120	\$ 11,479,626
Pupil Support 210	\$ 9,795,933
Instructional Staff 220	\$ 2,190,655
General Administration 230	\$ 410,571
School Administration 240	\$ 248,415
Business Support 250	\$ 1,693,661
Operations /Maintenance 260	\$ 2,114,174
Transportation 270	\$ 51,013
Central Support Services 280	\$ 2,469,897
Community Services 300	\$ 1,590
TOTAL EXPENDITURES	\$ 30,455,535
Outgoing Transfers/Other 400	\$ 72,874,836
Fund Modifications 600	\$ 595,575
TOTAL APPROPRIATED	\$ 103,925,946
EXCESS REV/EXPENSE	\$ 190,972
BEGINNING FUND BALANCE	\$ 2,809,028
ENDING FUND BALANCE	\$ 3,000,000

ISD BUDGET RESOLUTION

_____, Michigan (the "District")/

A meeting of the board of education of the district was held in the _____ in the District, on the _____ day of _____, 2017, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district general fund budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district general fund budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2017.
3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that the notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

Disapproval of Budget

ISD BUDGET RESOLUTION

_____, Michigan (the "District")/

A meeting of the board of education of the district was held in the _____ in the District, on the _____ day of _____, 2017, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district general fund budget and has determined that it disapproves of certain portions of the proposed intermediate school district general fund budget with objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2017.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that the notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

5

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Overnight trip on Mackinac Island

Proposed Departure Date: May 17-18, 2018

Proposer: Carolyn Otterman

Position: Teacher

Date by which response is needed: June 1, 2017

Proposal Date: May 8, 2017

A. Purpose

1. What is the major place to be visited or event to be attended?

Mackinac Island

2. How is the trip related to the educational program of the District?

The students learn all about Michigan History in 3rd and 4th grade.

3. In what ways will the students benefit?

The students will visit two-18 century forts. The students will experience a one-of-a-kind cannon and musket firing, hearth cooking and crafts. The students will also have an amazing experience staying the night on this history filled island where no automobiles are allowed.

4. In what ways will the District benefit?

This opportunity gives our students the chance to travel in our great state while learning the history. This could add to the benefits of choosing to come to Whitmore Lake Public Schools.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Parents and students evaluations

B. Student and Staff

1. Which students, (grade, class, or organization), will be going?

3rd and 4th grade students

2. How many students in total?

Approximately 100 students

3. How many students are currently experiencing academic problems?

To Be Determined

4. Which staff member(s) will be in charge?

Carolyn Otterman, John Withers, Shelly Lyon, and Kristen Welton

5. What previous experience has the staff member had in conduction overnight or extended field trips?

I have been on many field trips. Shelly Lyon has had many years of experience taking the kids to 5th grade camp.

6. What other staff members will be going?

Special Education teachers

7. How many chaperones, in addition to staff members, will be going?

We are hoping to have close to 20 extra adults.

8. What are their names and affiliations with the students?

Their parents

9. How many school days will be missed?

2 days

10. How will teachers be advised in advance that the students will be out of school?

Through newsletters and field trip information notes.

C. School Work

1. How will missed work be made up?

There will be no make up work.

2. What special assistance will be provided students with academic problems?

None needed

D. Itinerary

1. What is the destination?

Mackinac Island

2. What will be the mode of transportation? What liability insurance does the carrier have?

Coach bus

3. Where will the group be housed and fed?

**Inn on Mackinac or Murray House
Carriage House for a sit down dinner
Breakfast buffet at hotel
Lunch Buffet at Lakeview Hotel**

4. What enroute or supplementary activities are planned?
**Historic Mill Creek Discovery Park
Starline Ferry**

Colonial Michimackinac

5. What arrangements have been made for dealing with emergency situations?

I will have all emergency information on hand about each child. If something arises, I will contact the parent first.

6. If tour guides are involved, what liability insurance do they carry?

Will be provided

E. Finances

1. What is the estimated total cost and cost per student?

\$300

2. What is the source of funds?

Students pay.

3. How will the funds be collected and safeguarded?

Travel company will have accounts established for students.

4. How will any shortfall be made up or excess funds used?

Saving plans will be arranged as needed.

5. What provision has been made for students who are financially unable to pay any necessary costs?

District sponsorships have been discussed as a means to manage students in severe poverty who have no means.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Parent meetings before the trip and emails will be used to share pre departure information. During the trip, cell phones are used for emergencies and daily meetings with adults will be conducted. A post trip debriefing will be conducted with the principal.

2. List telephone numbers at destination and where group will be housed.

See itinerary.

3. What information will be provided to the media and the community?

NA

Carolyn D Otteman
Signature of Requestor

5-19-2017
Date

Signature of Requestor

Date

Approved:

Sue Wamamaka
Principal

5/19/17
Date

[Signature]
Superintendent

5/19/17
Date

Board of Education

Date



Bob Rogers Travel

Making Moments That Matter

WHITMORE LAKE ELEMENTARY SCHOOL – 3rd & 4th Grade

CAROLYN OTTERMAN – TRIP DIRECTOR

DESTINATION: MACKINAW CITY & MACKINAC ISLAND (ISLAND HOTEL)

TRAVEL DATES: MAY 17-18, 2018

SUGGESTED ITINERARY AS OF APRIL 18, 2017

Caro Uhlemann-Short, Sales Consultant

THURSDAY, MAY 17

1 MEAL INCLUDED: D

5:00 AM Coach arrive for loading

5:30 AM Leave **WHITMORE LAKE ELEMENTARY SCHOOL** via privately chartered motorcoach including restroom / DVD
-4 hours drive time with ½ hour added for a rest stop (280 miles).

10:30 AM Arrive at the **HISTORIC MILL CREEK DISCOVERY PARK**
9001 US 23

Mackinaw City, MI

YOUR PROFESSIONAL TOUR AND TRAVEL DIRECTOR WILL MEET YOU HERE

-brought Sack Lunch to be eaten at the pavilion upon arrival.

-Witness the power of the creek harnessed to cut timber into lumber at one of the oldest industrial sites on the Upper Great Lakes

*-The **ZIP LINE ADVENTURE TOUR** is included.*

1:45 PM Board coaches and transfer to **COLONIAL MICHILIMACKINAC**
102 West Straits Avenue

2:00 PM Arrive at **COLONIAL MICHILIMACKINAC**
-Treasures from the past come to life at this 18th-century fort and fur trading village. Reconstructed based on historic maps and more than 50 years of archaeological excavations that continue today, it offers a one-of-a-kind experience from cannon and musket firings to hearth cooking and crafts.

4:30 PM Board coach and transfer to the **STARLINE FERRY** dock

5:00 PM Arrive at the **STARLINE FERRY** dock

5:30 PM The **STARLINE FERRY** departs Mackinaw City

5:50 PM The **STARLINE FERRY** arrives at Mackinac Island



3440 Lacrosse Lane
Naperville, IL 60564

toll free 800-373-1423
fax 630-824-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

- 6:00 PM Arrive at the **INN ON MACKINAC** for check-in (luggage handling included)
 7:00 PM Group **DINNER AT THE CARRIAGE HOUSE** (or similar)

FRIDAY, MAY 18

3 MEALS INCLUDED: B, L, D

- 8:00 AM **BREAKFAST BUFFET** at the hotel
-Hotel check-out and store luggage. Luggage handling included
- 9:30 AM Arrive at **FORT MACKINAC**
-Inside the stately stone walls it's a different time. The cannon blasts, the rifles fire, the soldiers march and history comes alive. The oldest building in Michigan and 13 other historical structures boast exhibits explaining everything from military training and battles to medical treatments to family life within the fort.
- 11:30 PM Walk back downtown
- 12:00 PM Arrive at the **LAKEVIEW HOTEL** for a lunch **PIZZA BUFFET**
 7452 Main Street
- 1:30 PM Enjoy some free time in the downtown area of Mackinac Island or enjoy a **BIKE RIDE (bike and helmet rental included)** around the Island.
- 4:30 PM Everyone meets at the **STAR LINE FERRY** dock
- 5:00 PM The **STAR LINE FERRY** departs for **St. Ignace**
- 5:20 PM The **STAR LINE FERRY** arrives in **St. Ignace**
- 5:30 PM Board coach and transfer back home
-4 hours drive time with 1 hour added for the dinner stop.
*-Transfer across the **MACKINAC BRIDGE** en-route.*
- 5:45 PM **BOXED DINNER** provided en-route back home
- 10:30 PM **ARRIVE AT WHITMORE LAKE ELEMENTARY SCHOOL**

6



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8321/page 1 of 13

REVISED POLICY - VOL. 31, NO. 1

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. **Sanctions for Non-Compliance**

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. **Local Agency Security Officer (LASO)**

The [Superintendent insert designated administrator] shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 2 of 13

4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any User Agreement required, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 3 of 13

D. Personnel Security

All individuals that have access to any criminal justice information shall be subject to the following standards:

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. Support personnel, Information Technology contractors and vendors, and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access **and must, unless they are** be escorted by authorized personnel at all times when in these locations or areas.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 4 of 13

2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by Business Manager [Insert Designated Administrator]. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access permanently suspended.
3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access.
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, and steps taken ~~to assure security of such information and any systems at the District to access such information.~~ Refer below:

Policy #8321-D-5 needs to be updated to say, ?? "Upon and within 24 hours of termination of employment, all access to criminal justice information shall be terminated for that individual, and the steps taken will be to recover any and all keys ^{and} provide access to the office and file cabinet in which criminal history is kept. Terminate all electronic access, such as email, and notify the MSP organization of termination.??



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8321/page 5 of 13

6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information **within the twenty-four (24) hour period immediately following the transfer or reassignment.**
7. Information Technology Contractors and Vendors¹ - Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check, ~~unless they are escorted by authorized personnel at all times when accessing the criminal justice information.~~ A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8321/page 6 of 13

E. Media Protection

Access to ~~electronic~~**digital** and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access ~~electronic~~**digital** and physical media containing CHRI.

1. Media Storage and Access – All ~~electronic~~**digital** and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all ~~electronic~~**digital** CHRI background data shall be encrypted. ~~Electronic~~**Digital** media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of ~~electronic~~**digital** media must conform to the requirements in AG 8321.

2. Media Transport – ~~Electronic~~**Digital** and ~~physical media~~ *Refer to language below* shall be ~~protected when being transported outside of a controlled area.~~ Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, ~~electronic~~**digital** media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.

Modify procedures for media transport.

Policy #8321-E-2, ?? Physical media shall be protected when being transported outside of the controlled area by being placed in a seal envelope, and transported by only authorized personnel. ??



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8321/page 7 of 13

3. Media Disposal/Sanitization - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in electronic-digital format.]**

- a. Electronic-Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.

- b. Physical Media - Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of. *initiated by a written directive*

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 8 of 13

4. Mobile Devices – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a **physically secure and** controlled area, which shall be a designated office, room, ~~or area or lockable storage container~~. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 9 of 13

3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them. *Including the closure of window blinds in the Superintendent's office.*
4. Encryption shall be used for ~~electronic~~ **digital** storage of criminal justice information. (See AG 8321)

H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

²Applicable to districts that maintain CHRI within an ~~electronic~~ **digital** system of records, such as an ~~electronic~~ **digital** database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 10 of 13

I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.)

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, **and name of the individual at the agency**, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 11 of 13

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

K. Auditing and Accountability Retention

~~The District shall retain audit records (position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.~~

The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.

The following events shall be logged:

- 1. Successful and unsuccessful system log-on attempts.**
- 2. Successful and unsuccessful attempts to:**
 - a. access permission on a user account, file, directory or other system resource;**
 - b. create permission on a user account, file, directory or other system resource;**
 - c. write permission on a user account, file, directory or other system resource;**



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 12 of 13

- d. delete permission on a user account, file, directory or other system resource;
 - e. change permission on a user account, file, directory or other system resource.
- 3. Successful and unsuccessful attempts to change account passwords.
- 4. Successful and unsuccessful actions by privileged accounts.
- 5. Successful and unsuccessful attempts for users to:
 - a. access the audit log file;
 - b. modify the audit log file;
 - c. destroy the audit log file.

The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.

Audit Monitoring, Analysis and Reporting - The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 13 of 13

Time Stamps - The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.

Protection of Audit Information - The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

Audit Record Retention - The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

Ref: Criminal Justice Information Services - Security Policy (Version 5.25, 20136),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center