

BRIGHTON AREA SCHOOLS
Board of Education
April 12, 2021
Report #21-53

For Action

Subject:

Neola, PO 2210, 4162, 6114, 6325 and 8600

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion

Moved by:

Supported by:

To approve Neola, PO 2210, 4162, 6114, 6325 and 8600 as presented.

Voice Vote:

- Ayes
- Nays

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CURRICULUM DEVELOPMENT - APPROVED COURSES
Code	po2210
Status	Policy Committee
Adopted	January 27, 2003
Last Revised	June 24, 2019
Last Reviewed	May 5, 2020

2210 - **CURRICULUM DEVELOPMENT - APPROVED COURSES**

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th;
[DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]
- B. provides instruction in courses required by statute and State Department of Education regulations;
- C. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- E. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- F. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- G. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

- H. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- I. utilizes a variety of learning resources to accomplish the educational goals;
- J. encourages students to utilize guidance and counseling services in their academic and career planning;
- K. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board

annually.

periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

Approved Courses

The Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the District for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course and documentation related to course approval (including the list of approved courses for membership purposes).

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

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Legal M.C.L. 380.1282, 380.1166a
Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Alicia Reid on March 17, 2021

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS
Code	po4162
Status	Policy Committee
Adopted	January 27, 2003
Last Revised	May 28, 2019
Last Reviewed	May 4, 2020

4162 - **CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS**

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, (collectively "Covered Employees") must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board also expects all Covered Employees to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Covered Employees.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- B. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations.
- C. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- D. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District-owned and/or operated vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- F. The term *Covered Employee* means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty in the process of

whether they are required to hold a CDL.

This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

G. The term *while on duty* means all time from the time the Covered Employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The Superintendent **or designee** shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in his/ her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioid
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation,

[OPTION #1]

d.) ~~after any post~~-accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing **[END OF OPTION]**

[OPTION #2]

d.) ~~after any post~~-accident,

[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]

e.) on a random basis, and f.) on a follow-up basis.

Candidates shall also be tested for the presence of alcohol in their system prior to employment.

The Superintendent or designee shall require that the District query the FMCSA's Drug and Alcohol Clearinghouse for current and prospective CDL drivers' drug and alcohol violations before allowing a driver to operate a District-owned and/or operated vehicle, consistent with Federal regulations, including consent requirements.

Any staff member who tests positive as defined in the guidelines shall be immediately prohibited from driving any District-owned and/or operated vehicle or conducting a safety-sensitive function:

- A. and evaluated by a substance abuse professional;
- B. and provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- C. and subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the District's discretion and the employee may be required to participate in

ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the District.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

the test will be considered positive and the employee shall be prohibited from performing any safety-sensitive functions and be referred to the District's Employee Assistance Program.

the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall immediately be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform Covered Employees and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at his/her overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the "split specimen" at a Federally certified laboratory if so requested by a staff member. Requests for a "split specimen" must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under Federal law (i.e. test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be promptly provided copies of any records relating to his/her use of drugs and alcohol, including any records pertaining to his/her drug and alcohol tests. A tested individual must provide specific written consent before his/her test result can be provided to any other person except as required by law.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified.

The alcohol and drug testing program shall be under the direction of the Superintendent or an appropriate designee.

The Superintendent or designee shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent or designee shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Notification

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual shall also be informed which controlled substance or substances were verified as positive.

The Superintendent or designee shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

The Superintendent or designee shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL license must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made 1) by the end of the business day following the day the individual first receives notice of the violation or 2) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

Reporting Test Results

The Superintendent or designee shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of its alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures

CDL License Holders and other employees who perform safety-sensitive functions will be provided educational materials at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and District's procedures with respect to meeting these Federal regulations. The Board designates **(X)** the Assistant Superintendent of Personnel and Labor Relations as the individual responsible for providing educational materials to CDL License Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for **(X)** the Assistant Superintendent, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL License Holders and other employees who perform safety-sensitive functions are subject to Federal law addressing 49 C.F.R. 382, which is a Federal regulation that addresses the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested or alcohol or controlled substances and the attendant consequences

- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol and/or controlled substances problem (the employee's or a co-worker's); and available methods of intervening when a controlled substances and/or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under [Federal law 49 C.F.R. Part 382](#) be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. [information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all school board property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.](#)

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of these materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety sensitive functions. Each employee (and labor organization representing Board employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Return-to-Duty (Safety-Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. [The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four \(24\) hours following administration of the return-to-duty test.](#)

Employees must also comply with the SAP's written follow-up testing plan, which will be administered by the District, or they will not be permitted to perform safety-sensitive duties.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

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Legal 49 C.F.R. 382
 49 C.F.R. Part 40

Last Modified by Alicia Reid on March 10, 2021

Book	Policy Manual
Section	Special Update EDGAR Revisions October 2020
Title	Special Update EDGAR Revisions October 2020 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	From Neola
Adopted	December 12, 2016

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

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

Cost Principles

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

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

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

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

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

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

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

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

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

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

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

I. Be incurred during the approved budget period.

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

Selected Items of Cost

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

Cost Compliance

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

Determining Whether a Cost is Direct or Indirect:

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

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

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

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

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

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

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

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

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

Timely Obligation of Funds

~~Financial obligations~~ are orders placed for property and services, contracts and subawards made, and similar transactions ~~during a given period~~ that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award by the non-Federal entity during the same or a future period.

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

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.

G. Rental of property - when the District uses the property.

H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

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

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

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

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

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

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Legal 2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

Last Modified by Sharon Irvine on December 11, 2020

Book	Policy Manual
Section	Special Update EDGAR Revisions October 2020
Title	Special Update EDGAR Revisions October 2020 Revised PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	December 12, 2016
Last Revised	June 24, 2019

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

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

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

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

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

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

Competition

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

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

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

G. any arbitrary action in the procurement process.

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

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

~~[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]~~

~~The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.~~

Solicitation Language (Purchasing Procedures)

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

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

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

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for utilize the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. (↔) Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ _____ **[not to exceed \$10,000]**. To the maximum extent practicable, the District should~~shall~~ distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain~~The District maintains~~ evidence of this reasonableness in the records of all purchases made by this method.

~~Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low-risk auditee for the most recent~~

~~audit (C.F.R. 200.520) may increase the micro purchase threshold up to \$25,288. An eligible District may self-certify the micro purchase threshold on an annual basis (not to exceed \$ 25,288) after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above. [DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold, however, the Revised School Code provides for a lower amount (\$25,288 for the 2020-21 year). While this authority is allowed for an entity qualified as a low risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]]~~

2. ~~(-)~~ **Small Purchases**

~~Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid. Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of set annually by the state \$_____. Small purchase procedures require that price or rate quotations shall be obtained from at least 3(-) _____ (-) an adequate number of **[END OF OPTION]** qualified sources. **[Drafting Note: 1. The competitive threshold for the 2020-21 year is \$25,288, effective October 8, 2020. 2. Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**~~

~~Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.~~

B. **Formal Procurement Methods**

~~When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:~~

1. ~~(-)~~ **Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2020-21 2017-2018 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$25,288, effective October 8, 2020. \$23,881.]**

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

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

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from 2 or more(-) _____ (-) an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- d. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

2. ~~(-) Competitive~~ **Proposals**

~~Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. [Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2020-21 year is \$25,288, effective October 8, 2020. (See Policy 6320.)]~~

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from 2 or more ~~an (-) ——— (-) adequate number of~~ sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

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

3. ~~(-) Noncompetitive~~ **Procurement** ~~Proposals~~

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

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

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the **Page 65**, while a

price analysis means evaluating the total price, without looking at the individual cost elements.

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

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

Time and Materials Contracts

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

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

Suspension and Debarment

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

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

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

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

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

Bid Protest

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

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

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

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

Maintenance of Procurement Records

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

2 C.F.R. 200.317 - .326, [Appendix II to Part 200](#)
[2 C.F.R. 200.520](#)

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Legal 2 C.F.R. 200.317 - .326. Appendix II to Part 200
 2 C.F.R. 200.520

Last Modified by Alicia Reid on March 10, 2021

Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 Revised TRANSPORTATION
Code	po8600
Status	From Neola
Adopted	January 27, 2003

8600 - TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, ~~of any age,~~ whose distance from their school makes this service necessary and in all other cases required by Federal or State law or regulations. The District shall provide transportation for resident regular education students attending nonpublic schools within or outside the District as necessary to comply with ~~in the limitations established by~~ State law and the regulations of the State Board of Education.

School buses and student-transportation vehicles, whether purchased, leased, or contracted for, shall be ~~purchased, housed, and~~ maintained by the District for the transportation of resident students in accordance with State law, between their home areas and the schools of the District to which they are assigned. However, n ~~No~~ vehicle shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for, shall comply with specifications defined in State law. Each operator of a school vehicle used by the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws. The license, a medical examiners certificate, and record of continuing education must be in the driver's possession when driving.

Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations. ~~I~~ Additionally, it is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation.

~~Transportation between home and school will be provided for each resident child attending a State approved, nonpublic school within the District. Transportation shall also be provided to a State approved, nonpublic school outside the District on the same basis that the District transports any District students who attend a public school outside the District.~~

The Board authorizes the Superintendent to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

Students meeting the Federal definition of "homeless" will be transported from their temporary place of residence to their school of assignment, at the request of the parent, guardian or unaccompanied minor, to the same extent as all other students of the District and consistent with this policy. If the homeless student's temporary residence is located outside the boundaries of the District, the Liaison for Homeless Children will coordinate with the Director of Transportation to contact the District in which the student temporarily resides to arrange for joint transportation of the student and to seek inter-district agreement on a method for apportioning the cost of such joint transportation. In no event will a homeless student be denied enrollment based on issues related to student transportation.

Similarly, the District shall provide transportation for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care. (Policy 5111.03).

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care.

Since foster care placements may occur across District, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues

that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

The Superintendent shall establish administrative guidelines to ensure proper implementation of this policy.

M.C.L. 380.1321, 1322, 1323, 1324, 1756

~~Public Acts 187, 188, 189~~

A.C. Rule 340.281, 282

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Legal M.C.L. 380.1321, 1322, 1323, 1324, 1756

A.C. Rule 340.281, 282

Last Modified by Sharon Irvine on May 5, 2020

BRIGHTON AREA SCHOOLS

Board of Education

April 12, 2021

Report #21-54

For Action

Subject:

Certified Staff Retirement

Recommendation:

Acceptance of Resignation for Retirement Purposes

Rationale:

Form attached

Facts/Statistics:

Years of Service	Last Name	First Name	Position	Building	Effective Date
32 years	Manni	Colleen	Literacy Coach	BECC	7/1/2021

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

Motion:

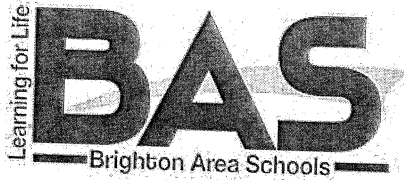
Moved by:

Supported by:

To accept the Certified Staff Retirements as presented.

Voice Vote:

___ Ayes ___ Nays



Brighton Area Schools Resignation/Retirement/Termination Form

Last Name:

Manni

First Name:

Colleen

Building:

BECC

Position:

Early Literacy Coach

Note: Submit to Human Resources immediately upon completion and signature of Employee and Supervisor. As a rule, resignations become effective only after they are received in the Human Resources Office. Once submitted, the employee cannot rescind a resignation or retirement notification.

SELECT ONE OPTION:

- I hereby **RESIGN** from my position with Brighton Area Schools effective at the end of the day on: _____
- I plan to **RETIRE** from my position with Brighton Area Schools effective at the end of the day on: 6/30/21
- For Supervisors ONLY** - Employee has been terminated, effective:

Expected/Required Notice:

At least fourteen (14) calendar days' notice is expected. Less notice will be included as part of the personnel record of the employee and may influence future district employment.

Reason for Resignation/Termination: Check One

- Retirement
- Family Responsibility
- To Work in another School District
- Relocation
- Health (Personal or Family)
- Career Change
- Termination Reason:**

- Failure to Obtain/Maintain License
- Other
- Job Dissatisfaction (explain below):

I have no claims or grounds for any claims against my employer based upon my time of employment with Brighton Area Schools and am submitting this resignation of my own free will. I will return any property belonging to Brighton Area Schools prior to my resignation effective date.

Colleen Manni
Employee's Signature
EMOS
Supervisor's Signature

3/25/21
Date Signed
3-25-21
Date Signed

For Human Resource Use Only

Resignation/Retirement Accepted By: _____ Date: _____ Effective Date: _____

Follow up Comments: _____

BRIGHTON AREA SCHOOLS
Board of Education
April 12, 2021

For Information

Finance:

1. Bills for payment of March 19 – April1, 2021.

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
REGULAR CHECKS								
024133	03/19/2021	01273	ALLIED EAGLE SUPPLY	30067 C	11-261-5990-000-000-7990	PLEATED MASKS	275.00	
				30069 C	11-261-5990-000-000-7990	DISINFECTANT	427.00	702.00
024134	03/19/2021	01570	AMERICAN ARBITRATION		11-231-3170-000-000-0000	VIRT HEARING SERV	375.00	375.00
024135	03/19/2021	05105	AWARDS & SPECIALTIES		11-232-5910-000-000-0000	GROUNDBREAK SHOVEL	218.00	218.00
024136	03/19/2021	06550	BEST PLUMBING SPECIALTIES INC	30005 C	11-261-5990-000-000-0000	CERAMIC CARTRIDGE	272.58	272.58
024137	03/19/2021	06932	BLUE LAKES CHARTERS & TOURS	30061 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	650.00	
				30054 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	660.00	
				30050 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	
				30051 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	575.00	
				30063 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	300.00	
				30056 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	
				30048 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	
				30060 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	660.00	
				30049 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	575.00	4,950.00
024138	03/19/2021	06932	BLUE LAKES CHARTERS & TOURS	30053 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	
				30062 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	575.00	
				30057 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	575.00	
				30055 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	660.00	
				30059 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	
				30052 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	510.00	3,340.00
024139	03/19/2021	08865	CAROUSEL ACRES		21-351-4910-000-000-0000	REINDEER/ELF PARTY	500.00	500.00
024140	03/19/2021	10785	CONSUMERS ENERGY		11-261-5510-031-000-0000	BHS GAS 1/29-2/25	7,571.38	
					11-261-5510-031-000-0000	CONCESS GAS 1/29-2/2	100.17	
					11-261-5510-031-000-0000	INS ARTS GAS 1/29-2/	163.23	7,834.78
024141	03/19/2021	10808	CONTI CORP	30008 C	11-261-4120-000-000-0000	DOOR READER	1,979.82	1,979.82
024142	03/19/2021	22784	GENERAL BINDING CORP / GBC		11-222-4120-006-000-0000	LAM MAINT AGREEMENT	363.20	363.20
024143	03/19/2021	29735	HORNUNG ELEMENTARY PTO	30037 C	21-296-7920-005-000-0000	HORNUNG STUDENT ACTI	1,000.00	1,000.00
024144	03/19/2021	31575	IAQ MANAGEMENT SERV	30010 C	11-261-5990-000-000-7990	CONSULTING/RESEARCH	975.00	975.00
024145	03/19/2021	36515	LEGACY CENTER LLC	30043 C	11-261-5990-000-000-7990	FIELD RENTAL	1,500.00	
				30045 C	11-261-5990-000-000-7990	FIELD RENTAL	900.00	
				30044 C	11-261-5990-000-000-7990	FIELD RENTAL	1,800.00	4,200.00
024146	03/19/2021	46785	MCKESSON MEDICAL SOLUTIONS		11-113-5110-031-000-0000	FINANCE CHARGES	1.31	
					11-241-5910-001-000-0000	FINANCE CHARGES	12.61	

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
					11-241-5910-006-000-0000	FINANCE CHARGES	8.59	22.51
024147	03/19/2021	43627	MI HIGH SCHOOL ATHLETIC ASSN	30046 C	21-296-5991-000-001-0000	GEN ATH FUNDRAISING	60.00	
				30047 C	21-296-5991-000-001-0000	GEN ATH FUNDRAISING	60.00	120.00
024148	03/19/2021	44930	MICHIGAN VIRTUAL	30034 C	11-113-3710-031-000-0000	VIRTUAL TUITION	2,439.00	2,439.00
024149	03/19/2021	42555	MICHIGAN.COM		41-456-7313-000-000-2019	ADV FOR BIDS	285.00	285.00
024150	03/19/2021	80962	VALLEY LITHO SUPPLY CO	29997 C	11-127-5110-031-562-3440	FILM MEDIA	294.62	294.62
024151	03/19/2021	81488	VERNIER SOFTWARE & TECH LLC	29894 C	11-113-5110-031-046-0000	LABQUEST	6,062.70	6,062.70
024152	03/19/2021	91230	DANIEL ZEPPA	30033 C	61-296-5990-031-004-0000	HS G HOCKEY/PICTURES	138.00	138.00
024153	03/19/2021	MSC15	BARRY BURRELL		20-181-5100-000-000-0000	BARRY BURRELL	94.00	94.00
024154	03/19/2021	MSC15	KIM GUESMAN		20-181-5100-000-000-0000	KIM GUESMAN	282.00	282.00
024155	03/19/2021	MSC15	MARK FLOWERS		20-181-5100-000-000-0000	MARK FLOWERS	141.00	141.00
024156	03/19/2021	MSC15	RANDY SALK		20-181-5100-000-000-0000	RANDY SALK	141.00	141.00
024157	03/19/2021	MSC35	MARJORIE CZAJKA		20-161-0000-000-000-0000	MARJORIE CZAJKA	108.00	108.00
024158	03/19/2021	MSC55	BRIGHTON ELITE		21-321-5990-000-009-0000	BRIGHTON ELITE	345.60	345.60
024159	03/19/2021	MSC55	CALVARY CHRISTIAN		11-111-5110-000-006-0000	CALVARY CHRISTIAN	8,303.17	8,303.17
024160	03/19/2021	MSC55	CBC		21-321-7410-000-015-0000	CBC	476.00	476.00
024161	03/19/2021	MSC55	FLUSHING TRVL BBALL		21-321-7410-000-015-0000	FLUSHING TRVL BBALL	550.00	550.00
024162	03/19/2021	MSC55	SPORTS ACADEMY		21-321-7410-000-015-0000	SPORTS ACADEMY	400.00	400.00
Sub Total:							\$46,912.98	
ACH CHECKS								
A05448	03/19/2021	00948	AERO FILTER INC	29342 P	11-261-5990-000-000-7990	AIR FILTERS	431.04	
				29342 P	11-261-5990-000-000-7990	AIR FILTERS	660.11	
				29342 P	11-261-5990-000-000-7990	AIR FILTERS	43.50	1,134.65
A05449	03/19/2021	05235	BSN SPORTS INC	30058 C	21-296-5991-000-017-0000	B LAX FUNDRAISING	625.00	625.00
A05450	03/19/2021	13490	DICK BLICK CO	29798 C	11-113-5110-031-010-0000	HS ART TCH SUP	442.86	
				29798 C	21-296-7920-031-000-0000	BHS STUDENT ACTIVITY	400.00	842.86
A05451	03/19/2021	22558	MICHAEL J GACKLER	30070 C	11-232-7410-000-000-0000	SOC MEDIA UPDATES	625.00	625.00
A05452	03/19/2021	25615	GRIMCO INC	29999 C	11-127-5110-031-562-3440	SUPPLIES GRAPHICS	131.30	131.30
A05453	03/19/2021	32988	INTEGRATED DESIGNS		41-456-6900-000-000-2019	ARCHITECT REIMBURSAB	1,325.60	
					41-456-6900-021-000-2019	SCRANTON ARCHITECT	5,194.00	
					41-456-6900-031-000-2019	BHS ARCHITECT	5,194.00	
					41-456-6900-121-000-2019	MAL ARCHITECT	5,661.00	17,374.60

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A05454	03/19/2021	37640	LIVINGSTON COUNTY MECHANICAL	30007 C	11-261-4123-000-000-0000	HVAC CONTR SERV	1,440.00	1,440.00
A05455	03/19/2021	37672	LIVINGSTON EDUCATIONAL		11-284-8221-000-000-0000	TECH CONSORT 1/16-2/	34,328.42	34,328.42
A05456	03/19/2021	43530	MI EDUCATORS FINANCIAL		12-451-0805-000-000-0000	APR GTL LIFE INS	182.55	182.55
A05457	03/19/2021	53375	PEPPER OF DETROIT		11-112-5110-021-040-0000	MP3 BUNDLES DOWNLOAD	99.98	99.98
A05458	03/19/2021	54152	PITNEY BOWES (LEASE)		21-311-4220-000-000-0000	CE METER JAN-MAR	117.00	117.00
A05459	03/19/2021	59924	SCHOOL SPECIALTY INC	29976 C	11-111-5110-001-000-0000	HAWKINS TCH SUP	107.59	
				29928 P	11-111-5110-004-000-0000	SPENCER TCH SUP	472.45	
				29644 C	11-111-5110-004-010-0000	SPENCER ART TCH SUP	23.44	603.48
A05460	03/19/2021	59742	DUKE SERVICES LLC	30066 C	11-261-4122-000-000-0000	CONT SERV PLUM	1,600.00	1,600.00
A05461	03/19/2021	49235	TRANE US INC	30006 C	11-261-5990-000-000-0000	O-RINGS/CAPS	1,286.00	1,286.00
A05462	03/19/2021	76028	TRI-COUNTY CLEANING		11-261-5990-000-000-0000	OPERATION SUP	2,281.07	
					11-261-5990-000-000-0000	OPERATION SUP	4,410.49	
					11-261-5990-000-000-0000	OPERATION SUP	113.61	
				30068 C	11-261-5990-000-000-0000	OPERATION SUP	113.55	6,918.72
Sub Total:							\$67,309.56	
Register Total:							\$114,222.54	

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$108.00
GENERAL FUND	\$91,125.34
CAPITAL PROJECT 2019	\$17,659.60
SPEC REV - STUDENT ACTIVITY	\$2,145.00
COMMUNITY EDUCATION	\$3,046.60
STUDENT ACTIVITIES	\$138.00
Total:	\$114,222.54

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(114,222.54)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	23,097.20
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	91,125.34
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	108.00
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	2,145.00
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	3,046.60
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(2,145.00)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(108.00)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(3,046.60)
42-402-0000-000-000-2019	AP CONTROL	H	D	17,659.60
42-411-0000-000-000-2019	2019 CAP PROJ I/F	H	N	(17,659.60)
62-402-0000-000-000-0000	A/P CONTROL - AGENCY	S	D	138.00
62-411-0000-000-000-0000	STUDENT ACT I/F	S	N	(138.00)

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
REGULAR CHECKS								
024163	03/26/2021	01273	ALLIED EAGLE SUPPLY	30118 C	11-261-5990-000-000-7990	SANITIZER GEL DISP	490.00	490.00
024164	03/26/2021	04720	ASPEN DOOR SUPPLY, LLC	30121 C	11-261-4110-000-000-0000	KNOB LOCK/BRKTS	550.00	550.00
024165	03/26/2021	06550	BEST PLUMBING SPECIALTIES INC	30088 C	11-261-5994-000-000-0000	MAINT SUP PLUMB/HTG	672.40	672.40
024166	03/26/2021	06932	BLUE LAKES CHARTERS & TOURS	30108 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	725.00	1,300.00
				30107 C	11-293-4920-000-000-0000	ATHLETIC TRANSPORTAT	575.00	
024167	03/26/2021	07200	DANIEL BRIERE		21-351-4910-000-000-0000	30MIN/2SHOWS 3/25	300.00	300.00
024168	03/26/2021	07400	BRIGHTON STA LLC		21-297-5610-000-000-0000	PIZZA 03/02/20	943.00	3,254.50
					21-297-5610-000-000-0000	PIZZA 03/09/2020	1,144.25	
					21-297-5610-000-000-0000	PIZZA 02/17/2020	1,167.25	
024169	03/26/2021	08660	CANADA DRY BOTTLING CO	30094 C	21-296-7920-031-750-0000	HS STORE 2/25	541.36	541.36
024170	03/26/2021	11871	DTE ENERGY		11-261-5520-005-000-0000	HRNG ELECT 2/9-3/9	760.98	9,455.89
					11-261-5520-031-000-0000	BHS ELECT 2/9-3/9	6,411.97	
					11-261-5520-121-000-0000	MALT ELECT 2/9-3/9	2,282.94	
024171	03/26/2021	27380	HEARST NEWSPAPERS MI		11-249-3610-041-000-0000	BROCHURE DEC	334.88	6,697.50
					21-137-3610-000-000-0000	BROCHURE DEC	1,339.50	
					21-311-3610-000-000-0000	BROCHURE DEC	2,344.11	
					21-321-3610-000-000-0000	BROCHURE DEC	669.75	
					21-331-3610-000-000-0000	BROCHURE DEC	334.88	
					21-331-3610-000-007-0000	BROCHURE DEC	669.75	
					21-351-3610-000-000-0000	BROCHURE DEC	334.88	
					21-391-3610-000-000-0000	BROCHURE DEC	669.75	
024172	03/26/2021	31520	HYDRO CHEM LABORATORIES	30086 C	11-261-4122-000-000-0000	SERVICE CALL TESTING	150.00	150.00
024173	03/26/2021	34925	KIDS READ NOW, INC	29996 C	11-221-5110-000-000-3670	COMPREHENSIVE 2021	26,273.70	26,273.70
024174	03/26/2021	41272	MARY KATE MELVILLE	30092 C	21-296-7920-031-750-0000	HS STORE/SHIRTS	906.20	906.20
024175	03/26/2021	41340	MERIDIAN WINDS LLC	30095 C	11-113-4120-031-021-0000	HS BAND REPR 2/9	55.00	130.00
				30096 C	11-113-4120-031-021-0000	HS BAND REPR 2/11	75.00	
024176	03/26/2021	43372	DISTRIBUTIVE EDU CLUB/AMERICA	30116 C	21-296-7920-031-000-0000	HS DECA 4/12 FOR 4	280.00	280.00
024177	03/26/2021	43619	MICHIGAN GUARANTY AGENCY		12-451-0500-000-000-0000	GARNISH W/H 03/26/21	112.06	112.06
024178	03/26/2021	43627	MI HIGH SCHOOL ATHLETIC ASSN	30109 C	21-296-5991-000-001-0000	GEN ATH FUNDRAISING	60.00	120.00
				30110 C	21-296-5991-000-001-0000	GEN ATH FUNDRAISING	60.00	
024179	03/26/2021	45710	MILLCRAFT PAPER COMPANY	30115 C	11-127-5110-031-562-3440	SUPPLIES GRAPHICS	373.39	373.39
024180	03/26/2021	51920	OVERHEAD DOOR CO	30119 C	11-261-5990-000-000-0000	GATE REMOTES/PROGRAM	360.00	360.00

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
024181	03/26/2021	61495	SHAR PRODUCTS COMPANY	28683 P	11-112-5110-021-039-0000	CELLO ENDPIN	68.20	68.20
024182	03/26/2021	65600	STATE DISBURSEMENT UNIT		12-451-0500-000-000-0000	SUPPORT W/H 3/26/21	61.94	61.94
024183	03/26/2021	75885	TELOCIN GROUP	30122 C	11-261-4123-000-000-0000	HOSE/CLAMP/GASKET/ET	2,469.99	2,469.99
024184	03/26/2021	80430	UNIVERSITY TRANSLATORS		11-122-3190-021-160-0000	PARENT TRANSLATOR	266.52	266.52
024185	03/26/2021	75640	THE VAIL CORPORATION		61-296-5990-031-006-0000	END OF YEAR SKI CARD	2,300.00	2,300.00
024186	03/26/2021	86100	WELTMAN, WEINBERG & REIS		12-451-0500-000-000-0000	GARNISH W/H 03/26/21	145.03	145.03
024187	03/26/2021	87198	WEST MICHIGAN BASEBALL FRANCHI	30093 C	21-296-7920-031-750-0000	HS STORE/DIPPIN DOTS	105.12	105.12
024188	03/26/2021	MSC15	DONNA DIBERT		20-181-5100-000-000-0000	DONNA DIBERT	188.00	188.00
Sub Total:							\$57,571.80	
ACH CHECKS								
A05463	03/26/2021	00930	ADVANCED WATER	30087 C	11-261-4122-000-000-0000	SOLAR SALT	360.00	360.00
A05464	03/26/2021	03895	ANN ARBOR WELDING SUPPLY CO I	28306 P	11-113-5110-031-010-0000	HS ART SUP 3/17	45.36	
				28305 P	11-127-5110-031-550-3440	HS AUTO SHOP 3/17	45.36	90.72
A05465	03/26/2021	06914	BLOOM ROOFING SYSTEMS INC	30084 C	11-261-4110-000-000-0000	SERVICE ROOF LEAKS	495.00	
				30083 C	11-261-4110-000-000-0000	SERVICE ROOF LEAKS	495.00	
				30089 C	11-261-4110-000-000-0000	SERVICE ROOF LEAKS	495.00	1,485.00
A05466	03/26/2021	07268	BRIGHTON BAND BOOSTERS		11-261-5990-000-000-7990	BAND PPE REIMBURSE	3,625.00	3,625.00
A05467	03/26/2021	05235	BSN SPORTS INC	30112 C	11-293-5990-000-000-0000	MISC SUPPLIES	1,042.00	
				30111 C	11-293-5990-000-000-0000	MISC SUPPLIES	1,042.00	
				30112 C	11-293-5990-021-005-0000	SUPPLY SCRANTON G BB	125.00	
				30111 C	11-293-5990-021-005-0000	SUPPLY SCRANTON G BB	125.00	
				30112 C	11-293-5990-021-015-0000	SUPPLY SCRNTN B BSKT	32.00	
				30111 C	11-293-5990-021-015-0000	SUPPLY SCRNTN B BSKT	32.00	2,398.00
A05468	03/26/2021	09122	CHARETTE'S CUT N CARE INC		11-261-4124-000-000-0000	WINTER PMT 5/MAR	20,204.33	20,204.33
A05469	03/26/2021	10760	CONSTELLATION NEW ENERGY LLC		11-261-5510-000-000-0000	BECC GAS FEB 21	686.54	
					11-261-5510-001-000-0000	HAWK GAS FEB 21	1,684.93	
					11-261-5510-004-000-0000	SPEN GAS FEB 21	2,951.42	
					11-261-5510-005-000-0000	HRNG GAS FEB 21	1,937.80	
					11-261-5510-006-000-0000	HILT GAS FEB 21	1,569.10	
					11-261-5510-021-000-0000	SCRN GAS FEB 21	3,154.54	
					11-261-5510-031-000-0000	BHS GAS FEB 21	14,072.39	
					11-261-5510-041-000-0000	BRIDGE GAS FEB 21	1,511.08	
					11-261-5510-121-000-0000	MALT GAS FEB 21	2,262.34	

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
					11-261-5511-000-000-0000	TRNS GAS FEB 21	853.26	
					21-261-5510-002-000-0000	CE GAS FEB 21	1,483.52	32,166.92
A05470	03/26/2021	11808	D M BURR SECURITY		11-261-3150-000-000-0000	BANKCOURIER 3/19	95.45	95.45
A05471	03/26/2021	13650	DIRECT ENERGY BUSINESS LLC		11-261-5520-000-000-0000	BECC ELECT 2/16	564.47	
					11-261-5520-000-000-0000	BECC ELECT 3/16	581.58	
					11-261-5520-001-000-0000	HAWK ELECT 2/16	2,051.39	
					11-261-5520-001-000-0000	HAWK ELECT 3/16	2,257.12	
					11-261-5520-004-000-0000	SPEN ELECT 2/16	2,215.24	
					11-261-5520-004-000-0000	SPEN ELECT 3/16	2,387.59	
					11-261-5520-005-000-0000	HRNG ELECT 2/16	1,602.67	
					11-261-5520-005-000-0000	HRNG ELECT 3/16	1,714.66	
					11-261-5520-006-000-0000	HILT ELECT 2/16	2,467.37	
					11-261-5520-006-000-0000	HILT ELECT 3/16	3,192.28	
					11-261-5520-021-000-0000	SCRN ELECT 2/16	4,380.36	
					11-261-5520-021-000-0000	SCRN ELECT 3/16	5,065.53	
					11-261-5520-031-000-0000	BHS ELECT 2/16	25,275.62	
					11-261-5520-031-000-0000	BHS ELECT 3/16	25,366.39	
					11-261-5520-041-000-0000	BRIDGE ELECT 2/16	1,693.42	
					11-261-5520-041-000-0000	BRIDGE ELECT 3/16	1,744.74	
					11-261-5520-121-000-0000	MALT ELECT 2/16	4,808.01	
					11-261-5520-121-000-0000	MALT ELECT 3/16	5,143.97	
					11-261-5521-000-000-0000	TRNS ELECT 2/16	1,160.57	
					11-261-5521-000-000-0000	TRNS ELECT 3/16	1,143.00	
					21-261-5520-002-000-0000	CE ELECT 2/16	1,813.15	
					21-261-5520-002-000-0000	CE ELECT 3/16	1,963.68	98,592.81
A05472	03/26/2021	18952	EXECUTIVE ENERGY		11-261-4128-000-000-0000	ENERGY MNGT FEB	500.00	500.00
A05473	03/26/2021	27670	HERFF JONES INC		11-249-5990-041-000-0000	DIPLOMAS	226.70	
					11-249-5990-041-000-0000	DIPLOMAS	40.10	
					11-249-5990-041-000-0000	DIPLOMA COVERS	246.63	513.43
A05474	03/26/2021	35838	KONICA MINOLTA BUS SOLUTIONS		11-111-4220-001-000-0000	HAWK COPIER 12/19-3/	306.05	
					11-111-4220-006-000-0000	HILT COPIER 12/19-3/	44.58	
					11-112-4220-021-000-0000	SCRN COPIER 12/19-3/	220.30	
					11-113-4220-031-000-0000	BHS COPIER 12/19-3/1	570.94	
					11-132-4120-041-000-0000	BRIDGE COPIER 2/13-3	1.26	
					11-232-4220-000-000-0000	SUPT COPIER 12/19-3/	217.46	
					11-271-4220-000-000-0000	TRNS COPIER 12/19-3/	32.92	1,393.51

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A05475	03/26/2021	37640	LIVINGSTON COUNTY MECHANICAL	30104 C	11-261-4123-000-000-0000	HVAC CONTR SERV	1,440.00	1,440.00
A05476	03/26/2021	48318	NATL INSURANCE SERVICES		12-451-0610-000-000-0000	LIFE INS/APR	450.00	450.00
A05477	03/26/2021	53375	PEPPER OF DETROIT		11-112-5110-021-039-0000	MUSIC	40.00	
					11-112-5110-021-039-0000	MUSIC	143.00	
					11-112-5110-021-039-0000	MUSIC	24.49	
					11-112-5110-021-039-0000	MUSIC	6.00	
					11-112-5110-021-039-0000	MUSIC	461.03	674.52
A05478	03/26/2021	59924	SCHOOL SPECIALTY INC	29804 P	11-111-5110-004-021-0000	SPENCER SUPPLIES KDG	25.13	
				30071 C	11-111-5110-005-050-0000	HORNUNG KINDERGARTEN	27.32	
				29797	11-112-5110-021-000-0000	SCRANT TCH SUP	17.58	70.03
A05479	03/26/2021	59742	DUKE SERVICES LLC	30120 C	11-261-4122-000-000-0000	CONT SERV PLUM	2,000.00	2,000.00
A05480	03/26/2021	49235	TRANE US INC		11-261-4123-000-000-0000	TEMP SENSOR	208.16	208.16
A05481	03/26/2021	76028	TRI-COUNTY CLEANING		11-261-5990-000-000-0000	OPERATION SUP	2,391.66	
					11-261-5990-000-000-0000	OPERATION SUP	653.67	
					11-261-5990-000-000-0000	OPERATION SUP	6.15	
				30117 C	11-261-5990-000-000-0000	OPERATION SUP	35.90	3,087.38
Sub Total:							\$169,355.26	
Register Total:							\$226,927.06	

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$3,254.50
GENERAL FUND	\$207,308.91
SPEC REV - STUDENT ACTIVITY	\$1,952.68
COMMUNITY EDUCATION	\$12,110.97
STUDENT ACTIVITIES	\$2,300.00
Total:	\$226,927.06

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(226,927.06)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	19,618.15
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	207,308.91
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	3,254.50
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	1,952.68
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	12,110.97
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(1,952.68)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(3,254.50)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(12,110.97)
62-402-0000-000-000-0000	A/P CONTROL - AGENCY	S	D	2,300.00
62-411-0000-000-000-0000	STUDENT ACT I/F	S	N	(2,300.00)

District: bg-Brighton Public Schools
Run Date: 4/1/2021 12:34:21PM

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
REGULAR CHECKS								
024189	04/01/2021	09300	CHILSON HILLS BAPTIST CHURCH	30140 C	21-296-7920-031-001-0000	HS/SITE RENTAL/MAY	150.00	150.00
024190	04/01/2021	89899	OPEN TEXT CO		11-261-3410-000-000-0000	ACCOUNT CANCEL	400.00	400.00
024191	04/01/2021	27635	MARY T RATELLE		21-137-3110-000-000-0000	DOG/PUPPY TRAINING	1,817.40	1,817.40
Sub Total:							\$2,367.40	
Register Total:							\$2,367.40	

Check Register

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
GENERAL FUND	\$400.00
SPEC REV - STUDENT ACTIVITY	\$150.00
COMMUNITY EDUCATION	\$1,817.40
Total:	\$2,367.40

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(2,367.40)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	1,967.40
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	400.00
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	150.00
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	1,817.40
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(150.00)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(1,817.40)