

PERRY PUBLIC SCHOOLS BOARD OF EDUCATION

REGULAR MEETING MINUTES – FEBRUARY 9, 2015

6:30 PM – BOARD CONFERENCE ROOM

- ITEM 1 Call to Order
Meeting called to order at 6:34 PM by Vice President Mark Briggs

Moment of silence for Mickey Willett, former 32 year employee

- ITEM 2 Pledge of Allegiance

- ITEM 3 Roll Call
Members present at roll call: Mark Briggs, Rick Lamb, Catherine Hahn,
Matt Winans

Members absent at roll call: John Harris, Charles Scovill, Mark Ruzinsky

- ITEM 4 Approval of Agenda
Moved by Winans, supported by Lamb, to approve the amended agenda. Motion
carried 4-0.

Item 8 postponed until March 16, 2015.

- ITEM 5 Approval of Minutes
Moved by Lamb, supported by Hahn, to approve the January 12, 2015
Organizational Meeting minutes. Motion passed 4-0.

- ITEM 6 Approval of Payment of Bills
Moved by Winans, supported by Lamb, to approve payment of bills. Motion
passed 4-0.

- ITEM 7 Public comments on agenda items
No public comments were made at this meeting.

SPECIAL PRESENTATIONS

- ITEM 8 Perry Elementary math workshop
This presentation was moved to March 16, 2015.

- ITEM 9 Website presentation
Zach Garner, IT Coordinator, gave a short presentation on possible website
updates that would begin July 2015.

Mark Ruzinsky arrived at 6:40 PM.

- ITEM 10 Tour of new bus
The Board and the public were invited to tour a new bus.

OLD BUSINESS

- ITEM 11 Early College enrollment update
Don Beck, high school principal, reported that 27 students in the high school
have elected to sign up for the Early College program.

- ITEM 12 Discussion of Michigan Association of School Board (MASB) classes
The board discussed the classes offered by the MASB and encouraged members to attend classes as they see fit as long as there isn't a hotel fee included.

NEW BUSINESS

- ITEM 13 Approval of Independent Bank as a depository for school funds
Moved by Ruzinsky, supported by Winans, to approve Independent Bank as a depository of school funds and to name the superintendent, business manager, board president and board treasurer as authorized signatures on the account. Motion passed 5-0.
- ITEM 14 Approval of Boys Varsity Baseball Coach
Moved by Lamb, supported by Ruzinsky, to approve Travis Carr as the boys varsity baseball coach. Motion passed 5-0.
- ITEM 15 Approval of Girls Varsity Soccer Coach
Moved by Ruzinsky, supported by Winans, to approve Trysr Friar as the girls varsity soccer coach. Motion passed 5-0.

SUPERINTENDENT COMMENTS

Mr. Foster announced that a Cliff Hart, Allstate Insurance, will donate a new scoreboard for the high school gym. Mr. Foster thanked Nancy Metcalf for role as acting superintendent while he was out of the district for a week.

GENERAL PUBLIC COMMENTS

The City of Perry will have representatives join the Perry Board of Education meetings this school year. The representatives are Terry Woods and Greg Wekwert. Both gentlemen attended this meeting. Mr. Woods thanked the board for the opportunity to be part of the board meetings as did Mr. Wekwert.

ADJOURN

Moved by Ruzinsky, supported by Lamb, to adjourn at 8:08 PM. Motion passed 5-0.

Respectfully submitted,

Mark Briggs, Vice President

Pam Ryan
Recording Secretary

PERRY PUBLIC SCHOOLS BOARD OF EDUCATION

SPECIAL MEETING MINUTES – FEBRUARY 17, 2015

6:30 PM – BOARD CONFERENCE ROOM

Call to Order

Meeting called to order at 6:32 PM by President Harris.

Pledge of Allegiance

Roll Call

Members present at roll call: John Harris, Mark Briggs, Charles Scovill, Rick Lamb, Catherine Hahn, Mark Ruzinsky, Matt Winans

Public Comments

Former board member Greg Daenzer shared that the minutes of April 24, 2013 were misleading from the meeting in question. He stated that he was not opposed to the buyout rather he was opposed to the Michigan law that does not allow him as a spouse of a staff member to vote on this type of motion.

Motion by Ruzinsky, supported by Scovill, to go into closed session for the purpose of attorney-client privilege – Section 8H of the school code. Motion carried via roll call 7-0.

In closed session, legal counsel Lisa Swem reviewed a confidential communication with the board pertaining to the voluntary severance incentive plan of 2013.

President Harris declared the board back into open session at 7:23 PM.

Motion by Ruzinsky, supported by Hahn, that the Board of Education approve and retroactively ratify the 2013 voluntary severance incentive plan for eligible employees in the instructional bargaining unit represented by the Perry Educational Association. Motion by roll call passed 6-0 with Scovill abstaining as per Section 1203 of the school code.

ADJOURN

Moved by Ruzinsky, supported by Winans to adjourn at 7:28 PM. Motion carried 7-0.

Respectfully submitted,

Charles Scovill, Secretary

Pam Ryan
Recording Secretary

Best Practices Incentive
School Board Resolution

WHEREAS, Section 22f of the State School Aid Act provides \$50 per pupil one-time grants to districts that satisfy at least 7 of 9 best practices criteria not later than June 1, 2015 [MCL 388.1622f].

WHEREAS, the board of education of Perry Public Schools desires to receive the \$50 per pupil incentive payment.

WHEREAS, the Perry Public Schools has satisfied at least 7 of 9 best practices criteria.

WHEREAS, eligibility for the incentive payment is contingent upon adopting a resolution that states the district has complied with the following 7 of 9 best practice criteria.

Now, therefore, be it resolved as follows:

1. The board of education of Perry Public Schools certifies that the district has complied with the following requirements:
 - a) The district is the designated policy holder for medical benefit plan(s) pursuant to Section 22f(1)(a).
 - b) The district has obtained a competitive bid on non-instructional services pursuant to Section 22f(1)(b).
 - o Transportation and food service
 - c) The district accepts applications for enrollment by non-resident applicants under Section 105 or 105c (MCL 388.1705) pursuant to Section 22f(1)(c). A Public School Academy is considered to have met this requirement.
 - d) The district provides a link on the district's home page to the URL for the MiSchoolData Portal which will contain the required dashboard indicators pursuant to Section 22f(1)(e). If certain data elements for our district are unavailable from state data collections, we agree to provide those data in the form and manner determined by MDE.
 - e) The district's collective bargaining agreements do not include provisions contrary to prohibited subjects as outlined in section 15(3) of 1947 PA 336, MCL 423.215.
 - f) The district implements a comprehensive guidance and counseling program.
 - g) The district offers opportunities to complete 1 credit worth of non-English language learning experiences.
2. The board of education of Perry Public Schools authorizes and directs its secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this 16th day of March, 2015.

Roll Call Vote: Passed: _____ Failed: _____

Board Representative Name

Board Representative Signature

Please email a copy of the signed resolution to John A. Hayner at haynerj1@michigan.gov

PERRY PUBLIC SCHOOLS

School District Name

7/1/2014

Date of Original Contract:

78080

District Number

Year of Renewal (circle) 1 2 3 4

Contract Renewal Agreement - Cost Reimbursable Contract

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2015, and ending June 30, 2016. The terms and conditions of the original contact are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

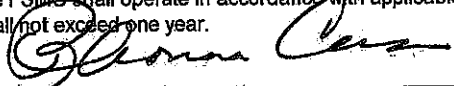
	2014/15 Rate	2015/16 Rate	Percentage Change/Increase***
1. Reimbursable Breakfasts	1. <u>NA</u>	1. <u>NA</u>	1. <u>NA</u>
2. Reimbursable Lunches*	2. <u>NA</u>	2. <u>NA</u>	2. <u>NA</u>
3. A la Carte Meal Equivalents*	3. <u>NA</u>	3. <u>NA</u>	3. <u>NA</u>
4. Management Fee Per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4. <u>5.14 cents</u>	4. <u>5.29 cents</u>	4. <u>3%</u>
5. Administrative Fee Per Meal or Month	5. <u>\$3,000.00 per month</u>	5. <u>\$3,090 per month</u>	5. <u>3%</u>
6. Equivalent Meal Factor	6. <u>\$3.1625</u>	6. <u>\$3.2275</u>	6. <u>2.055%</u>
7. At Risk Suppers*	7. <u>NA</u>	7. <u>NA</u>	7. <u>NA</u>
8. After School Snacks	8. <u>NA</u>	8. <u>NA</u>	8. <u>NA</u>
9. Advance Payment, if any (flat amount)		9. <u>NA</u>	9. <u></u>

*Rates must be the same

**Rates must not be rounded up. Do not exceed two decimal places.

***Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with applicable program laws and regulations. This agreement shall not exceed one year.

Signed: 
 Food Management Company Representative
Rhonna Cass, President-Schools
 Title

2/12/15
 Date

Acceptance of Contract Renewal Agreement

Signed: _____
 School Food Authority Representative

 Title

 Date

AGREEMENT PAGE – FSMC Contract Renewal

This bidder certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.

This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and FSMC. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

Date of Original Contract: 7/1/14

Contract Renewal Year: 1

ATTEST:

SCHOOL FOOD AUTHORITY:

Signature of Witness for SFA

Signature of SFA Representative

Perry Public Schools

Name of School District

Name

Title

Date

ATTEST:

FOOD SERVICE MANAGEMENT COMPANY:

Compass Group USA, Inc., by and through its Chartwells Division

Laura De Luca

Signature of Witness for FSMC

Rhonna Cass

Signature of FSMC Representative

Rhonna Cass

Name

President – Schools

Title

2/12/15

Date



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
Perry Public SCHOOL DISTRICT

OPERATIONS
8321/page 1 of 10

REVISED POLICY - VOL. 28, NO. 2

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 ~~these~~ **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 ~~H.R. Employee~~ ^{Personnel or Payroll Specialist} ~~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:

A-1. ensuring that personnel security screening procedures are being followed as set forth in this policy;

B-2. ensuring that approved and appropriate security measures are in place and working as expected;

C-3. supporting policy compliance and ~~institute~~ **instituting** the ^{CSA} CSA incident response reporting procedures;

D-4. ~~ensure~~ **ensuring** that the ~~Michigan State Police~~ ^{CSA ISO is} ~~are~~ promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 2 of 10

E.5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;

F.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.

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 statutorily-required CHRI on applicants, volunteers, **and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District and contractors.** The LASO shall be responsible for assuring the District's compliance with the terms of any such User Agreement.

D. Personnel Security

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

A-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.

1.a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8321/page 3 of 10

2.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.

3.c. Support personnel, contractors, **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, unless they are escorted by authorized personnel at all times when in these locations or areas.

B.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.

C.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.

D.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 an employee of the District.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 4 of 10

E.5. Termination of Employment/Access - Upon termination of employment, all access to criminal justice information shall be terminated for that individual, and steps taken to assure security of such information and any systems at the District to access such information.

F.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.

7. Contractors and Vendors¹ - Prior to granting access to criminal justice information to a contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify a contractor or vendor for access to criminal justice information. A contractor or vendor with misdemeanor offense(s) 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.

*Remove -
NA
because
contractor
will never
be making
his decision
They are IT.*

¹ For purposes of Section D.(7.), contractors and vendors are individuals who act on behalf of the District, work on a regular or continuous basis in the District, and are involved in the hiring process of District employees. For example, this might be a third-party provided manager or support staff person working in the personnel department. It does not authorize third party contractors or vendors to directly perform the criminal background checks in lieu of the District, or to access criminal justice information for the contractor's or vendor's own review.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 5 of 10

E. Media Protection

Access to electronic 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 process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access electronic and physical media containing CHRI.**

A-1. Media Storage and Access - All electronic 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 CHRI background data shall be encrypted.

B-2. Media Transport - Electronic and physical media 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 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.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 7 of 10

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 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, job posting indicating successful candidate, Board minutes of approved hiring for particular position, etc.

G. Controlled Area

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

- A-1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.**
- B-2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.**
- C-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.**
- D-4. Encryption shall be used for electronic storage of criminal justice information. (See AG 8321)**



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 8 of 10

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.

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

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 the Michigan State Police or a program approved by the Michigan State Police. 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.)

²Applicable to districts that maintain CHRI within an electronic system of records, such as an electronic 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 9 of 10

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:

- A.1. the date of release;
- B.2. record disseminated;
- C.3. method of sharing;
- D.4. agency personnel that shared the CHRI;
- E.5. the agency to which the information was released;
- F.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.

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.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8321/page 10 of 10

K. Audit 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.

Ref: Criminal Justice Information Services - Security Policy (Version 5.0, 2011.2, 2013),
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**

© NEOLA 2014

Adopted 3/16/2015

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

**OPERATIONS
8321/page 1 of 11**

CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

In conjunction with Policy 8321, the following procedures and protocols shall be used to provide for the security, confidentiality, and integrity of criminal history records received from the Michigan State Police and criminal justice information received from the Federal Bureau of Investigation.

Passwords*

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of District's entire network. As such, all District employees (including contractors and vendors with access to District systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their password.

Scope

This protocol includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any District facility which has access to or stores any non-public criminal history or criminal justice information.

General

- A. All system-level passwords (e.g., root, enable, network administrator, application administration accounts, etc.) must be changed at least every ninety (90) days.
- B. If applicable, all production system-level passwords must be part of the Information Security administrated global password management database.
- C. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every ninety (90) days.
- D. User accounts with access to National Crime Information Center (NCIC) privileges must have a unique password from all other accounts held by that user.

guidelines

OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS

OPERATIONS
8321/page 2 of 11

- E. Passwords must not be inserted into email messages or other forms of electronic communication.
- F. Where simple network management protocol (SMTP) is used, the community strings must be defined as something other than the standard defaults of "public," "private," and "system" and must be different from passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).
- G. All user-level, system-level, and NCIC access level passwords must conform to the guidelines described below.

Password Guidelines

- A. Avoid poor, weak passwords which have the following characteristics:
 - 1. The password contains less than eight (8) characters.
 - 2. The password is a word found in a dictionary (English or foreign).
 - 3. The password is a common usage word such as:
 - a. names of family, pets, friends, co-workers, fantasy characters, etc.
 - b. computer terms and names, commands, sites, companies, hardware, software
 - c. the words "District," "WVSP," "HPD," "CKSFP" or any derivation
 - d. birthdays and other personal information such as addresses and phone numbers
 - e. word or number patterns like aaabbb, 111222, zyxwvts, 4654321, etc.
 - f. any of the above spelled backward like nhoj, yrrehckcalb, yffulf, etc.
 - g. any of the above preceded or followed by a digit (e.g., secret1, lsecret)

guidelines

OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS

OPERATIONS
8321/page 3 of 11

- B. Use strong passwords which have the following characteristics:
1. contain both upper and lower case characters (e.g., a-z, A-Z)
 2. have digits and punctuation characters as well as letters, e.g., 0-9, !@#\$%^&*()_+{}|:";<>?,.?
 3. are at least eight (8) alphanumeric characters long
 4. are not a word within any language, slang, dialect, jargon, etc.
 5. are not based on personal information, names of family, etc.
 6. passwords based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation. **NOTE: Do not use either of these examples as passwords**

Password Deletion

All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following:

- A. when a user retires, quits, is reassigned, released, dismissed, etc.
- B. default passwords shall be changed immediately on all equipment
- C. contractor accounts, when no longer needed to perform their duties

When a password is no longer needed, the following procedures should be followed:

- A. Employee should notify his/her immediate supervisor.
- B. Contractor should inform his/her point-of-contact (POC).
- C. Supervisor or POC should fill out a password deletion form and send it to the District's Local Agency Security Officer (LASO).
- D. LASO will then delete the user's password and delete or suspend the user's account.

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

OPERATIONS
8321/page 4 of 11

- E. A second individual from that department will check to ensure that the password has been deleted and user account was deleted or suspended.
- F. The password deletion form will be filed in a secure filing system.

Password Protection Standards

Do not use your User ID as your password. Do not use the same password for District accounts as for NCIC accounts. For example, select one password for your Windows account login and a different one for your NCIC account login. Do not share District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential District information.

Here is a list of "do not's":

- A. Don't reveal a password over the phone to anyone.
- B. Don't reveal a password in an e-mail message.
- C. Don't reveal a password to the boss.
- D. Don't talk about a password in front of others.
- E. Don't hint at the format of a password (e.g., "my family name").
- F. Don't reveal a password on questionnaires or security forms.
- G. Don't share a password with family members.
- H. Don't reveal a password to a co-worker while on vacation.
- I. Don't use the "Remember Password" feature of applications.
- J. Don't write passwords down and store them anywhere in your office.
- K. Don't store passwords in a file on ANY computer system without encryption.

If someone demands a password, refer them to this document or have them call the LASO.

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

**OPERATIONS
8321/page 5 of 11**

If an account or password is suspected to have been compromised, report the incident to the LASO and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by the FBI or MSP. If a password is guessed or cracked during one of these scans, the user will be required to change it.

Application Development Standards

Application developers must include the following security precautions in their programs:

- A. authentication of individual users, not groups
- B. no storage of passwords in clear text or in any easily reversible form
- C. support for Terminal Access Controller Access Control System+ (TACACS+), Remote Authentication Dial-In User Service (RADIUS), and/or X.509 with Lightweight Directory Access Protocol (LDAP) security retrieval, wherever possible

Remote Access Users

Access to the District networks via remote access is to be controlled by using either a Virtual Private Network (in which a password and User ID are required) or a form of advanced authentication (i.e., Biometrics, Tokens, Public Key Infrastructure (PKI), Certificates, etc.). Access to the District networks via personal communication devices ("PCDs") shall be strictly controlled and authorized.

Encryption

When encryption is required under Policy 8321, it shall comply with the following standards and procedures.

- A. Encryption shall be a minimum of 128 bit.
- B. When CJI is transmitted outside the boundary of the physically secure location, the data shall be immediately protected via cryptographic mechanisms (encryption).

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

**OPERATIONS
8321/page 6 of 11**

EXCEPTIONS:

1. Any cellular device used to transmit CJI via voice is exempt from the encryption and authentication requirements when an officer determines there is an immediate need for the CJI to further an investigation or situations affecting the safety of an officer or the general public.
 2. CJI transmitted via facsimile is exempt from encryption requirements.
 - C. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected via cryptographic mechanisms (encryption).
 - D. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
-
1. Note 1: Subsequent versions of approved cryptographic modules that are under current review for FIPS 140-2 compliancy can be used in the interim until certification is complete.
 2. Note 2: While FIPS 197 (Advanced Encryption Standard) certification is desirable, a FIPS 197 certification alone is insufficient as the certification is for the algorithm only vs. the FIPS 140-2 standard which certifies the packaging of an implementation.
 3. For agencies using public key infrastructure technology, the agency shall develop and implement a certificate policy and certification practice statement for the issuance of public key certificates used in the information system. Registration to receive a public key certificate shall:
 - a. Include authorization by a supervisor or a responsible official.
 - b. Be accomplished by a secure process that verifies the identity of the certificate holder.
 - c. Ensure the certificate is issued to the intended party.

guidelines

OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS

OPERATIONS
8321/page 7 of 11

Disposal of Media Procedures

When no longer usable, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data, including CHRI, shall be properly disposed of in accordance with measures established by the District. The following procedures will be followed:

- A. When no longer usable, hard copies and print-outs shall be placed in properly marked shredding bins located in a secure location only accessible by authorized individuals.
- B. Diskettes and tape cartridges shall be taken apart and placed in the properly marked shredding bins.
- C. After media has been shredded it will be placed in appropriate bins to be incinerated or disposed of properly.

IT systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from ~~<Agency Name>~~ control until the equipment is sanitized and all stored information has been cleared. For sensitive, but unclassified information, the sanitization method shall be approved by the District. For classified systems, National Security Association approved measures shall be used. The following procedure will be followed:

- A. Employees will send all hardware that processes and/or stores classified and/or sensitive data to the District ~~<Security Personnel>~~ to be properly disposed. *Technology Department*
- B. The District's Technology Director will dispose of hardware by one of the following methods:
 1. **Overwriting** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. The number of times the media is overwritten depends on the level of sensitive information but must be a minimum of three (3) times if CHRI.
 2. **Degaussing** - a method to magnetically erase data from magnetic media. Two (2) types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

OPERATIONS
8321/page 8 of 11

3. **Destruction** - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc.

Also, computers that are used to transmit classified and/or sensitive information must protect residual data. This can be accomplished with the use of integrated encryption technology. This technology uses a device or software which encrypts all data as it is written to the disk. When the user retrieves a file, the data is automatically decrypted for the owner to use. This encryption/decryption process is typically transparent to the user. Should the hard drive be removed, no usable data can be retrieved.

Security Training Records

At a minimum, the following topics shall be addressed as baseline security awareness training for all authorized personnel with access to CJI:

- A. rules that describe responsibilities and expected behavior with regard to CJI usage
- B. implications of noncompliance
- C. incident response (Points of contact; Individual actions)
- D. media protection
- E. visitor control and physical access to spaces - discuss applicable physical security policy and procedures, e.g., challenge strangers, report unusual activity
- F. protection of information subject to confidentiality concerns - hardcopy through destruction
- G. proper handling and marking of CJI
- H. threats, vulnerabilities, and risks associated with handling of CJI
- I. social engineering
- J. dissemination and destruction

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

**OPERATIONS
8321/page 9 of 11**

Personnel with Physical and Logical Access

In addition to the above, the following topics, at a minimum, shall be addressed as baseline security awareness training for all authorized personnel with both physical and logical access to CJI:

- A. rules that describe responsibilities and expected behavior with regard to information system usage
- B. password usage and management - including creation, frequency of changes, and protection
- C. protection from viruses, worms, Trojan horses, and other malicious code
- D. unknown e-mail/attachments
- ~~E. web usage - allowed versus prohibited; monitoring of user activity~~
- F. Spam
- G. physical Security - increases in risks to systems and data
- H. media Protection
- I. handheld device security issues - address both physical and wireless security issues
- J. use of encryption and the transmission of sensitive/confidential information over the Internet - address agency policy, procedures, and technical contact for assistance
- K. laptop security - address both physical and information security issues
- L. personally owned equipment and software - state whether allowed or not (e.g., copyrights)
- M. access control issues - address least privilege and separation of duties
- N. individual accountability - explain what this means in the agency
- O. use of acknowledgement statements - passwords, access to systems and data, personal use and gain

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

**OPERATIONS
8321/page 10 of 11**

- P. desktop security - discuss use of screensavers, restricting visitors' view of information on screen (mitigating "shoulder surfing"), battery backup devices, allowed access to systems
- Q. protection of information subject to confidentiality concerns—in systems, archived, on backup media, and until destroyed
- R. threats, vulnerabilities, and risks associated with accessing Criminal Justice Information Services (CJIS)

Personnel with Information Technology Roles

In addition to both sets of requirements above, the following topics at a minimum shall be addressed as baseline security awareness training for all Information Technology personnel (system administrators, security administrators, network administrators, etc.):

- A. protection from viruses, worms, Trojan horses, and other malicious code - scanning, updating definitions
- B. data backup and storage - centralized or decentralized approach
- C. timely application of system patches - part of configuration management
- D. access control measures
- E. network infrastructure protection measures

Security Training Records

Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained by the LASO and provided to MSP as requested or required.

Incident Handling and Response*

Information system security incidents shall be tracked and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three years or until legal action (if warranted) is complete, whichever timeframe is greater.

guidelines

**OFFICE OF THE SUPERINTENDENT
PERRY PUBLIC SCHOOLS**

OPERATIONS
8321/page 11 of 11

When an incident involving security of CJI or systems with access to CJI is discovered, the following procedures shall be followed:

- A. The LASO shall be notified immediately.
- B. The breach shall be assessed and steps taken to correct the situation:
 - 1. Access shall be stopped for any unauthorized user.
 - 2. Media shall be secured.
 - 3. Systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJIS.
 - 4. Such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
- C. All necessary information regarding the security breach and District responses shall be recorded and preserved, including who was involved in taking incident response measures.
- D. The LASO shall be responsible for filing the incident report with the MSP.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CJI on detection and response to security incidents.

Collection of Evidence

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s).

*Applicable to districts that maintain CHRI within an electronic system of records.
Not applicable if CHRI kept solely via e-mail and/or paper copies.

© NEOLA 2014

Adopted 3/16/2015

Perry Public Schools
General Fund
YTD through February 28 , 2015

Revenues	Approved Amended Budget 2014-2015	Actual YTD February 28, 2015	Remaining Balance March 1, 2015	Percentage Recognized/ Expended *
Local Sources	1,407,052	676,721	730,331	48.09%
State Sources	9,267,804	4,440,065	4,827,739	47.91%
Federal Sources	264,748	89,689	175,059	33.88%
Other Financing Sources	267,484	622	266,862	0.23%
Other Transaction & Transfers	10,000	-	10,000	0.00%
Total Revenues	11,217,088	5,207,098	6,009,990	46.42%
Expenditures				
Instruction	4,846,808	2,449,708	2,397,100	51%
Special Education	1,043,426	523,265	520,161	50%
Compensatory Education	405,525	220,885	184,640	54%
Vocational Education	315,897	138,509	177,388	44%
Support Services - Pupil	197,787	99,768	98,019	50%
Improvement of Instruction	82,180	56,650	25,530	69%
Media Centers	58,002	28,962	29,040	50%
Technology Assisted Instruction	239,229	118,695	120,534	50%
Supervision and Direction of Instr	23,040	13,670	9,370	59%
Board of Education	69,481	43,121	26,360	62%
Executive Administration	154,773	125,798	28,975	81%
Office of the Principal	592,115	347,618	244,497	59%
Fiscal Services	223,077	137,700	85,377	62%
Operation and Maintenance of Plant	1,032,221	689,632	342,589	67%
Transportation	503,727	385,669	118,058	77%
Staff/Personnel Services	13,964	6,067	7,897	43%
Pupil Accounting Services	39,245	10,234	29,011	26%
Pupil Activities	273,890	126,819	147,071	46%
Community Activities	136,296	92,573	43,723	68%
Total Expenditures	10,250,683	5,615,341	4,635,342	54.78%
YTD Surplus/(Loss)	966,405	(408,243)		

*February YTD percentage

66.7%

Perry Public Schools
 Food Service Fund
 YTD through February 28 , 2015

Revenues	Approved Amended Budget 2014-2015	Actual YTD February 28, 2015	Remaining Balance March 1, 2015	Percentage Recognized/ Expended
Local Sources	189,504	61,364	128,140	32.38%
State Sources	15,051	7,583		50.38%
Federal Sources	254,580	153,789	100,791	60.41%
Other Transaction & Transfers	18,777	-	18,777	0.00%
Total Revenues	477,912	222,736	247,708	46.61%
Expenditures				
Food Service	466,764	261,168	205,596	55.95%
Transfers & Other Transactions	10,000	-	10,000	0.00%
Total Expenditures	476,764	261,168	215,596	54.78%
YTD Surplus/(Loss)	1,148	(38,432)		
Start-up Funding		-		

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
016677	02/09/2015	2	004633 SHIAWASSEE RESD	SUB REIM, 01/18-01/31/15	8,999.39
016678	02/10/2015	2	000705 MESSA	FEBRUARY 2015 PREMIUMS	76,623.10
016679	02/11/2015	1	008338 CHINA GARDEN	LUNCH FOR MEETING	24.87
016680	02/12/2015	1	005211 AIRGAS GREAT LAKES	CYLINDER RENTAL	44.45
016681	02/12/2015	1	007681 ANDERSON AIR CONDITIONING	HS PROJECT LAB & PARTS	2,748.28+
				PARTS	1,475.00+
CHECK TOTAL					4,223.28=
016682	02/12/2015	1	009237 ANN DINGENS	GSRP PROFESSIONAL DEVE.	87.60+
				GSRP MILEAGE	47.40+
				GSRP SUPPLIES	57.47+
CHECK TOTAL					192.47=
016683	02/12/2015	1	000287 ARGUS PRESS	SCHOOL OF CHOICE ADD	258.00+
				SCHOOL OF CHOICE ADD	258.00+
CHECK TOTAL					516.00=
016684	02/12/2015	1	008510 BLUMERICH COMMUNICATION SVC	ANTENNA, MOUNT	262.20
016685	02/12/2015	1	008215 C & S MOTORS INC	PARTS	9.33+
				PARTS	1,007.63+
				PARTS	295.00+
				PARTS	65.00-
				PARTS	128.65+
				PARTS AND LABOR	3,972.21+
CHECK TOTAL					5,347.82=
016686	02/12/2015	1	008376 CENTURYLINK	LONG DISTANCE FOR JANUARY	33.91
016687	02/12/2015	1	008811 COFFIELD OIL COMPANY, INC	GAS FOR TRUCK	547.81+
				DIESEL FUEL - 500 GAL	984.70+
				DIESEL FUEL - 800 GAL	1,583.20+
				DIESEL FUEL - 578 GAL	1,219.00+
CHECK TOTAL					4,334.71=
016688	02/12/2015	1	007635 CULLIGAN OF LANSING MICHIGAN	MONTHLY TANK CHARGE - FEB	30.00
016689	02/12/2015	1	009327 DAVID BARRESI	REIM SUPPLIES	81.33
016690	02/12/2015	1	004521 DON BECK	REIM MILES & LUNCH	159.34
016691	02/12/2015	1	008341 GEORGE GIBSON	CELL PHONE STIPEND FEB	40.00
016693	02/12/2015	1	008841 HOLLAND BUS CO.	ALTERNATOR	455.39
016694	02/12/2015	1	008697 i60 MEDIA	WINDOW & REGULAR ENVELOPES	401.00
016695	02/12/2015	1	001937 INDEPENDENT NEWSPAPER GROUP	SCHOOL OF CHOICE	432.00+
				SCHOOL OF CHOICE	432.00+
CHECK TOTAL					864.00=
016696	02/12/2015	1	009131 JILL TARRANT	PROFESSIONAL DEVELOPMENT	80.00

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
016697	02/12/2015	1	000021 JOHNNY MAC'S	PULLOVER	97.53
016698	02/12/2015	1	000077 JOSTENS	DIPLOMAS	269.22
016699	02/12/2015	1	004840 KATHLEEN YOUNG	GSRP SUPPLIES	102.71+
				GSRP PROF DEV	13.65+
				GSRP MILES	18.00+
CHECK TOTAL					134.36=
016700	02/12/2015	1	004848 LANSING SANITARY SUPPLY	AIRLIFT, FLOOR PREP, TOILE	481.25+
				AIRLIFT, FLOOR PREP, TOILE	111.20+
CHECK TOTAL					592.45=
016701	02/12/2015	1	009303 MANE STREET ACADEMY OF	COSMETOLOTY STUDENT FEE	90.48
016702	02/12/2015	1	008715 MICHELLE KLEIN	REIM FOR MILES	21.85+
				CHILDCARE SUPPLIES	16.90+
				CHILDCARE SUPPLIES	30.00+
CHECK TOTAL					68.75=
016703	02/12/2015	1	009324 MIKE ASHER	CELL PHONE STIPEND FEB	40.00
016704	02/12/2015	1	008888 POSTMASTER	BULK MAIL PMT, PI, #2	220.00
016705	02/12/2015	1	008647 ROD ADAIR	CELL PHONE STIPEND FEB	40.00
016706	02/12/2015	1	002884 SAFETY SYSTEMS	QTR ALARM NOV-JAN PRESS BO	111.00+
				QTR ALARM NOV-JAN ADMIN.	120.00+
				QTR ALARM NOV-JAN MS	117.00+
				QTR ALARM NOV-JAN HS	111.00+
				QTR ALARM NOV-JAN SH	111.00+
				QTR ALARM NOV-JAN PE	111.00+
CHECK TOTAL					681.00=
016707	02/12/2015	1	005099 SMITH SAND & GRAVEL	SNOW PLOWING	400.00+
				SNOW PLOWING	1,100.00+
				SNOW PLOWING	400.00+
				SNOW PLOWING	400.00+
CHECK TOTAL					2,300.00=
016708	02/12/2015	1	009243 TENURGY, LLC	ENERGY SAVINGS	117.42
016709	02/12/2015	1	001925 THOMAS SIMS	CELL PHONE STIPEND FEB Y	40.00
016710	02/12/2015	1	004875 THRUN LAW FIRM, P.C.	SHAFTSBURG ELEMENTARY SCH.	312.00
016711	02/12/2015	1	008790 TINA WILHELM	MILEAGE - GSRP	21.93+
				SUPPLIES - GSRP	3.17+
CHECK TOTAL					25.10=
016712	02/12/2015	1	004511 TROXELL	TECHNOMAD 720	3,000.00
016713	02/12/2015	1	000507 WARD'S NATURAL SCIENCE	BOREAL Z MICROSCOPE	3,566.20
016714	02/12/2015	1	009160 ZACH GARNER	i-PAD CABLES	134.00

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
016715	02/13/2015	2	006376 SATA	MCKINNEY-VENTO	9.00
016716	02/13/2015	2	009390 OAKLAND COUNTY CLERK	BIRTH CERT,MCK-VENTO	15.00
016717	02/17/2015	1	004643 MHSAA	LEADERSHIP CONFERENCE	300.00
016718	02/19/2015	1	000644 CAPITAL CITY INTL TRUCKS INC	CABLE	1.16+
				VARIOUS PARTS	130.65+
				SENSOR ASSY CAM/CRANK+	81.33+
				CYLINDER, SHOE, CLIP	140.40+
CHECK TOTAL					353.54=
016719	02/19/2015	1	000434 CDW.G	INK CARTRIDGE, PROJECTOR	622.55
016720	02/19/2015	1	000043 DARLINGS HARDWARE	VARIOUS - SEE ATTACHED	685.93
016721	02/19/2015	1	009393 FEDERAL PUBLISHING	OSHA/HOMELAND SEC JOURNAL	198.50
016722	02/19/2015	1	000224 FREY SCIENTIFIC CO	CONGLOMERATE, SCHIST, SHALE,	21.20
016723	02/19/2015	1	009307 GROUP VERTICAL	PARTS FOR I-PADS	641.91
016724	02/19/2015	1	008841 HOLLAND BUS CO.	MOTOR, HEATER, REAR	59.23
016725	02/19/2015	1	003313 IMPRESSION FIVE	ADMISSION FOR STUDENTS	195.00
016726	02/19/2015	1	009131 JILL TARRANT	PROFESSIONAL DEVELOPMENT	20.00
016727	02/19/2015	1	004028 KATHLEEN ROOT	REIM FOR MEALS	4.50
016728	02/19/2015	1	004643 MHSAA	2015 TEAM WRESTLING	207.60
016729	02/19/2015	1	002068 MICHIGAN CEC	2015 MCEC CONFERENCE	260.00
016730	02/19/2015	1	002005 PAM RYAN	BOOTS FOR MCKINNEY-VENTO	73.50
016731	02/19/2015	1	007845 PAXTON PATTERSON	DOWELS	155.80
016732	02/19/2015	1	008479 SEG WORKERS COMPENSATION FUND	WORKERS COMP. FUND	9,507.00
016733	02/19/2015	1	005099 SMITH SAND & GRAVEL	SNOW PLOWING	400.00+
				SNOW PLOWING	400.00+
CHECK TOTAL					800.00=
016734	02/19/2015	1	007639 TRIARCO ARTS & CRAFTS	DOUBLE COATED FOAM TAPE	49.50+
				ART SUPPLIES	329.24+
CHECK TOTAL					378.74=
016735	02/19/2015	1	005980 WINZER CORP	HEAT SEALS	252.25
016736	02/19/2015	1	009392 WJSZ-FM	RADIO ADVERTISING	225.00
016737	02/19/2015	1	009352 RACHAEL CONKLIN	REIM FOR BINGO FOR BOOKS	50.60
016738	02/23/2015	2	004633 SHIAWASSEE RESD	SUB REIM, 02/01-02/14/15	7,775.49
016739	02/23/2015	1	005291 CAFE SPORTS	LUNCH FOR TITLE I MEETING	32.76
016741	02/24/2015	1	008338 CHINA GARDEN	SCHOOL IMPROVEMENT	28.60
016742	02/25/2015	1	000255 MASB	LABOR CONFERENCE	520.00
016743	02/27/2015	1	009112 ARCHITECTURAL SYSTEMS GROUP	REPAIR WORK ON SCOREBOARD	182.00
016744	02/27/2015	1	008341 GEORGE GIBSON	SNOW MILES	348.00
016745	02/27/2015	1	002805 GREG HEBDEN	BLOWER FOR BLEACHERS	169.00
016746	02/27/2015	1	002211 HOME DEPOT CREDIT SERVICES	BOARDS AND COATED SINKERS	122.08+
				BOARDS AND COATED SINKERS	107.42+
				BLOWER FOR BLEACHERS	189.72+
				WASHER FOR MS	299.00+
CHECK TOTAL					718.22=

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
016747	02/27/2015	1	001159 MICHIGAN READING ASSOC	MICHIGAN READING CONFERENC	125.00
016748	02/27/2015	1	000708 MIEM	HARVEY SILVER - THE CORE S	125.00+
				HARVEY SILVER - THE CORE S	125.00+
				CHECK TOTAL	250.00=
016749	02/27/2015	1	008645 SHARED SERVICES SOLUTIONS LLC	CONTRACTED BUS MGR/DEC.	4,150.00
016750	02/27/2015	1	000576 WAL-MART COMMUNITY	CHILDCARE SUPPLIES	1.94+
				CHOC. WHITE, BUTTERSCOTCH	21.92+
				CHILDCARE SUPPLIES	101.85+
				CHILDCARE SUPPLIES	13.78+
				GSRP SUPPLIES	60.86+
				REV UP SUPPLIES	147.01+
				GSRP SUPPLIES	6.10+
				CHILDCARE SUPPLIES	6.98+
				CHECK TOTAL	360.44=
016751	03/03/2015	1	008251 JERSEY GIANT	SUBS FOR ACT PROCTORS	47.69
016752	03/04/2015	1	004807 HUNGRY HOWIE'S	PIZZA FOR ACT PROCTORS	48.56
016753	03/04/2015	1	008934 REFPAY TRUST ACCOUNT	GIRLS SOFTBALL REFPAY	2,500.00+
				BOYS BASEBALL REFPAY	2,500.00+
				SOCCER REFPAY REFPAY	2,500.00+
				TRACK REFPAY	500.00+
				CHECK TOTAL	8,000.00=
016754	03/06/2015	1	001274 BILL ANDERSON	NIGHT MANAGEMENT	625.00
016755	03/06/2015	1	000119 CITY OF PERRY	WATER & SEWER - FEBRUARY	20.91+
				WATER & SEWER - FEBRUARY	57.63+
				WATER & SEWER - FEBRUARY	129.35+
				WATER & SEWER - FEBRUARY	956.99+
				WATER & SEWER - FEBRUARY	40.29+
				WATER & SEWER - FEBRUARY	1,062.57+
				WATER & SEWER - FEBRUARY	40.29+
				WATER & SEWER - FEBRUARY	62.38+
				WATER & SEWER - FEBRUARY	52.46+
				WATER & SEWER - FEBRUARY	598.28+
				WATER & SEWER - FEBRUARY	181.80+
				CHECK TOTAL	3,202.95=
016756	03/06/2015	1	008811 COFFIELD OIL COMPANY, INC	DIESEL FUEL - 385 GAL	865.87+
				DIESEL FUEL - 892 GAL	2,068.55+
				CHECK TOTAL	2,934.42=
016757	03/06/2015	1	000028 CONSUMERS ENERGY	HS/MS ELEC JANUARY/FEB	13,625.96+
				LWR PLAYGROUND ELEC JAN/FE	23.11+
				MS/ADMIN GAS JANUARY/FEB	6,462.40+

6

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run Vendor Name	Invoice Description	Amount
			HS GAS JANUARY/FEBRUARY	6,961.53+
			BUS GARAGE ELEC/GAS JAN/FE	624.72+
			PE ELEC JANUARY/FEBRUARY	2,680.74+
			SH GAS JANUARY/FEBRUARY	2,958.00+
			SH ELEC JANUARY/FEBRUARY	1,002.45+
			MAINTENANCE GARAGE JAN/FEB	474.47+
			TEAM RM ELEC JANUARY/FEB	15.16+
			ATH FIELD ELEC JANUARY/FEB	367.60+
			PE GAS JANUARY/FEBRUARY	49.74+

			CHECK TOTAL	35,245.88=
016758	03/06/2015	1 009142 ERC WIPING PRODUCTS, INC.	HAND WIPES	112.72
016759	03/06/2015	1 008635 FIRST BANKCARD	MANAGEMENT CARD, BATTERIES	246.77+
			BULLET SECURITY CAMERA	102.99+
			PRYING TOOL, PROTECTOR, CABL	39.91+
			KEEDOX LCD SEPARATOR	209.99+
			FEE	15.08+

			CHECK TOTAL	614.74=
016761	03/06/2015	1 000077 JOSTENS	DIPLOMAS	9.11
016762	03/06/2015	1 004028 KATHLEEN ROOT	REIM FOR MEALS	11.98
016763	03/06/2015	1 009303 MANE STREET ACADEMY OF	COSMETOLOTY STUDENT FEE	90.48
016764	03/06/2015	1 000255 MASB	MASA/MASB LEGISLATIVE CONF	125.00
016765	03/06/2015	1 004808 NELSON TRANE	QUARTERLY MAINT. HS	367.00+
			QUARTERLY MAINT. MS	367.00+

			CHECK TOTAL	734.00=
016766	03/06/2015	1 000118 PERRY AUTOMOTIVE INC	SUPPLIES	67.92+
			SUPPLIES	56.56+
			SUPPLIES	43.76+

			CHECK TOTAL	168.24=
016767	03/06/2015	1 000133 QUILL CORP	MARKER BOARD	65.99
016768	03/06/2015	1 009358 RF ENGINE	THERMOSTAT	100.00+
			METAL SURGE TANK	134.85+

			CHECK TOTAL	234.85=
016769	03/06/2015	1 005099 SMITH SAND & GRAVEL	SNOW PLOWING	600.00
016770	03/06/2015	1 000430 STATE OF MICHIGAN	INSPECTIONS	146.00
016771	03/06/2015	1 000141 TDS TELECOM	TELEPHONE - MARCH	717.47+
			TELEPHONE - MARCH	1,082.78+
			TELEPHONE - MARCH	48.74+
			TELEPHONE - MARCH	4.95+
			TELEPHONE - MARCH	46.06+

Check Register for Bank Account ID GF CK

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
CHECK TOTAL					1,900.00=
016772	03/06/2015	1	000352 TRANSPORTATION ACCESSORIES	MODULE FOR STOP ARM	87.13
016773	03/06/2015	1	006544 UNITY SCHOOL BUS PARTS	ELEC MOTOR, CLUTCH ASSY	204.28
016774	03/06/2015	1	000655 US TOY CO/CONSTRUCTIVE PLAYTHING	FLANNEL BOARDS, STAMP PADS	63.41
016775	03/06/2015	1	002196 WASTE MANAGEMENT	WASTE PICKUP FOR FEBRUARY	990.01
016776	03/06/2015	1	009406 TIM O'BRYANT	TABLES AND CHAIRS	506.00
016777	03/09/2015	1	008338 CHINA GARDEN	SCHOOL IMPROVEMENT	16.00
CHECK TOTAL					200,922.57
LESS VOIDS					0.00
GRAND TOTAL					200,922.57

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	98	200,922.57	Computer	98	200,922.57
Cleared			Prepaid		
Void					
Scratch					
TOTAL		98	200,922.57	TOTAL 98 200,922.57	

Check Register for Bank Account ID LUNCH

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run Vendor Name	Invoice Description	Amount
007537	02/12/2015	1 000146 SNYDERS IGA	CACFP	11.17+
			CACFP	8.85+
			CACFP	14.76+
			CACFP	26.74+
			CACFP	13.16+
			DISCOUNT	7.47-
CHECK TOTAL				67.21=
007538	02/27/2015	1 000813 CHARTWELLS	JANUARY SERVICES	25,943.86
007539	02/27/2015	1 000576 WAL-MART COMMUNITY	CACFP	163.75+
			CACFP	148.22+
			CACFP	33.86+
			CACFP	225.20+
			CACFP	41.53+
			CACFP	141.65+
			CACFP	167.37+
			CACFP	95.83+
			CACFP	177.01+
			CACFP	135.55+
CHECK TOTAL				1,329.97=
CHECK TOTAL				27,341.04
LESS VOIDS				0.00
GRAND TOTAL				27,341.04

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	3	27,341.04	Computer	3	27,341.04
Cleared			Prepaid		
Void					
Scratch					
TOTAL	3	27,341.04	TOTAL	3	27,341.04

STUDENT ACTIVITIES

03/10/2015 7:24 am

Perry Schools

Page: 1

Check Register for Bank Account ID ACTIVI

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run	Vendor Name	Invoice Description	Amount
043281	02/10/2015	1	001309 SCIENCE ALIVE	SCIENCE ALIVE PRESENTATION	1,810.00
043282	02/12/2015	1	002682 AMWAY GRAND PLAZA HOTEL	HOTEL REGISTRATION	100.00
043283	02/12/2015	1	009389 COMSTOCK HIGH SCHOOL	REGIONALS	285.00
043284	02/12/2015	1	005853 ELLEN LIESTENFELTZ	RAFFLE REIMBURSEMENT	30.00
043285	02/12/2015	1	001056 FLORAL GALLERY	CARNATIONS (WRESTLING)	16.00
043286	02/12/2015	1	007062 HANKERDS SPORTSWEAR	APPAREL ORDER	409.00
043287	02/12/2015	1	000021 JOHNNY MAC'S	BACKPACKS	960.00
043288	02/12/2015	1	000990 THE SHIRTSMITH	CHOIR T-SHIRTS	970.00
043289	02/19/2015	1	009111 BETH BRYAN	END OF YEAR PRIZE	114.00
043290	02/19/2015	1	004610 ERIC ARMIN INC.	ROYAL DIVIDED BOOK	34.90
043291	02/19/2015	1	008516 JENNIFER SADLER	FAMILY NIGHT	14.81
043292	02/19/2015	1	009118 POP-ITY POPCORN CO. LLC	POPCORN SUPPLIES	187.75
043293	02/19/2015	1	008118 SPE, LLC	T-SHIRTS FOR LINKS	93.00
043294	02/27/2015	1	005371 KIM HEWITT	REIM FOR DC TRIP	100.00
043295	02/27/2015	1	000714 MICHIGAN STATE UNIVERSITY	CHAPTER CHALLENGE	250.00
043296	02/27/2015	1	000714 MICHIGAN STATE UNIVERSITY-FFA	FALL CONFERENCES	700.00
043297	02/27/2015	1	000714 MICHIGAN STATE UNIVERSITY-FFA	POULTRY CONTEST REGISTRATI	212.00
043298	02/27/2015	1	000203 NASCO	STORY & WRITING PAPER	108.86
043299	02/27/2015	1	000990 THE SHIRTSMITH	T-SHIRTS "PLAY FOR SIMS"	935.00+
				SCIENCE OPYMPIAD SHIRTS	590.00+
CHECK TOTAL					1,525.00=
043300	03/04/2015	1	002682 AMWAY GRAND PLAZA HOTEL	HOTEL REGISTRATION	205.20
043301	03/06/2015	1	008635 FIRST BANKCARD	TACKLE SUPPLIES	139.92+
				SHOWER SPEAKER	39.94+
				R&D SUPPLIES	32.30+
CHECK TOTAL					212.16=
043302	03/06/2015	1	005820 MARY HUHN	ARCHERY SUPPLIES	607.31
043303	03/06/2015	1	009383 NATIONWIDE LEARNING, LLC	STUDENT TREASURES BOOK	39.90
043304	03/06/2015	1	009118 POP-ITY POPCORN CO. LLC	POPCORN SUPPLIES	380.75
043306	03/06/2015	1	008788 SCHOLASTIC BOOK FAIRS - 15	BOOK FAIR PAYMENT	2,898.78
043307	03/06/2015	1	008788 SCHOLASTIC BOOK FAIRS - 15	BOOK FAIR MONEY	2,014.63
043308	03/06/2015	1	009405 TRUMAN HIGH SCHOOL DECA CLUB	PAYMENT FOR HOTEL ROOM	152.60
043309	03/09/2015	1	008888 POSTMASTER	BULK MAILING	180.16
CHECK TOTAL					14,611.81
LESS VOIDS					0.00
GRAND TOTAL					14,611.81

Check Register for Bank Account ID ACTIVI

From 02/06/2015 to 03/10/2015

From Check First to Last

Check#	Date	Run Vendor Name	Invoice Description	Amount
--------	------	-----------------	---------------------	--------

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	28	14,611.81	Computer	28	14,611.81
Cleared			Prepaid		
Void					
Scratch					
TOTAL	28	14,611.81	TOTAL	28	14,611.81