



**SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK  
REGULAR MEETING**

**Zoom Conference Call**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/89886494608>**

**Meeting ID: 898 8649 4608**

**Passcode: 879402**

**November 10, 2020, 6:00 p.m.**

**BOARD MEMBERS**

Janet White  
President

Alexis Ramsey  
Vice President

Linda Wheeler  
Secretary

Cheryl Sanford  
Treasurer

Shamayim Harris  
Member

Lorne McGee  
Member

Andrew Askew  
Member

Zakia Gibson  
Chief Education Officer

Kevin A. Smith  
Director of Operations

- **Call to Order**
- **Roll Call**
- **Communication**
- **Public Comments (Agenda Items Only 2 minutes)**
- **Approve Board of Education Agenda**
- **Board of Education Affairs**
- **Approve Meeting Minutes**
  - 8-14-2020 Special Meeting
  - 8-18-2020 Special Meeting
  - 9-1-2020 Special Meeting
  - 9-9-2020 Regular Meeting
- **District Department Reports**
  - **Operations & Financial Management**  
Kevin A. Smith, Director of Operations & Financial Management
    - Facilities, Real Estate, Insurance Issues
    - Media Center Update
    - Charter Requirements for Self Mgmt. of BPA
    - Finance Update – Alan Young & Associates
  - **Public Relations & Marketing**  
Lorri Rishar, Director of Public Relations & Marketing
    - Campaign Advertising Metrics Update
    - December ad in Highland Park Journal
    - Sponsorship Initiative for Media Center at BPA
    - Social Media Update
  - **Education & Charter School Compliance**  
Zakia Gibson, M.Ed., Chief Education Officer
    - Local, State & Federal Compliance
    - HPSD BOE/Authorizer
    - District
    - HPPSAS BOD
    - BPA/Promise Schools
    - Grants & Partnerships

- **Unfinished Business**
- **New Business**
  - Highland Park School District Office/Highland Park High School
- **Public Comments (3 minutes)**
- **Adjournment**



# School District of the City of Highland Park

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## SPECIAL MEETING OF THE BOARD OF EDUCATION

Zoom Phone Conference

Friday, August 14, 2020

6:00pm

### PROPOSED MINUTES

- **Call to Order-** Meeting was called to order by Janet White, President at 6:15 PM.

**Roll Call-** Janet Spight White, President / Linda G. Wheeler, Secretary (arrived at 6:19 pm) / Lorne McGee Member/ Shamayim Harris, Member, Cheryl Sanford, Member

### QUORUM

- **Approve Board of Education Agenda**

President White entertained a motion to approve the Board of Education Agenda. So moved by member Harris, seconded by member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Shamayim Harris **Yes** – **MOTION PASSES**

- **Communication**

- **Citizen's Participation (Agenda Items Only 2 minutes)**

- **New Business**

- Candidate Interviews for Board Member Vacancy**

- Interview took place with BOE candidate: Anthony Askew - Discussion

- Interview took place with BOE candidate: Marielle Bersche - Discussion

- **Unfinished Business**

- Review and approval of administrative contracts for Zakia Gibson and Kevin Smith**

- Kevin Smith taking on role as Director of Operations/General Council

- Zakia Gibson taking on role as Chief Education Office/Chief Administrator of the District

- Discussion

Member Cheryl Sanford moved a motion to approve the contracts as presented, supported by member McGee.

Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **No**, Lorne McGee **Yes**, Shamayim Harris **Yes**,

Cheryl Sanford **Yes** – **MOTION PASSES**

- **Board of Education Affairs**

- Shamayim Harris - 9<sup>th</sup> Annual Hood Camp 8/22 and 8/23, 9<sup>th</sup> Annual Reggae in the Village – 8/17

# School District of the City of Highland Park

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- Citizen's Participation (3 minutes)**

Mark Price – Comments on BOE candidates and administrative contracts

- Adjournment**

President White entertained a motion to adjourn the meeting at 8:01 PM, So moved by member, seconded by member Harris, All in favor, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Lorne McGee **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

Respectfully submitted: Caneia Taylor, District Secretary

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# School District of the City of Highland Park

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## SPECIAL MEETING OF THE BOARD OF EDUCATION

Zoom Phone Conference

Tuesday, August 18, 2020

6:00pm

### PROPOSED MINUTES

- **Call to Order-** Meeting was called to order by Janet White, President at 6:07 PM.

**Roll Call-** Janet Spight White, President / Linda G. Wheeler, Secretary, / Lorne McGee, Member/ Shamayim Harris, Member/ Cheryl Sanford, Member, Alexis Ramsey, Vice President (arrived at 6:14 PM)

### QUORUM

- **Approve Board of Education Agenda**

President White entertained a motion to approve the Board of Education Agenda. So moved by member Wheeler, seconded by member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Shamayim Harris **Yes** – **MOTION PASSES**

- **Communication**

Discussion – Shirley Girl's Foundation proposed September 5<sup>th</sup> School Supply Give-a-way at Barber Prep. Academy. (Will be handled by the PSA Board)

Alexis Ramsey – Free COVID-19 testing on Saturday, August 22, 2020 at the Highland Park Recreation Ctr.

- **Public Comments (Agenda Items Only 2 minutes)**

- **New Business**

- **Unfinished Business**

**Vote for Selection of BOE candidates (Anthony Askew and Marielle Bersche) to fill Board vacancy**

Vice President, Ramsey made a motion to elect Anthony Askew to fill the board vacancy, term ending December 31, 2020, supported by member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Alexis Ramsey, **Yes**, Cheryl Sanford **Yes**, Shamayim Harris **Yes** – **MOTION PASSES**

Member, McGee made a motion to invite Marielle Bersche for a seat on the Board of Directors, supported by Vice President, Ramsey. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Alexis Ramsey, **Yes**, Cheryl Sanford **Yes**, Shamayim Harris **Yes** – **MOTION PASSES**

\*Vice President, Ramsey makes note that her decision is based on the Board's majority vote since she was not present at the meeting for candidate interviews.

# School District of the City of Highland Park

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## •District Department Reports

### **Nora Contracting provides an update on the Media Center Renovation**

Discussion on renovations, asbestos abatement, and costs for the BPA Media Center

## •Board of Education Affairs

Board of Education invited to present at the City Council Workshop, September 8, 2020

### **Discussion**

Vice President, Ramsey entertained a motion that the BOD decide on renovations to the bathroom facilities at Barber Preparatory Academy no later than August 28, 2020, seconded by Secretary, Wheeler, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Alexis Ramsey, **Yes**, Cheryl Sanford **Yes**, Shamayim Harris **Yes** – **MOTION PASSES**

### **Discussion**

## •Public Comments (3 minutes)

Zakia Gibson on behalf of Mark Anthony, congratulates new appointed BOE member, Anthony Askew

## •Adjournment

President White entertained a motion to adjourn the meeting at 7:29 PM, So moved by member, Harris seconded by member Sanford, All in favor, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Lorne McGee **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

Respectfully submitted: Caneia Taylor, District Secretary

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# School District of the City of Highland Park

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## SPECIAL MEETING OF THE BOARD OF EDUCATION

Zoom Phone Conference

Tuesday, September 1, 2020

6:00pm

### PROPOSED MINUTES

- **Call to Order-** Meeting was called to order by Janet White, President at 6:07 PM.

**Roll Call-** Janet Spight White, President / Linda G. Wheeler, Secretary, / Lorne McGee, Member/ Shamayim Harris, Member (arrived at 6:21 PM)/ Cheryl Sanford, Member, Alexis Ramsey, Vice President

### QUORUM

- **Communication**

- **Public Comments (Agenda Items Only 2 minutes)**

- **Approve Board of Education Agenda**

President White entertained a motion to approve the Board of Education Agenda. So moved by Member Sanford, seconded by Member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, – **MOTION PASSES**

- **Unfinished Business**

**Vote for Approval of Change Order for the Media Center at Barber Prep Academy - (Asbestos removal and HVAC)**

#### **Discussion**

President, White entertained a motion to approve the Change Order for the Media Center, moved by Member McGee, supported by Member, Sanford. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Shamayim Harris, **Yes** – **MOTION PASSES**

- **New Business**

**Vote for Emergency Approval of New Accounting Firm for the District**

**Presentation of proposals: Alan Young & Associates and Croskey Lanni**

#### **Discussion**

President, White entertained a motion to approve one of the presented firms for accounting services, Member, Sanford so moved a motion to approve Alan Young & Associates - **MOTION DIES** due to lack of support

#### **Discussion**

President, White entertained a motion to approve one of the presented firms for accounting services, Member, Sanford so moved a motion to approve Croskey Lanni, supported by Member Harris

#### **Discussion**

Member, Sanford amends her motion in support of Alan Young & Associates, supported by Member, McGee, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Shamayim Harris, **Yes** – **MOTION PASSES**

# School District of the City of Highland Park

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## •**Business Meeting Items: Review Agenda and Board Pkt. for 9/9/2020 Regular Meeting Minutes, District Department Reports, Unfinished Business, New Business**

### **Discussion**

### **Votes take place to establish joint meeting dates for the BOE and the BOD to review HPPSAS, BPA Educational Goals and Extended COVID-19 Learning Plan**

President, White entertained a motion to approve the BOD and the BOE to have a joint meeting on September 9, 2020 at 6:00 PM to approve the HPPSAS, BPA Educational Goals, supported by Secretary, Wheeler, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Lorne McGee **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

### **Discussion**

President, White entertained a motion to approve the BOD and the BOE to have a joint meeting on September 25, 2020 at 5:30 PM to approve the Extended COVID-19 Learning Plan, supported by secretary, Wheeler, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Lorne McGee **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

### **Discussion**

## •**Board of Education Affairs**

Board of Education invited to present at the City Council Workshop, September 8, 2020

### **Discussion**

## •**Public Comments (3 minutes)**

Cheryl Sanford –September 4, 2020 from 7:30 – 11:00 PM, drive in movie in the lot next to City Hall; free admission

Alexis Ramsey – September 4, 2020 from Noon – 2:00 PM, free dairy and produce give-a-way at the Rec. Center

## •**Adjournment**

President, White entertained a motion to adjourn the meeting at 8:28 PM, moved by Vice President, Ramsey, seconded by Secretary, Wheeler, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Lorne McGee **Yes**, Alexis Ramsey, **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

Respectfully submitted: Caneia Taylor, District Secretary



# School District of the City of Highland Park

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## SPECIAL MEETING OF THE BOARD OF EDUCATION

Zoom Phone Conference

Tuesday, September 9, 2020

6:00pm

### PROPOSED MINUTES

- **Call to Order-** Meeting was called to order by Janet White, President at 6:15 PM.

**Roll Call-** Janet Spight White, President / Linda G. Wheeler, Secretary, / Lorne McGee, Member/ Shamayim Harris, Member/ Cheryl Sanford, Member (arrived at 6:35)/ Alexis Ramsey, Vice President/ Anthony Askew, Member

### QUORUM

- **Swearing- In of New Board Member**

- **President, Janet White swears in new Board Member, Anthony Askew**

- **Communication**

- **Public Comments (Agenda Items Only 2 minutes)**

- **Approve Board of Education Agenda**

President White entertained a motion to approve the Board of Education Agenda. Vice President Ramsey makes a motion to approve the agenda with amendments to the agenda item “Alexis Ramsey Presentation” to “Receive and File” under Board of Education Affairs. President White entertains a motion to amend the agenda, So moved by Vice President Ramsey, supported by Secretary Wheeler. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, – **MOTION PASSES**

- **Approval of Meeting Minutes**

President White entertained a motion to approve the 7-7-2020 Special Meeting Minutes, So moved by Member Harris, supported by Member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Alexis Ramsey **Yes**, Shamayim Harris **Yes** Anthony Askew, **Abstained** – **MOTION PASSES**

President White entertained a motion to approve the 7-14-2020 Organizational Meeting Minutes, So moved by Member Sanford, supported by Member Harris. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Alexis Ramsey, **No**, Shamayim Harris **Yes**, Anthony Askew, **Abstained** – **MOTION PASSES**

### Discussion

Vice President Ramsey made a motion to approve the 7-24-2020 Special Meeting Minutes with amendments, with Vice President Ramsey marked as Absent and a change to her member status to President, supported by

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Member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Alexis Ramsey, **Yes**, Anthony Askew, **Abstained**, Shamayim Harris **Yes** – **MOTION PASSES**

Vice President Ramsey made a motion to approve the 8-11-2020 Special Meeting Minutes, supported by Member McGee. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Alexis Ramsey, **Yes**, Anthony Askew, **Abstained**, Shamayim Harris **Yes** – **MOTION PASSES**

## •**District Department Reports and Information**

### Finance

**Introduction of new accounting firm: Alan Young and Mamie Greene of Alan C. Young & Associates**  
**Discussion**

### Education- (Collaborative meeting with the HPPSAS BOD)

**Review and approval of ECLP & Educational Goals presented by Adam Brown and Jeremy Linne of Promise Schools**  
**Discussion**

President White entertained a motion to approve the Educational Goals with said changes, so moved by Member McGee, supported by Member Sanford. Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **No**, Lorne McGee **Yes**, Cheryl Sanford **Yes**, Alexis Ramsey, **No**, Shamayim Harris **Yes**, Anthony Askew, **Yes** – **MOTION PASSES**

### **Care Act Funding**

**BPA Restroom Renovation Update**  
**Review of BOD Performance Evaluations**  
**Update of BOD applicant Marielle Bersche**  
**Discussion**

### Operations

**Media Center Renovations Update**  
**Discussion**  
**M. Johnson Realty Group Presentation on the selling of the Ford property**

### Communications

**Discussion**

## •**New Business**

**None**

## •**Unfinished Business**

**None**

## •**Board of Education Affairs**

**Receive & File (Alexis Ramsey)**  
**Discussion**

## •**Public Comments (3 minutes)**

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## •Adjournment

President, White entertained a motion to adjourn the meeting at 9:44 PM, moved by Secretary Wheeler, supported by Member McGee, Roll call vote: Janet Spight White **Yes**, Linda G. Wheeler **Yes**, Cheryl Sanford **Yes**, Anthony Askew **Yes** Lorne McGee **Yes**, Shamayim Harris **Yes**. – **MOTION PASSES**

Respectfully submitted: Caneia Taylor, District Secretary

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November 5, 2020

Kevin Smith  
Director of Operations  
The School District of the City of Highland Park  
12360 Woodward Avenue  
Highland Park, MI 48203

Dear Mr. Smith,

We have been in contact with your office to list the property at 105 Pilgrim, the Ford School Building. We toured the building for the first time last week. Upon review of the School Building, we think due to the interior state of the facility and our current obligations that we are not best suited to list the property.

We were able to obtain some quotes for the cost to demolish the structure swell as perform environmental surveys to remediate the asbestos and other unsuitable materials. Those costs are both attached to this communication. The demolition costs were \$555,000. The Environmental survey to classify, identify, and record the hazardous materials totaled \$34,000.

Please note that during our discussions with the School Board, it was expressed the was a goal to find a permanent home in a new location. We identified land at 12129 Woodward Ave that is currently owned by the City of Highland Park we felt could serve as a potential site if it is available by the City. The land is across from City Hall. We reached out to a City Official to check availability and we are awaiting a response. We recommend that the School District renew the current lease until final provisions are made for a permanent facility. This option is the least expensive at this time. At this time, the only financial obligations to us is \$120 for the rekey of the lock at the school.

Sincerely,

Marc Johnson





# PROPOSAL FOR PRE-RENOVATION HAZARDOUS MATERIALS SURVEY

For Former School Building Located at 105 Pilgrim Street in Highland Park, Michigan

PM Environmental, Inc. Proposal No. 01018057

PM Environmental, Inc. (PM) is pleased to present this proposal and cost estimate for Pre-Renovation Hazardous Materials Survey at the Former School Building located at 105 Pilgrim Street in Highland Park, Michigan (subject property).

The subject property is occupied by a former school building which is approximately 260,000 square feet in size. PM has been requested to survey this building for Hazardous Materials prior to Renovations.

This proposal includes a brief Scope of Work and Term and Conditions. If additional services outside of the scope of work provided in this proposal are required and/or requested, these must be discussed and authorized prior to initiation of the Pre-Renovation Hazardous Materials services at an additional cost.

## COST TABLE

Hazardous Materials Survey	Price
Inspection, assumes collection of up to 400 asbestos bulk sample/layer analyses by Polarized Light Microscopy (PLM) at \$8 per sample/layer and assumes collection of up to 60 paint chip samples analyses by Atomic Absorption Spectroscopy (AAS) or ICP-AES at \$8 per sample, (standard turnaround time for both analyses), project management, correspondence, and report generation.	\$34,000

PM will contact the client if additional samples are collected. Additional samples will be collected and analyzed at the unit rates specified above and possible additional inspection and report costs may also apply. Any document review outside of the records review noted in the scope of work, meetings and consultations, or report revisions by third parties will be billed when requested on a time and materials basis at PM's current billing rates.

**A 50% down payment is required prior to initiating the environmental services. The balance is due upon completion of services/production of written documentation. If the deposit is not received within 3 business days of engagement, the project will be placed on hold and completion dates adjusted accordingly. Further information about the deposit is included on the Acceptance of Proposal page of this proposal.**

After reviewing the Scope of Work and Terms and Conditions, please initial each page in the boxes provided, complete the information in the Acceptance of Proposal section, and return it to our attention. PM requires written authorization to proceed prior to commencing a project.

## SCHEDULE

The services shall be scheduled and performed following authorization to proceed and receipt of retainer deposit. The Survey Report will be completed within 3 to 4 weeks of the site visit. PM reserves the right to extend the report delivery schedule as a result of any delay caused by:

- A restriction in receiving suitable access to the property; or
- A delay in PM's receipt of an acceptable written authorization to proceed.

PM will notify the client of any changes in the expected report delivery date as a result of any of the aforementioned circumstances.

## SCOPE OF WORK

### ACM Survey

The National Emission Standard for Hazardous Air Pollutants (NESHAP), 40 CFR, Part 61, Subpart M, controls the release of air contaminants (including asbestos) to the ambient air during renovation and demolition activities. NESHAP requires the owner or operator to submit a notification of intent to renovate/demolish to the appropriate regulatory authorities before the work begins. In order to provide the required information to the regulatory authorities, a comprehensive asbestos survey must be conducted. The survey must list all ACM that are present, their estimated quantities, and identify which of them must be removed before renovation or demolition.

The Occupational Safety & Health Administration (OSHA) Construction Standard for Asbestos (29 CFR 1926.1101) identifies building or facility owner responsibilities pertaining to asbestos containing materials. Specifically, the Standard requires building and facility owners to determine the presence, location and quantity of ACM and notify prospective employers (i.e., contractors) applying or bidding for work, whose employees may be reasonably expected to work in areas within or adjacent to areas containing such material.

### Summary of Field Inspection Activities

The ACM Survey can be broken into the sequential components: a) property survey and inspection; b) sampling and analysis of suspect materials; and c) preparation of a report that details the findings and recommendations of the survey. Each of these components is described below.

PM personnel will conduct a visual inspection of the subject property and onsite building to identify and sample suspect ACMs. During the inspection, PM will require access into all relevant areas, such as maintenance rooms, equipment rooms, storage closets, vaults/substations, roof tops, etc. PM will coordinate with the client or its designated representatives to facilitate this access prior to the property inspection.

### Sampling and Analysis of Suspect Building Materials and System Components

Sampling and analysis of certain potentially-regulated materials may be needed to confirm the qualitative findings of the visual inspection. Upon completion of the inspection, PM personnel will collect samples of building construction materials and building system components and submit them to a laboratory for analysis to determine their asbestos content.

The proposed sampling and analysis approach is based on the information available at this time and is in part based on PM's experience with similar projects.

### Inspection Methods and Techniques

During the inspection and sampling of suspect ACM, the following inspection methods and techniques will be employed and are summarized below.

- PM will perform a survey for ACM in an effort to determine the extent and location of ACM present in the survey area. This survey will be qualitative and quantitative in that an attempt will be made to locate accessible friable and non-friable ACM areas, as well as estimate the amount of ACM. All accessible areas of the survey areas will be inspected. Inaccessible areas not surveyed and tested will be listed and located in the survey report.
- PM will use destructive inspection and sampling methods where feasible in order to identify and quantify the location of ACM that is enclosed within building structures such as wall and ceiling systems.
- Bulk samples of all suspect ACM will be collected by Michigan-Accredited Asbestos Inspectors. These bulk samples will be collected in a safe manner; damage will occur to the surfaces from which the samples are collected.

- Per U.S. EPA recommended sampling guidelines, bulk samples will be collected in each Homogeneous Area (HA) encountered. An HA is defined as an area of material that is uniform in color, texture, and appearance. Previous renovations conducted may indicate that a further breakdown of these homogeneous areas may be required due to varying construction dates, individual tenant renovations, or other factors unknown to PM at this time. PM is requesting any known documentation or information (written or verbal) regarding renovations to the building prior to undergoing the inspection.
- It should be noted that core sampling of the roofing materials may void roof warranties or result in moisture intrusion. Therefore, PM will not sample the roof unless requested by the client. If core sampling of a roof is requested, it is recommended that a roofing professional apply a long-term roof patch.
- Samples of suspect ACM will be analyzed by a National Voluntary Laboratory Accreditation Program (NVLAP)-accredited laboratory for analysis via PLM following the EPA Test Method (EPA-600/M4-82-020) and the United States National Institute of Standards and Technology (NIST) Bulk Asbestos Handbook. Although PLM is currently accepted and approved method for bulk sample analysis, the method is limited in its ability to provide a quantitative result when asbestos represents a small fraction of the material. Current EPA regulations specify that when initial laboratory analysis of friable materials detects the presence of asbestos in a quantity between less than one percent (i.e., or trace) and less than three percent, a verification analysis using the point counting analytical method may be considered. If the client does not exercise the option to point count, the material in question must be considered as an asbestos containing material.

In an effort to minimize costs, PM will also utilize where appropriate, first positive stop analysis methodologies. First positive stop involves analyzing samples by homogeneous area groupings. Laboratory analyses would proceed sample by sample, within each homogeneous area grouping, until a sample is determined to be asbestos containing.

### **Lead Paint Survey**

To address building components containing potential lead paint which may be impacted by renovation activities, a lead survey will be completed according to the following protocol:

- The testing will include, but is not limited to: walls, baseboards, window casings, window jambs, window sills, window aprons, doors, door casings, door jambs and other painted components.
- Paint chip samples will be collected from all surfaces and will be analyzed in an accredited laboratory for lead content via Atomic Absorption Spectroscopy (AAS) or Inductively Coupled Plasma-Atomic Emission Spectroscopy (ICP-AES) using USEPA laboratory methods.

### **Hazardous Materials**

The survey for hazardous or regulated materials will be completed according to the following protocol:

- PM will visually inspect the accessible areas of the building for potential hazardous materials such as PCB containing light ballasts, transformers, and mercury light tubes, switches, and thermostats. The inspection will be performed in each identified interior space and will include an inspection of approximately ten percent of all accessible fluorescent ceiling light fixtures for possible PCB-containing ballasts systems. In addition, PM will inspect onsite electrical switches and light bulbs to determine if potential mercury-containing materials exist in this equipment. No contact with manufacturers, sample collection, or testing of this equipment is proposed as part of this scope of work.
- PM will perform an inspection of the interior of the building to identify the location of containers, drums, batteries, oil/water separator basins, or other features that may contain wastes classified as hazardous, regulated, or universal in nature. Labeling observed on the containers and equipment will be noted in the assessment report. In addition, an evaluation of the condition (i.e., indications of leakage, corrosion, etc.) of the containers will be performed. As part of this assessment, no sampling of liquid, solid, or gaseous materials will be performed.



During the preparation of this survey, PM will perform these services using reasonable best efforts consistent with the level and skill ordinarily exercised by members of the profession currently practicing under similar conditions

### **Preparation of Hazardous Materials Survey Report**

PM will prepare a survey report summarizing the findings of the survey of the building. This report will summarize the findings, conclusions, and recommendations identified during the survey and will include the items described below.

- Relevant observations made and information gathered from record reviews and property inspection observations in both narrative and tabular formats;
- General site diagram (AutoCAD format);
- Digital photos of the property conditions;
- Summary tables identifying quantities, general locations, and classifications of hazardous and regulated materials;
- Findings, conclusions, and recommendations of the Hazmat Survey as they pertain to abatement and waste disposal options as well as worker safety considerations that should be considered; and
- Copies of relevant documentation and other information as appendices.

### **Client Assumptions and Responsibilities**

The proposed scope of work and cost estimate is based on assumptions that are summarized below.

- The inspection can be completed in up to 20 day(s) of field activity and that access to the building is available without restrictions.
- The inspection can be completed during normal business hours.
- The building electrical systems are functional and acceptable illumination of the work areas is available.
- The proposal price assumes analysis of the number and type of samples specified. However, if less sampling is required, the client will only be invoiced for the number of samples in which laboratory analysis is performed. Therefore, the final survey cost may be less than proposed.
- As the survey information is being used for renovation purposes, destructive inspection techniques (i.e., interior wall and ceiling demolition) will be performed to identify ACM on-site. No repairs will be made by PM.
- Access and use of confined spaces entry procedures will not be required.
- If sampling of the building roof(s) is performed, a temporary, (non-warranty) patch will be applied. However, patching, sealing, or repair by a roofing professional is not included. It is recommended that a roofing contractor be retained to provide these services.
- All samples collected will be sent to an independent laboratory for analysis of PLM.
- ACM samples analyzed by PLM may identify low percentages of asbestos content. In PM's experience, samples with a three (3) percent (%) or less asbestos content may be analyzed using point counting methods to further refine the asbestos content of the sampled material. The client will be made aware of this situation if identified. If desired by the client, point count analysis can be performed at an additional cost of \$45.00-\$95.00 per sample.
- The current owner will be cooperative in providing access to documentation in their possession that details the presence and condition of ACM at the subject property. These documents may include but are not limited to: previous inspection or survey reports, laboratory testing reports, building specification documents, architectural site plans, as-built drawings, and/or architectural statements concerning the presence or absence of ACM.

## TERMS AND CONDITIONS

These Terms and Conditions, including any Additional Provisions which are or may become applicable to the services described in the Proposal dated November 4, 2020, shall also be incorporated by reference into any agreement under which services are to be performed by PM for the client.

1. **PARTIES & SCOPES OF SERVICES:** (a) "PM" means the company or its division, subsidiary, subcontractor or affiliate performing the work. This "Agreement" consists of PM's Proposal, PM's Standard Billing Rates and these Terms and Conditions. "Client" means the person or entity ordering the work to be done by PM. If Client is ordering the work on behalf of another, Client represents and warrants that Client is the authorized agent of the party for the purpose of ordering and directing the work and in such case the term "Client" also includes the principal for whom the work is being performed. (b) The services that PM will provide are specifically described in the **Proposal dated November 4, 2020**.
2. **PERFORMANCE:** PM will conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of PM's profession currently practicing in the same locality under similar conditions where such services are performed. **PM MAKES NO OTHER WARRANTY, GUARANTEE, OR CERTIFICATION, EXPRESSED OR IMPLIED, WITH RESPECT TO ANY SERVICES PERFORMED. PM SHALL NOT BE LIABLE FOR ANY CLAIM, DAMAGE, COST OR EXPENSE, INCLUDING ATTORNEY FEES, OR OTHER LIABILITY OR LOSS NOT CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF PM.**
3. **TERMINATION:** This Agreement may be terminated by either party, with or without cause, by providing ten (10) days prior written notice to the non-terminating party. In the event of termination, PM shall be paid all costs and fees for all work authorized and performed as of the effective date of termination, plus any additional charges agreeable to Client, to cover any final work necessary to bring ongoing work to a logical conclusion. Any rights provided by this Section are in addition to all other rights and remedies that belong to either party.
4. **PAYMENT:** The lump sum is due upon completion of services/production of written documentation. PM shall bill for services rendered and reimbursable costs incurred on a monthly basis. Each invoice shall be due upon receipt. Invoices over thirty (30) days past due will be charged a service charge at the rate of One and One-half percent (1½%) per month on the unpaid balance. PM may, after ten (10) days written notice to Client, suspend performance of services until all past due amounts are paid.
5. **INDEMNITY:** Client shall indemnify, protect and hold PM and its officers, directors, shareholders, and agents harmless from and against all liability, claims, demands, losses, damages, expenses and costs (including reasonable attorney fees), related in any way to PM's performance of services under this Agreement; provided, however, that Client shall not be obligated to indemnify PM and its officers, directors, shareholders, and agents for any injury or damage caused by the negligence or willful misconduct of PM. PM shall indemnify, protect and hold Client harmless from and against all liability, claims, demands, losses, damages, expenses, and costs which are the result of the negligence or willful misconduct of PM, subject to all limitations, exceptions and exclusions in this Agreement.
6. **HAZARDOUS MATERIALS:** Client acknowledges that PM and its subcontractors have played no role in the generation, disposal, release or threat of release of any substance, waste, compound or material ("Hazardous Materials"). PM shall not assume the status of generator, transporter, or disposal facility or as one who stores or treats under the Resource Conservation and Recovery Act ("RCRA") or any federal, state, or local statute or regulation. Client assumes full responsibility for compliance with RCRA and all other laws governing the generation, transporting, handling, treatment, storage and disposal of Hazardous Materials.
7. **ACCESS TO SITE:** Client will provide access to each site upon which PM will perform its work. If work is required on a site not owned by Client, Client represents and warrants that Client has obtained all necessary permission, in writing, for PM to enter the site and conduct its work. Client shall, upon request, provide PM with evidence of such permission as well as acceptance of the other terms and conditions set forth by Client(s) and tenant(s), if applicable, of such site(s) in a form acceptable to PM. Any work performed by PM with respect to obtaining permission to enter upon and do work on the lands of others, as well as any work performed by PM pursuant to this Agreement, shall be deemed as being done on behalf of Client and Client agrees to assume all such risks.
8. **CLIENT'S DUTY TO NOTIFY:** Client shall provide PM with all information in Client's possession required for PM to perform its work and represents and warrants that it has advised PM in writing of any known or suspected Hazardous Materials and subsurface tanks, utilities, objects, structures, lines, or other improvements located at, on or under any site at which PM is to do work. PM shall be responsible for contacting the public utility marking system that services the area. PM may request that the Client, prior to PM initiating field activities, have marked by appropriate utility or other companies the location of all private underground utilities, USTs, piping, and other improvements and to provide a knowledgeable person on-site at the time of PM's activities to identify said utilities and improvements. PM shall not be liable for any consequences of inaccurate or incomplete information supplied or withheld by Client, governmental agencies or third parties. Client shall indemnify, defend and hold harmless PM from and against all liability related to damage to underground utilities or improvements, except those caused by the sole and gross neglect of PM.
9. **LIMITATIONS/ASSUMPTION OF RISK:** Information obtained from inspections, analysis and testing of sample materials is considered evidence with respect to the detection, quantification and identification of pollutants, but any inference or conclusion based thereon is an opinion based upon engineering judgment and shall not be construed as a representation of fact. Groundwater levels and composition may vary due to seasonal and climatological changes and extrinsic conditions and pollutants may or may not be found to exist at a specific time of inspection. Client understands that, due to intervening causes such as natural groundwater flows or human intervention, such sampling and analysis may indicate the presence of contamination. There is a risk that sampling techniques may themselves result in contamination of certain subsurface areas such as when a probe or boring device moves through a contaminated area linking it to an aquifer or other medium not previously contaminated and capable of transporting pollutants. **BECAUSE SUCH RISKS ARE UNAVOIDABLE AND BECAUSE THE SAMPLING TECHNIQUES TO BE EMPLOYED ARE A NECESSARY ASPECT OF PM'S WORK ON CLIENT'S BEHALF, CLIENT AGREES TO ASSUME THESE RISKS, except those caused by PM's negligence or willful misconduct.** The discovery of certain pollutants may make it necessary for PM to take immediate measures to protect human health and safety. PM shall notify Client as soon as reasonably possible should such pollutants be suspected or discovered. Client agrees to reimburse PM for the reasonable cost of implementing such measures under the circumstances.
10. **SAMPLE DISPOSAL AND INVESTIGATION DERIVED WASTES:** Samples removed from the site by PM may, upon completion of testing, be disposed by PM or its subcontracted laboratory in an approved manner. PM may discard samples immediately after collection. Upon request, samples can be shipped (shipping charges collected) or stored at the rate indicated in PM's then-current standard fee schedule. Unless otherwise agreed in writing, investigation derived waste known at the time to be contaminated will be placed in containers, labeled and left on the site for disposition by Client. If Client asks PM to arrange for transport and disposal, Client will reimburse PM for the cost thereof.
11. **LIMITATION OF LIABILITY:** In recognition of the relative risks, rewards and benefits of the project to both the Client and PM, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, **TO LIMIT PM'S LIABILITY FOR ANY AND ALL CLAIMS, LOSSES, COSTS, DAMAGES, OR EXPENSES FROM ANY CAUSE OR CAUSES ARISING OUT OF THIS AGREEMENT SO THAT THE TOTAL AGGREGATE LIABILITY OF PM SHALL NOT EXCEED \$50,000 OR PM'S TOTAL FEE FOR SERVICES RENDERED ON THIS PROJECT, WHICHEVER IS GREATER.** Such causes include, but are not limited to, negligence, professional errors or omissions, strict liability, and breach of contract or warranty.
12. **WITNESS FEES:** PM's employees shall not be retained as expert witnesses except by separate, written agreement. Client shall pay PM pursuant to PM's then current fee schedule for any PM employee subpoenaed by any party as an occurrence or material witness as a result of PM's work.







- 13. ENTIRE AGREEMENT: This Agreement contains the entire understanding between the parties. Client acknowledges that no representations, warranties, undertakings or promises have been made other than those contained in this Agreement. This Agreement may be amended, modified or terminated only by a written instrument signed by Client and PM.
14. SEVERABILITY: In the event that any provision of this Agreement shall be deemed invalid or unenforceable, the other provisions shall remain in full force and effect and binding upon the parties.
15. SURVIVAL: All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the Client and PM shall survive the completion of services and the termination of this Agreement.
16. FORCE MAJEURE: If PM is delayed or prevented from completing its work by reason or acts of God, strikes, lockouts, labor troubles, inability to procure labor or materials, fire, accident, riot, civil commotion, laws or regulations of general applicability, acts of Client, or other cause without its fault and beyond its control (financial inability excepted), completion will be excused for the period of the delay and the period for completion will be extended for a period equal to the period of such delay. If PM is required to delay any part of its work to accommodate the requests or requirements of Client, regulatory agencies, or third parties or due to any causes beyond the direct reasonable control of PM, additional charges shall be assessed with Client's written approval.
17. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. Any disputes shall be resolved in the court residing in Ingham County, Michigan.
18. WRITTEN NOTICE: Written notice shall be deemed to have been duly served if delivered in person to the individual or a member of the entity or to an officer of the corporation for which it was intended, or if delivered at or sent by registered or certified mail to the last business address known to the party giving notice.
19. PRECEDENCE OF CONDITIONS: Should any conflict exist between these Terms and Conditions and any other document, including the Proposal, Additional Provisions, work authorization, purchase order, confirmation, or invoice, these Terms and Conditions shall prevail, unless the parties expressly agree otherwise in writing.
20. CONFIDENTIALITY: PM shall consider all work performed for the Client, and all results of that work, including, but not limited to, any reports or test results, as well as any and all information provided to PM in connection with this Agreement ("confidential information") as confidential to the Client, to be shared only with the Client, and the Client's legal counsel. Notwithstanding the above, PM may comply with all judicial orders or governmental directives and federal, state, and local laws, rules, regulations and ordinances which mandates reports to appropriate public agencies of PM's knowledge or findings; provided, however, that if PM determines that it is required to disclose confidential information, it shall notify the Client prior to disclosure.
21. RELIANCE BY THIRD PARTIES: Any written documents, including but not limited to data, reports, findings, summaries or recommendations, prepared by PM for the Client in the course of performing the services under this Agreement may not be relied upon by any person or entity other than the Client without PM's prior written consent.

ACCEPTANCE OF PROPOSAL

PM has presented this proposal for your acceptance. Your acceptance of this proposal indicates that the terms, conditions, and provisions of this proposal are understood, including payment to PM upon receipt of the invoice, unless specifically arranged or otherwise in writing. Of course, should you wish to discuss the terms and conditions of this proposal, we would be pleased to do so at your earliest convenience. Please initial each page in the boxes provided, complete the acknowledgement section below, and return it to our attention. PM requires written authorization to proceed prior to commencing a project.

Table with 1 column and 2 rows. Row 1: TOTAL ESTIMATED PROJECT COST BASED ON SCOPE OF WORK. Row 2: \$34,000

A 50% down payment will be required before initiating work. The balance is due upon completion of services/production of written documentation. If the deposit is not received within 3 business days of engagement, the project will be placed on hold and completion dates adjusted based on the date the deposit is received.

PM will include an electronic copy of the report within the lump sum fee. PM can provide one hard copy of the report within the lump sum fee, at the request of the client. Additional hard copies of the report can be provided for an additional \$100 per copy at the request of the client. Overnight delivery costs will be billed at cost plus 15%.



<b>DEPOSIT INFORMATION</b>
Deposits checks or money orders can be made out to PM Environmental and mailed to 3340 Ranger Road, Lansing, Michigan 48906, Attn: Accounts Receivable. Please include the subject property address in your correspondence.
Deposits can also be paid by credit card by calling us at 800-313-2966. Credit cards are subject to a 3% processing fee.

Should the client cancel the project prior to completion, PM will invoice the client on a time and materials basis for all project activities and testing completed up to the notice of cancellation.

<b>ACKNOWLEDGEMENT AND AUTHORIZATION TO PROCEED</b>			
Company Name			
Authorized Person Name		Federal Tax I.D. Number	
Title		Phone Number	
Signature		Date	
Mailing Address			
Billing Contact (if different than above; Name, Phone, Email and Address)			

PM looks forward to assisting you with this project. Please contact us at 800-313-2966 or email at [Balsamo@pmenv.com](mailto:Balsamo@pmenv.com) with any questions related to the project or this proposal.

Sincerely,  
**PM ENVIRONMENTAL, INC.**

Jon M. Balsamo  
Manager – Industrial Hygiene Services

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# PM ENVIRONMENTAL SAFETY PROTOCOLS

PM Environmental is committed to the health and safety of our employees and clients. We have taken the necessary steps to ensure we can continue serving you while protecting our employees during these unprecedented times. Below are a few of the guidelines we have implemented to continue providing our services responsibly.

<h3>Use of Personal Protection Equipment (PPE)</h3>  <p>Employees conducting site inspections are required to wear PPE including face masks and gloves.</p>	<h3>Strict Sanitizing Methods While On-Site</h3>  <p>PM staff are equipped with sanitizing spray, wipes and gels to properly disinfect hands and equipment used during site inspections and investigations.</p>	<h3>Interior Inspection Precautions</h3>  <p>Interior site inspections are being completed following social distancing guidelines and through the use of PPE. In instances where social distancing cannot be maintained, PM is employing alternative options to obtain necessary inspection data.</p>
<h3>Staff Screening Checklists</h3>  <p>PM has implemented the use of staff screening checklists prior to the start of an employee's work day when completing site inspections, field activities or entering PM offices.</p>	<h3>Strict Sanitizing Procedures In Office</h3>  <p>All PM offices are thoroughly cleaned weekly and equipped with necessary sanitizing materials including hand sanitizer and other disinfectants.</p>	<h3>Remote Working Environment</h3>  <p>From the onset of this crisis, PM has encouraged staff to work remote. Our strong cloud-based network has allowed for a seamless and effective transition to a remote working environment.</p>





November 3, 2020

Reference: **105 Pilgrim Budget**

We are pleased to offer our budget proposal to provide demolition at the below referenced property. All work will be in accordance with applicable codes and regulations.

**LOCATIONS OF WORK**

- 105 Pilgrim St, Highland Park

**SCOPE OF WORK BASE BID: DEMOLITION AND REMOVAL OF STRUCTURE**

We include supervision, labor, tools, and equipment and insurance to perform the following work:

- Demo and removal of above grade items
- Demolition and removal of below grade items
- Backfill with clean fill
- Rough grade site to provide positive drainage
- Demolition permit
- Hydrant usage permit

**Breakdown for this scope** **\$555,300.00**

**If a temporary 6' high construction fence is required** **ADD \$8,500.00**

**SCOPE OF WORK BASE BID: SITE PAVEMENT DEMOLITION**

We include supervision, labor, tools, and equipment and insurance to perform the following work:

- Demolition and removal of asphalt parking lot
- Demolition and removal of private concrete walks
- Rough grade site to provide positive drainage

**Breakdown for this scope** **\$32,700.00**

**NOT INCLUDED IN OUR PROPOSAL**

- Asbestos abatement, lead abatement, mold remediation or any environmental considerations outside of environmental survey
- We have not included any bypass or temporary rerouting of any utilities
- Relocation of any utility
- Any electrical removal for salvage
- Any gas work of any kind
- Shoring of any kind
- Removal or handling of items to be salvaged, reused, or relocated
- Handling, removal, or disposal of undisclosed/unknown hazardous or contaminated materials
- We do not include any analytical or testing services

**SPECIAL CONDITIONS AND CLARIFICATIONS**

- Price is based on 1 mobilization
- Environmental survey must be supplied prior to demo
- Utilities that remain will be marked by others
- All work will conform to Federal, State and Local regulations
- All scrap and debris will be disposed of in registered landfills, or recycled according to all regulations and industry standards.
- Schedule based on 40 hours per week, M-F
- We have not provided provisions for a full time dedicated site safety representative

**INSURANCE AND BONDING**

We carry all the insurance required by Law and industry and will issue a Certificate of Insurance upon award of contract, listing you as additional insured.

Pricing above is valid for **thirty (30)** days from the date of this proposal.

*Our price is based on current labor, equipment rates, fuel rates and scrap pricing.*

**TERMS**

Net thirty (30) days

The detailed terms and conditions of this proposal will become part of any final contract entered into with your company. This proposal will supersede any applicable provisions in your contract.

Respectfully submitted,

*Adam G. Tupancy*

Adam G. Tupancy  
Project Manager/Estimator  
**ADAMO GROUP INC.**

# Barber Preparatory Academy

45 E Buena Vista St  
Temporary Roof Repair Schematic

## Legend

-  = Roof drain.
-  = Repair pipe or stack.
-  = Repair hole, puncture or tear.
-  = Metal counterflash.
-  = Terminate & seal flashing.
-  = Repair flashing & field membrane.

ROOF-2

ROOF-1

2- Main reported leak areas.

EPDM ROOF



# Bruttell Roofing, Inc.

10821 CAPITAL • OAK PARK, MI 48237  
(248) 543-3040 • fax (248) 543-5810  
**Roofing That Works!**

# CONTRACT

PROPOSAL SUBMITTED TO

**The School District for the City of Highland Park**

STREET

**12360 Woodward Ave**

CITY, STATE, ZIP

**Highland Park, MI 48203**

PHONE

**(313) 580-2096**

DATE

**November 3, 2020**

JOB NAME

**Barber Preparatory Academy**

JOB ADDRESS

**45 E Buena Vista St., Highland Park, MI**

As per your request, please find a scope of work for the above-mentioned job name.

### Scope of Work:

- 1.) Apply new Firestone® (FS) modified bitumen APP membrane at the northwest roof drain area on Roof section 1. (approx. 12' x 18")
- 2.) Install 1- 3" Olympic® drain insert at N/W drain, prime and flash-in using FS APP membrane.
- 3.) At several failed field membrane end laps install new FS membrane. (approx. 50 LF)
- 4.) Repair and reflash failed wall flashing using FS membrane and/or 3-course application of mastic. (approx. 20 LF)
- 5.) Apply GACO® silicone mastic at failed wall flashing terminations at north parapet and over main entrance flashing. (approx. 70 LF)
- 6.) At 2-ventilation duct curbs at N/W area of Roof sect. 1 reseal separated curb flashing.
- 7.) Reseal counterflashing metal and masonry wall cap using polyurethane caulk on lower EPDM roof over west side stairwell. (approx. 20 LF)
- 8.) Clean, prime and install new EPDM corner flashing on 1-corner of lower EPDM roof over west side stairwell.
- 9.) At 1-7'x7'exhaust fan curb install 6" 24-g. galvanized counterflashing over failed curb flashings. (approx. 28 LF)
- 10.) Apply FS membrane and/or 3-course system of GACO® at miscellaneous holes, tears & punctures. (approx. 12)
- 11.) Clean all debris created with this work.
- 12.) During the work, perform repairs as necessary to adjacent items noted to be deficient. Items beyond the scope of this proposal will be brought to the attention of the owner.

NOTE: Recommend monitoring and performing maintenance to the existing roof system as needed until a roof replacement can be completed.

Thank you for the opportunity to be of service.

**We will perform the work above SCOPE OF WORK for the lump sum of:**

### Payment to be made as follows:

**Four Thousand Nine Hundred Eighty-Six Dollars.....\$4,986.00**

**NET 10 DAYS**

*Eric Hussey*

Signature \_\_\_\_\_

**Eric Hussey**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from attached specifications involving extra costs will be executed upon Owners' approval and will become an extra charge over and above the contract amount. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. No guarantee is included with the existing roof that will remain. No guarantee is included with repairs. We do not guarantee against damage by the purchaser or 3<sup>rd</sup> party.

Note: This contract may be withdrawn **10** days by us if not accepted within \_\_\_\_\_ days.

### **ACCEPTANCE:**

**This contract & above prices are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Bruttell Roofing, Inc.

10821 CAPITAL • OAK PARK, MI 48237  
(248) 543-3040 • fax (248) 543-5810

# SPECIFICATIONS

Page 2 of 2

JOB NAME:

**Barber Preparatory Academy**

DATE

**November 3, 2020**

## NOTES and UNIT PRICES

1. **All carpentry is by others except as noted.**
2. Cost to clean up small debris and dirt as well as Interior protection of the building contents are not included in the costs above.
3. **The cost of a building permit** is not included in the contract price. If a permit is requested or required, the cost will be added to the contract.
4. **Work to improve drainage** is not included in the contract price except as specified.
5. **Deteriorated deck or structure or wet insulation, if encountered, should be repaired or replaced. This work if necessary will be performed at an additional cost based on Time and materials or at a negotiated unit price.**
6. **Plumbing work on drains** is not included in the contract price.
7. **Moving or disconnecting the rooftop HVAC equipment** is not included in the contract price unless specifically stated. We will make every effort to carefully work around the HVAC equipment, gas piping, controls and conduit. However, if the equipment has to be lifted up and/or moved in order to do the specified work, this work is extra. Please note that roofing is heavy work involving cumbersome machinery and bulky materials. Our work requires that we get over and under existing gas piping and electrical conduit. Consequently, piping—especially old pipe or conduit—may not hold together when we move it or go over it. You can trust that we will do our work in a responsible manner, but there may still be some damage to the piping, wiring or conduit. Repairs, if required, will be at additional cost.
8. **Hidden wiring or conduit**, such as low voltage wiring or line voltage conduit which is buried under the roofing or hidden under the deck, cannot be seen and therefore it is very difficult to avoid coming in contact with it and damaging it. If the owner is aware of such wiring or conduit, it is imperative that the owner provides a scale schematic drawing so that we can locate this wiring prior to starting work. The cost of repairs to damaged conduit, piping or wiring which was hidden, will be extra. All wiring should be in rigid conduit and mechanically protected to minimize the danger to our workers and the potential for damaging it.
9. **Consequential Damages:** Bruttell Roofing, Inc. does not warrant any water damage to the building or interior that may occur while the work specified in this contract is in progress. Considerable effort will be made to avoid conditions that might cause a roof leak, however, our work may require us to tie into or do staging on an old, deteriorated roof. A deteriorated roof is easily damaged by traffic and heavy equipment. It is very difficult to make a watertight temporary seal because this seal depends on the integrity of the old roofing in order to work. Also, at certain times of the year, weather can be extremely unpredictable and weather prediction at best is not as dependable as may be desired. Bruttell Roofing, Inc. will make a good faith attempt to provide adequate temporary seals as required and will schedule the work to be done when the weather and predicted weather is conducive to the proper execution of the work in order to minimize any risk. **Bruttell Roofing, Inc. expressly limits its liability for consequential damage to: a) repairs to the roof in order to make it watertight; b) replacement of any water-damaged new roofing; and c) mitigation of any further damage to the building or contents. A written warranty will cover the completed work.**
10. For roof work in general and especially if a tear-off of existing roofing is required, please note the following: roof work and roof tear-offs disturb the deck. At a minimum dust or dirt attached to the underside of the deck will be dislodged. In addition, where fasteners are removed and around other penetrations, dirt will be able to filter into the building. Where the building has no intermediary ceiling, dust from the roof may cause a concern for the occupants below. No clean up of the interior is included unless specified in writing.
11. Insulation availability and costs are volatile. World chemical shortages have caused materials to be in short supply and prices to change without notice. This fact may result in delays to the project and or price increases to this contract. If either or both of these conditions should occur we will notify the owner. The additional cost of the insulation will be passed on to the owner as an increase to the contract amount.
12. Winter Work: This contract does not include extra work to remove ice and snow. Consequently, work done between November 15th and April 15th can be problematic if normal climatic conditions for late Fall and Winter prevail. If it is necessary to do the specified work when snow and ice are present, we will remove the ice and snow on a labor plus materials basis. (Labor rate will be \$45.00/hr.)
13. Ventilation, Condensation, Water Vapor & Mold: Bruttell Roofing, Inc does not represent itself as an expert in mechanical ventilation or vapor transmission. Problems such as excessive heat loss or vapor transmission that may cause the formation of condensation within or on the structure or the roofing system as well as mold formation and related concerns are not addressed in this contract. The owner may wish to contact a ventilation or insulation expert to verify that adequate insulation or ventilation is in place.
14. There are no guarantees with repair work.

**ACCEPTANCE:** Specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This page becomes part of and in conformance with the attached contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Memorandum

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**To:** The Board – Highland Park School District  
**From:** Mamie Greene, Finance Dept. (Alan C. Young & Associates, PC)  
**Date:** November 4, 2020  
**Re:** Finance Dept. Update

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Dear Members of the Board, the Finance Department is hereby updating you on the matters of the District's finances as follows:

- 1) We have been working with the SMART software provided by RESA. We are still pulling reports from the file primarily for purposes of the District audit. We have engaged our audit Dept. to help review the June statements before submission to the auditors. There are a lot of missing documents we hope to ascertain by the time of the audit.
- 2) We also received several vendor payments requests and have been paying the contractors and vendors. Our new policy is that we make these payments on the 1<sup>st</sup> and 15<sup>th</sup> of each month (if either day falls on a weekend, we pay the next business day).
- 3) The State of Michigan has postponed the audit deadline from November 1, 2020 to December 1, 2020. We are still working out a schedule with YEO & YEO to meet that second date while we try to close the year-end (June 30, 2020). We have gotten little to no support from the prior accountants.
- 4) As previously discussed, we are providing a DRAFT of financial statements to the Board for the first quarter ending September 30, 2020. There are still several items we have not been able to locate however we will continue to canvas the business office for more information.

Please let us know if any questions going forward.

The School District of Highland Park  
For the Period Ending July 31, 2020  
Unaudited

**DRAFT**

	July Activity Only 2020-2021	Year to Date Actuals 2020-2021	Projected Budget 2020-2021	Budget vs. Actual Variance Under (Over) 2020-2021
Revenue				
Property Taxes - Current	\$ -	\$ -	1,379,637	\$ 1,379,637
Property Taxes - 2005 Bond Levy	-	-	260,193	260,193
Authorizer Fees	18,340	18,340	75,711	57,371
Other Revenue	15	15	20,000	19,985
Interest	483	483	600	117
Total Revenue	18,838	18,838	1,736,141	1,717,303
Expenditures				
Support Services				
General Administration				
Legal	9,386	9,386	30,000	20,614
Audit	-	-	15,000	15,000
Board of Education Expenses	-	-	8,269	8,269
Total General Administrative	9,386	9,386	53,269	43,883
Business Services				
Administration and Business Services	65,188	65,188	387,569	322,381
Bank Charges	797	797	13,000	12,203
IT	2,488	2,488	5,305	2,817
Insurance	2,782	2,782	63,000	60,218
Office Administration Expenses	760	760	13,261	12,501
Total Business Services	72,015	72,015	482,135	410,120
Operations and Maintenance				
Rent	5,297	5,297	33,100	27,803
Utilities	-	-	11,552	11,552
Janitorial	638	638	10,609	9,971
Security Services	-	-	1,190	1,190
Repairs and Maintenance	3,440	3,440	14,600	11,160
Total Operations and Maintenance	9,375	9,375	71,051	61,676
Total Expenditures	90,776	90,776	606,455	515,679
Net Change in Fund Balance	(71,938)	(71,938)	1,129,686	1,201,624
Beginning Fund Balance - Deficit	(4,290,158)	(4,290,158)	(4,290,158)	
Ending Fund Balance - Deficit	<u>\$ (4,362,096)</u>	<u>\$ (4,362,096)</u>	<u>\$ (3,160,472)</u>	

DRAFT

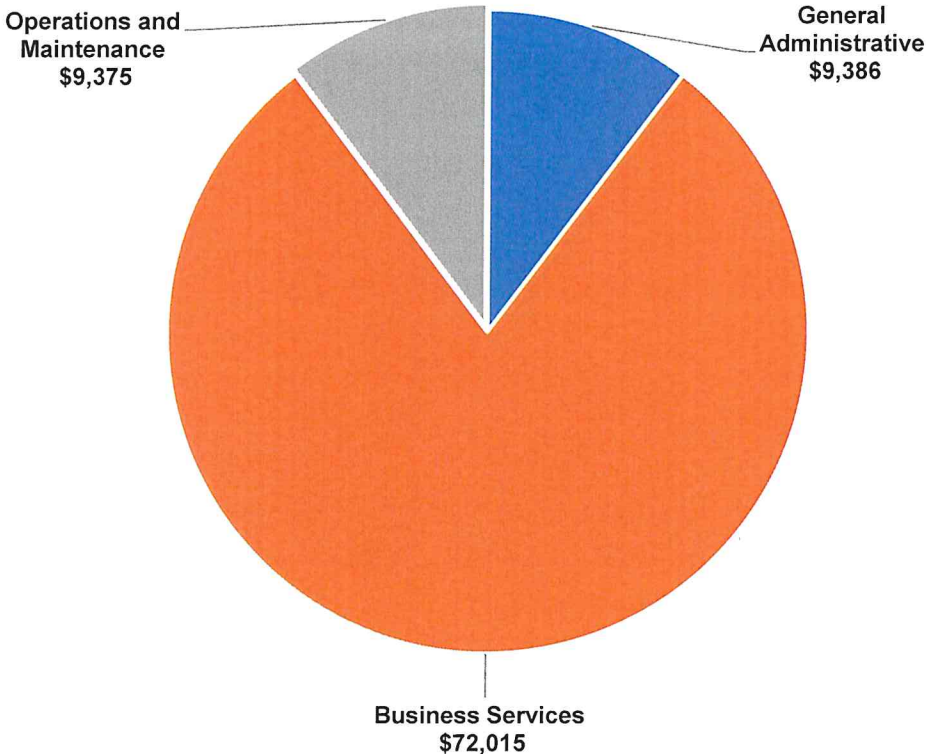
School District of Highland Park  
Cash Position  
July 2020

<u>Cash Description</u>	<u>Amount</u>
<b>General Fund</b>	
Cash in Bank -MFG	\$ 1,847,080
Cash City Bank - National City	3,719
Inv HP Found CD 6450	8,245
Dreyfus/Invest	19,045
Investment/Tax Rev	173,906
<b>Total General Fund</b>	<b>2,051,996</b>
<b>Restricted Funds</b>	
Invest Comer Sink Fund	1,037,549
Inv 2005 Capital Proj	1,025
Invest H Jackson	23,663
Inv T& A Invest	85,001
<b>Total Restricted Funds</b>	<b>1,147,238</b>
<b>Grand Total</b>	<b>\$ 3,199,234</b>



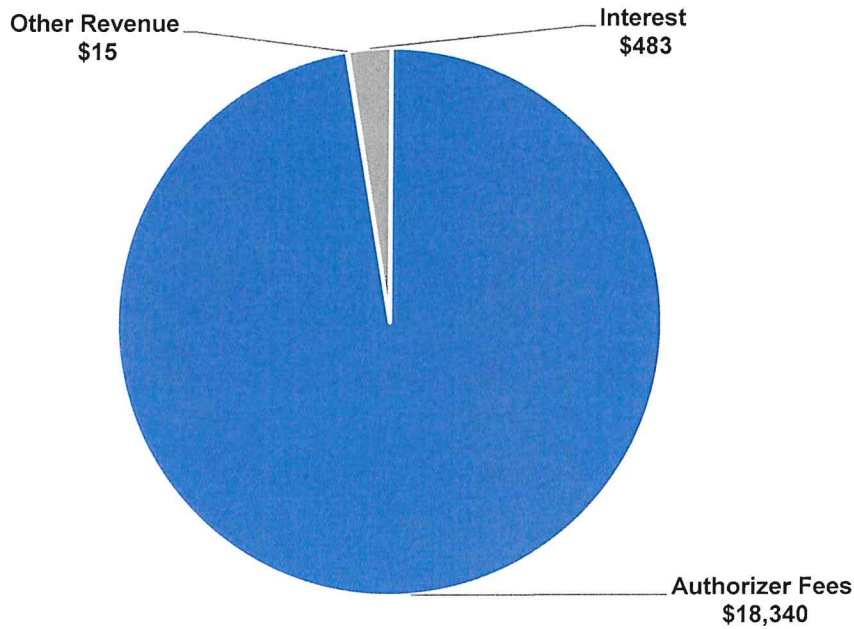
**DRAFT**

**The School District of Highland Park  
For the Period Ending July 31, 2020  
Expense By Category**



<b>Category</b>	<b>Amount</b>
General Administrative	\$ 9,386
Business Services	\$ 72,015
Operations and Maintenance	\$ 9,375
Total	<u>\$ 90,776</u>

The School District of Highland Park  
 For the Period Ending July 31, 2020  
 Income By Category



Category	Amount
Property Taxes - Current	\$ -
Property Taxes - 2005 Bond Levy	\$ -
Authorizer Fees	\$ 18,340
Other Revenue	\$ 15
Interest	\$ 483
Total Revenue	<u>\$ 18,838</u>

**The School District of Highland Park  
For the Period Ending August 31, 2020  
Unaudited**

DRAFT

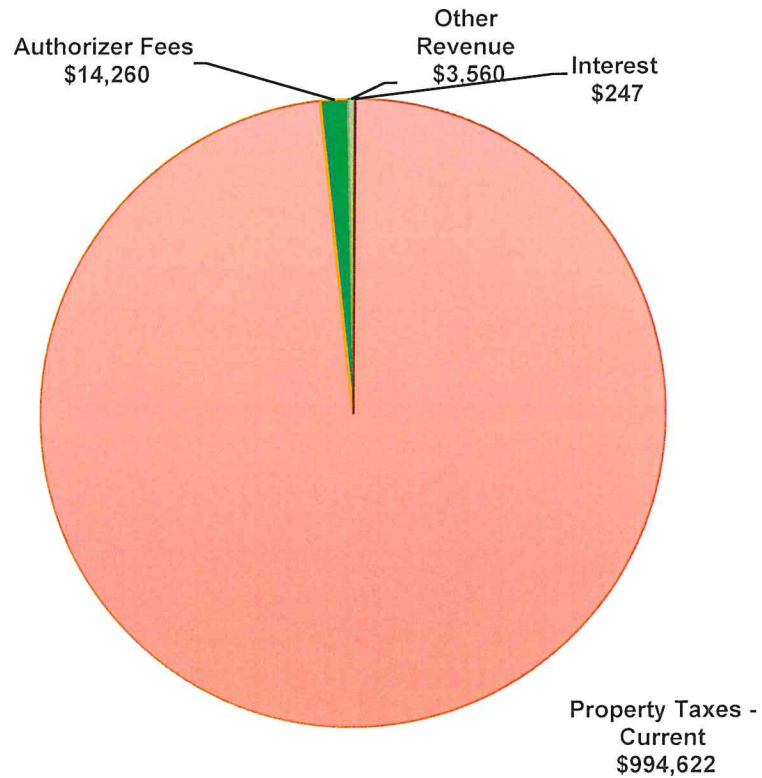
	<b>August Activity Only 2020-2021</b>	<b>Year to Date Actuals 2020-2021</b>	<b>Approved Budget 2020-2021</b>	<b>Budget vs. Actual Variance Under (Over) 2020-2021</b>
Revenue				
Property Taxes - Current	\$ 994,622	\$ 994,622	1,379,637	\$ 385,015
Property Taxes - 2005 Bond Levy	-	-	260,193	260,193
Authorizer Fees	14,260	32,600	75,711	43,111
Other Revenue	3,560	3,575	20,000	16,425
Interest	247	730	600	(130)
<b>Total Revenue</b>	<b>1,012,689</b>	<b>1,031,527</b>	<b>1,736,141</b>	<b>704,614</b>
Expenditures				
Support Services				
General Administration				
Legal	-	9,386	30,000	20,614
Audit	-	-	15,000	15,000
Board of Education Expenses	-	-	8,269	8,269
<b>Total General Administrative</b>	<b>-</b>	<b>9,386</b>	<b>53,269</b>	<b>43,883</b>
Business Services				
Administration and Business Services	-	65,188	387,569	322,381
Bank Charges	1,011	1,808	13,000	11,192
IT	-	2,488	5,305	2,817
Insurance	5,168	7,950	63,000	55,050
Office Administration Expenses	1,705	2,465	13,261	10,796
<b>Total Business Services</b>	<b>7,884</b>	<b>79,899</b>	<b>482,135</b>	<b>402,236</b>
Operations and Maintenance				
Rent	-	5,297	33,100	27,803
Utilities	-	-	11,552	11,552
Janitorial	-	638	10,609	9,971
Security Services	-	-	1,190	1,190
Repairs and Maintenance	1,540	4,980	14,600	9,620
<b>Total Operations and Maintenance</b>	<b>1,540</b>	<b>10,915</b>	<b>71,051</b>	<b>60,136</b>
<b>Total Expenditures</b>	<b>9,424</b>	<b>100,200</b>	<b>606,455</b>	<b>506,255</b>
Net Change in Fund Balance	1,003,265	931,327	1,129,686	198,359
Beginning Fund Balance - Deficit	(4,290,158)	\$ (4,290,158)	(4,290,158)	
Ending Fund Balance - Deficit	\$ (3,286,893)	\$ (3,358,831)	\$ (3,160,472)	

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School District of Highland Park  
Cash Position  
August 2020

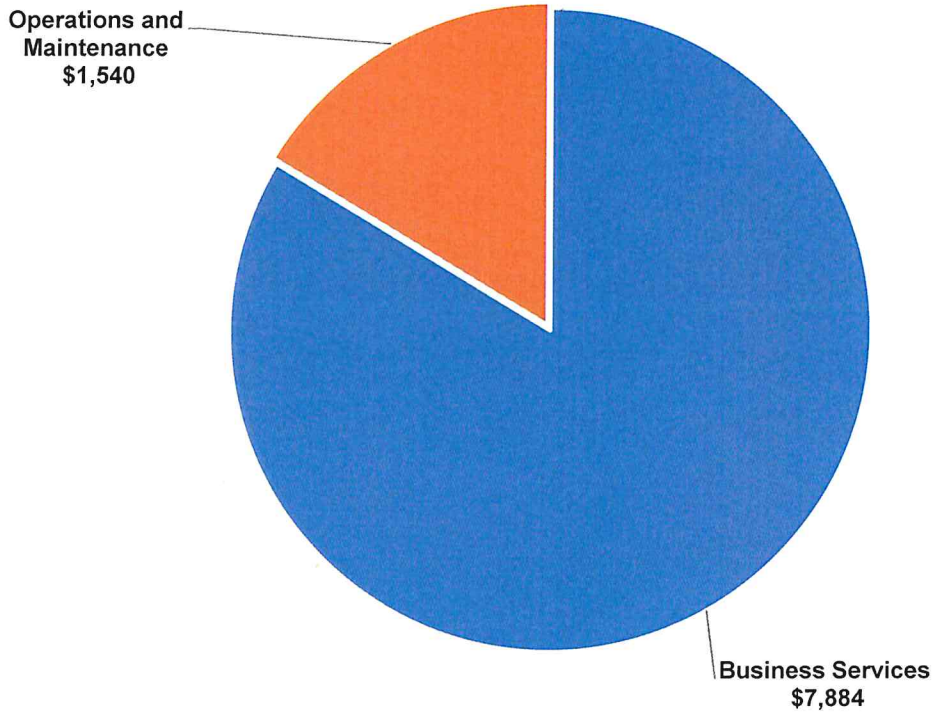
<u>Cash Description</u>	<u>Amount</u>
<b>General Fund</b>	
Cash in Bank -MFG	\$ 2,196,964
Cash City Bank - National City	2,006
Inv HP Found CD 6450	8,245
Dreyfus/Invest	19,045
Investment/Tax Rev	797,425
<b>Total General Fund</b>	<b>3,023,686</b>
<b>Restricted Funds</b>	
Invest Comer Sink Fund	1,037,562
Inv 2005 Capital Proj	1,025
Invest H Jackson	23,663
Inv T& A Invest	85,002
<b>Total Restricted Funds</b>	<b>1,147,252</b>
<b>Grand Total</b>	<b>\$ 4,170,938</b>

The School District of Highland Park  
 For the Period Ending August 31, 2020  
 Income By Category



Category	Amount
Property Taxes - Current	\$ 994,622
Property Taxes - 2005 Bond Levy	\$ -
Authorizer Fees	\$ 14,260
Other Revenue	\$ 3,560
Interest	\$ 247
<b>Total Revenue</b>	<b>\$ 1,012,689</b>

**The School District of Highland Park  
For the Period Ending August 31, 2020  
Expense By Category**



Category	Amount
General Administrative	\$ -
Business Services	\$ 7,884
Operations and Maintenance	\$ 1,540
<b>Total</b>	<b>\$ 9,424</b>



**The School District of Highland Park  
For the Period Ending September 30, 2020  
Unaudited**

DRAFT

	<b>September Activity Only 2020-2021</b>	<b>Year to Date Actuals 2020-2021</b>	<b>Approved Budget 2020-2021</b>	<b>Budget vs. Actual Variance Under (Over) 2020-2021</b>
<b>Revenue</b>				
Property Taxes - Current	\$ 3,798	\$ 994,622	1,379,637	\$ 385,015
Property Taxes - 2005 Bond Levy	-	-	260,193	260,193
Authorizer Fees	-	32,600	75,711	43,111
Other Revenue	-	3,575	20,000	16,425
Interest	38	768	600	(168)
<b>Total Revenue</b>	<u>3,836</u>	<u>1,031,565</u>	<u>1,736,141</u>	<u>704,576</u>
<b>Expenditures</b>				
<b>Support Services</b>				
<b>General Administration</b>				
Legal	-	9,386	30,000	20,614
Audit	-	-	15,000	15,000
Board of Education Expenses	-	-	8,269	8,269
<b>Total General Administrative</b>	<u>-</u>	<u>9,386</u>	<u>53,269</u>	<u>43,883</u>
<b>Business Services</b>				
Administration and Business Services	37,633	102,821	387,569	284,748
Bank Charges	516	2,324	13,000	10,676
IT	-	2,488	5,305	2,817
Insurance	2,782	10,732	63,000	52,268
Office Administration Expenses	1,820	4,285	13,261	8,976
<b>Total Business Services</b>	<u>42,751</u>	<u>122,650</u>	<u>482,135</u>	<u>359,485</u>
<b>Operations and Maintenance</b>				
Rent	-	5,297	33,100	27,803
Utilities	1,108	1,108	11,552	10,444
Janitorial	786	1,424	10,609	9,185
Security Services	769	769	1,190	421
Repairs and Maintenance	-	4,980	14,600	9,620
<b>Total Operations and Maintenance</b>	<u>2,663</u>	<u>13,578</u>	<u>71,051</u>	<u>57,473</u>
<b>Total Expenditures</b>	<u>45,413</u>	<u>145,613</u>	<u>606,455</u>	<u>460,842</u>
<b>Net Change in Fund Balance</b>	(41,578)	885,951	1,129,686	243,735
<b>Beginning Fund Balance - Deficit</b>	<u>(4,290,158)</u>	<u>(4,290,158)</u>	<u>(4,290,158)</u>	
<b>Ending Fund Balance - Deficit</b>	<u><u>\$ (4,331,736)</u></u>	<u><u>\$ (3,404,207)</u></u>	<u><u>\$ (3,160,472)</u></u>	

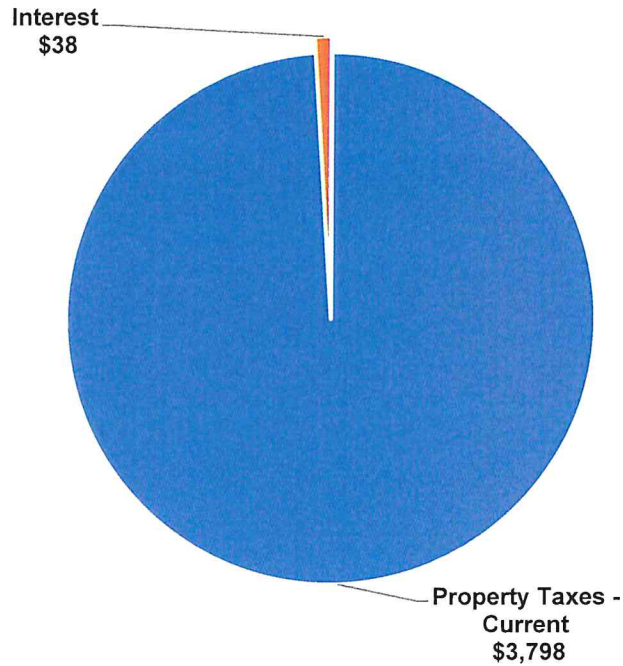
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School District of Highland Park  
Cash Position  
September 2020

<u>Cash Description</u>	<u>Amount</u>
<b>General Fund</b>	
Cash in Bank -MFG	\$ 2,157,198
Cash City Bank - National City	180
Inv HP Found CD 6450	8,245
Dreyfus/Invest	19,046
Investment/Tax Rev	775,758
<b>Total General Fund</b>	<b>2,960,427</b>
<b>Restricted Funds</b>	
Invest Comer Sink Fund	1,037,580
Inv 2005 Capital Proj	1,026
Invest H Jackson	23,663
Inv T& A Invest	85,004
<b>Total Restricted Funds</b>	<b>1,147,273</b>
<b>Grand Total</b>	<b>\$ 4,107,700</b>



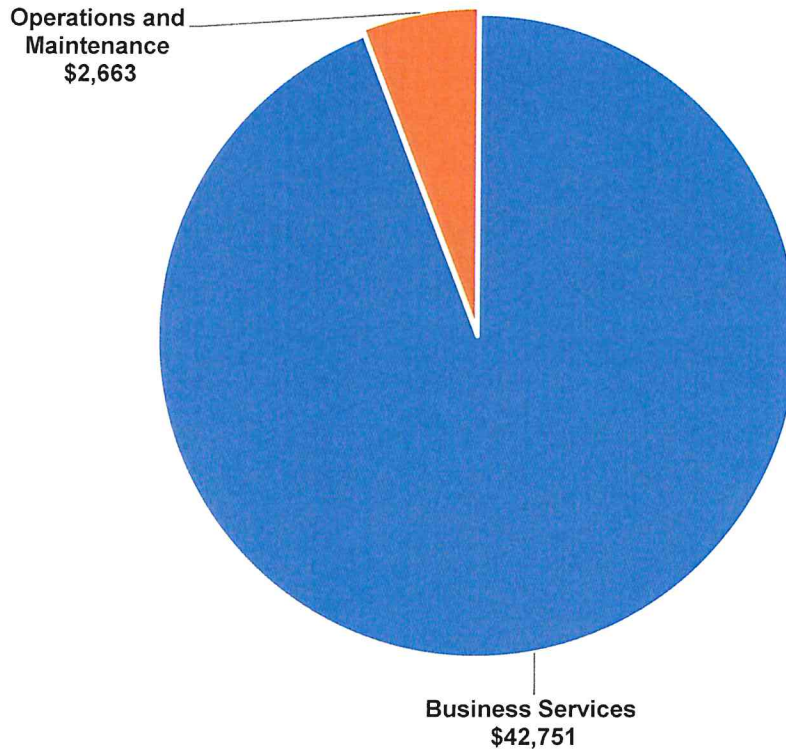
The School District of Highland Park  
 For the Period Ending September 30, 2020  
 Income By Category



Category	Amount
Property Taxes - Current	\$ 3,798
Property Taxes - 2005 Bond Levy	\$ -
Authorizer Fees	\$ -
Other Revenue	\$ -
Interest	\$ 38
Total Revenue	\$ 3,836

**DRAFT**

**The School District of Highland Park  
For the Period Ending September 30, 2020  
Expense By Category**



<b>Category</b>	<b>Amount</b>
General Administrative	\$ -
Business Services	\$ 42,751
Operations and Maintenance	\$ 2,663
<b>Total</b>	<b>\$ 45,413</b>



## HIGHLAND PARK SCHOOL DISTRICT

### **To Our Families and Residents of Highland Park,**

Giving a child a quality education is a priceless gift that can impact generations to come. I am truly honored — and humbled — to now have the opportunity to help further shape a promising future for the children of Highland Park.

As a community, we have embraced a mission of children first. This is the sole focus that will continue to guide us every day as leaders, educators, parents — as advocates for our children. Many have come before us to help rebuild a foundation of hope, and I thank them for their time and efforts. Now is the time we confidently move forward.

We have been given an opportunity to establish a plan that will enable our education system to rival the best schools in America, but we must act quickly. The children of Highland Park deserve nothing less, and this plan must equip them with everything they will need for future success.

In the spirit of collaboration, I reach out to you to share your experiences and ideas. Together, we can give our children the highest quality education possible in a healthy environment that nourishes their minds and engages their spirits.

Implementing our collective vision for Highland Park will require significant changes. Some may be rather difficult, but we are resilient. We also know in our hearts and minds that changes based on children first will benefit our community now and well into the future. We will stand strong together in our pursuit of excellence.

A new media center is one change that the children of Highland Park will enjoy upon their return to in-school learning. This vibrant, state-of-the-art technology hub replaces an old, outdated library. In its place are engaging learning centers, high-tech equipment and study spaces conducive to continuous learning.

For the 2021-22 academic year, we will consider various models for delivering the very best, local public education that meet specific criteria, including:

- Contributes to significant academic growth with measurable outcomes
- Fosters life-long learning and prepares students to compete globally
- Understands the unique needs of an urban, predominantly Black community
- Consistently puts children first in all aspects
- Leads and learns through innovation and empowerment
- Involves the community as a partner in the educational process

The Highland Park School District has significantly improved over the past decade. Together, we can advance even further — and at a faster pace — in the years ahead.

I look forward to collaborating and talking with you soon. In the interim, please feel free to contact me either by phone or email. Thank you in advance for your continued commitment to the children and families of the City of Highland Park.

### **And as always ... Children First.**

Zakia Gibson, M.Ed.  
Chief Education Officer  
The School District of the City of Highland Park





## **Barber Preparatory Academy Extended COVID-19 Learning Plan**

Address of School District: 45 E. Buena Vista, Highland Park MI 48203

District Code Number: 82749

Building Code Number(s): 03228

District Contact Person: Domini Nailer

District Contact Person Email Address: [dnailer@barbeprep.com](mailto:dnailer@barbeprep.com)

Local Public Health Department: Wayne County Department of Health, Human and Veterans Services

Local Public Health Department Contact Person Email Address: [mroman@waynecounty.com](mailto:mroman@waynecounty.com)

Name of Intermediate School District: Wayne Resa ISD

Name of Authorizing Body: The School District of the City of Highland Park

Date of Adoption by Board of Directors: July 30, 2020





## Assurances

- The Academy will administer an approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year.
- Within thirty days after the approval of its Extended COVID-19 Learning Plan, and every 30 days thereafter, the Academy, at a meeting of its board of directors, will re-confirm how instruction is delivered during the 2020-2021 school year and will solicit public comment, at a public meeting, from the parents or legal guardians enrolled in the Academy.
- If delivering pupil instruction virtually, the Academy will expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the Academy had planned for that exposure to occur for in-person instruction.
- If delivering pupil instruction virtually, the Academy will provide pupils with equitable access to technology and the internet necessary to participate in instruction.
- The Academy will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
- The Academy, in consultation with a local health department, and district employees, will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics. A determination concerning the method for delivering pupil instruction shall remain at the Academy Board's discretion. Key metrics that the Academy will consider shall include at least all of the following:
  - COVID-19 Cases or Positive COVID-19 tests
  - Hospitalizations due to COVID-19
  - Number of deaths resulting from COVID-19 over a 14-day period
  - COVID-19 cases for each day for each 1 million individuals
  - The percentage of positive COVID-19 tests over a 4-week period
  - Health capacity strength
  - Testing, tracing, and containment infrastructure with regard to COVID-19
- If the Academy determines that it is safe to provide in-person pupil instruction to pupils, the Academy will prioritize providing in-person pupil instruction to pupils in grades K to 5 who are enrolled in the Academy.
- The Academy will ensure that two (2), 2-way interactions occur between a pupil enrolled in the Academy and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the Academy. The Academy will publicly announce its weekly interaction rates at each Academy Board meeting where it re-confirm how instruction is being delivered, beginning 30 days after approval of its Extended COVID-19 Learning Plan, and every 30 days thereafter. The Academy will make those rates available through the transparency reporting link located on the Academy website each month for the 2020-2021 school year.



- The Academy will create and make available on its transparency reporting link located on the Academy's website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the Academy expected would be achieved by the end of the school year.

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President of the Board of Directors

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Date



## **Introduction and Overview**

The COVID-19 global pandemic is impacting our BPA community in a number of ways: we are experiencing a traumatic event, many students may have significant gaps in their learning, and equity issues are more pronounced.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our school community. Because of the wide range of experiences students had during the remote learning portion of the 19-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider than usual range of competencies. We expect that many students will be behind and will need opportunities to catch up. Teachers will need opportunities to collaborate with each other as they examine student work and determine what comes next in the learning for each student.

As BPA plans to begin the school year in a virtual learning environment, we will need to ensure that there are structures in place to ensure student engagement and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff.



## Educational Goals

### **Quality Evidence-Based Assessment Practices**

BPA believes that benchmark assessment evidence can be used to monitor and evaluate patterns and trends in school academic performance and to identify effective instructional programs. We believe it can provide guidance for standardizing or adjusting curriculum and instruction across grade levels, schools, and districts. This guidance is imperative as we work to help scholars master content that they were unable to master last year due to the COVID-19 pandemic. Results will be used to spiral in standards to the existing grade level content rather than reducing exposure to grade level content to increase mastery with prior grade level standards. These type of decisions lead to teachers focusing more on testing results and less on grade level curriculum that is the foundation for scholars being able to progress with standards in later grade levels.

However, we will not use benchmark assessment data to make high-stakes instructional decisions about individual student learning. Rather, BPA will continue the use of (and professional learning around the use of) the formative assessment process as a powerful practice embedded in the teaching and learning process to continuously observe where our students are in order to modify instruction. We believe the use of the formative assessment process, which is supported by an extensive body of research, provides data for both our teachers and students to accelerate their learning and progress and gives us a more complete picture of what our students know and are able to do.

### **Educational Goals**

The NWEA assessments in reading and mathematics will be administered to all students three times: once in the first nine weeks of the school year, once midway through the year, and again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February and June.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the formative assessment process.

Below we have provided both formative assessment goals and additional goals for this school year.

<b>Barber Preparatory Academy Proposed 2020-2021 Performance Metrics</b>	
<b>Metric</b>	<b>Completion Date</b>
On NWEA MAP Reading and Mathematics, the average percentile will increase by five points between Fall 2020 and Spring 2021 for scholars who complete both assessments.	June 2021
On NWEA MAP Reading and Mathematics, the average grade-level School Conditional Growth percentile will meet or exceed 60. Additionally, the minimum School Conditional Growth Percentile for each grade level will be no lower than 40.	June 2021
30% of all middle school scholars earn a GPA of 3.00 or higher by the end of Semester 1 and Semester 2, respectively.	February 2021 June 2021





48% of scholars finish the 2020-2021 school year with on-track (90% or better) attendance.	June 2021 Reported Monthly
75% of scholars enrolled will receive two (2), 2-way interactions from their teacher each week.	Monthly

### **Instructional Delivery & Exposure to Core Content**

We anticipate a gradual return to the physical buildings and classrooms beginning at some point during the 2020-21 school year. This gradual return will take place in 6 phases consistent with the MI Safe Schools Roadmap, which in turn is consistent with the 6 phases of the MI Safe Start Plan. We are prepared to flexibly move in and out of these phases as COVID-19 circumstances may change throughout the 2020-21 school year:

- Phase 1-3: All Students Stay at Home (100% online learning)
- Phase 4: Two classroom cohorts will attend school Monday/Tuesday or Thursday/Friday and attend virtually other days. Wednesday is designated for a deep clean day, virtual learning, and remediation.
- Phase 5-6: 100% On site with increased safety guidelines. .

**Start of the School Year:** Within the Roadmap guidelines, schools have the autonomy to select their plans despite local designation of Phase from the State. We have surveyed staff and families, and at this time our community is most comfortable starting the school year 100% virtual, which will model our Phase 1, 2, 3 plan. We will continue to survey our stakeholders during Quarter 1 to determine if perspectives on being 100% virtual have shifted, and we will then determine if a change to hybrid is needed.

**Exposure to Grade Level Content:** In order to create a relevant curriculum that meets scholars where they are, we will assess scholars early and often to ensure grade level learning targets are being met and are scaffolded where needed. Leadership attended professional development this summer to create an equitable academic ready-to-learn plan that guards against the risk of over-remediation and gave them tools to leverage the shifting demands of teacher planning and instruction in order to create engaging learning environments that support students who have experienced interrupted schooling through COVID-19. Using MDE resources around power standards and learnings from that PD we have revised our curriculum pacing guides. A centrally located website will organize these documents, as well as other best practices from teachers and external resources.

Virtual grade level meetings, department meetings, and data team meetings will be held to review scholar data with teachers and create plans for re-teaching or acceleration where needed. Instructional delivery will be a combination of synchronous learning to ensure that scholars are delivered high quality grade level instruction, and asynchronous learning through projects and



activities to support power standards while being able to work away from the computer. Virtual office hours will be utilized to help struggling scholars. Intervention programs will also be used as needed during asynchronous instructional time that will be tailored to the specific needs of the scholar. We will offer all of our previous courses virtually.

**Communication to Families:** Communication will be sent to parents bi-weekly concerning scholar participation and academic progress. Families will also have access to see realtime data in the learning platform and PowerSchool. If additional intervention is needed for a scholar, the family will be contacted to arrange time in the day to facilitate these interventions.



### **Equitable Access**

**Equitable Access to Technology:** We will offer 100% of families access to technology (computers and hotspots) that want to participate in our virtual learning, while offering work packets to the remaining families through food pick up times, mailings, and home visits.

On site and virtual workshops designed to help the parent/guardian and scholars maximize their use of technology during virtual instruction were delivered at the beginning of the year, and will continue throughout the year as the need arises. Resources will be shared to help families create a schedule that works for the school and their specific family needs.

**Equitable Access for Scholars with Disabilities:** The Special Education team will conduct professional development for leaders and teachers around MDE guidance for this school year. Special education teachers and general education teachers will have additional planning time to review IEPs and create meaningful learning plans for each scholar that will be aligned with grade level curriculum maps and IEP goals. Leadership will leverage on-site small group work for Special Education scholars or Tier 2 and 3 scholars on our 100% Virtual Wednesday when appropriate.



## Treasurer's Report

Date: September 18, 2020  
To: Treasurer and Board of Directors, Barber Preparatory Academy  
From: Le Shaun Burgess, Business Manager and Tara Dari, CFO  
Re: Monthly Financials for Month Ending August 2020

**Packet includes the following:** Balance Sheet

Statement of Revenue and Expenditures (Summary); Statement of Revenue and Expenditures (Detail);  
Cash Flow Statement; Check Detail Report

**NOTES: Monthly Financials prepared based on Accrual-Basis, not Cash-Basis, which Accrual Basis provide more useful information than Cash-Basis statements because with Accrual-Basis financial statements, revenues are recognized when its earned and expenses are recognized when they are incurred.**

**Fund Balance:** Posted adjusting journal entry at June 30th an invoice rendered in June 2020. Beginning Fund Balance less by \$5,800. Auditors were in agreement we post this invoice at June 30<sup>th</sup>.

### Receipts:

- Receipt of \$203,718 from State Aid (Payment 11 of 11)- FTE 314.01 Foundation Per Pupil \$7,936 (\$8,111 less Shortfall Reduction of \$175 per pupil)
- Receipt of \$235,075 from Federal Title Funds
- Receipt of \$20,690 from Wayne RESA for GSRP Preschool Program (Payment 11 of 11); \$2,775 from Wayne RESA for GSRP Transportation; \$4,780 from Wayne RESA for Federal IDEA Reimbursement
- Receipt of \$8,478 from Wayne RESA (Wayne RESA Levy Enhancement) FY 2021
- Receipt of \$109,421 COVID 19 Federal Funds FY 2021

### Disbursements:

- Expenditures incurred within the original Board approved budget for fiscal year 2020 – 2021. As we progress in the current COVID-19 environment, budget adjustments to the itemized budget lines items may become necessary.

### Cash Flow:

- Beginning Cash Balance: \$548,573
  - Total Receipts: \$615,488
  - Total Expenditures: \$243,105
- Ending Cash Balance of: \$920,956

*Upon reviewing the monthly financials and you have questions or need clarity of understanding, please contact Le Shaun Burgess via email at [lburgess@barberprep.com](mailto:lburgess@barberprep.com) or contact Tara Dari via email at [tdari@promiseschools.org](mailto:tdari@promiseschools.org).*

**Highland Park Public School Academy System  
Governmental Fund Type- Balance Sheet  
As of August 31, 2020**

	11 General Funds	Fixed Assets	TOTAL
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
101.0000 Cash Board (Citizens)	920,956	0	920,956
<b>Total Checking/Savings</b>	<b>920,956</b>	<b>0</b>	<b>920,956</b>
<b>Other Current Assets</b>			
121.0000 Accounts Receivable	146	0	146
<b>141.0000 Due from Other Gov't</b>			
<b>Local</b>			
141 Authorizer	3,830	0	3,830
<b>Total Local</b>	<b>3,830</b>	<b>0</b>	<b>3,830</b>
<b>State</b>			
141 Discretionary Pymt- State	66,940	0	66,940
141 PSA Protected- State	148,995	0	148,995
<b>Total State</b>	<b>215,935</b>	<b>0</b>	<b>215,935</b>
<b>Total 141.0000 Due from Other Gov't</b>	<b>219,765</b>	<b>0</b>	<b>219,765</b>
172.0000 Inventory Merchandise	4,663	0	4,663
191.0000 Deposits	200	0	200
192.0000 Prepaid Expense	2,000	0	2,000
<b>Total Other Current Assets</b>	<b>226,773</b>	<b>0</b>	<b>226,773</b>
<b>Total Current Assets</b>	<b>1,147,730</b>	<b>0</b>	<b>1,147,730</b>
<b>Fixed Assets</b>			
Investment in Fixed Assets	0	20,940	20,940
<b>Total Fixed Assets</b>	<b>0</b>	<b>20,940</b>	<b>20,940</b>
<b>TOTAL ASSETS</b>	<b>1,147,730</b>	<b>20,940</b>	<b>1,168,670</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
402.0000 Accounts Payable	-376	0	-376
<b>Total Accounts Payable</b>	<b>-376</b>	<b>0</b>	<b>-376</b>
<b>Other Current Liabilities</b>			
<b>421.0000 Due to other Gov't'l</b>			
421 Act 18 Wayne RESA	7,905	0	7,905
<b>Total 421.0000 Due to other Gov't'l</b>	<b>7,905</b>	<b>0</b>	<b>7,905</b>
<b>461.0000 Other Accrued Liab</b>			
461 Lease Payable	-27	0	-27
461 Authorizer Fees	0	0	0
461 Payroll Accrual	39,287	0	39,287
<b>Total 461.0000 Other Accrued Liab</b>	<b>39,260</b>	<b>0</b>	<b>39,260</b>
<b>471.0000 Deferred Revenue</b>			
471 GSRP Deferred Revenue	51,735	0	51,735
471 At Risk Deferred Revenue	67,400	0	67,400
<b>Total 471.0000 Deferred Revenue</b>	<b>119,136</b>	<b>0</b>	<b>119,136</b>
<b>Total Other Current Liabilities</b>	<b>166,301</b>	<b>0</b>	<b>166,301</b>
<b>Total Current Liabilities</b>	<b>165,925</b>	<b>0</b>	<b>165,925</b>
<b>Total Liabilities</b>	<b>165,925</b>	<b>0</b>	<b>165,925</b>

**Highland Park Public School Academy System  
Governmental Fund Type- Balance Sheet  
As of August 31, 2020**

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	<u>11 General Funds</u>	<u>Fixed Assets</u>	<u>TOTAL</u>
<b>Equity</b>			
<b>Fund Balance</b>			
711 Non Spendable Fund Balance	200	0	200
751 Unassigned Fund Balance	854,185	0	854,185
<b>Total Fund Balance</b>	854,385	0	854,385
<b>Net Investment in Fixed Assets</b>	0	20,940	20,940
<b>Net Income</b>	127,419	0	127,419
<b>Total Equity</b>	981,804	20,940	1,002,744
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,147,730</b>	<b>20,940</b>	<b>1,168,670</b>

**Highland Park Public School Academy System  
Statement of Revenue and Expenditures- SUMMARY**

ACTUAL to BUDGET- July 2020 through August 2020

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Local Sources	8,478	146,500	-138,022	6%
State Sources	232,358	3,031,221	-2,798,863	8%
Federal Sources	113,272	878,151	-764,879	13%
<b>Total Income</b>	354,108	4,055,872	-3,701,764	9%
<b>Gross Profit</b>	354,108	4,055,872	-3,701,764	9%
<b>Expense</b>				
Instruction- Basic Programs	97,847	1,497,369	-1,399,522	7%
Instruction- Added Needs	1,524	211,845	-210,321	1%
Support Services- Pupil	4,388	322,851	-318,463	1%
Support Services- Instructional	29,553	323,565	-294,012	9%
Support Services- General Admin	12,018	122,204	-110,186	10%
Support Services- School Admin	40,670	264,519	-223,849	15%
Support Services- Business	5,840	350,074	-344,234	2%
Operations & Maintenance	25,074	642,396	-617,322	4%
Pupil Transportation Services	0	164,950	-164,950	0%
Support Services- Central	9,775	158,400	-148,625	6%
Support Services- Other	0	17,500	-17,500	0%
Community Services	0	22,902	-22,902	0%
Acquisition, Construc & Improve	0	18,000	-18,000	0%
<b>Total Expense</b>	226,689	4,116,575	-3,889,886	6%
<b>Net Income</b>	<b>127,419</b>	<b>-60,703</b>	<b>188,122</b>	<b>-210%</b>

**Highland Park Public School Academy System**  
**Statement of Revenue and Expenditures- DETAIL**  
**ACTUAL to BUDGET- July 2020 through August 2020**

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Local Sources</b>				
<b>Rev. From Student Activities</b>				
173.0000 Dues & Fees	0	1,500	-1,500	0%
<b>Total Rev. From Student Activities</b>	0	1,500	-1,500	0%
<b>Other Local Sources</b>				
192.0000 Private Sources	0	15,000	-15,000	0%
199.0000 Misc. Local Revenue	0	0	-0	0%
513.0000 ISD Collected Millage	8,478	130,000	-121,522	7%
<b>Total Other Local Sources</b>	8,478	145,000	-136,522	6%
<b>Total Local Sources</b>	8,478	146,500	-138,022	6%
<b>State Sources</b>				
<b>State Aid</b>				
<b>Foundation Payment</b>				
311.0010 Discretionary Payment	66,940	0	66,940	100%
311.0010 PSA Protected	148,995	2,375,284	-2,226,289	6%
<b>Total Foundation Payment</b>	215,935	2,375,284	-2,159,349	9%
<b>Restricted- Categorical</b>				
312.0120 Spec Ed Headlee	0	55,938	-55,938	0%
312.0020 At-Risk	0	296,649	-296,649	0%
312.0000 Headlee for Data Col	0	8,152	-8,152	0%
312.0120 SE Cost Reim	0	3,146	-3,146	0%
312.0000 Summer Reading Pro	4,799			
<b>Total Restricted- Categorical</b>	4,799	363,885	-359,086	1%
<b>Total State Aid</b>	220,734	2,739,169	-2,518,435	8%
<b>Restricted- Through Wayne RESA</b>				
317.0100 GSRP	11,624	292,052	-280,428	4%
<b>Total Restricted- Through Wayne RE...</b>	11,624	292,052	-280,428	4%
<b>Total State Sources</b>	232,358	3,031,221	-2,798,863	8%
<b>Federal Sources</b>				
<b>Restricted- Fed Gov't hru State</b>				
414.0140 Title I Grant	0	405,804	-405,804	0%
414.0210 Title IIA Grant	0	27,928	-27,928	0%
414.0000 Title IV Grant	0	33,444	-33,444	0%
414.0250 CARES ACTS	0	310,824	-310,824	0%
414.0250 District COVID Costs	3,852			
414.0250 CORONAVIRUS RELIEF	109,421	0	109,421	100%
<b>Total Restricted- Fed Gov't hru State</b>	113,272	778,000	-664,728	15%
<b>Restricted Fed Gov't thru ISD</b>				
417.0000 IDEA Grant	0	100,151	-100,151	0%
<b>Total Restricted Fed Gov't thru ISD</b>	0	100,151	-100,151	0%
<b>Total Federal Sources</b>	113,272	878,151	-764,879	13%
<b>Total Income</b>	354,108	4,055,872	-3,701,764	9%
<b>Gross Profit</b>	354,108	4,055,872	-3,701,764	9%



**Highland Park Public School Academy System**  
**Statement of Revenue and Expenditures- DETAIL**  
**ACTUAL to BUDGET- July 2020 through August 2020**

Expense	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Instruction- Basic Programs</b>				
<b>Elementary</b>				
111.3110 Teaching	13,217	513,660	-500,443	3%
111.3110 Benefits	2,069	131,217	-129,148	2%
111.3110 Substitutes	0	25,000	-25,000	0%
111.3190 Other Professional Ser	0	24,350	-24,350	0%
111.5110 Teaching Supplies and	39,748	99,927	-60,179	40%
111.5210 Textbooks	0	500	-500	0%
111.5990 Misc. Supplies and Mat	686	15,000	-14,314	5%
111.7410 Other Dues and Fees	0	1,000	-1,000	0%
111.7910 Miscellaneous Expendi	0	2,000	-2,000	0%
<b>Total Elementary</b>	<b>55,719</b>	<b>812,654</b>	<b>-756,935</b>	<b>7%</b>
<b>Middle School</b>				
112.3110 Teaching	15,156	314,685	-299,529	5%
112.3110 Benefits	3,569	82,336	-78,767	4%
112.3110 Substitutes	0	15,000	-15,000	0%
112.5110 Teaching Supplies and	893	44,000	-43,108	2%
112.5210 Textbooks	0	1,500	-1,500	0%
112.5990 Misc. Supplies and Mat	0	12,000	-12,000	0%
112.7410 Other Dues and Fees	0	1,000	-1,000	0%
112.7910 Miscellaneous Expendi	0	1,000	-1,000	0%
<b>Total Middle School</b>	<b>19,618</b>	<b>471,521</b>	<b>-451,903</b>	<b>4%</b>
<b>Preschool</b>				
118.3110 Teaching	7,750	95,025	-87,275	8%
118.3110 Aides	623	31,065	-30,442	2%
118.3110 Benefits	3,162	39,813	-36,651	8%
118.3110 Instructional Services	0	6,064	-6,064	0%
118.3190 Other Professional Ser	0	4,000	-4,000	0%
118.5110 Teaching Supplies and	20	19,390	-19,370	0%
118.5990 Misc. Supplies and Mat	89	5,737	-5,648	2%
118.7410 Other Dues and Fees	0	100	-100	0%
<b>Total Preschool</b>	<b>11,644</b>	<b>201,194</b>	<b>-189,550</b>	<b>6%</b>
<b>Summer School</b>				
119.3190 Summer School	10,866	12,000	-1,134	91%
<b>Total Summer School</b>	<b>10,866</b>	<b>12,000</b>	<b>-1,134</b>	<b>91%</b>
<b>Total Instruction- Basic Programs</b>	<b>97,847</b>	<b>1,497,369</b>	<b>-1,399,522</b>	<b>7%</b>
<b>Instruction- Added Needs</b>				
<b>Special Education</b>				
122.3110 Special Ed Contracted	0	108,000	-108,000	0%
122.3190 Evaluations & IEP/MET	0	6,940	-6,940	0%
<b>Total Special Education</b>	<b>0</b>	<b>114,940</b>	<b>-114,940</b>	<b>0%</b>
<b>Compensatory Education</b>				
125.3110 Teachers/Aides	1,255	48,638	-47,383	3%
125.3110 Benefits	269	15,317	-15,048	2%
125.3190 Afterschool Tutoring	0	13,800	-13,800	0%
125.5110 Teaching Supplies and	0	10,000	-10,000	0%
125.5990 Misc. Supplies and Mat	0	9,150	-9,150	0%
<b>Total Compensatory Education</b>	<b>1,524</b>	<b>96,905</b>	<b>-95,381</b>	<b>2%</b>
<b>Total Instruction- Added Needs</b>	<b>1,524</b>	<b>211,845</b>	<b>-210,321</b>	<b>1%</b>
<b>Support Services- Pupil</b>				
<b>Truency</b>				
211.3130 Pupil Services - Sal	615	29,411	-28,796	2%
211.3131 Pupil Services - Bene	108	7,794	-7,686	1%
<b>Total Truency</b>	<b>723</b>	<b>37,205</b>	<b>-36,482</b>	<b>2%</b>

**Highland Park Public School Academy System**  
**Statement of Revenue and Expenditures- DETAIL**  
**ACTUAL to BUDGET- July 2020 through August 2020**

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Guidance Services</b>				
212.3130 Salary	2,333	90,562	-88,229	3%
212.3130 Benefits	1,333	23,999	-22,666	6%
212.5990 Misc. Supplies and Mat	0	200	-200	0%
<b>Total Guidance Services</b>	3,665	114,761	-111,096	3%
<b>Health Services</b>				
213.3130 Pupil Services	0	48,875	-48,875	0%
213.5990 Misc. Supplies	0	500	-500	0%
<b>Total Health Services</b>	0	49,375	-49,375	0%
<b>Psychological Services</b>				
214.3130 Pupil Services	0	9,000	-9,000	0%
214.5990 Misc. Supplies	0	500	-500	0%
<b>Total Psychological Services</b>	0	9,500	-9,500	0%
<b>Speech Pathology and Audiology</b>				
215.3130 Speech and Language Th	0	64,760	-64,760	0%
<b>Total Speech Pathology and Audiolo...</b>	0	64,760	-64,760	0%
<b>Social Work Services</b>				
216.3130 Pupil Support Services	0	47,250	-47,250	0%
<b>Total Social Work Services</b>	0	47,250	-47,250	0%
<b>Total Support Services- Pupil</b>	4,388	322,851	-318,463	1%
<b>Support Services- Instructional</b>				
<b>Improvement of Instruction</b>				
221.3140 Salary	25,205	149,460	-124,255	17%
221.3140 Benefits	4,021	40,762	-36,741	10%
221.3150 Management Services	0	4,640	-4,640	0%
221.3190 Other Professional Ser	0	2,500	-2,500	0%
221.3220 Workshops and Conferen	101	14,500	-14,399	1%
<b>Total Improvement of Instruction</b>	29,328	211,862	-182,534	14%
<b>Supervision of Instructional</b>				
226.3140 Afterschool Program Co	225	4,226	-4,001	5%
226.3140 Homeless Student Liais	0	13,250	-13,250	0%
226.3140 SE Coordinator (Contra	0	70,416	-70,416	0%
226.3190 Other Professional Ser	0	20,775	-20,775	0%
<b>Total Supervision of Instructional</b>	225	108,667	-108,442	0%
<b>Academic Student Assessment</b>				
227.3450 Copyright Fees	0	3,036	-3,036	0%
<b>Total Academic Student Assessment</b>	0	3,036	-3,036	0%
<b>Total Support Services- Instructional</b>	29,553	323,565	-294,012	9%
<b>Support Services- General Admin</b>				
<b>Board of Education</b>				
231.6420 Capital Non Depre.	8,008			
231.3170 Legal Fees	1,500	22,000	-20,500	7%
231.3180 Audit Fees	0	16,945	-16,945	0%
231.3190 Other Professional Ser	1,400	4,000	-2,600	35%
231.3210 Travel and Expense	0	100	-100	0%
231.3220 Workshops and Conferen	90	5,000	-4,910	2%
231.5990 Misc. Supplies and Mat	22	500	-478	4%
231.7910 Board Meeting Expenses	998	2,400	-1,402	42%
<b>Total Board of Education</b>	12,018	50,945	-38,927	24%

**Highland Park Public School Academy System**  
**Statement of Revenue and Expenditures- DETAIL**  
**ACTUAL to BUDGET- July 2020 through August 2020**

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Executive Administration</b>				
232.3190 Authorizer Oversight F	0	71,259	-71,259	0%
<b>Total Executive Administration</b>	0	71,259	-71,259	0%
<b>Total Support Services- General Admin</b>	12,018	122,204	-110,186	10%
<b>Support Services- School Admin</b>				
<b>Office of the Principal</b>				
241.3140 Salary	33,453	184,710	-151,257	18%
241.3140 Benefits	6,879	48,459	-41,580	14%
241.3190 Other Professional Ser	0	500	-500	0%
241.3210 Travel and Expense	0	500	-500	0%
241.3430 Mail/Postage	300	2,500	-2,200	12%
241.5910 Office Supplies	0	5,000	-5,000	0%
241.5990 Misc. Supplies	38	15,000	-14,962	0%
241.6420 Equipment Non-Deprecia	0	4,000	-4,000	0%
241.7410 Other Dues and Fees	0	350	-350	0%
<b>Total Office of the Principal</b>	40,670	261,019	-220,349	16%
<b>Other School Administration</b>				
249.3190 Other Professional Ser	0	1,000	-1,000	0%
249.5990 Misc. Supplies and Mat	0	2,000	-2,000	0%
249.7410 Other Dues and Fees	0	500	-500	0%
<b>Total Other School Administration</b>	0	3,500	-3,500	0%
<b>Total Support Services- School Admin</b>	40,670	264,519	-223,849	15%
<b>Support Services- Business</b>				
<b>Fiscal Services</b>				
252.3150 Management Services	0	295,964	-295,964	0%
252.3150 School Business Manage	3,834	46,000	-42,166	8%
252.5990 Misc. Supplies and Mat	0	1,500	-1,500	0%
252.7410 Other Dues and Fees	206	500	-294	41%
<b>Total Fiscal Services</b>	4,040	343,964	-339,924	1%
<b>Other Business Services</b>				
259.7210 Interest on Notes and	1,800	6,110	-4,310	29%
<b>Total Other Business Services</b>	1,800	6,110	-4,310	29%
<b>Total Support Services- Business</b>	5,840	350,074	-344,234	2%
<b>Operations &amp; Maintenance</b>				
<b>Operating Buildings Services</b>				
261.3190 Salary	5,464	36,228	-30,764	15%
261.3190 Benefits	2,061	13,815	-11,754	15%
261.3190 Contracted Serv.	0	3,000	-3,000	0%
261.3410 Telephone	571	3,195	-2,624	18%
261.3490 Other Miscellaneous Co	0	10,085	-10,085	0%
261.3830 Water and Sewer	0	70,800	-70,800	0%
261.3840 Waste and Trash Dispos	731	8,400	-7,669	9%
261.3910 Property and Liability	938	10,003	-9,065	9%
261.4110 Maintenance Building	3,535	148,252	-144,717	2%
261.4120 Maintenance Equipment	188	8,500	-8,312	2%
261.4190 Other Repairs and Main	320	0	320	100%
261.4190 HVAC Service Contract	0	25,000	-25,000	0%
261.4190 Boiler Contract	954	6,000	-5,046	16%
261.4190 Contracted - Repairs	0	8,000	-8,000	0%
261.4190 Contracted - Inspec	0	9,200	-9,200	0%
261.4210 Rentals - Building	0	109,714	-109,714	0%
261.4220 Rental - Equipment	2,420	22,370	-19,950	11%
261.4290 Other Rentals	0	500	-500	0%
261.5510 Natural Gas	-267	28,000	-28,267	-1%
261.5520 Electricity	3,211	40,000	-36,789	8%
261.5990 Misc. Supplies	0	64,834	-64,834	0%

**Highland Park Public School Academy System**  
**Statement of Revenue and Expenditures- DETAIL**  
**ACTUAL to BUDGET- July 2020 through August 2020**

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
261.6420 Equipment Non-Depr.	0	1,500	-1,500	0%
261.7410 Other Dues and Fees	0	2,500	-2,500	0%
<b>Total Operating Buildings Services</b>	<b>20,127</b>	<b>629,896</b>	<b>-609,769</b>	<b>3%</b>
<b>Security Services</b>				
266.3190 Other Professional Ser	4,948	5,000	-53	99%
266.3190 Security Monitor	0	6,000	-6,000	0%
266.4190 Other Repairs & Main.	0	1,500	-1,500	0%
<b>Total Security Services</b>	<b>4,948</b>	<b>12,500</b>	<b>-7,553</b>	<b>40%</b>
<b>Total Operations &amp; Maintenance</b>	<b>25,074</b>	<b>642,396</b>	<b>-617,322</b>	<b>4%</b>
<b>Pupil Transportation Services</b>				
<b>Transportation</b>				
271.3310 Pupil Trans Fieldtrip	0	4,800	-4,800	0%
271.3310 Pupil Trans (Athletic)	0	7,000	-7,000	0%
271.3310 Pupil Transportation	0	153,150	-153,150	0%
<b>Total Transportation</b>	<b>0</b>	<b>164,950</b>	<b>-164,950</b>	<b>0%</b>
<b>Total Pupil Transportation Services</b>	<b>0</b>	<b>164,950</b>	<b>-164,950</b>	<b>0%</b>
<b>Support Services- Central</b>				
<b>Communication</b>				
282.3190 Other Professional Ser	0	500	-500	0%
282.3430 Mail/Postage	174	500	-326	35%
282.3510 Advertisement	200	25,000	-24,800	1%
282.3610 Printing and Binding	144	2,000	-1,856	7%
282.5990 Misc. Supplies	756	1,000	-244	76%
<b>Total Communication</b>	<b>1,274</b>	<b>29,000</b>	<b>-27,726</b>	<b>4%</b>
<b>Staff/Personnel Services</b>				
283.3190 Salary/Benefits	972	20,000	-19,028	5%
283.3210 Travel and Expenses	0	1,050	-1,050	0%
283.3220 Workshops and Conferen	0	1,850	-1,850	0%
283.7910 Staff Retention	334	8,000	-7,666	4%
<b>Total Staff/Personnel Services</b>	<b>1,305</b>	<b>30,900</b>	<b>-29,595</b>	<b>4%</b>
<b>Non-Instructional Technology</b>				
284.3190 Other Professional Ser	450	76,850	-76,400	1%
284.3450 Copyright Fees	5,669	12,000	-6,331	47%
284.5990 Misc. Supplies	0	2,000	-2,000	0%
284.6410 Equipment Depreciable	0	7,650	-7,650	0%
284.6420 Equipment Non-Deprecia	1,076	0	1,076	100%
<b>Total Non-Instructional Technology</b>	<b>7,195</b>	<b>98,500</b>	<b>-91,305</b>	<b>7%</b>
<b>Total Support Services- Central</b>	<b>9,775</b>	<b>158,400</b>	<b>-148,625</b>	<b>6%</b>
<b>Support Services- Other</b>				
<b>Athletic Activities</b>				
293.3190 Other Prof - Coaches	0	10,000	-10,000	0%
293.3190 Other Prof - Benefit	0	1,500	-1,500	0%
293.3190 Other Professional Ser	0	1,500	-1,500	0%
293.5990 Miscellaneous Supplies	0	1,000	-1,000	0%
293.7410 Other Dues and Fees	0	3,500	-3,500	0%
<b>Total Athletic Activities</b>	<b>0</b>	<b>17,500</b>	<b>-17,500</b>	<b>0%</b>
<b>Total Support Services- Other</b>	<b>0</b>	<b>17,500</b>	<b>-17,500</b>	<b>0%</b>

Highland Park Public School Academy System  
**Statement of Revenue and Expenditures- DETAIL**  
 ACTUAL to BUDGET- July 2020 through August 2020

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Community Services</b>				
<b>Community Activities</b>				
331.3190 Professional Services	0	15,152	-15,152	0%
331.3190 Other Professional and	0	2,000	-2,000	0%
331.5990 Miscellaneous Supplies	0	5,750	-5,750	0%
<b>Total Community Activities</b>	<u>0</u>	<u>22,902</u>	<u>-22,902</u>	<u>0%</u>
<b>Total Community Services</b>	0	22,902	-22,902	0%
<b>Acquisition, Construc &amp; Improve</b>				
<b>Building Improvements Services</b>				
452.6310 Building Improvements	0	18,000	-18,000	0%
<b>Total Building Improvements Services</b>	<u>0</u>	<u>18,000</u>	<u>-18,000</u>	<u>0%</u>
<b>Total Acquisition, Construc &amp; Improve</b>	0	18,000	-18,000	0%
<b>Total Expense</b>	<u>226,689</u>	<u>4,116,575</u>	<u>-3,889,886</u>	<u>6%</u>
<b>Net Income</b>	<u><u>127,419</u></u>	<u><u>-60,703</u></u>	<u><u>188,122</u></u>	<u><u>-210%</u></u>



Monthly Cash Flow Statement  
 Highland Park Public School Academy System- FY21  
 Actual as of August 2020

	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
<b>Opening Cash Balance</b>	\$ 544,968	\$ 548,573	\$ 920,956	\$ 940,283	\$ 868,457	\$ 836,631
<b>Receipts</b>						
Loan Proceeds			300,000			
Collection of State Aid	261,998	203,718		249,349	249,349	249,349
Collection of other Grants	23,440	372,741		20,667	60,667	60,667
Proceeds from Loans & Interest						
Other Revenue and Receipts		39,029	8,346	8,346	8,346	8,346
<b>TOTAL RECEIPTS</b>	285,438	615,488	308,346	278,362	318,362	318,362
<b>TOTAL AVAILABLE FUNDS</b>	\$ 830,406	\$ 1,164,061	\$ 1,229,302	\$ 1,218,645	\$ 1,186,819	\$ 1,154,993
<b>Disbursements</b>						
Auto Deduct Authorizer Fees	7,860	7,995		6,478	6,478	6,478
Auto Deduct SAN (Principal/Interest)	27,810	27,810		27,785	27,785	27,785
Salaries and Benefits	101,542	89,172	150,000	150,000	150,000	150,000
Services, Supplies, and Material	116,077	95,331	139,019	139,019	139,019	139,019
Management Fees	28,544	22,797		26,906	26,906	26,906
<b>TOAL DISBURSEMENTS</b>	<b>281,834</b>	<b>243,105</b>	<b>289,019</b>	<b>350,188</b>	<b>350,188</b>	<b>350,188</b>
<b>Closing Cash Balance</b>	\$ 548,573	\$ 920,956	\$ 940,283	\$ 868,457	\$ 836,631	\$ 804,805

	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>
<b>Opening Cash Balance</b>	\$ 804,805	\$ 772,979	\$ 741,154	\$ 709,328	\$ 677,502	\$ 645,676
<b>Receipts</b>						
Loan Proceeds						
Collection of State Aid	249,349	249,349	249,349	249,349	249,349	249,349
Collection of other Grants	60,667	60,667	60,667	60,667	60,667	60,667
Proceeds from Loans & Interest						
Other Revenue and Receipts	8,346	8,346	8,346	8,346	8,346	8,346
<b>TOTAL RECEIPTS</b>	318,362	318,362	318,362	318,362	318,362	318,362
<b>TOTAL AVAILABLE FUNDS</b>	\$ 1,123,167	\$ 1,091,341	\$ 1,059,515	\$ 1,027,690	\$ 995,864	\$ 964,038
<b>Disbursements</b>						
Auto Deduct Authorizer Fees	6,478	6,478	6,478	6,478	6,478	6,478
Auto Deduct SAN (Principal/Interest)	27,785	27,785	27,785	27,785	27,785	27,785
Salaries and Benefits	150,000	150,000	150,000	150,000	150,000	150,000
Services, Supplies, and Material	139,019	139,019	139,019	139,019	139,019	139,019
Management Fees	26,906	26,906	26,906	26,906	26,906	26,906
<b>TOAL DISBURSEMENTS</b>	<b>350,188</b>	<b>350,188</b>	<b>350,188</b>	<b>350,188</b>	<b>350,188</b>	<b>350,188</b>
<b>Closing Cash Balance</b>	\$ 772,979	\$ 741,154	\$ 709,328	\$ 677,502	\$ 645,676	\$ 613,850

**Highland Park Public School Academy System**

**Check Detail**

August 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>204703</b>	<b>08/05/2020</b>	<b>Accelerate Learning</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-892.50</b>
Bill	64925.1	08/05/2020	State:At-Risk 306x:FY21 At-Risk:112 Supplie...	112.5110 Teaching Supplies and	-892.50	892.50
TOTAL					-892.50	892.50
<b>Bill Pmt -Check</b>	<b>204704</b>	<b>08/05/2020</b>	<b>Allstar Alarm LLC</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-4,360.00</b>
Bill	285864	08/05/2020	State:Unrestricted 101x:FY21	266.3190 Other Professional Ser	-1,985.50	1,985.50
Bill	286091	08/05/2020	State:Unrestricted 101x:FY21	266.3190 Other Professional Ser	-389.00	389.00
Bill	288204	08/05/2020	State:Unrestricted 101x:FY21	266.3190 Other Professional Ser	-1,985.50	1,985.50
TOTAL					-4,360.00	4,360.00
<b>Bill Pmt -Check</b>	<b>204705</b>	<b>08/05/2020</b>	<b>City of Highland Park</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-10,965.76</b>
Bill	4/5/2020 - 6/4/2020	06/30/2020	State:Unrestricted 101x:FY20	261.3830 Water and Sewer	-10,965.76	10,965.76
TOTAL					-10,965.76	10,965.76
<b>Bill Pmt -Check</b>	<b>204706</b>	<b>08/05/2020</b>	<b>Detroit Elevator Company</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-188.00</b>
Bill	188458	08/05/2020	State:Unrestricted 101x:FY21	261.4120 Maintenance Equipment	-188.00	188.00
TOTAL					-188.00	188.00
<b>Bill Pmt -Check</b>	<b>204707</b>	<b>08/05/2020</b>	<b>Le Shaun Burgess</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-4,049.99</b>
Bill	1013	08/05/2020	State:Unrestricted 101x:FY21	252.3150 School Business Manage	-3,834.00	3,834.00
Bill	Reimbursement	08/05/2020	State:Unrestricted 101x:FY21	284.6420 Equipment Non-Deprecia	-215.99	215.99
TOTAL					-4,049.99	4,049.99
<b>Bill Pmt -Check</b>	<b>204708</b>	<b>08/05/2020</b>	<b>Pitney Bowes Global Financial Svcs LLC</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-173.85</b>
Bill	3311560622	08/05/2020	State:Unrestricted 101x:FY21	282.3430 Mail/Postage	-173.85	173.85
TOTAL					-173.85	173.85
<b>Bill Pmt -Check</b>	<b>204709</b>	<b>08/05/2020</b>	<b>Superior Employment Services</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-2,025.00</b>
Bill	BPA-24	08/05/2020	State:Summer Reading Program 314x:FY21 ...	119.5990 Misc. Supplies and Mat	-675.00	675.00
			State:Summer Reading Program 314x:FY21 ...	119.5990 Misc. Supplies and Mat	-675.00	675.00
			State:Summer Reading Program 314x:FY21 ...	119.5990 Misc. Supplies and Mat	-675.00	675.00
TOTAL					-2,025.00	2,025.00
<b>Bill Pmt -Check</b>	<b>204710</b>	<b>08/05/2020</b>	<b>Presidio</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-2,808.00</b>
Bill	6013520010049	06/18/2020	State:Unrestricted 101x:FY20	284.3450 Copyright Fees	-2,160.00	2,160.00
Bill	6013520009104-R	06/18/2020	State:Unrestricted 101x:FY20	284.3450 Copyright Fees	-648.00	648.00
TOTAL					-2,808.00	2,808.00
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/07/2020</b>	<b>Amazon Smile</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-19.98</b>
Bill	DB	08/07/2020	State:Unrestricted 101x:FY21	118.5110 Teaching Supplies and	-19.98	19.98
TOTAL					-19.98	19.98
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/11/2020</b>	<b>Early Childhood STEM Conference</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-101.09</b>
Bill	DB	08/11/2020	State:Unrestricted 101x:FY21	221.3220 Workshops and Conferen	-101.09	101.09
TOTAL					-101.09	101.09
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/11/2020</b>	<b>Adobe Sign for Small Business</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-755.64</b>
Bill	DB	08/11/2020	State:Unrestricted 101x:FY21	282.5990 Misc. Supplies	-755.64	755.64
TOTAL					-755.64	755.64
<b>Bill Pmt -Check</b>	<b>204711</b>	<b>08/13/2020</b>	<b>Antonio King</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-200.00</b>
Bill	07241	08/13/2020	State:Unrestricted 101x:FY21	282.3510 Advertisement	-200.00	200.00
TOTAL					-200.00	200.00
<b>Bill Pmt -Check</b>	<b>204712</b>	<b>08/13/2020</b>	<b>CleanNet USA</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-3,535.00</b>
Bill	DET0088361	08/13/2020	State:Unrestricted 101x:FY21	261.4110 Maintenance Building	-3,535.00	11,783.44
TOTAL					-3,535.00	11,783.44



**Highland Park Public School Academy System**

**Check Detail**

August 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>204713</b>	<b>08/13/2020</b>	<b>GPS Educational Services</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-39,299.81</b>
Bill	20.0515.03	06/30/2020	Special Education:State:SE Obligation/SE Rei...	226.3140 SE Coordinator (Contra	-1,092.97	2,555.00
			Special Education:State:SE Obligation/SE Rei...	216.3130 Pupil Support Services	-1,258.91	2,942.92
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-2,710.90	6,337.17
			Special Education:State:SE Obligation/SE Rei...	215.3130 Speech and Language Th	-1,527.17	3,570.00
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-643.81	1,505.00
			Special Education:State:SE Obligation/SE Rei...	213.3130 Pupil Services	-39.48	92.30
Bill	20.0529.05	06/30/2020	Special Education:State:SE Obligation/SE Rei...	226.3140 SE Coordinator (Contra	-2,730.00	2,730.00
			Special Education:State:SE Obligation/SE Rei...	216.3130 Pupil Support Services	-2,159.92	2,159.92
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-5,806.50	5,806.50
			Special Education:State:SE Obligation/SE Rei...	215.3130 Speech and Language Th	-3,132.50	3,132.50
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-1,400.00	1,400.00
			Special Education:State:SE Obligation/SE Rei...	213.3130 Pupil Services	-70.85	70.85
Bill	20.0615.03	06/30/2020	Special Education:State:SE Obligation/SE Rei...	226.3140 SE Coordinator (Contra	-2,590.00	2,590.00
			Special Education:State:SE Obligation/SE Rei...	216.3130 Pupil Support Services	-2,465.00	2,465.00
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-7,097.65	7,097.65
			Special Education:State:SE Obligation/SE Rei...	215.3130 Speech and Language Th	-3,313.10	3,313.10
			Special Education:State:SE Obligation/SE Rei...	122.3110 Special Ed Contracted	-1,120.00	1,120.00
			Special Education:State:SE Obligation/SE Rei...	213.3130 Pupil Services	-141.05	141.05
<b>TOTAL</b>					<b>-39,299.81</b>	<b>49,028.96</b>
<b>Bill Pmt -Check</b>	<b>204714</b>	<b>08/13/2020</b>	<b>Latonia Coleman</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-700.00</b>
Bill	4650	08/13/2020	State:Unrestricted 101x:FY21	231.3190 Other Professional Ser	-700.00	700.00
<b>TOTAL</b>					<b>-700.00</b>	<b>700.00</b>
<b>Bill Pmt -Check</b>	<b>204715</b>	<b>08/13/2020</b>	<b>The Home Depot Pro</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-126.11</b>
Bill	565845799	08/13/2020	State:Unrestricted 101x	261.4190 Other Repairs and Main	-126.11	126.11
<b>TOTAL</b>					<b>-126.11</b>	<b>126.11</b>
<b>Check</b>	<b>ACH</b>	<b>08/13/2020</b>	<b>Axios (Payroll)</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-39,237.91</b>
			State:Unrestricted 101x:FY21	111.3110 Teaching	-3,854.16	3,854.16
			State:Unrestricted 101x:FY21	111.3110 Benefits	-667.79	667.79
			State:Unrestricted 101x:FY21	112.3110 Teaching	-5,977.70	5,977.70
			State:Unrestricted 101x:FY21	112.3110 Benefits	-1,257.41	1,257.41
			State:Unrestricted 101x:FY21	125.3110 Teachers/Aides	-83.33	83.33
			State:Unrestricted 101x:FY21	125.3110 Benefits	-21.89	21.89
			State:Unrestricted 101x:FY21	125.3110 Benefits	-29.96	29.96
			State:Unrestricted 101x:FY21	125.3110 Benefits	-0.03	0.03
			State:GSRP 340x:FY20 GSRP:118 Aides	118.3110 Aides	-166.66	166.66
			State:GSRP 340x:FY20 GSRP:118 Benefits	118.3110 Benefits	-185.78	185.78
			State:GSRP 340x:FY20 GSRP:118 Lead Tea...	118.3110 Teaching	-3,875.00	3,875.00
			State:GSRP 340x:FY20 GSRP:118 Benefits	118.3110 Benefits	-1,385.95	1,385.95
			State:Unrestricted 101x:FY21	211.3130 Pupil Services - Sal	-83.33	83.33
			State:Unrestricted 101x:FY21	211.3131 Pupil Services - Bene	-51.28	51.28
			State:Unrestricted 101x:FY21	212.3130 Salary	-1,149.23	1,149.23
			State:Unrestricted 101x:FY21	212.3130 Benefits	-531.61	531.61
			State:Unrestricted 101x:FY21	212.3130 Benefits	-29.96	29.96
			Federal:Title I 601x:FY21 Title I:221 Data Coa...	221.3140 Salary	-957.51	957.51
			Federal:Title I 601x:FY21 Title I:221 Data Coa...	221.3140 Benefits	-145.88	145.88
			State:Unrestricted 101x:FY21	221.3140 Benefits	-9.99	9.99
			Federal:Title I 601x:FY21 Title I	221.3140 Salary	-3,087.48	3,087.48
			Federal:Title I 601x:FY21 Title I	221.3140 Benefits	-277.10	277.10
			State:Unrestricted 101x:FY21	221.3140 Benefits	-29.96	29.96
			Federal:Title II 764x:FY21 Title II	221.3140 Salary	-2,314.58	2,314.58
			Federal:Title II 764x:FY21 Title II	221.3140 Benefits	-523.85	523.85
			State:Unrestricted 101x:FY21	221.3140 Benefits	-29.38	29.38
			Federal:Title II 764x:FY21 Title II	221.3140 Salary	-45.82	45.82
			Federal:Title II 764x:FY21 Title II	221.3140 Benefits	-10.37	10.37
			State:Unrestricted 101x:FY21	221.3140 Benefits	-0.58	0.58
			State:Unrestricted 101x:FY21	241.3140 Salary	-8,589.96	8,589.96
			State:Unrestricted 101x:FY21	241.3140 Benefits	-1,767.72	1,767.72
			State:Unrestricted 101x:FY21	261.3190 Salary	-1,532.57	1,532.57
			State:Unrestricted 101x:FY21	261.3190 Benefits	-564.09	564.09
<b>TOTAL</b>					<b>-39,237.91</b>	<b>39,237.91</b>
<b>Bill Pmt -Check</b>	<b>204716</b>	<b>08/14/2020</b>	<b>Lewis &amp; Munday</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-1,500.00</b>
Bill	Retainer Fee	08/14/2020	State:Unrestricted 101x	231.3170 Legal Fees	-1,500.00	1,500.00
<b>TOTAL</b>					<b>-1,500.00</b>	<b>1,500.00</b>
<b>Bill Pmt -Check</b>	<b>204719</b>	<b>08/17/2020</b>	<b>State of Michigan (SAN)</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-100.00</b>
Bill	FY21 State Aid Note	08/17/2020	State:Unrestricted 101x:FY21	252.7410 Other Dues and Fees	-100.00	100.00
<b>TOTAL</b>					<b>-100.00</b>	<b>100.00</b>

**Highland Park Public School Academy System**

**Check Detail**

August 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Check</b>	<b>w/d</b>	<b>08/17/2020</b>	<b>Citizens Bank</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-44.88</b>
			State:Unrestricted 101x:FY21	252.7410 Other Dues and Fees	-44.88	44.88
TOTAL					-44.88	44.88
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/17/2020</b>	<b>Best Buy</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-8,007.86</b>
Bill	DB	08/17/2020	State:Unrestricted 101x:FY21	231.6420 Capital Non Depre.	-6,719.93	6,719.93
			State:Unrestricted 101x:FY21	231.6420 Capital Non Depre.	-1,287.93	1,287.93
TOTAL					-8,007.86	8,007.86
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>08/18/2020</b>	<b>Konica Minolta Premier Finance</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-1,210.00</b>
Bill	EFT	08/18/2020	State:Unrestricted 101x:FY21	261.4220 Rental - Equipment	-1,210.00	1,210.00
TOTAL					-1,210.00	1,210.00
<b>Bill Pmt -Check</b>	<b>204721</b>	<b>08/19/2020</b>	<b>Rose Pest Solutions</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-97.00</b>
Bill	10594408	08/20/2020	State:Unrestricted 101x:FY21	261.4190 Other Repairs and Main	-97.00	97.00
TOTAL					-97.00	97.00
<b>Bill Pmt -Check</b>	<b>Intercept</b>	<b>08/21/2020</b>	<b>Wayne RESA</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-1,318.20</b>
General Journal	25	06/30/2020	Wayne RESA	402.0000 Accounts Payable	-1,318.20	-2,636.38
TOTAL					-1,318.20	-2,636.38
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/21/2020</b>	<b>Amazon Marketplace</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-37.80</b>
Bill	DB	08/21/2020	State:Unrestricted 101x:FY21	241.5990 Misc. Supplies	-37.80	37.80
TOTAL					-37.80	37.80
<b>Bill Pmt -Check</b>	<b>Intercept</b>	<b>08/24/2020</b>	<b>Michigan Financing Authority (MFA)</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-27,810.01</b>
Bill	08-2020	08/22/2020	State:Unrestricted 101x	259.7210 Interest on Notes and	-940.44	940.44
			State:Unrestricted 101x	407.0000 Short-term Loan	-26,869.57	26,869.57
TOTAL					-27,810.01	27,810.01
<b>Check</b>	<b>Intercept</b>	<b>08/24/2020</b>	<b>Highland Park School District</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-5,995.98</b>
			State:Unrestricted 101x:FY20	461 Authorizer Fees	-6,111.55	6,111.55
			State:Unrestricted 101x:FY20	461 Authorizer Fees	115.57	-115.57
TOTAL					-5,995.98	5,995.98
<b>Check</b>	<b>Intercept</b>	<b>08/24/2020</b>	<b>Highland Park School District (Lease)</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-7,994.64</b>
			State:Unrestricted 101x	461 Lease Payable	-8,148.73	8,148.73
			State:Unrestricted 101x	461 Lease Payable	154.09	-154.09
TOTAL					-7,994.64	7,994.64
<b>Check</b>	<b>Intercept</b>	<b>08/25/2020</b>	<b>Highland Park School District</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-3,829.77</b>
			State:Unrestricted 101x:FY20	141 Authorizer	-3,829.77	3,829.77
TOTAL					-3,829.77	3,829.77
<b>Bill Pmt -Check</b>	<b>DB</b>	<b>08/26/2020</b>	<b>Central Park Deli - Southfield</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-333.53</b>
Bill	DB	08/26/2020	State:Unrestricted 101x:FY21	283.7910 Staff Retention	-333.53	333.53
TOTAL					-333.53	333.53
<b>Bill Pmt -Check</b>	<b>204722</b>	<b>08/27/2020</b>	<b>DTE Energy</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-1,678.69</b>
Bill	7/15/20-8/13/20	08/27/2020	State:Unrestricted 101x:FY21	261.5510 Natural Gas	-37.48	37.48
			State:Unrestricted 101x:FY21	261.5520 Electricity	-1,641.21	1,641.21
TOTAL					-1,678.69	1,678.69

**Highland Park Public School Academy System**

**Check Detail**

August 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>204723</b>	<b>08/27/2020</b>	<b>Konica Minolta Business Solutions</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-51.35</b>
Bill	9007026449	08/27/2020	State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-0.02	0.02
			State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-0.01	0.01
			State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-0.31	0.31
			State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-0.25	0.25
			State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-27.92	27.92
			State:Unrestricted 101x:FY21	282.3610 Printing and Binding	-22.84	22.84
TOTAL					-51.35	51.35
<b>Bill Pmt -Check</b>	<b>204724</b>	<b>08/27/2020</b>	<b>Matrix Mechanical LLC</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-477.00</b>
Bill	BPA AUG2020	08/27/2020	State:Unrestricted 101x:FY21	261.4190 Boiler Contract	-477.00	477.00
TOTAL					-477.00	477.00
<b>Bill Pmt -Check</b>	<b>204725</b>	<b>08/27/2020</b>	<b>Michigan Association of School Boards</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-90.00</b>
Bill	23093	08/27/2020	State:Unrestricted 101x:FY21	231.3220 Workshops and Conferen	-90.00	90.00
TOTAL					-90.00	90.00
<b>Bill Pmt -Check</b>	<b>204726</b>	<b>08/27/2020</b>	<b>UTS</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-358.00</b>
Bill	INV-7449	08/27/2020	State:Unrestricted 101x:FY21	261.3410 Telephone	-213.00	213.00
Bill	INV-7502	08/27/2020	State:Unrestricted 101x:FY21	261.3410 Telephone	-145.00	145.00
TOTAL					-358.00	358.00
<b>Check</b>	<b>ACH</b>	<b>08/28/2020</b>	<b>Axios (Payroll)</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-49,934.05</b>
			State:Unrestricted 101x:FY21	111.3110 Teaching	-9,362.79	9,362.79
			State:Unrestricted 101x:FY21	111.3110 Benefits	-1,401.05	1,401.05
			State:Unrestricted 101x:FY21	112.3110 Teaching	-9,178.24	9,178.24
			State:Unrestricted 101x:FY21	112.3110 Benefits	-2,311.76	2,311.76
			State:Unrestricted 101x:FY21	125.3110 Teachers/Aides	-972.83	972.83
			State:Unrestricted 101x:FY21	125.3110 Benefits	-95.94	95.94
			State:Unrestricted 101x:FY21	125.3110 Benefits	-59.92	59.92
			State:GSRP 340x:FY20 GSRP:118 Aides	118.3110 Aides	-456.66	456.66
			State:GSRP 340x:FY20 GSRP:118 Benefits	118.3110 Benefits	-198.74	198.74
			State:GSRP 340x:FY20 GSRP:118 Lead Tea...	118.3110 Teaching	-3,875.00	3,875.00
			State:GSRP 340x:FY20 GSRP:118 Benefits	118.3110 Benefits	-1,391.42	1,391.42
			State:Unrestricted 101x:FY21	211.3131 Pupil Services - Bene	29.44	-29.44
			State:Unrestricted 101x:FY21	212.3130 Salary	-672.00	672.00
			State:Unrestricted 101x:FY21	212.3130 Benefits	-494.71	494.71
			State:Unrestricted 101x:FY21	212.3130 Benefits	-29.96	29.96
			Federal:Title I 601x:FY21 Title I	221.3140 Salary	-957.51	957.51
			Federal:Title I 601x:FY21 Title I	221.3140 Benefits	-147.24	147.24
			State:Unrestricted 101x:FY21	221.3140 Benefits	-9.99	9.99
			Federal:Title I 601x:FY21 Title I	221.3140 Salary	-3,029.16	3,029.16
			Federal:Title I 601x:FY21 Title I	221.3140 Benefits	-276.75	276.75
			State:Unrestricted 101x:FY21	221.3140 Benefits	-29.96	29.96
			Federal:Title II 764x:FY21 Title II	221.3140 Salary	-2,314.58	2,314.58
			Federal:Title II 764x:FY21 Title II	221.3140 Benefits	-531.09	531.09
			State:Unrestricted 101x:FY21	221.3140 Benefits	-29.96	29.96
			State:Unrestricted 101x:FY21	241.3140 Salary	-8,363.48	8,363.48
			State:Unrestricted 101x:FY21	241.3140 Benefits	-1,758.33	1,758.33
			State:Unrestricted 101x:FY21	261.3190 Salary	-1,454.45	1,454.45
			State:Unrestricted 101x:FY21	261.3190 Benefits	-559.97	559.97
TOTAL					-49,934.05	49,934.05
<b>Check</b>	<b>204720</b>	<b>08/31/2020</b>	<b>Promise Schools</b>	<b>101.0000 Cash Board (Citizens)</b>		<b>-22,797.17</b>
			State:Unrestricted 101x:FY20	461 ESP Fees	-22,797.17	22,797.17
TOTAL					-22,797.17	22,797.17

September 25, 2020 ~5:30PM  
Barber Preparatory Academy (Virtual)

**Principal's Report**

**NWEA Testing**

Testing will begin for scholars on September 25th and will end on October 22nd. Scholars who have technology will be tested via remotely.

Scholars without technology will be invited to participate in-person with a maximum of 10 scholars per classroom.

**Teacher of Record**

The current staff in the classrooms have the appropriate credentials to be teaching (daily sub permit or year-long permit). At this point, they are to complete the two-way interactions even though they are not a traditionally certified teacher.

**Re-Enrollment Numbers as of 9.17.20**

Grand Total of Scholars Returning and New Scholars for 20-21 SY			
Grade	Re Enrollment	New Scholars	Total
Kinder	21	8	29
1st	33		39
2nd	41	1	42
3rd	30	6	36
4th	31	6	37
5th	32	4	36
6th	25	4	29
7th	18	2	20
8th	29	3	32
<b>Grand Total of all Scholars for 20-21 SY</b>			
	<b>260</b>	<b>40</b>	<b>300</b>

We have had 94% of BPA scholars participating in remote learning or 2 way interactions with staff.

**BARBER PREPARATORY ACADEMY  
BOARD OF DIRECTORS MEETING**

We have a team visiting the homes of the 18 scholars who have not been engaged since the start of school. We will report out the results at the board meeting.

**Technology Update As of 9.17.20**

Through the efforts of Board President Mr. Patton and Tara Dari, we are expecting that 150 Chromebooks from Global Solutions Group could be here as early as Monday. 9.21.20.

Once we receive the chromebooks, we have created a distribution plan with Simple Computers and the BPA team to have the devices to families within a 2 day turnaround.

**Hotspots: Xfinity Internet Essentials** is offering a Sponsored Service which will allow schools to pay for internet services at \$9.95/month/family for a minimum of 25 families at a minimum of 6 months. The schools will receive codes to give families who are in need of service, and the schools will only be billed for the codes that are used. We are partnering with Comcast to provide this service to our families.

- Currently five(5) families have been identified and contacted to partner with Xfinity.
- Flyers were posted on the website and shared with families regarding free internet connectivity.

**Technology** continues to be a problem at the building on a consistent basis. The internet drops on numerous occasions throughout the day, causing numerous delays in our day to day operations. We have noticed when there are more than 7 people in the building working on the internet, the system is very erratic and unstable. This has been the pattern since August, with no resolve.

**Food Distribution: Keys Academies**

- Week of September 8th - 36 meals were distributed
- Week of September 14th- 32 meals were distributed

We will be following the Michigan Dept of Education Office of Health and Nutrition Services	Virtual Remote Learning	In-Person Learning
Meals	Scholars will be provided Lunch and breakfast for pick-up distribution on	Pre-packaged meals delivered to various locations by lunch staff

# BARBER PREPARATORY ACADEMY BOARD OF DIRECTORS MEETING

	Monday and Thursday	
Locations	At Home	50% capacity Cafeteria,gym,unused/used classrooms,

**Gleaners:** We have solidified our partnership with Gleaners for the 20-21SY. Our site has been scheduled on **FRIDAYS** at 1:00PM on **ORANGE** weeks. **October 16th At 1pm is the kickoff date.**

## Gleaners School & Senior Food Mobile Schedule

### October 2020

Su	Mo	Tu	We	Th	Fr	Sa
				<del>1</del>	<del>2</del>	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December 2020

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					<del>1</del>	24
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### February 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### March 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May 2021

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### June 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### July 2021

	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

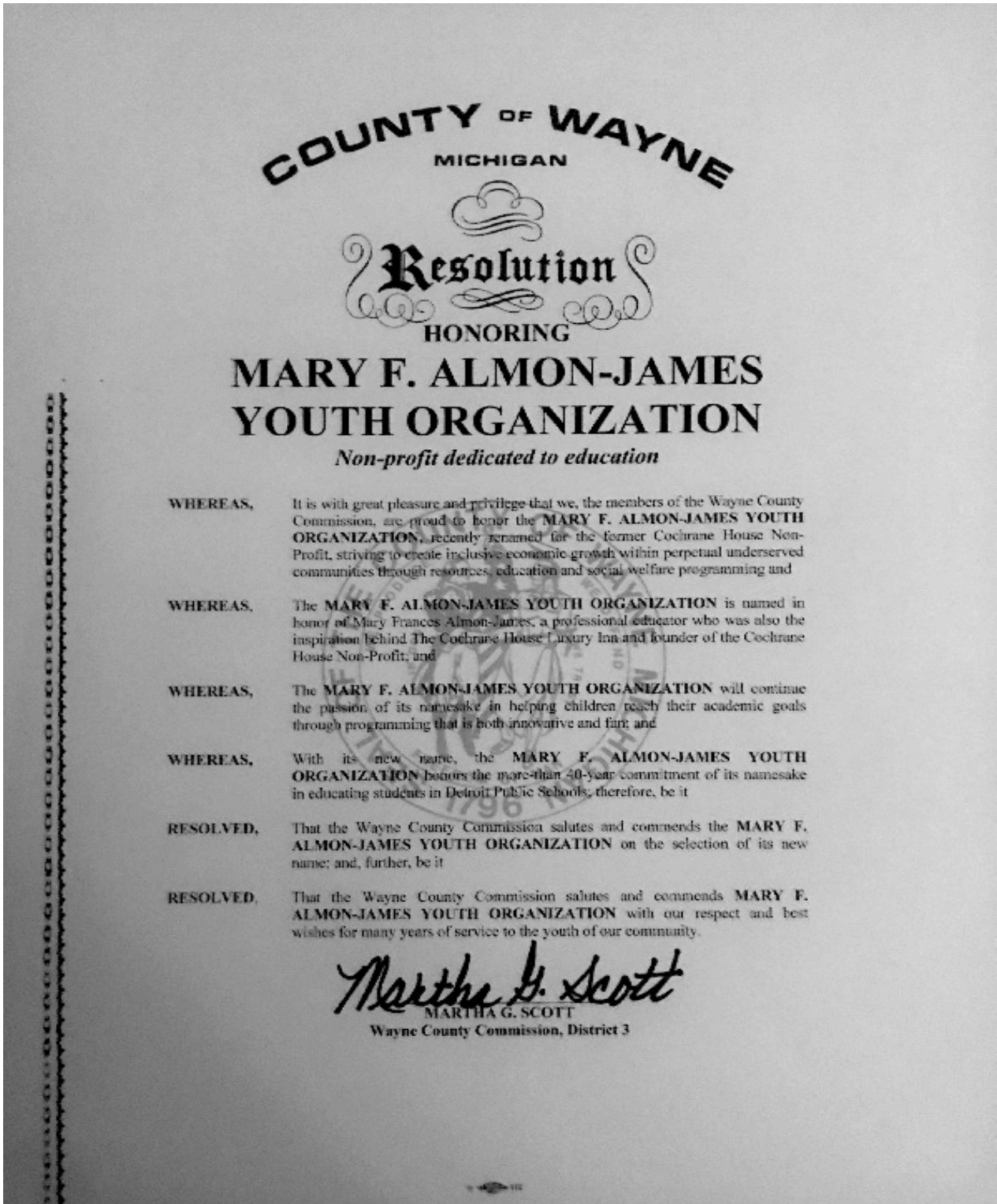
### September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BARBER PREPARATORY ACADEMY  
BOARD OF DIRECTORS MEETING



MARY F. ALMON - JAMES  
YOUTH ORGANIZATION







MARY F. ALMON - JAMES  
YOUTH ORGANIZATION

DETROIT CITY COUNCIL

*Testimonial Resolution*

**MARY FRANCES ALMON-JAMES**

**WHEREAS,** Mary Frances Almon-James was born in Tallapoosa, Georgia on September 17, 1951, to the late Deacon James Roosevelt Almon Sr. and Mary Magdalene Almon. They moved north in 1955 and resided in Highland Park, Michigan. She attended Highland Park Public Schools and furthered her education by obtaining the following degrees: Bachelors of Science in Secondary Education from Wayne State University, Masters of Arts in Educational Leadership, and an Ed Specialist Degree from Marygrove College; **and**

**WHEREAS,** Mary James had a very accomplished resume, working for the Detroit Public School System for 25 years with a very thriving career; implementing the very first Jostens mathematics technology lab in the Detroit Public School System and being known throughout the district to achieve remarkable improvements in student achievement. These achievements were shown time and time again as she shared her talents as a curriculum leader and department head within other DPS schools. Mary was also a long serving administrator in DPS, and previously served as a board member of OSAS; **and**

**WHEREAS,** After accomplishing these achievements, Mary decided to retire from Detroit Public Schools in 2005. She took this time to focus on the first and biggest entrepreneurial success of her life: EduTech Tutorial Services. EduTech Tutorial Services served low income, at-risk, youth, where she was innovative in creating fool-proof curriculums to improve Detroit students standardized test scores. For the 12 years that the company was in operation, it expanded from Michigan to Georgia and Mississippi. She was committed in finding innovative programs to make learning fun and memorable for children, even becoming a certified Cognitive Therapy Specialist to train children diagnosed with the ADD and ADHD diagnosis. EduTech Tutorial Services gave Mary the opportunity to touch many lives, hire Detroit residents, mentor young entrepreneurs, touch her community, support families and charitable causes to better the lives of over 12,000 children between 3 different states; **and**

**WHEREAS,** Mary also went on to successfully run other businesses along with mentoring and helping young entrepreneurs start and/or grow their own businesses. Mary was the biggest consultant and sponsor for her daughters' business; The Cochrane House Luxury Historic Inn. She was key in helping them grow and develop into successful entrepreneurs; guiding her oldest daughter to accomplishing her goal of being an attorney, and developing her youngest daughter into a serial entrepreneur. Mary left a legacy in life through her children that cannot be duplicated or replicated. Her job is complete, and the Lord has said, "Job well done." **NOW, THEREFORE BE IT**

**RESOLVED,** That the **DETROIT CITY COUNCIL**, and office of **COUNCIL PRESIDENT PRO TEMPORE MARY SHEFFIELD**, wishes to take this opportunity to honor and recognize **MARY FRANCES ALMON-JAMES** for her remarkable work in her community and in the City of Detroit.

*Mary Sheffield*  
COUNCIL PRESIDENT PRO TEMPORE

*Josie L. Ayers*  
COUNCIL MEMBER

*Scott*  
COUNCIL MEMBER

*Raquel Castañeda-López*  
COUNCIL MEMBER

*Brenda Jones*  
COUNCIL PRESIDENT


*Yabey*  
COUNCIL MEMBER

*...*  
COUNCIL MEMBER

*Andre J. Spring*  
COUNCIL MEMBER

*J. S. ...*  
COUNCIL MEMBER

May 22, 2019  
DATE





[EDIT BUDGET ITEMS](#)

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[PRINT VERSION](#)

[GLOBAL ERROR](#)

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Budget](#)

## Highland Park Public School Academy System - 82749

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2020 - Elementary & Secondary School Emergency Relief (ESSER Fund - Formula) | **Status:** Grant Fund

**Level:** MEGS+: Level 5 Authorized Official

### Instructions:

- To add a budget item, click the **Add Budget Item**.
- To view the budget detail, click the **Budget Detail**.
- To include indirect costs, type the desired amount in the designated box, and click **Save**. The maximum allowable based on the Subtotal, minus Outgoing Transfers and Capital Outlay, times the Indirect Cost Restricted Rate Percentage.
- Add the name of your business and program representatives with phone numbers and emails and click **Save**.

Recipient Code	Grant Number	Project Number	CFDA Number	Starting Date	Ending Date	
82749	203710	1920	84.425D	03/13/2020	09/30/2021	
<b>ESSER Formula Funds for Highland Park Public School Academy System</b>						

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#)

[Combined Budget Summary](#) | [Flagged Budget Detail](#) | [Download Budget Detail](#) | Version: Current

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditure 7000
	<b>Other Activities Necessary to Maintain the Operation/Continuity of Services in the LEA</b>							
110	<b>Basic Programs</b>							
	<a href="#">2.5 FTE Elementary Teachers- Average Salary \$39,000 and Average Benefits \$12,000</a>	2.5 / 0			\$127,500			
111	<a href="#">3 Middle School Teachers- Average Salary- \$45,300 Average Benefits \$14,000</a>	3.0 / 0			\$177,900			
112								
110	Sub-Total	5.5 / 0			\$305,400			
		5.5 / 0			\$305,400			

Other Activities  
Necessary to Maintain  
the Operation/Continuity  
of Services in the LEA  
Sub-Total

Indirect Costs \$

\$5,4


Indirect Cost /  
Percentage: 6.47%

Grand Total 5.5 / 0

\$305,400

\$5,4

Allocation

 [Top of the Page](#)