



Dr. Kelly Coffin  
Superintendent

Terri A. Weems  
President

Donald Walker, Jr.

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David N. Turner

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Claudia T. Heinrich

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Trustee

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Trustee

**REGULAR MEETING  
OF THE BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile Rd.  
Farmington, MI 48336  
Tuesday, February 11, 2025  
6:00 PM**

**AGENDA**

- I. **CALL TO ORDER**
  - A. Roll Call
  - B. Pledge of Allegiance
- II. **ITEMS FROM THE PRESIDENT**
  - A. Approval of the Agenda
  - B. Announcements
- III. **REPORT FROM STUDENT ROUND TABLE**
- IV. **PUBLIC COMMENTS**
- V. **ITEMS FROM THE SECRETARY**
  - A. Correspondence
- VI. **LEGISLATIVE UPDATE**
- VII. **DISTRICT UPDATES**
  - A. Superintendent's District Update
- VIII. **REPORTS FROM BOARD COMMITTEES**
  - A. Communications/Community Engagement Committee
- IX. **DISCUSSION ITEMS**
  - A. Tech Bond - Structured Cabling Proposal
  - B. MASB Board of Directors Election - Region 8
- X. **PUBLIC COMMENTS**
- XI. **ACTION ITEMS**
  - A. Bid Pack #14 - Athletics
  - B. Review of Revised General Appropriations Resolution (2024/2025 First Budget Amendment)
  - C. Miller Johnson Policy Updates - Nov2024 Memo
- XII. **CONSENT AGENDA**
  - A. Approval of Minutes
    1. January 21, 2025 Regular Meeting

2. February 4, 2025 Board/Community Dialogue

XIII. **REPORTS FROM BOARD REPRESENTATIVES**

XIV. **ADJOURNMENT**

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***\*PUBLIC COMMENTS** are intended to provide individuals an opportunity to address the Board of Education. In the interest of fairness, the Board requests each speaker to limit his or her comments to three (3) minutes.*

***ANY PERSON** with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at 248-489-3338 at least three (3) business days in advance of the meeting to request assistance.*

***ALL MEETINGS**, with the exception of closed sessions, are open to the public. Regular Board of Education meetings and most pre-meetings of the Board of Education are [live-streamed on the District's YouTube Channel](#).*

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The official minutes of the Board of Education are stored and available for inspection in the Lewis Schulman Administration Building of the Farmington Public School District.

**February 11, 2025**

Regular Meeting of the Board of Education

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**V. ITEMS FROM THE SECRETARY**

**A. Correspondence**

The Board has received communications regarding:

- Literacy
- Give Taxpayers a Tax Break
- FPS IB News
- Expansion of Space for Hackbots
- Farmington Community Library ~ Battle of the Books
- Article on the Department of Education

The Board acknowledges communications and responds when appropriate. A list of correspondent(s) can be found in the Board packet, accessible on the Farmington Public Schools' website.

**February 11, 2025**

Regular Meeting of the Board of Education

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**V. ITEMS FROM THE SECRETARY**

**A. Correspondence**

1.24.25	E. Greenstein	Two different district Superintendents get literacy over 95 % in 3 years or so.
1.25.25	T. Weems	RESPONSE to E. Greenstein
1.29.25	B. Lubaway	Give Taxpayers a \$10,500,000 Tax Break!
2.3.25	T. Russell	FPS IB News and Views Newsletter - February Edition
2.4.25	E. Shapiro	Expansion of Space for Hackbots
2.5.25	R. Brown	Battle of the Books!
2.6.25	E. Greenstein	Fwd: Betsy DeVos: Shut Down the Department of Education

**February 11, 2025**

Regular Meeting of the Board of Education

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**VII. DISTRICT UPDATES**

**A. Superintendent's District Update**

**Presenter:** Kelly Coffin, Superintendent

**February 11, 2025**

Regular Meeting of the Board of Education

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**IX. DISCUSSION ITEMS**

**A. Tech Bond - Structured Cabling Proposal**

**Presenters:** Wesley Prescott, Technology Director, Oakland Schools; Amy Sasina, Manager, Plante Moran

**B. MASB Board of Directors Election - Region 8**

**Presenter:** Terri Weems, President, Board of Education, Farmington Public Schools



**Plante & Moran, PLLC**  
P.O. Box 307  
3000 Town Center, Suite 100  
Southfield, MI 48075  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

February 3, 2025

Dr. Kelly Coffin, Superintendent  
Farmington Public Schools  
32500 Shiawassee St.  
Farmington, MI 48336

Dear Kelly,

This letter outlines the work completed on the Farmington Public Schools ("District") Structured Cabling Request for Proposal (RFP) process as well as the resulting recommendation.

#### **SCOPE**

Farmington Public Schools undertook a process to procure a structured cabling solution to be implemented throughout certain portions of the district. The expected implementation will consist of replacing structured cabling throughout each building, replacing fiber between wiring closets, and consolidating a number of wiring closets across all District elementary schools, STEAM Academy, Farmington Central High School, Facilities and Transportation.

#### **BACKGROUND**

Plante Moran worked with members of the District and Oakland Schools IT to identify technical requirements, review key criteria, write the RFP and evaluate the solutions. This process included the following key activities:

- Met with Oakland Schools IT staff to discuss and review technical requirements
- Performed walkthroughs of each building to identify cabling requirements
- Developed a detailed request for proposal, including prints for each building
- Analyzed proposals and issued clarifications to vendors
- Reviewed each proposed solution to validate the product and service offerings
- Interviewed the finalist vendor

The RFP was advertised on the State SIGMA Vendor Self Service website. The District received five proposals, four of which were complete and included all required components.

#### **RECOMMENDATION**

Based on the analysis of the proposals, clarifications, and discussions with the District and Oakland Schools IT staff, the District recommends that the **Structured Cabling project** be awarded to **CIT** in the amount of **\$439,246.00**, pending successful contract negotiations. Based on our technical advisory role to the District, Plante Moran supports this recommendation. While CIT was not initially the lowest bidder, once normalizations were taken into account, they were the lowest cost vendor.

Plante Moran appreciates the opportunity to be of assistance to Farmington Public Schools. Please call Amy Sasina at 248.223.3681 if you have any questions.

Sincerely,  
PLANTE MORAN, PLLC



Dennis Bagley

cc: Amy Sasina, Drew Youngstrom

Attachments: Farmington Public Schools – Structured Cabling Proposal Summary

**Farmington Public Schools  
Structured Cabling Proposal Summary**

	<b>SYSTEC101</b>	<b>DATACOM</b>	<b>CIT</b>	<b>AMCOMM</b>	<b>VECTOR</b>
<b>General Notes</b>					
Cabling solution	General - Panduit	General - Panduit	Commscope	General - Panduit	Hubbell
<b>Vendor Background</b>					
Location	New York & Colorado	Holt, MI	Clinton Township, MI	Brighton, MI	Freeland, MI
# of years in business:	14	27	37	30	30
Total workforce:	15	21	35	223	65
Annual gross revenue for last three (3) years:	2023: \$850 K	2023: \$2.2 M	2023: \$6 M	2023: \$31 M	2023: \$30 M
	2022: \$456 K	2022: \$2.35 M	2022: \$6 M	2022: \$26 M	2022: \$25 M
	2021: \$350 K	2021: \$2.2 M	2021: \$6 M	2021: \$23 M	2021: \$20 M
References:	1. Adams County School District 14 (CO) 2. Department of Social Services (NY) 3. Lamar Community College (CO)	1. Convergent Tech Partners 2. Mason Public Schools 3. Delta Network Services	1. Grosse Pointe Public School System 2. Birmingham Public Schools 3. Roseville Community Schools	1. Livonia Public Schools 2. Trenton Public Schools 3. Romeo Community Schools	1. Forest Hills Public Schools 2. Saginaw County ISD 3. Midland Public Schools
<b>Project Requirements</b>					
Comply with schedule?	Yes	No	Yes	Yes	Yes
# of staff onsite for project	5	6 - 9	12	12 - 24	10 - 15
Staff experience	4 years	Up to 5 years	10+ years	8 years	5 years
<b>Costs</b>					
<b>Base bid as presented</b>	<b>\$379,919.20</b>	<b>\$429,640.00</b>	<b>\$443,734.04</b>	<b>\$457,389.00</b>	<b>\$505,264.00</b>
Normalizations					
Remove taxes	NA	NA	(\$8,896.71)	NA	NA
75 missing drops	\$16,125.00	Included	Included	Included	Included
Network Cabinets - floor (26) [normalized cost]	\$76,604.67	Included	Included	Included	Included
Network Cabinets - wall (1) [normalized cost]	\$2,613.00	Included	Included	Included	Included
Math error correction	NA	NA	\$36.00	NA	NA
Performance bond	\$10,257.82	\$12,890.00	\$4,500.00	\$6,861.00	\$12,631.60
Performance bond adjustment	\$2,574.25	\$0.00	(\$127.33)	\$0.00	\$0.00
<b>Normalized Bid Total</b>	<b>\$488,093.94</b>	<b>\$442,530.00</b>	<b>\$439,246.00</b>	<b>\$464,250.00</b>	<b>\$517,895.60</b>

January 21, 2025

Mr. Jon Barth, Director of Facilities Management & Transportation  
Farmington Public Schools  
32500 Shiawassee St.  
Farmington, MI 48336

RE: 2020 Bond - Contract Award Recommendation for Construction Bids  
Bid Pack #14 – Athletics: Various Sites

Dear Mr. Barth:

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Farmington Public Schools (FPS) in its selection of a Prime Contractor for the 2020 Bond Project listed above. This update represents the mutual efforts of PMR, Wakely Associates, Peter Basso & Associates, McCarthy & Smith and FPS administration and staff (Project Team) to present a framework in order to identify, evaluate and recommend a Prime Contractor for this Project.

The Project Team has diligently worked to continuously validate the project scope sheets for the Project listed above, reviewed proposed drawings and performance specifications, met with district personnel, and aligned the release and bid due dates to ensure good bid coverage for the District.

In late 2024, a scope of work was finalized and FPS approved the procurement of scoreboards directly. This included scoreboards at FHS (stadium field, aux field, baseball, and softball), NFHS (stadium field, aux field, baseball, and softball), and the football fields at East MS, Power MS, and Warner MS. The scope of this Bid Package includes the installation of these scoreboards plus replacement of the existing stadium lighting at FHS and NFHS as well as new lighting at the auxiliary turf fields at FHS and NFHS.

On December 11, 2024, an advertisement for bids was posted to the required State of Michigan website. In addition, the advertisement was posted to the District's website as well as a local newspaper. Construction Documents and Specifications were formally issued and made available to interested bidders via web-based portals.

Relative to Bid Pack #14 – Athletics: Various Sites, five (5) bid proposals were received and publicly opened on January 9, 2025. During the next week, the bid proposals were reviewed to determine the scope, schedule, budget, and other financial implications. Interviews were held with the three apparent low bids including the recommended bidder and were attended by various members of the Project Team.

Upon completion of the interviews, and after subsequent clarifications and discussions, the Project Team is recommending the firms listed in McCarthy & Smith's Award Recommendation Letter for Bid Pack #14 – Athletics: Various Sites for contract award.

The recommendation includes the acceptance of the following bid alternates:

Alternate #1: Theatrical Lighting Package at FHS/NFHS Stadium Fields	\$ 82,000.00
<u>Alternate #2: Alt. Foundation &amp; Steel at FHS/NFHS Stadium Scoreboards</u>	<u>\$ 44,000.00</u>
TOTAL	\$126,000.00

Including Hard Construction of \$2,025,317.03 and Construction Contingency (10%) of \$202,532.00, this Project award recommendation equals \$2,227,849.03.

For the Prime Contractor, the cost for the Work will be detailed in AIA Contract A132 – 2019 Standard Form of Agreement between Owner and Contractor, as modified pending final review and approval of terms by district legal counsel.

The recommendation for this Project is within the overall 2020 bond budget and below the current budget for this project. The costs for this bid package will be funded from the 2020 Bond.

The work is being coordinated with FPS and is planned to start in June 2025 and be complete prior to the start of the 2025-2026 school year. The Project Team will work together to coordinate if any work can be completed in advance of the summer.

The Project Team is available at the Board's convenience to answer any questions regarding bidding, the proposals, interview process, or the recommendation of the Project Team.

Sincerely,

PLANTE MORAN REALPOINT



Scott Smith, LEED AP  
Senior Vice President



Paul R. Wills, AIA, LEED AP  
Partner

Copy: Jennifer Kaminski – Farmington Public Schools  
File

Enclosures:

- McCarthy & Smith, Inc. - Bid Pack #14 – Athletics: Various Sites dated January 21, 2025



**BID PACK #14: ATHLETICS - VARIOUS SITES - COST SUMMARY**

Building	Hard Construction		
	Budget	Actual *	Variance
Farmington High School	\$ 1,092,084	\$ 964,187	\$ 127,897
North Farmington High School	\$ 1,131,684	\$ 964,187	\$ 167,497
Middle Schools (East, Power & Warner)	\$ -	\$ 96,943	\$ (96,943)
<b>Totals</b>	<b>\$ 2,223,767</b>	<b>\$ 2,025,317</b>	<b>\$ 198,450</b>

Building	Construction Contingency (10%)		
	Budget	Actual	Variance
All Schools	\$ 222,377	\$ 202,532	\$ 19,845
<b>Totals</b>	<b>\$ 222,377</b>	<b>\$ 202,532</b>	<b>\$ 19,845</b>

Building	Total Project Costs		
	Budget	Actual	Variance
All Schools	\$ 2,446,144	\$ 2,227,849	\$ 218,295
<b>Totals</b>	<b>\$ 2,446,144</b>	<b>\$ 2,227,849</b>	<b>\$ 218,295</b>

\* Allocation of Actual Hard Construction costs between buildings are approximated at this time based on available bid information.

The analysis above does not include the cost of the scoreboard and sound system materials which were previously approved as a not to exceed amount in 2024 and procured directly by FPS. The actual cost of the scoreboards and sound systems was \$451,833. The budgets for FHS and NFHS above were reduced based on the actual cost of the scoreboards (50/50 split).

**Overall Hard Construction Budget Analysis Including FPS Purchased Items**

\$2,675,600.00 Original Budget

\$451,833.00 Scoreboard & Sound System PO's

\$2,025,317.00 BP #14 Award

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**\$2,477,150.00 Subtotal - Awards**

<b>\$198,450.00 Savings to Budget</b>
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January 21, 2025

Mr. Jon Barth  
Director of Facilities Management and Transportation  
Farmington Public Schools  
32500 Shiawassee Street  
Farmington, Michigan 48336

RE: 2020 Bond Issue  
Bid Package #14 Athletics: Various Sites

SUBJ: Contract Award Recommendation

Mr. Barth,

On Thursday, January 9, 2025, at 10:00 AM, sealed bids were received and publicly opened for the work pertaining to the above referenced project. In attendance at the bid opening were representatives from Farmington Public Schools, Plante Moran Realpoint, Wakely Associates, McCarthy & Smith, Inc., and interested Bidders. Bids were opened, recorded, and tabulated.

The project team has conducted a post bid interview with the following low, qualified Bidder, for the bid division of work. During the post bid interview, the project team reviewed the Contractor's qualifications, scope of work, project schedule, manpower requirements, and specified materials. Based upon the project team's review of the proposals and bidders, we propose the following company to Farmington Public Schools for contract award:

**Bid Division 143: Electrical**

**MHM Construction, LLC**

Janine Rinna  
74016 Tietz St.  
Armada, MI 48005

Base Bid	\$	1,877,317.03
PLM Bond	\$	22,000.00
Alternate #1 Theatrical Lighting "Show Package" at HS's	\$	82,000.00
Alternate #2 Alternate Scoreboard Foundations at HS's	\$	44,000.00
<b>Total</b>	<b>\$</b>	<b>2,025,317.03</b>

**TOTAL AWARD RECOMMENDATION AMOUNT: \$2,025,317.03**

The Bid Summary and Bid Tabulation are included in this package.

I trust the above recommendations meet the approval of the Administration and the Board of Education. McCarthy & Smith, Inc. representatives will attend the January 21, 2025 and February 11, 2025, Board of Education meetings to address any concerns.

Please contact me with any questions.



Sincerely,

*Aaron A. Phillips*

Aaron A. Phillips  
Project Director  
McCarthy & Smith, Inc.

CC: Paul Wills, Plante Moran Realpoint  
Scott Smith, Plante Moran Realpoint  
Brian Smilnak, Wakely Associates  
Bill McCarthy, McCarthy & Smith, Inc.



# Bid Award Summary

Bid Division / Description		Apparent Low Bidder	BASE BID			ALTERNATES		SUMMARY ITEMS			
			BASE BID	PLM Bond	Total Base Bid	ALT. #1 Light Show Package at FHS & NFHS	ALT. #2. Alternate Scoreboard Foundations at FHS&NFHS	Total Award Recommendation	Number of Bidders	Low	High
143	Electrical	MHM Construction, LLC *	\$ 1,877,317.03	\$ 22,000.00	\$ 1,899,317.03	\$ 82,000.00	\$ 44,000.00	\$ 2,025,317.03	5	\$ 1,528,495.00	\$ 2,724,718.00
<b>TOTALS</b>			<b>\$ 1,877,317.03</b>	<b>\$ 22,000.00</b>	<b>\$ 1,899,317.03</b>	<b>\$ 82,000.00</b>	<b>\$ 44,000.00</b>	<b>\$ 2,025,317.03</b>	<b>5</b>	<b>\$ 1,528,495.00</b>	<b>\$ 2,724,718.00</b>

\* 2nd low bid. Low Bidder had an estimating error and withdrew their bid.

Budget Summary		
<b>Base Bid + PLM Bond</b>		<b>\$1,899,317.03</b>
<b>ALTERNATES</b>	<b>Cost</b>	<b>Accepted</b>
ALT. 1 Theatrical Light Show Option	\$82,000.00	\$82,000.00
ALT. 2 Alternate Scoreboard Foundations	\$44,000.00	\$44,000.00
<b>ACCEPTED ALTERNATES TOTAL</b>		<b>\$126,000.00</b>
<b>Total Award Recommendation With Accepted Alternates</b>		<b>\$2,025,317.03</b>

# Job #1285-24: Farmington Public Schools BP#14 - Athletics Package at Various Sites

Prepared by McCarthy & Smith, Inc. - 24317 Indopex Circle, Farmington Hills, MI 48335, United States of America

Bid Package Lead: Mary Beth Dorsch (mdorsch@mccarthysmith.com)

Project Location: Farmington, MI, United States of America

## BD 143: Electrical

Generated January 9, 2025

### Leveled Bid

#### Base Bid

#### LINE ITEMS

Lump Sum Bid for Electrical

Cost for Performance and Labor & Material Payment Bonds, to be added to the Base Bid

#### ALTERNATES

Alternate 1 - Theatrical Light Show Package at Farmington High School and North Farmington High School

Alternate 2 - Alternate Scoreboard Foundation at High Schools

#### INCLUSIONS

FOLLOWING DOCUMENTS MUST BE UPLOADED WITH BID

Bidder has uploaded the Bid Security in the amount of five (5%) percent (Bid Bond or Certified Check)

Bidder has signed and uploaded the Familial Disclosure Affidavit Form

Bidder has signed and uploaded the Iran Linked Business Affidavit Form

Bidder has signed and uploaded the Criminal Background Check Affidavit Form

#### Leveled Bid Total

## Airport Lighting Employee Owned LLC

Submitted by KATHY GLISSON

**\$1,611,763**

\$1,546,763

Original Proposal, January 8, 2025

Unit	Unit Cost	Total Cost
		<b>\$1,546,763</b>

\$1,528,495

\$18,268

**\$65,000**

\$65,000

98000

YES

YES

YES

YES

1611763

## MHM Construction LLC

Submitted by Janine Rinna

**\$1,981,317**

\$1,899,317

Original Proposal, January 8, 2025

Unit	Unit Cost	Total Cost
		<b>\$1,899,317</b>

\$1,877,317

\$22,000

**\$82,000**

\$82,000

44000

YES

YES

YES

YES

1981317.03

## Innovated Energy Controls

Submitted by Todd Underhill

**\$2,021,927**

\$1,948,427

Original Proposal, January 9, 2025

Unit	Unit Cost	Total Cost
		<b>\$1,948,427</b>

\$1,929,000

\$19,427

**\$73,500**

\$73,500

44500

YES

YES

YES

YES

2021927

## O'DONNELL ELECTRIC, LLC

Submitted by Jim O'Donnell

**\$2,581,015**

\$2,490,120

Revision #1, January 9, 2025

Unit	Unit Cost	Total Cost
		<b>\$2,490,120</b>

\$2,476,950

\$13,170

**\$90,895**

\$90,895

4200

YES

YES

YES

YES

2581015

## J. Ranck Electric, Inc.

Submitted by Adam Ranck

**\$2,818,222**

\$2,751,752

Original Proposal, January 9, 2025

Unit	Unit Cost	Total Cost
		<b>\$2,751,752</b>

\$2,724,718

\$27,034

**\$66,470**

\$66,470

51780

YES

YES

YES

YES

2818222

# **1st Budget Amendment and Future Considerations**

**January 21, 2025**

# What has happened since July 1, 2024?

- ▶ No Foundation Allowance increase - original budget included \$200 per pupil
- ▶ Additional Special Education funding due to higher classroom and transportation costs in 2023-24
- ▶ Enrollment did not increase as much as projected
- ▶ New MPERS Categorical revenue, 147a(4), which “reduces the retirement rate by 5.75%”

# Effect on FPS revenues for 2024-25

- ▶ **Local Revenue**

- ▶ Tuition revenue decrease of \$537,000

- ▶ **State Revenues**

- ▶ Decrease in State Aid Revenue - \$2.5 million
- ▶ Decrease in MPSERS UAAL Revenue - \$4.2 million
- ▶ Increase in MPSERS 147A offset - \$4.7 million
- ▶ Increase in Special Ed Revenue - \$700,000
- ▶ Increase in Great Start Readiness Prog - \$800,000
- ▶ Net decrease in Other State Grants- \$500,000

# Effect on FPS revenues for 2024-25

## ▶ Federal Revenue

- ▶ Overall decrease in federal grant funds on a net basis - \$1.0 million
- ▶ Decrease in Title Funds - \$700,000
- ▶ Decrease in ESSER - \$200,000
- ▶ Decrease in IDEA Flowthrough - \$100,000

## ▶ Interdistrict Revenue

- ▶ Increase in PA-18 funding from Oakland Schools - \$400,000

## ▶ Transfers & Other Transactions

- ▶ Increase in indirect cost transfer from the Nutrition Services Fund - \$103,000

# Expenditure Changes for 2024-25

- ▶ Revised Salary and Benefit numbers based on actual staffing in place
- ▶ Significant reduction in Retirement Expense
- ▶ Increase in insurance expense
- ▶ Decrease in Federal Grant Expenditures of approximately \$1.0 million
- ▶ Increase in State Grant Expenditures of approximately \$300,000 - Increase for Great Start Readiness Program and Decrease for Other State Grants

# Expenditure Changes for 2024-25

- ▶ Increased staffing for additional special education classrooms and student support services
- ▶ Increase in instructional materials for textbook adoptions
- ▶ Increase in Intergovernmental payments due to higher tuition costs from special education students attending center programs in other districts
- ▶ All other lines reviewed and adjusted based upon current known factors

# General Fund Amended Budget for 2024-25

Revenues	\$177,800,000
Expenditures	<u>\$176,700,000</u>
Rev > Exp	\$1,100,000

# Other Funds Amended for 2024-25

- ▶ Special Revenue Fund -Nutrition Services Program
- ▶ Capital Projects Funds -  
Building & Site 2020
- ▶ Internal Service Fund - Benefit Stabilization

# Future Unknowns

- ▶ State Funding
  - ▶ Foundation Allowance increase?
  - ▶ Social Emotional Learning (SEL) funds?
  - ▶ Safety/Security funds?
  - ▶ Restricted or Unrestricted funds?
- ▶ Enrollment Projections
- ▶ Federal and State Economies
  - ▶ January 10<sup>th</sup> Revenue Estimating Conference

# Next Steps and Future Considerations

- ▶ Continued evaluation of instructional priorities
- ▶ Continued work in Equity and Innovation
- ▶ Strategic Planning Committees
- ▶ Develop budget parameters and assumptions for 2025-26
- ▶ Forecasts for 2026-27 and 2027-28
- ▶ Governor's Budget - February

The background features abstract, overlapping geometric shapes in various shades of purple and blue, primarily concentrated on the right side of the frame. The shapes include triangles and polygons, some with semi-transparent effects, creating a layered, modern aesthetic. The central area is a plain white space where the text is located.

**Questions?**

# MILLER JOHNSON

School Policy Services

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TO: MJ Policy Service Clients

FROM: MJ School Policy Services

DATE: November 14, 2024

RE: Policy Manual and Administrative Regulations Update – November 2024

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Thank you for choosing MJ School Policy Services for your school policy needs. This memo contains recommended updates/modifications to all MJ School Policy Services policy manuals and administrative regulations manuals. Proposed revisions are presented by section, with a specific update number for ease of reference, along with a narrative providing the basis for the contemplated modification.

**PLEASE NOTE: All updates are numbered individually (i.e., Update 18.01). Additions to the language in policy or AR are shown in red. Deletions are shown in blue. Areas highlighted in yellow require additional information from you, to complete the update.**

As each district policy manual and administrative regulations manual is unique and modified consistent with school district priority and prerogative, recommended modifications may already be contained in your completed manuals. If you have any questions regarding the suggested revisions outlined herein and how they may/may not fit with your existing manuals, please contact us at [Policy@MillerJohnson.com](mailto:Policy@MillerJohnson.com).

If you are behind on policy updates and need support getting your manuals into compliance, PLEASE reach out to our office for support.



## **POLICY UPDATES**

### **INTRODUCTION – 0000 Series**

There are no recommended updates for this section.

### **BYLAWS – 1000 Series**

There are no recommended updates for this section.

### **STUDENTS – 2000 Series**

There are no recommended updates for this section.

### **CURRICULUM AND INSTRUCTION – 3000 Series**

#### **Update 18.01 (Policy 3001 – Curriculum Development)**

*In the interest of becoming ever-more compliant with Title I and other federal funding requirements, these revisions comply with the legislative requirement that the School District provide “written assurance of equivalence.”*

The Board directs the Superintendent to develop, implement, and provide ongoing evaluation of the School District’s core academic curriculum. The curriculum will:

- Be consistent with the Board’s policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs; and,
- Be standards based and founded upon legally-compliant, research-based grade level learning and achievement standards that lead to the awarding of a School District diploma.

The School District’s curriculum will also include legally-compliant, research-based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide legally-compliant opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators, ~~and~~ teachers, and auxiliary staff to maintain equivalence and assist the Superintendent in implementing and improving the School District’s curriculum. Appointed staff will also assist the Superintendent in, ~~as well as otherwise~~ improving student learning and achievement, and ensure equivalence among schools as required by law with regard to the provision of curriculum materials and instructional. Any changes to the

# MILLER JOHNSON

## School Policy Services

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School District's core academic curriculum must be approved by the Board, to the extent required by [Michigan law](#).

### PERSONNEL – 4000 Series

#### **Update 18.02 (Policy 4003 – Conditions of Employment)**

*The six-year litigation saga relative to the Earned Sick Time Act is finally over. In order to comply with the terms of the re-instated Earned Sick Time Act, the Policy relative to sick leave requires revision.*

**Paid Medical Leave****Earned Sick Time** The School District will provide ~~paid medical leave~~**earned sick time** (**PML-EST**) to eligible employees pursuant to Michigan law. The Superintendent will determine whether **PML-EST** will accrue over the course of each benefit year or will be provided at the beginning of each benefit year and will promulgate administrative regulations concerning the use of **PML-EST**. Payment and use of accrued or provided **PML-EST** will be coordinated with all types of paid leave available to an eligible employee pursuant to collective bargaining agreements, individual contracts, or other School District policies and administrative regulations. This policy and any implementing administrative regulations will be automatically rescinded, without further action by the Board or the Superintendent, if paid medical leave is mandated by federal law.

#### **Update 18.03 (Policy 4004 – Evaluations, Discipline and Discharge, Resignations)**

*The requirement that school districts maintain a policy of performance-based compensation was removed from the Revised School Code effective July 1, 2024. Thus, we recommend the removal of this section because it is no longer required by law.*

**Performance Evaluations** All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law. The Superintendent will provide inter-rater reliability training for all evaluators as required by law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, and to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. The Superintendent will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria to deem teachers and administrators unevaluated.

The Superintendent is authorized to promulgate regulations based on changes of the law governing evaluations.

# MILLER JOHNSON

## School Policy Services

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The evaluation of the Superintendent shall be conducted in a manner consistent with state law and/or his/her employment contract. In accordance with state law, Board members must receive training in the evaluation framework for the Superintendent. Board members are expected to complete such training before participating in an annual performance evaluation of the Superintendent. If such training is not obtained in advance of participation, the Board member(s) shall be recused from the evaluation of the Superintendent.

~~**Performance Based Compensation** The Superintendent will develop for Board review and approval a legally compliant system of performance based compensation.~~

**Ineffective Teachers** Teachers will receive ratings as prescribed by law. Any teacher rated less than effective on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found less than effective for three consecutive years, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

**Discipline and Discharge** This discipline and discharge policy applies to all School District employees. Furthermore, the employment of a probationary employee, including a probationary teacher, may be terminated at any time, for any reason that is not in violation of state or federal law. Where this policy conflicts with an individual contract of employment or an enforceable provision of a collective bargaining agreement, the applicable contract or agreement will supersede this policy.

The Board believes in maintaining a work environment that allows employees to be successful in providing an education to students of the School District. In return, employees are required to meet the highest standards of personal integrity, professionalism, and performance. Employees whose conduct or performance is inconsistent with the School District's expectations are subject to corrective and/or disciplinary action.

Discipline, for purposes of this policy, includes verbal and written warnings, verbal and written reprimands, suspensions, and dismissals/discharges. Discipline does not include verbal or written directives, verbal counseling aimed at correcting behavior or conduct, placement upon a voluntary or involuntary paid leave of absence, and performance evaluations. Such actions are not subject to this policy.

Disciplinary actions are taken at the discretion of the School District, and may arise for any reason that is not arbitrary or capricious. Except as otherwise expressly provided by law, individual employment contracts or an enforceable provision of a collective bargaining agreement, all disciplinary decisions of the School District are final and not subject to any grievance or arbitration procedure.

**Resignations** The Superintendent is authorized to accept resignations on behalf of the Board. A resignation must be in writing and is effective upon acceptance by the Superintendent.

# MILLER JOHNSON

School Policy Services

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## **BUSINESS – 5000 Series**

### **Update 18.04 (Policy 5008 – Meal Charge / Food Services)**

*As the State School Aid Act continues to provide for free school meals, and the requirements associated with same are ever changing – albeit in subtle and nuanced ways – revisions to the relevant policy is needed as noted below.*

The School District ~~has established this meal charge policy and food services policy to address the provision of food services for School District students, including: students who are eligible for reduced-price or full-price meal benefits and/or students who have insufficient funds to pay for school meals. This policy also addresses bad debt incurred due to the School District's inability to collect unpaid meal charges from its parents and students~~will participate in the National School Lunch Program.

The Superintendent will develop and implement administrative regulations ~~regarding meal charge and food service procedures to provide consistent direction concerning students who do not have funds in their account or in hand to cover the cost of their meal at the time of service, and procedures for students entitled to reduced-price or full-price meal benefits~~to comply with Section 30d of the State School Aid Act. These regulations, and this policy, will be provided to all households in writing at the start of each school year, to households transferring to the School District during the school year, and to all School District staff and independent contractors and companies responsible for implementation.

## **FACILITIES AND OPERATIONS – 6000 Series**

There are no recommended updates for this section.

## **SCHOOL AND COMMUNITY RELATIONS – 7000 Series**

There are no recommended updates for this section.

## **GENERAL POLICIES – 8000 Series**

There are no recommended updates for this section.

## **February 11, 2025**

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Regular Meeting of the Board of Education

**XII. CONSENT AGENDA.** I move that the Board of Education approve the February 11, 2025, Consent Agenda, as follows:

**A. Approval of Minutes**

1. January 21, 2025 Regular Meeting
2. February 4, 2025 Board/Community Dialogue #2

**REGULAR MEETING  
OF THE FARMINGTON BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile  
Farmington, Michigan  
January 21, 2025**

1. President Weems called the meeting to order at 6:00 p.m.

**ROLL CALL:**

**Present:**

Terri A. Weems, President  
David N. Turner, Secretary  
Claudia T. Heinrich, Treasurer  
Cheryl B. Blau, Trustee  
Thomas J. Hull, Trustee  
Angie F. Smith, Trustee

**Absent:**

Donald Walker, Jr., Vice President

**Also Present:** Kelly Coffin, Superintendent; Jennifer Kaminski and Brad Paddock, Assistant Superintendents; Lydia Moore, Executive Director; Jon Barth, Director; Executive Assistant, Colleen Scripture; staff and community members.

2. **PLEDGE OF ALLEGIANCE.** Lanigan Students, Killian Palmer, Nivedhya Santhosh, CaCin “Cinny” Turner, and Evan Veitch, led the pledge.

3. **RECOGNITIONS.**

**BOARD OF EDUCATION:** Recorded videos were shared by Gill Elementary and Power Middle School. Gifts were presented by Lanigan Elementary, Longacre Elementary, Warner Middle School and Dr. Kelly Coffin. Other school buildings were acknowledged for sending gifts to the Board of Education members.

4. **REPORT FROM STUDENT ROUND TABLE.**

**Presenter:** Terri Weems, President, FPS Board of Education

President Weems shared an update regarding the upcoming Career Fair scheduled for April 25, 2025, opportunities for summer jobs for students within the community, and community service opportunities.

5. **APPROVAL OF THE AGENDA.** It was moved by Heinrich and supported by Smith to approve the agenda for the regular Board of Education meeting on Tuesday, January 21, 2025, as presented.

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Turner, Hull

**Nays:** None

**MOTION UNANIMOUSLY APPROVED.**

6. **ANNOUNCEMENTS.** President Weems spoke on the following topics: A thank you was extended to the Farmington Community Library for hosting a weekend long celebration of the life and legacy of Dr. Martin Luther King, Jr., the MASB Conference, the Board of Education Retreat held on January 11, 2025, the agenda for the Joint Cities meeting scheduled for Monday, January 27, 2025, and Proactive District Communications and recent correspondence received.
7. **PUBLIC COMMENTS.** Public comments were shared. No action was taken.
8. **CORRESPONDENCE.** Secretary Turner provided a report on correspondence received during this period. Correspondence is acknowledged and responded to when appropriate. A list of correspondents and topics is available in the Board packet on the Farmington Public Schools website.
9. **LEGISLATIVE UPDATE.** Trustee Blau spoke on the following topics: Governor Whitmer signed legislation overhauling how youth work permits will be issued, and the Michigan Department of Education (MDE) has adopted a resolution calling for more funding for Career Tech Programs.
10. **SUPERINTENDENT'S DISTRICT UPDATE.**  
**Presenter:** Kelly Coffin, Superintendent  
  
Dr. Coffin spoke on the following topics: Celebrating the life and legacy of Dr. Martin Luther King, Jr. as well as other great MLK events hosted by the Farmington Community Library.
11. **2020 BOND - QUARTERLY DASHBOARD REPORT.**  
**Presenter:** Scott Smith, Senior Vice President, Plante Moran Realpoint  
  
Mr. Smith presented the 2020 District bond construction update. The report, which is detailed in the FPS Quarterly Dashboard - January 2025 document, covered the bond allocations in various categories, including Construction/District-Wide, FF&E (Fixtures, Furniture & Equipment), Buses, and Technology/Security. The report also included a funding and expenditures summary to date, the cost to complete per category, the current projects schedule, a visual of the Schulman Building conversion to storage, and upcoming bond projects at the high schools, middle schools and Visions Unlimited.  
  
Board members made comments and questions were answered.

## 12. REPORTS FROM BOARD COMMITTEES.

**Communications/Community Engagement Committee.** Chair Blau reported that committee members met on January 9 and discussed the following topics: February 4, 2025 Community Dialogue format. Discussion topic is STEAM/STEM opportunities for students at various grade levels.

**Policy/Board Governance Committee.** Chair Turner reported that committee members met on January 13 and discussed the following topics: the committee revisited the Miller Johnson Policy Update Memo dated November 2024, the Miller Johnson email sent on January 13, 2025 regarding Title IX Regulations, and AI nudification of digital photos. Chair Turner concluded with several future agenda item topics to be discussed at the next Policy/Board Governance Committee Meeting scheduled for February 13, 2025.

**Finance/Facilities Committee.** Chair Heinrich reported that committee members met on January 16 and discussed the following topics: Bid Pack #14 - Athletics; vehicle purchase recommendation; and the Revised General Appropriations Resolution (2024/2025 - First Budget Amendment).

## 13. BID PACK #14 - ATHLETICS.

**Presenters:** Jon Barth, Director, Facilities Management and Transportation; Scott Smith, Plante Moran Realpoint; Aaron Phillips, McCarthy & Smith, Inc.

Mr. Barth introduced the Bid Pack, highlighting key areas.

Per Mr. Smith, in late 2024, a scope of work was finalized and FPS approved the procurement of scoreboards directly. This included scoreboards at FHS (stadium field, aux field, baseball, and softball), NFHS (stadium field, aux field, baseball, and softball), and the football fields at East MS, Power MS, and Warner MS. The scope of this Bid Package includes the installation of these scoreboards plus replacement of the existing stadium lighting at FHS and NFHS as well as new lighting at the auxiliary turf fields at FHS and NFHS.

In addition, two alternates are recommended. Alternate #1: Theatrical Lighting Package at FHS/NFHS Stadium Fields for \$82,000.00 and Alternate #2: Alternate Foundation & Steel at FHS/NFHS Stadium Scoreboards for \$44,000.00. The alternates were discussed in detail.

Bid tabulation and an award summary were provided. The recommendation for this Project is within the overall 2020 bond budget and approximately \$200,000.00 below the current budget for this project. This bid package will be funded from the 2020 Bond.

Board discussion occurred and questions were answered.

This item will be presented for action at the February 11, 2025, regular meeting.

**14. VEHICLE PURCHASE RECOMMENDATION.**

**Presenters:** Jon Barth, Director, Facilities Management and Transportation; Luke Cadeau, Assistant Director, Facilities Management

Mr. Barth and Mr. Cadeau discussed the immediate need to purchase two vehicles, a 2024 Chevrolet Silverado 3500HD 4x4 with a utility box and a Ford F550 dump truck with a plow, salter and electric dump. Detailed documentation on both vehicles requiring replacement was presented. Total purchase cost is \$161,823.00 utilizing MiDEAL pricing. General fund dollars will be used and have been accounted for in the budget.

Mr. Barth and Mr. Cadeau will provide an updated list to the Board of Education a vehicle replacement schedule for District maintenance vehicles that have become unsafe to operate due to rust and normal wear and tear.

Board discussion occurred and questions were answered.

Due to immediate needs and vehicle availability, this item will be presented for action at the January 21, 2025, regular meeting.

**15. REVIEW OF REVISED GENERAL APPROPRIATIONS RESOLUTION (2024/2025 FIRST BUDGET AMENDMENT).**

**Presenter:** Jennifer Kaminski, Assistant Superintendent, Business Services

Mrs. Kaminski provided the committee with a slide presentation summarizing the first budget amendment. Significant changes in revenues and expenditures related to the General Fund were discussed. Major factors impacting the budget involved Foundation Allowance, Special Education funding, projected enrollment, and the new MPERS Categorical revenue (147a(4)). The net result is an increase in estimated fund balance of approximately \$1,100,000.00.

Mrs. Kaminski briefly described the other amended funds: Special Revenue Fund - Nutrition Services Program, Capital Projects Funds - Building & Site 2020, and Internal Service Fund - Benefit Stabilization.

Future unknowns include state funding, enrollment projections, and the federal and state economies. Future considerations continue to be evaluation of instructional priorities and supports needed, equity and innovation work, and incorporation of feedback on priorities and allocation of resources gained from the Strategic Planning process. Next steps will be the development of budget parameters and assumptions for 2025-26, forecasts for 2026-27 and 2027-28, and determining the impact of the Governor's budget.

This item will be presented for action at the February 11, 2025, regular meeting.

**16. MILLER JOHNSON POLICY UPDATES - NOV2024 MEMO - FIRST READING.**

**Presenter:** David Turner, Chair, Policy/Board Governance Committee

The following Policy Updates, provided by FPS Policy Service Provider, Miller Johnson in their November 2024 memo, were discussed.

18.01	Policy 3001 Curriculum Development	<i>In the interest of becoming ever-more compliant with Title I and other federal funding requirements, these revisions comply with the legislative requirement that the School District provide “written assurance of equivalence.”</i>
18.02	Policy 4003 Conditions of Employment	<i>The six-year litigation relative to the Earned Sick Time Act is finally over. In order to comply with the terms of the re-instated Earned Sick Time Act, the Policy relative to sick leave requires revision.</i>
18.03	Policy 4004 Evaluations, Discipline and Discharge, Resignations	<i>The requirement that school districts maintain a policy of performance-based compensation was removed from the Revised School Code effective July 1, 2024. Thus, we recommend the removal of this section because it is no longer required by law.</i>
18.04	Policy 5008 Meal Charge / Food Services	<i>As the State School Aid Act continues to provide for free school meals, and the requirements associated with the same are ever changing – albeit in subtle and nuanced ways – revisions to the relevant policy are needed as noted.</i>

This item will be presented for action (second reading) at the February 11, 2025, regular meeting.

**17. PUBLIC COMMENTS.** Public comments were shared. No action was taken.

**18. VEHICLE PURCHASE RECOMMENDATION.**

**Presenter:** Jon Barth, Director, Facilities Management and Transportation; Luke Cadeau, Assistant Director, Facilities Management

This item was presented in detail at the January 16, 2025 Finance/Facilities Committee meeting and earlier this evening.

**MOTION:** It was moved by Heinrich and supported by Turner that the Board of Education approve the purchase of a 2024 Chevrolet Silverado 3500HD 4x4 with a utility box and a Ford F550 dump truck with a plow, salter and electric dump, as presented and outlined in the December 13, 2024, memo in the amount of \$161,823.00, utilizing MiDEAL pricing; funding to come from the District’s general fund.

**ROLL CALL VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Turner, Hull  
**Nays:** None

**MOTION PASSED 6-0.**

- 19. EXPENDITURES.** It was moved by Heinrich and supported by Turner that the Board of Education approve the expenditures as outlined in the expenditure printout dated January 21, 2025, as follows:

General Fund	\$15,749,355
General Fund - Athletics	\$193,739
Debt Fund	-
Capital Projects – Technology and Other Projects	-
Capital Projects – 2020 Bond Fund	\$1,293,344
Capital Projects – 2023 Bond Fund	-
Nutrition Services Fund	\$517,985
Benefit Stabilization Fund	\$2,065,986
<b>TOTAL</b>	<b>\$19,820,409</b>

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Hull, Turner  
**Nays:** None

**MOTION UNANIMOUSLY PASSED.**

- 20. CONSENT AGENDA.** It was moved by Heinrich and supported by Smith that the Board of Education approve the January 21, 2025 Consent Agenda, as follows:

- A. Approval of Minutes
  - 1. January 7, 2025 Regular Meeting
  - 2. January 9, 2025 Communications/Community Engagement Committee
  - 3. January 11, 2025 Board Retreat
  - 4. January 13, 2025 Policy/Board Governance Committee
  - 5. January 16, 2025 Finance/Facilities Committee
- B. Personnel Items

**VOICE VOTE:**

**Ayes:** Heinrich, Smith, Weems, Blau, Turner, Hull  
**Nays:** None

**MOTION UNANIMOUSLY APPROVED.**

21. **REPORTS FROM BOARD REPRESENTATIVES.** None.
22. **ADJOURNMENT.** The Board of Education January 21, 2025, regular meeting was adjourned at 7:41 p.m.

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David N. Turner  
Board Secretary  
Farmington Board of Education

DRAFT

**BOARD AND COMMUNITY DIALOGUE  
OF THE BOARD OF EDUCATION  
Maxfield Education Center  
32789 W. Ten Mile Rd.  
Farmington, MI 48336  
Tuesday, February 4, 2025**

Dr. Blau called the meeting to order at 6:31 pm.

**ROLL CALL:**

**Present:** Terri A. Weems, President  
Claudia T. Heinrich, Treasurer  
Cheryl B. Blau, Trustee  
Thomas J. Hull, Trustee  
Angie F. Smith, Trustee

**Absent:** Donald Walker, Jr., Vice President  
David N. Turner, Secretary

**Also Present:** Jennifer Kaminski, Assistant Superintendent; Lydia Moore, Executive Director; Margaret Hendrickson, Chris O'Brien, and Greg Smith, Directors; Luke Cadeau, Assistant Director; Colleen R Scripture, Executive Assistant; other FPS staff and community members.

1. **WELCOME AND INTRODUCTIONS.** Dr. Cheryl Blau provided introductions and welcomed the participants.
2. **DISCUSSION.** STEAM/STEM Opportunities District Wide

Margaret Hendrickson shared a presentation on STEAM/STEM Opportunities available throughout Farmington Public Schools. The presentation included key initiatives such as Igniting STEAM/STEM and Career Exploration, K-12 Enduring Instructional Focus Area (Real-World Relevance Authenticity), Building Strong Foundations, Career Exploration and Planning, Technology Integration and Innovation, and Career & Technical Education. The participants shared thoughts on the following:

- past and current experiences with STEAM/STEM offered by FPS;
- desire for a dedicated STEAM/STEM facility and practice field;
- limited availability of classes offered at the secondary level; and,
- lack of opportunities available at the elementary and middle school levels outside of FSA.

- 3. ADJOURNMENT.** The Board of Education's February 4, 2025 Board and Community Dialogue meeting adjourned at 8:24 pm.

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Terri Weems  
Board President  
Farmington Board of Education

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