

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**Committee of the Whole  
October 12, 2020 - 6:30 PM  
Board Room  
15125 Farmington Road  
Livonia, Michigan 48154**

**AGENDA**

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**
  - Johnson, Chair; Bonifield; Bradford; Burton; Centers; Frank; Jarvis
- III. FINANCE COMMITTEE**
  - Bonifield, Chair; Centers; Bradford
  - A. Financial Update**
    - A. Smith
  - B. Summer Tax Resolution**
    - A. Smith
- IV. CURRICULUM COMMITTEE**
  - Jarvis, Chair; Frank; Bradford
  - A. Google Enterprise**
    - T. O'Brien
- V. BUILDING & SITE COMMITTEE**
  - Centers, Chair; Burton; Jarvis
  - A. Approval Amount for DTE Conversion of Light Poles to LED**
    - P. Francis
  - B. Purchase of Mobile Devices - 2013 Bond**
    - P. Francis
  - C. HED Change Order**
    - A. Smith
- VI. POLICY COMMITTEE**
  - Burton, Chair; Bonifield; Frank
- VII. PERSONNEL COMMITTEE**
  - Frank, Chair; Bonifield; Jarvis
- VIII. LEGISLATIVE COMMITTEE**
  - Bradford, Chair; Burton; Centers

# **Livonia Public Schools**

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## ***Business Services Office***

Date: October 9, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Financial Update

The external audit of the district's accounting records for the 2019-2020 school year has been completed. I would like to review highlights from our 2019-2020 financial statements at the Board of Education Finance Committee meeting on Monday, October 12, 2020.

I will bring a hard copy of the financial statements to the meeting, go over some of the highlights and answer questions the Board may have. Representatives from the school district's auditing firm, Plante Moran, will be in attendance to discuss the financial statements in detail.

I would also like to review a Budget to Actual comparison for the 2019-2020 school year and update the Board on current revenue and expenditure estimates for the 2020-2021 school year.

Please add this agenda item to the Board of Education Finance Committee meeting on Monday, October 12, 2020. If you have any questions, please let me know.

AS/kp

c: Board of Education

# **Livonia Public Schools**

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***Finance Office***

Date: October 8, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Summer Tax Resolution

The Board of Education annually approves a resolution requesting the local municipalities to perform a summer tax collection for local school property taxes. They have been supportive of this past practice.

I recommend that we continue the school district's established custom and request 50% summer tax collection, with the remaining 50% of the taxes to be collected in the winter. Please place this item on the Finance Committee agenda for October 12, 2020.

Please let me know if you have any questions. Thank you.

AS/kp

Attachment

c: Board of Education

A regular meeting of the board of education of the District (the “Board”) was held:

- in the Administration Office, 15125 Farmington Road, Livonia, Michigan 48154, within the boundaries of the District,
- electronically pursuant to Executive Order through \_\_\_\_\_ with identification number \_\_\_\_\_

on the 26<sup>th</sup> day of October, 2020, at 7 o’clock in the p.m. (the “Meeting”)

The meeting was called to order by Mark Johnson, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS**, this Board previously adopted a resolution to impose a summer tax levy to collect 50% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board, pursuant to 1976 PA 451, as amended (the Revised School Code), invokes for 2021 its previously adopted ongoing resolution imposing a summer tax levy of one-half of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board’s resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2021 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2021.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District’s summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.



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

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

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

\_\_\_\_\_  
Secretary, Board of Education



# Livonia Public Schools

## *Academic Services*

Date: October 7, 2020  
To: Andrea Oquist, Superintendent  
From: Theresa O'Brien, Chief Academic Officer  
**Subject: Google Enterprise**

I would like to request to be placed on the agenda for the Committee of the Whole Meeting on October 12 to present information about Google Enterprise. Google has created an upgraded platform that will have additional features that are not in the current free version or will be only available in the Enterprise version. This will also give our district the ability to interface with the Google platform in better ways.

Mr. Klan is getting a quote for 2,500 users, but Google has not responded. He states that the quote will be between \$50,000 and \$60,000 per year for an approximate total of \$180,000.00 for three years. I will bring the quote to the Committee of the Whole meeting on Monday.



# Livonia Public Schools

*Operations*

Date: October 7, 2020

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Re: Approval Amount for DTE Conversion of Light Poles to LED

I would like to request adding an agenda item to the Monday, October 7, 2020 Committee of the Whole meeting to discuss the approval of additional funds for payment to DTE for their work in converting light poles on District sites to LED.

You may recall the Board approved \$69,710.00 at the March 16, 2020 Board meeting for this project. At that time, I had calculated the final amount based on an expected DTE rebate. DTE has completed the project and has invoiced the District in the amount of \$77,208.00, which includes \$8,540.00 that the District will be refunded via the rebate. In discussions with DTE, we are required to pay the full amount upon completion, and then we will be sent the \$8,540.00 rebate from a different DTE fund.

I am asking for the Board to approve an additional \$7,498.00 so the Finance Department may send payment in full. Ultimately, the District will receive \$8,540.00 back in rebates. Please let me know if there are any questions. Thank you.

Attachment

PF/ko

c: Board of Education

**Proposed Conversion**

|   |                    |
|---|--------------------|
| Total Future Lums   | 198                |
| Total Future Invoice with Curent Rates                              | \$51,141.84        |
| <b>Annual Savings</b>   | <b>\$34,656.36</b> |
| <br>  |                    |
| Cost to Convert ( <u>CTC</u> )                                      | \$85,658.00        |
| Less DTE labor contribution   | \$8,450.00         |
| Less EO Rebate ( <u>EO</u> )  | \$8,540.00         |
| <u>CTC</u> less <u>EO</u> less DTE Contribution (Final Cost to LPS) | \$68,668.00        |
| <b>Payback is CIAC Amount less EO rebate (yrs) divide by Annual</b> | <b>1.98</b>        |
| <br>  |                    |
| <b>CIAC Amount due to DTE (EO rebate paid by check)</b>             | <b>\$77,208.00</b> |



Date: October 7, 2020

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Re: Purchase of Mobile Devices

I would like an opportunity to share with the Board of Education the recommendation to purchase 1,850 mobile devices and 69 charging carts from CDW-G, utilizing the 2013 Bond Fund and the Sinking Fund. The total amount is \$1,168,190.00 and this pricing comes from the REMC SAVE Bid project. The quote from CDW-G is attached to this memo. These mobile devices (Microsoft Surface Go 2) and carts will be placed in all kindergarten and first grade classrooms.

As discussed at the Study Session of October 5, 2020, Administrative Procedure DJE requires the approval of the School Board for this purchase. However, in the interest of time and because these devices will not likely be available unless LPS is able to send a purchase order for them soon, the Board members gave approval with their signatures on a memo created by Alison Smith, Director of Finance. She has confirmed with the District's auditors and attorney that the signed document from October 5, 2020 is sufficient for the District to proceed with the purchase. Despite this signed approval document, I will still bring this purchase through our regular process.

Please add this request to the agenda of the Monday, October 12, 2020 Committee of the Whole Meeting. Thank you.

Attachment

PF/ko

c: Board of Education

# Livonia Public Schools

**Finance Office**

Date: October 5, 2020

To: Livonia Public Schools Board of Education

From: Alison Smith, Director of Finance

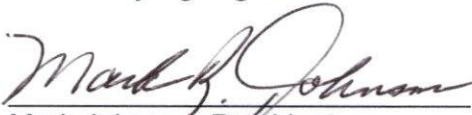
Re: Approval to Purchase Mobile Devices

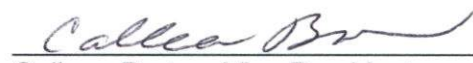
The administration would like to solicit the Board's approval this evening to proceed with a purchase of mobile devices from a REMC SAVE Bid project through CDW-G LLC. The total cost of this purchase is \$1,168,190.00 (quote #LRGH904). If approved, funds from this purchase will come from the 2013 Bond and Sinking Fund.

Administrative Procedure DJE requires the approval of the School Board for this purchase. In the interest of time, we would like to document the Board's approval with signatures from each Board member below, in order to proceed with the Purchase Order on Tuesday, October 6, 2020. We have confirmed with both our auditors (Plante Moran) and attorney (Thrun) that this documentation will be sufficient for the district to proceed with this purchase. This purchase will continue through the normal channel of the Committee of the Whole meeting on October 12, 2020 and the Regular meeting on October 26, 2020.

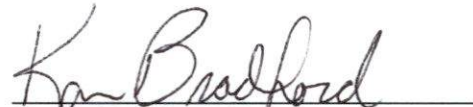
This request does not constitute a change in our practice. Our current procedure of requesting board approval before issuing a Purchase Order still stands.


If you approve of the district proceeding with this purchase at this time, please indicate by signing below.

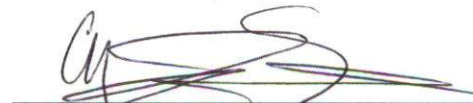
  
Mark Johnson, President

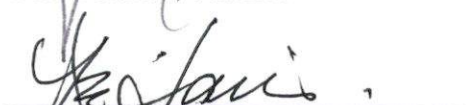
  
Colleen Burton, Vice President

  
Tammy Bonifield, Secretary

  
Karen Bradford, Trustee

  
Dan Centers, Trustee

  
Crystal Frank, Trustee

  
Liz Jarvis, Trustee

# QUOTE CONFIRMATION



**DEAR TYLER DUNCAN,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE       | CUSTOMER # | GRAND TOTAL           |
|---------|------------|-----------------------|------------|-----------------------|
| LRGH904 | 10/1/2020  | SURFGO2 BUNDLE QTY 2K | 1271134    | <b>\$1,168,190.00</b> |

| QUOTE DETAILS  |      |         |            |              |
|--|------|---------|------------|--------------|
| ITEM   | QTY  | CDW#    | UNIT PRICE | EXT. PRICE   |
| <a href="#">Microsoft Surface Go 2 - 10.5" - Pentium Gold 4425Y - 8 GB RAM - 128 GB SSD</a><br>Mfg. Part#: 1GF-00001<br>Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)                    | 1850 | 6072213 | \$476.00   | \$880,600.00 |
| <a href="#">Microsoft Surface Go Type Cover - keyboard - with trackpad, accelerometer -</a><br>Mfg. Part#: KCN-00023<br>Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)                    | 1850 | 6072220 | \$68.00    | \$125,800.00 |
| <a href="#">CDW AUTOPILOT BASEDEPLOYMENT LRG</a><br>Mfg. Part#: LARGEAUTOPILOTOR<br>Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)  | 1850 | 5601220 | \$5.00     | \$9,250.00   |
| <a href="#">Bretford Cube TVC32 - cart (pre-wired)</a><br>Mfg. Part#: TVC32USBC-TZ<br>Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech)  | 69   | 6020643 | \$1,460.00 | \$100,740.00 |
| <a href="#">Kensington BlackBelt Rugged Case for Surface Go - protective case for table</a><br>Mfg. Part#: K97651WW<br>UNSPSC: 53121705<br>Contract: REMC Supplies, Furniture & Technology 2019 (2019 Supplies, Furn&Tech) | 1850 | 5191995 | \$28.00    | \$51,800.00  |

| PURCHASER BILLING INFO   | SUBTOTAL  | \$1,168,190.00        |
|--|---|-----------------------|
| <b>Billing Address:</b><br>LIVONIA PUBLIC SCHOOLS<br>ACCTS PAYABLE<br>15125 FARMINGTON RD<br>LIVONIA, MI 48154-5474<br><b>Phone:</b> (734) 523-9164<br><b>Payment Terms:</b> NET 30-VERBAL | <b>SHIPPING</b>   | \$0.00                |
|  | <b>SALES TAX</b>  | \$0.00                |
|  | <b>GRAND TOTAL</b>  | <b>\$1,168,190.00</b> |
|  | <b>DELIVER TO</b><br><b>Shipping Address:</b><br>LIVONIA PUBLIC SCHOOLS<br>TYLER DUNCAN<br>15125 FARMINGTON RD<br>LIVONIA, MI 48154-5474<br><b>Phone:</b> (734) 523-9164<br><b>Shipping Method:</b> UPS FREIGHT LTL, SPECIAL SERVICES |                       |



Jesse Hafterson

(866) 809-9887

jesshaf@cdwg.com

**LEASE OPTIONS**

| <b>FMV TOTAL</b>      | <b>FMV LEASE OPTION</b>  | <b>BO TOTAL</b>       | <b>BO LEASE OPTION</b>   |
|-----------------------|--------------------------|-----------------------|--------------------------|
| <b>\$1,168,190.00</b> | <b>\$31,003.76/Month</b> | <b>\$1,168,190.00</b> | <b>\$35,898.48/Month</b> |

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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Date: October 8, 2020

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: HED Change Order

As you know, the Board Office houses many departments; including Human Resources, Finance, Operations, Information Technology, Communications, Student Services, Academic Services, Elementary Programs, and Secondary Programs. In addition to housing these departments, the Board Office is frequently host to many professional development training sessions attended by staff from across the District. Families in our communities come to the Board Office to register their students over the summer. It is also where we invite the public to join us for public hearings and Board meetings.

Dialogue among District staff about the Board Office often result in the feeling that we could make more efficient use of the space both in terms of energy efficiencies and space utilization, as well as an overall updating of the appearance of the building. Department structures have changed significantly over the last 40 years, but very little has been changed structurally at the Board Office.

With that in mind, the district brought forth a recommendation in January 2020 and the Board approved engaging HED (Harley Ellis Deveraux) to perform a programming and needs analysis of the District's Board Office. Once that work was completed, administration brought forth an additional recommendation in May 2020 and the Board approved engaging HED again for Phase II of the Central Office Renovation. Phase II involves design, bid/award, and construction administration services. The total fee for these services is \$202,600.00. At that time, the district was interested in authorizing only the design services portion of the contract at a cost of \$149,900.00 and that recommendation was approved by the Board of Education. At the completion of this design work, the district would have the architectural plans needed to proceed with construction when we are ready to do so.

While performing these architectural services, HED has discovered some deficiencies in the existing building systems that they have found to be required upgrades. Since addressing these issues is beyond their base scope of work, HED is seeking a Change Order in the amount of \$15,035 to cover the additional hours needed to address these required upgrades. These upgrades include electrical upgrades and mechanical modifications. I will explain each item below:

1. Electrical Updates:
  - a. Generator modifications - The existing 60KW generator is currently serving the entire front building lighting load/panels from a single transfer switch. Per the NEC 700 the only loads allowed to be served from the emergency transfer switch are those required for emergency egress lighting and exit signage, the current design does not meet code and a dedicated emergency panel needs to be added to support emergency egress, exit signage and alarm panels only.
  - b. Electrical Panel Updates - Replace the existing 1<sup>st</sup> & 2<sup>nd</sup> floor receptacle and lighting panels in the front building. The existing panels are recessed, in the corridors, into the existing CMU walls with the existing branch circuits installed in the floor slab utilizing floor duct. This impedes the installation of new circuits into the existing panels for the renovation. There are currently (4) receptacle panels like this. In addition, the existing 277/480V lighting panels (qty: 2, also in block walls) are deficient and require replacement. To address these issues, HED recommends a new central first floor electrical closet that would encapsulate most of the new electrical distribution for the first and second floor, with a new receptacle panel to be located on the second floor. Only one new receptacle panel would be required at each floor on the first and second floor, along with one new normal lighting panel on the first floor in lieu of the multiple existing receptacle and lighting panels serving each floor.  
For the rear building, the majority of the electrical equipment is from the renovation in the 1950's and is no longer supported by the manufacturer and past it's useful life along with code deficiencies and a different voltage distribution system than the front of the building. The lighting and plug loads that serve the space are fed from small residential load centers that have been tapped and extended over the years and need replacement with new panelboard construction that will adequately support the new renovation. HED recommends leaving the existing system alone that serves the mechanical equipment and replace the old load centers with one new 120/208-volt 42 receptacle panel from the main switchboard to support both floors of the rear building renovation.
2. Mechanical Modifications:
  - a. Cold Water Piping – The addition of restrooms to the front building first floor requires replacing cold water distribution piping in that building with a larger size. (We have verified that the existing water main size is sufficient).
  - b. Baseboard heating – The existing baseboard heating requires reconfiguration to accommodate the new floor plan. This entails a combination of field examination to document the functional portions of each baseboard unit, potential minor plan adjustments to accommodate locations where partitions are just barely in conflict with baseboards, and reconfiguration of the baseboard heating system where minor plan adjustments are not sufficient.
3. In-wall A/C Unit Removal– Remove in-wall A/C Unit from back building and detail the infill for the exterior wall.

Please place this item on the Finance Committee agenda for October 12, 2020.  
Let me know if you have any questions. Thank you.