

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

**Committee of the Whole
September 20, 2021 - 6:30 PM
Board Room
15125 Farmington Road
Livonia, Michigan 48154**

AGENDA

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**
 - Burton, Chair; Acosta; Bonifield; Bradford; Centers; Jarvis; Johnson**
 - A. Selection of Voting Delegates for 2021 MASB Delegate 3**
 - Assembly**
 - A. Oquist**
 - B. Summer Program Update 4**
 - T. O'Brien & J. Taiariol**
- III. BUILDING & SITE COMMITTEE**
 - Centers, Chair; Bradford; Johnson**
 - A. Bond 2021 Protocols & Procedures 5**
 - A. Smith**
 - B. Purchase of A/V Tech Equipment for H.S. Collaboration 6**
 - Rooms**
 - P. Francis**
 - C. Purchase of Mobile Devices for Administrators 10**
 - P. Francis**
 - D. Purchase of Maintenance Vehicles 13**
 - P. Francis**
 - E. Approval of Emerson LMC Air Conditioning 17**
 - P. Francis**
- IV. CURRICULUM COMMITTEE**
 - Acosta, Chair; Bonifield; Bradford**
 - A. Google Classroom 20**
 - Division of Instruction**
- V. POLICY COMMITTEE**
 - Johnson, Chair; Bonifield; Jarvis**
 - A. Board Bylaw Revisions 21**
 - A. Oquist**
 - BCBF - Rules of Order**
 - BCBFA - Quorum**
 - BCBG - Voting Method at Meetings**
 - BCBH - Minutes of Board Meetings**
- VI. FINANCE COMMITTEE**
 - Bonifield, Chair; Acosta; Jarvis**

- VII. PERSONNEL COMMITTEE**
Bradford, Chair; Centers; Johnson
- VIII. LEGISLATIVE COMMITTEE**
Jarvis, Chair; Acosta; Centers



JILL WOZNIAK <jwozniak@livoniapublicschools.org>

2021 MASB Call for Delegates

1 message

Cheryl Huffman <chuffman@masb.org>

Mon, Aug 16, 2021 at 12:18 PM

Reply-To: chuffman@masb.org

To: jwozniak@livoniapublicschools.org

If this email does not display properly, view the [online version](#).



Dear Jill,

*4 Delegates, 3 Alternates
Vote on 9/27/21*

MASB's 2021 Delegate Assembly will begin **Thursday, Nov. 11 at 6 p.m.** at the Amway Grand Plaza Hotel in Grand Rapids. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

Below is a link to use to certify the official voting delegates and alternates who will represent your board of education. All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2021-2022 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Friday, Oct. 8. A notification message is also being sent to your board president and superintendent. Please ensure that this topic is added to your next board meeting agenda and then complete the form at the link below (Note: please do not share this link—it is specific to you).

[Certify Your Delegates Here](#)

If you have any questions, please feel free to contact me at chuffman@masb.org or 517.327.5915.

Regards,
Cheryl



Livonia Public Schools

Academic Services

Date: July 20, 2021

To: Andrea Oquist, Superintendent

From: Theresa O'Brien, Chief Academic Officer

Subject: Summer Program Update

Jen Taiariol and I would like to request to be placed on the agenda for the Committee of the Whole Meeting on July 26, 2021 to update the Board of Education on the wonderful opportunities our students and families had access to this summer. We provided families with a variety of ways for students to connect and reengage with school and learning.



Livonia Public Schools

Finance Office

Date: September 15, 2021

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Bond 2021 Protocols and Procedures

We would like to discuss Bond 2021 protocols and procedures at the September 20, 2021, Building and Site Committee meeting. Please include this item on the agenda and, as always, contact me if you have any questions. Thank you.

AS/kp

c: Board of Education



To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: September 15, 2021

Re: Purchase of A/V Technology Equipment for HS Collaborations Rooms

I would like to discuss the purchase of technology collaboration room equipment for both Franklin High School and Stevenson High School at the next Committee of the Whole meeting on Monday, September 20, 2021. This was originally discussed at the September 13, 2021 Study Session where the proposal to purchase was brought to the Board. The source of funds for this purchase is the 2013 Bond.

We are proposing the purchase of multiple pieces of equipment, as detailed in the attached quote from Inacomp Technical Services Group, Southfield, Michigan. The total cost for this purchase is \$36,095.00, which includes labor for service and installation.

Please contact me if you have questions.

Attachment

PF/ko

C: Board of Education



Livonia Public Schools

Information and Instructional Technology

Date: September 14, 2021

To: Phil Francis, Director of Operations

From: Timothy Klan, Administrator of Information and Instructional Technology

Re: FHS/SHS Collaboration Room AV

Please include a recommendation to approve the purchase of Audio Visual equipment for the collaboration spaces at Stevenson High School and Franklin High School on the agenda of the Board of Education, Committee of the Whole Meeting, on September 21, 2021.

The recommendation is to install a total of 13 televisions and related equipment in the collaboration spaces of these two buildings. Churchill High School received similar equipment as part of a pilot in the 2013 Bond project.

The recommendation is to award the contract to Inacomp Technical Services Group. The cost of this project is \$36,095. The purchase will be made using funds from the 2013 bond fund.

Thank you for your attention to this request.



Livonia Public Schools

Operations

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Date: September 15, 2021

Re: Purchase of Mobile Devices for Administrators

I would like to discuss the purchase of Microsoft Surface Book 3's, docking stations, and monitors at the next Committee of the Whole meeting on Monday, September 20, 2021. I am recommending this purchase from CDW-G in the amount of \$73,131.49 for the administrators who haven't already been upgraded.

The Surface Book 3's will replace the administrators' need for both a desktop unit and a mobile device. CDW-G's quote utilizes contract pricing via E & I Cooperative Services, which fulfills the Board's requirement to bid. Funding will be from the 2013 Bond.

Please let me know if there are any questions. Thank you.

Attachment

PF/ko

c: Board of Education

QUOTE CONFIRMATION



DEAR TYLER DUNCAN,


Thank you for considering CDW•G LLC 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
MGRF545	7/26/2021	PRINCIPALS	1271134	\$73,131.49

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Surface Book 3 - 13.5" - Core i5 1035G7 - 8 GB RAM - 256 GB SSD - Mfg. Part#: SKR-00001 Contract: E&I CNR01439 Catalog (CNR01439)	23	6071630	\$1,500.00	\$34,500.00
Microsoft Complete for Business - extended service agreement - 3 years Mfg. Part#: F9W-00083 UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: E&I CNR01439 Catalog (CNR01439)	23	3862760	\$300.00	\$6,900.00
UAG Rugged Case for Surface Book 2, Surface Book, & Surface Book with Perfo Mfg. Part#: SFBKUNIV-L-IC UNSPSC: 43211612 Contract: E&I CNR01439 Catalog (CNR01439)	23	4900592	\$60.00	\$1,380.00
Microsoft Surface Wireless Mouse - Gray Mfg. Part#: 3YR-00001 UNSPSC: 43211708 Contract: E&I CNR01439 Catalog (CNR01439)	23	4418264	\$45.38	\$1,043.74
Microsoft Surface Dock 2 - docking station - Surface Connect - 2 x USB-C - Mfg. Part#: 1GK-00001 Contract: E&I CNR01439 Catalog (CNR01439)	23	6080326	\$200.00	\$4,600.00
Microsoft Surface Pen M1776 - stylus - Bluetooth 4.0 - platinum Mfg. Part#: EYV-00009 UNSPSC: 43211709 Contract: E&I CNR01439 Catalog (CNR01439)	23	4637708	\$80.78	\$1,857.94
Dell C3422WE - LED monitor - curved - 34.14" - with 3-year Basic Advanced E Mfg. Part#: DELL-C3422WE Contract: E&I CNR01439 Catalog (CNR01439)	23	6447849	\$911.78	\$20,970.94
Microsoft Surface Keyboard - keyboard - QWERTY - US - gray Mfg. Part#: 3YJ-00022 UNSPSC: 43211706 Contract: E&I CNR01439 Catalog (CNR01439)	23	4418255	\$81.69	\$1,878.87

PURCHASER BILLING INFO	SUBTOTAL	\$73,131.49
Billing Address: LIVONIA PUBLIC SCHOOLS ACCTS PAYABLE 15125 FARMINGTON RD LIVONIA, MI 48154-5474 Phone: (734) 523-9164 Payment Terms: NET 30-VERBAL	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$73,131.49
DELIVER TO	Please remit payments to:	
Shipping Address: LIVONIA PUBLIC SCHOOLS TYLER DUNCAN 15125 FARMINGTON RD LIVONIA, MI 48154-5474 Shipping Method: UPS Ground (1- 2 day)	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

	Jesse Hafterson		(866) 809-9887		jesshaf@cdwg.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$73,131.49	\$1,960.66/Month	\$73,131.49	\$2,264.88/Month

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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Livonia Public Schools

Operations

To: Andrea Oquist, Superintendent
From: Phillip Francis, Director of Operations
Date: September 15, 2021
Re: Purchase of Maintenance Vehicles

I would like to request adding an agenda item to the September 20, 2021 Committee of the Whole Meeting in order to purchase two F-550 box trucks and two F-550 dump/salter trucks. These 2022 model year trucks will replace the District's two 2003 model year box trucks and our one 2002 model year dump truck. Please note, LPS used to own two box trucks, but the second was decommissioned two years ago due to it being unsafe to drive.

This purchase will come from Gorno Ford, Woodhaven, Michigan via the Mi-Deal Purchasing Agreement from the State of Michigan at a cost of \$68,772.00 each for the F-550 box trucks and \$74,329.00 each for the F-550 dump/salter trucks. The total cost for all four vehicles totals \$286,202.00. This purchase will come from the general fund.

Please include this item on the agenda. Thank you.

Attachments

PF/ko

C: Board of Education

DATE: 8/23/21 **(F-550 C/C 4x2) Rockport – 16’ Box/Tommygate**

TO: HARRY LAU, LIVONIA PUBLIC SCHOOLS
734-812-8597 (DIRECT) hlau@livoniapublicschools.org

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagney@gornoford.com

RE: MIDEAL 3958-0119D (2) **22MY FORD, F-550 XL** C/C REG CAB,
4x2, DRW, **205”WB, 120”CA**, OXFORD WHITE/EARTH VINYL, 6.7L V8 DIESEL ,
10spd.A/T, 4.88 LTD SLIP H.D AXLE, LT225/70x19.5 STEER, A/C, TILT/CRUISE,
AM/FMw/CLOCK, VINYL FLOOR, 19,500# GVWR PAYLOAD PKG., DISC BRKS.w/ABS,
AIRBAGS, H.D. SUSP, ROOF CLEARANCE LIGHTS, UPFITTER SWITCHES, PTO PROV.,
REV. SAFETY BEEPER, FRNT. TOW HOOKS, CAB STEPS, AFT. AXLE 40 gal. FUEL TANK,
RUNNING BOARDS, 397 AMP ALT., REAR VIEW CAMERA , REVERSE SAFETY BEEPER,
ELEC. TRLR. BRK. CNTRLR.
ROCKPORT 16’x 7’ ALUMINUM VAN BODY, MUD GUARDS, COMPOSITE ROLL-UP REAR –
DOORw/GRAB HANDLES, LED CARGO LIGHTS, PERIMETER CLEARANCE LIGHTS,
FULL BOX UNDERCOATING, (1) ROW E-TRACKw/RATCHET TIE-DOWN STRAPS,
FIRST AID KIT/FIRE EXT./EMERGENCY TRIANGLES, (3) YEAR 36,000 MILE WARRANTY,
ALL ALUMINUM TOMMY GATE, 89”x 55” w/12” TAPER RAMP, SAFETY TRIP & CART STOPS
REMOTE PENDANT CNTRLS.

F.O.B. DELIVERED TO LIVONIA, MI \$68,772.00 each
(MSRP = \$78,699.00)

Current estimated lead time is 30 + weeks from receipt of P.O.
QUOTED PRICE EXPIRES NOVEMBER 30, 2021
2022MY Production begins June 2021.

Please review, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Livonia Public Schools. Information/specifications in this quotation have been established by MIDEAL and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.

DATE: 8/23/21 **(F-550 C/C 4x4) Dump/Salter**

TO: HARRY LAU, LIVONIA PUBLIC SCHOOLS
734-812-8597 (DIRECT) hlau@livoniapublicschools.org

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES
734-671-4033 (DIRECT) jagne@gormoford.com

RE: MIDEAL 3958-0119D (2) **2022MY FORD, F-550 XL C/C REG CAB,**
4x4, DRW, 145"WB, 60"CA, OXFORD WHITE/EARTH VINYL, 6.7L V8 DIESEL ,
10spd.A/T, 4.88 LTD SLIP H.D AXLE, LT225/70x19.5 AT-TRACTION, A/C,
TILT/CRUISE, AM/FMw/CLOCK, VINYL FLOOR, 397 AMP H.D. ALT.,
19,500# GVWR PAYLOAD PKG., DISC BRKS.w/ABS, AIRBAGS, BLOCK HTR.,
H.D. SUSP, ROOF CLEARANCE LIGHTS, UPFITTER SWITCHES, PTO PROV.,
REV. SAFETY BEEPER, FRNT. TOW HOOKS, SPARE TIRE/WHL.,
PLOW PREP., CAB STEPS, AFT. AXLE 40 gal. FUEL TANK, RUNNING BOARDS,
397 AMP ALT., REAR CAMERA KIT, REVERSE SAFETY BEEPER,
ELEC. TRLR. BRK. CNTRLR.
GALION HIGH TENSIL STEEL 3-5 yd. DUMP BODYw/18" FOLD-DOWN -
REMOVEABLE SIDES, AR-400 3/16" H.D FLOOR, MUD FLAPS, BLACK EPOXY,
4-CHANNEL SUBFRAMEw/INTEGRATED HINGE & DUAL ACTING ELEC/HYD.-
PWR.-UP/PWR.-DOWN, 6" CYLINDER SCISSOR HOIST, 10 TON LIFT CAPACITY
MANUAL MESH TARP, 1/2" STEEL/POWDER COATED HITCH PLATEw/2 5/16" –
PINTLE COMBO HITCH, 7-WAY FLAT TRAILER PLUG, MUNICIPAL SAFETY –
LIGHT PKG.w/ Amber Mini LED Light Bar & Fr./Rear Amber LED Flashers,
WESTERN "STRIKER" STAINLESS STEEL 4.5 CUBIC YD. DUAL ELECTRIC –
DRIVE SALT SPREADER, 2-PIECE STAINLESS STEEL INVERTED V TOP SCREEN,
HOPPER TO BE BOLTED INTO BUMP + STRAPS

F.O.B. DELIVERED TO LIVONIA, MI \$74,329.00 each
(MSRP = \$84,956.00)

Current estimated lead time is 30 + weeks from receipt of P.O.
QUOTED PRICE EXPIRES NOVEMBER 30, 2021
2022MY Production begins June 2021.

RECOMMENDED OPTION:

9.5' WESTERN MVP3 V-BLADE STEEL PLOW SYSTEMw/DEFLECTOR \$7,295.00 each

Please review, sign and e-mail back or e-mail Purchase Order to Jim Agney.

Customer Signature: _____

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Livonia Public Schools. Information/specifications in this quotation have been established by MIDEAL and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.



To: Andrea Oquist, Superintendent
From: Phillip Francis, Director of Operations
Date: September 15, 2021
Re: Approval of Emerson LMC Air Conditioning

I would like to discuss the replacement of the Air Conditioning Unit servicing the Emerson LMC and at the next Committee of the Whole meeting on Monday, September 20, 2021. This was originally discussed at the September 13, 2021 Study Session where the proposal to replace was brought to the Board. The source of funds for this purchase is the Sinking Fund.

We are proposing the replacement and installation of the LMC A/C unit at Emerson to CSM Mechanical, LLC, Milford, Michigan, for a cost of \$123,750.00. The current air conditioning unit for Emerson's LMC lost one of its stages late this summer and has been running on only one stage and one speed instead of two.

Please contact me if you have questions.

Attachments

PF/ko

c: Board of Education



Livonia Public Schools

Facilities and Operations

Date: September 7, 2021
To: Phillip Francis, Director of Operations
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation To Award Emerson LMC Air Conditioning Bid

I am recommending and seeking approval to award the bid for the Emerson LMC Air Conditioning installation to CSM Mechanical LLC at a total cost of \$123,750.00. This project is qualified for the Sinking Fund. The lead time for this equipment to be delivered to Emerson is 14 to 16 weeks.

Below is a list of all the bidders that bid on this project:

CSM Mechanical LLC	Milford, MI	\$123,750.00
Engineered Comfort Systems	Taylor, MI	\$149,998.10

Rationale: The current air conditioning unit at Emerson LMC is running on one stage, one speed instead of two.

Thank you for your consideration in this matter.

cc: K. Oaks

LIVONIA PUBLIC SCHOOLS
Emerson LMC A/C Bid
Warehouse Conference Room
8/31/21, 12 P.M.

VENDORS BIDDING DESCRIPTION	CSM LLC	ECS LLC				
GRAND TOTAL:	\$123,750.00	\$149,998.10	\$	\$	\$	\$
BID BOND	X	X				
EQUAL OPPORTUNITY	X	X				
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT	X	X				
IRAN SANCTIONS STATEMENT	X	X				
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION						
PRICE FIRM FOR 90 DAYS						19
TERMS OF PAYMENT						
ADDITIONAL SHEETS						
COMMENTS						
RECORDED BY: Harry Lau	DATE: 8/31/21		WITNESSED BY:	Carl Roberts		DATE: 8/31/21



Date: September 15, 2021
To: Andrea Oquist
From: Theresa O'Brien
Re: Google Classroom Update

The Division of Instruction: Dr. Taiariol, Mr. Willenborg, Mr. Green and I would like to request to be placed on the agenda for the Committee of the Whole meeting on September 20, 2021, to provide an update on how Google Classroom will be implemented to support the instructional needs of our students during the 2021-22 school year.

BYLAWS OF THE BOARD

BCBF

BOARD OPERATIONS
RULES OF ORDER

~~JUNE 20, 1988~~
Reviewed 11/2013

The Board of Education shall observe **Robert's Rules of Order, Revised**, (most current version) where such procedure does not conflict with the Board's bylaws and/or laws governing the operation of a board of education.

~~LEGAL REF.: Op. Atty. Gen. No. 4738 (Legal References Updated 3/12/07)~~

BYLAWS OF THE BOARD

BCBFA

BOARD OPERATIONS QUORUM

~~JUNE 20, 1988~~
Reviewed 11/2013

A majority of the members of the Board of Education ~~shall constitute a quorum. A majority of the total members presently serving on the Board~~ **electd or appointed to and serving on the Board is required to** shall constitute a quorum. ~~A majority of the total members presently serving on the Board~~ **The same majority** is required to approve a motion.

LEGAL REF.: MCL 380.1201

BYLAWS OF THE BOARD

BCBG

BOARD OPERATIONS VOTING METHOD AT MEETINGS

~~JUNE 20, 1988~~

Reviewed 11/2013

Voting shall be by voice roll call. All roll call votes shall be recorded **by the Board Secretary** and included in the minutes of the meetings.

LEGAL REF.: MCL, 380.1202 ~~380.1201 (Legal References Updated 3/12/07)~~

BYLAWS OF THE BOARD

BCBH

BOARD OPERATIONS MINUTES OF BOARD MEETINGS

~~JUNE 20, 1988~~
Reviewed 11/2013

The secretary shall keep a proper record of **Board of Education** proceedings. In the absence of the secretary, the president shall appoint a secretary pro tempore.

The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose or purposes for which closed sessions are called, and all roll call votes. Proposed and approved minutes of the Board are public records open to public inspection. Copies shall be provided upon request to members of the public in accordance with law.

The minutes shall be signed by the secretary or by the secretary pro tempore.

Proposed minutes of the Board will be available for public inspection during regular business hours at the Board of Education offices, 15125 Farmington Road, Livonia, Michigan, not more than eight business days after the meeting to which the minutes refer, and approved minutes of each meeting will be available for public inspection during regular business hours at the same location not more than five business days after the meeting at which the minutes are approved.