

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

**Committee of the Whole
May 16, 2022 - 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
- III. BUILDING & SITE COMMITTEE**
Centers, Chair; Bradford; Johnson
 - A. Quarterly Dashboard - PMC** 3
P. Francis
 - B. Cooper Abatement - 2021 Bond** 4
P. Francis
 - C. Cedar Crest Milk/Dairy Purchase** 7
P. Francis
 - D. Copy Paper Purchase** 8
P. Francis
 - E. Staff Desktop Computer Purchase - 2021 Bond** 11
P. Francis
 - F. Window Replacement at Grant Elementary** 15
P. Francis
 - G. Purchase of Soundboards for Franklin and Stevenson** 18
PAC's
P. Francis
- IV. FINANCE COMMITTEE**
Bonifield, Chair; Acosta; Jarvis
 - A. ESSER Funds Update** 21
A. Smith
 - B. Appointment of Auditor** 23
A. Smith
 - C. Wayne RESA Budget** 35
A. Smith
- V. CURRICULUM COMMITTEE**
Acosta, Chair; Bonifield; Bradford
 - A. MHSAA Membership Resolution** 56
D. Willenborg
 - B. Elementary Integrated Units** 59
T. O'Brien & J. Cory
- VI. POLICY COMMITTEE**
Johnson, Chair; Bonifield; Jarvis
 - A. Board Operations** 60
BCAA - Annual Organizational Meeting

Business Management

EA - Goals and Objectives

EBH - Leasing and Renting

ECA - Insurance Program

EDDA - Special Use of School Buses

General Public Relations

KC - Board/Community Relations

KEA - Public Performances, Assemblies, and/or Exhibitions

KEAA - Community Activities by Students

KEC - Interviews with Students

VII. PERSONNEL COMMITTEE

Bradford, Chair; Centers; Johnson

VIII. LEGISLATIVE COMMITTEE

Jarvis, Chair; Acosta; Centers



Livonia Public Schools

District Services

Date: May 12, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: PMC Presentation of Quarterly Dashboard

I would like to request adding an agenda item to the May 16, 2022, Committee of the Whole meeting for Plante Moran Cresa to report out to the Board of Education the Quarterly Dashboard Report. This will be Plante Moran CRESA's general report through the first quarter of 2022 and will include both bond and sinking fund projects.

Thank you.

PF/ko

c: Board of Education



Livonia Public Schools

District Services

Date: May 12, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Abatement Recommendations – 2021 Bond

I would like to request adding Cooper Upper Elementary Abatement Project as an agenda item to the May 16, 2022 Committee of the Whole meeting so I can update the Board on the award recommendation for the summer of 2022 renovation project at Cooper Upper Elementary. Generally speaking, there was not much asbestos abatement needed for the upcoming summer Bond projects. However, Cooper had enough required abatement to necessitate a public bid.

The bid responses were due and opened on May 11, 2022, and we received three responses. Members of the Bond Team reviewed the information and we are recommending Mid-Michigan Management in Okemos, Michigan, as the low responsible bidder in the amount of \$54,296.00.

Please contact me if you have any questions. Thank you.

Attachment

PF/ko

c: Board of Education



Livonia Public Schools

Facilities and Operations

Date: May 11, 2022
To: Phillip Francis, Assistant Superintendent of District Services
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation to Award the Cooper Asbestos Abatement

I am recommending and seeking approval to award the Cooper Asbestos Abatement to Mid-Michigan Management at a cost of \$54,296.00. This abatement will be financed through the 2021 Bond. The abatement schedule will follow the demolition of Cooper's kitchen ceiling.

A list of vendors that participated in this bid are listed below:

Mid-Michigan Management	Okemos, MI	\$ 54,296.00
Global Green Service Group	Dearborn Hts., MI	\$104,245.00
Dore & Associates, Inc.	Bay City, MI	\$249,600.00

Rationale: The sprayed-on asbestos on the underside of the roof deck will be removed or encapsulated in place.

Thank you for your consideration in this matter.

cc: K. Oaks

LIVONIA PUBLIC SCHOOLS
Asbestos Abatement At Cooper Elementary Bid
Bulldog Conference Room, Central Office
11:30 a.m., 5/11/22

VENDORS BIDDING DESCRIPTION	Dore & Assoc.	Global Green	Mid-Michigan Mgt.			
GRAND TOTAL:	\$249,600.00	\$104,245.00	\$54,296.00	\$	\$	\$
BID BOND	X	X	X			
EQUAL OPPORTUNITY	X	X	X			
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT	X	X	X			
IRAN SANCTIONS STATEMENT	X	X	X			
ADDENDUM 1	X	X	X			
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION						6
PRICE FIRM FOR 90 DAYS						
TERMS OF PAYMENT						
ADDITIONAL SHEETS						
COMMENTS						
RECORDED BY: Harry Lau	DATE: 5/11/22		WITNESSED BY:	Celia Davis		DATE: 5/11/22



Livonia Public Schools

District Services

Date: May 12, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Cedar Crest Milk/Dairy Purchase

I would like to request adding an agenda item to the Monday, May 16, 2022, Committee of the Whole meeting to discuss Board approval of an increase to the 2021-22 milk/dairy open purchase order the Food & Nutrition Services Department has with Cedar Crest Dairy Inc., Hudsonville, Michigan. The Board previously approved \$160,000.00 in October of 2021 for milk/dairy purchases in the 2021-22 school year. Due to the federally approved meal waiver this school year, more students than anticipated have participated in their schools' meal programs. This is necessitating our current request for Board approval in the amount of \$94,000.00.

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

PF/ko

c: Board of Education



Livonia Public Schools

District Services

Date: May 12, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Copy Paper

I would like to discuss the purchase of the district's partial supply of photocopy paper for the 2022-23 school year at the next Committee of the Whole meeting on Monday, May 16, 2022. We are recommending Contract Paper Group at a total cost of \$35,179.20.

Attached is a memo from Mr. Harry Lau, Administrator of Facilities and Operations, with details of the types and amounts of paper we recommend purchasing. Due to supply chain issues, reduced manufacturing of paper and lack of raw materials, Livonia Public Schools can only order one truck load at a time. This purchase is via the Wayne RESA bid contract, fulfilling the Board's bid requirement.

Please feel free to contact me with questions. Thank you.

Attachments

PF/ko

c: Board of Education



Livonia Public Schools

Facilities and Operations

Date: May 9, 2022
To: Phillip Francis, Assistant Superintendent of District Services
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation to Purchase Xerographic Paper

I am recommending and seeking approval to award a purchase of 840 cartons of white 20 lb., 8.5"x11" xerographic paper to add to Livonia Public Schools' inventory for use in the 2022-2023 school year. This purchase of xerographic paper will be one of three purchases made through the remainder of 2022.

The xerographic paper is being purchased through the Wayne RESA Contract 2019-WR-0115-C at a cost of \$41.88 per carton. The cost difference between 2021 and 2022 is \$14.48 per carton.

Due to supply chain issues and the reduced manufacturing of paper along with the lack of raw materials, Livonia Public Schools can only order one truck load at a time.

The purchase of the first delivery of xerographic paper is as follows:

Contract Paper Group	Cuyahoga Falls, OH	\$35,179.20
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Thank you for your consideration in this matter.

cc: K. Oaks



Livonia Public Schools

District Services

Date: May 12, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Staff Desktop Computer Purchase

I would like an opportunity to share with the Board of Education the recommendation to purchase 1,100 desktop computers as replacements for the desktops purchased during the initial desktop purchase from the 2013 Bond, which occurred in 2014. We estimate the total cost for 1,100 machines will be \$1,113,200.00 through the State of Michigan's REMC Save Bid Project. Because we are utilizing pricing from the State of Michigan's REMC Save Bid Project bid system, no additional bids are required.

This proposed desktop purchase will replace those currently used by teaching staff. This includes classroom teachers, along with itinerant and support teaching staff who did not receive their replacement computer during the last round. Please add this request to the agenda of the Monday, May 16, 2022, Committee of the Whole meeting.

Thank you

Attachments

PF/ko

c: Board of Education



Livonia Public Schools

Information and Instructional Technology

Date: May 10th, 2022

To: Phil Francis, Assistant Superintendent of District Services

From: Timothy Klan, Administrator of Information and Instructional Technology

Re: Teacher Workstation Replacements

As a result of discussions with the Administration and Cabinet, the Information Technology Department is recommending the replacement of the teacher classroom workstation computers.

These computers were last replaced in 2014/2015 as part of the 2013 Bond. The replacement would include 1,100 teacher classroom computers totaling \$1,113,200.00.

The recommendation is to award the contract to CDWG. The purchase will be made from 2021 Bond Funds using the State of Michigan's REMC Save Bid Project. Because we are utilizing pricing from this competitively bid system, no additional bids are required.

Thank you for your attention to this request.

QUOTE CONFIRMATION



DEAR TIM KLAN,

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
MTCH156	5/10/2022	HP AIO DESKTOPS	1271134	\$1,113,200.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
BTO HP 800 G6 I5-10500 256 16 WP Mfg. Part#: 50079262 Contract: REMC Computers & Networking 2019 (2019 C&N REMC)	1100	7021225	\$895.00	\$984,500.00
HP ESP Only HP e-Care Pack Next Business Day Hardware Support Mfg. Part#: U7899E UNSPSC: 81111812 HP 5YR 9x5xNBD Desktop Warranty Electronic distribution - NO MEDIA Contract: MARKET	1100	585482	\$89.00	\$97,900.00
NEW ITEM Mfg. Part#: NEW-ITEM White Glove Deployment - Includes storage, delivery, on-site hardware setup, and Autopilot deployment. Also includes removal and staging of old assets and trash consolidation/removal. (FULL SOW TO FOLLOW) Contract: MARKET	1100	NEW-ITEM	\$28.00	\$30,800.00

PURCHASER BILLING INFO	SUBTOTAL	\$1,113,200.00
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	\$1,113,200.00
	DELIVER TO	Please remit payments to:
Shipping Address: LIVONIA PUBLIC SCHOOLS ALL COVERED 30119 RESEARCH DR NEW HUDSON, MI 48165-8548 Shipping Method: UPS Ground (2- 3 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
13					

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$1,113,200.00	\$29,544.33/Month	\$1,113,200.00	\$34,208.64/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
 © 2022 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Livonia Public Schools

District Services

Date: May 11, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Grant Window Replacement

I would like an opportunity to share with the Board of Education the recommendation to purchase window replacements at Grant Elementary School from Daniels Glass, Inc. at a cost of \$239,148.00. There were three (3) vendors who participated in the bid process on May 11, 2022.

This proposed Capital Projects Fund purchase is to replace windows that are over 25 years old and have not been working properly. Please add this request to the agenda of the Monday, May 16, 2022 Committee of the Whole meeting.

Thank you.

Attachments

PF/ko

c: Board of Education



Livonia Public Schools

Facilities and Operations

Date: May 11, 2022
To: Phillip Francis, Assistant Superintendent of District Services
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation to Award the Grant Window Replacement

I am recommending and seeking approval to award the Grant Window replacement to Daniels Glass, Inc., at a cost of \$239,148.00. This would be financed through the District's Capital Projects Fund. Grant's windows are not operating correctly and no after-market replacement parts are available.

A list of vendors that participated in this bid are listed below:

Daniels Glass, Inc.	Detroit, MI	\$239,148.00
Trenko Glass	Warren, MI	\$264,900.00
EGD Glass & Door	White Lake, MI	\$330,271.00

Rationale: Grant's windows are a poor design with large, double-hung windows that are very heavy and no after-market parts are available; these windows are over 25 years old.

Thank you for your consideration in this matter.

cc: K. Oaks

LIVONIA PUBLIC SCHOOLS
Window Replacement at Grant Elementary School Bid Tab
Bulldog Conference Room, Central Office
12:00 p.m., 5/11/22

VENDORS BIDDING DESCRIPTION	EGD Glass	Daniels Glass	Trenko Glass			
	& Door					
GRAND TOTAL:	\$330,271.00	\$239,148.00	\$264,900.00	\$	\$	\$
BID BOND	X	X	X			
EQUAL OPPORTUNITY	X	X	X			
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT	X	X	X			
IRAN SANCTIONS STATEMENT	X	X	X			
ADDENDUM 1	X	X	X			
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION						17
PRICE FIRM FOR 90 DAYS						
TERMS OF PAYMENT						
ADDITIONAL SHEETS						
COMMENTS						
RECORDED BY: Harry Lau	DATE: 5/11/22		WITNESSED BY:	Celia Davis		DATE: 5/11/22



Livonia Public Schools

District Services

Date: May 11, 2022

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: PAC Soundboard Replacements

I would like an opportunity to share with the Board of Education the recommendation to purchase two (2) soundboards from Advanced Lighting and Sound in the amount of \$78,600.00. We will be replacing the soundboards at Stevenson High School and Franklin High School with the equivalent soundboard Churchill's PAC currently has.

This proposed general fund purchase is to replace the two (2) sound boards that are only working intermittently, are out of warranty, and do not have after-market parts available for repair. Please add this request to the agenda of the Monday, May 16, 2022 Committee of the Whole meeting.

Thank you.

Attachments

PF/ko

c: Board of Education



Livonia Public Schools

Facilities and Operations

Date: May 11, 2022
To: Phillip Francis, Assistant Superintendent of District Services
From: Harry C. Lau, Administrator of Facilities and Operations
Re: Recommendation to Award the Purchase of Two Sound Boards

I am recommending and seeking approval to award the purchase of two (2) sound boards; one for Stevenson High School and one for Franklin High School. Advanced Lighting & Sound is the lowest responsible bidder. The total cost of both sound boards is \$78,600.00. This will be financed through the General Fund.

The sound boards at both Stevenson High School and Franklin High School are working intermittently, losing communication to different aspects of the sound and lighting at the Performing Arts Centers. Only one vendor submitted a bid, Advanced Lighting & Sound.

The vendor that participated in this bid is listed below:

Advanced Lighting & Sound	Troy, MI	\$78,600.00
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Rationale: The current sound boards do not have after-market parts available.

Thank you for your consideration in this matter.

cc: K. Oaks

LIVONIA PUBLIC SCHOOLS
Sound Board Replacement at Franklin/Stevenson H.S. Bid
Bulldog Conference Room, Central Office
11:45 a.m., 5/11/22

VENDORS BIDDING DESCRIPTION	Advanced					
	Lighting & Sound					
GRAND TOTAL:	\$78,600.00	\$	\$	\$	\$	\$
BID BOND	X					
EQUAL OPPORTUNITY	X					
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT	X					
IRAN SANCTIONS STATEMENT	X					
ADDENDUM 1	X					
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION						20
PRICE FIRM FOR 90 DAYS						
TERMS OF PAYMENT						
ADDITIONAL SHEETS						
COMMENTS						
RECORDED BY: Harry Lau	DATE: 5/11/22		WITNESSED BY:	Celia Davis		DATE: 5/11/22



Date: May 10, 2022

To: Andrea L. Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: ESSER Funds Update

Livonia Public Schools has been fortunate to receive a number of new federal grants in the last two years. Funding under the Elementary and Secondary School Emergency Relief (ESSER) Fund is intended to be used in response to the impact of the coronavirus disease 2019 (COVID-19) pandemic on students in pre-K–12 education.

School districts must engage in meaningful consultation with stakeholders and provide the public the opportunity to provide input in the development of the ARP ESSER plan of spending. Specifically, a school district must engage in meaningful consultation with stakeholders including, but not limited to, students; families; Tribes (if applicable); civil rights organizations (including disability rights organizations); school and district administrators (including special education administrators); superintendents; charter school leaders (if applicable), teachers, principals, school leaders, other educators, school staff, and their unions; and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

Livonia Public Schools first publicly presented a proposed spending plan of ARP ESSER Funds at the May 24, 2021, Board of Education Study Session, followed by a similar presentation at the June 7, 2021, BOE Committee of the Whole meeting. An opportunity for public comment was provided at both meetings. The June 7, 2021, COW meeting was recorded and is available for viewing on the district's website. The district also shared the proposed spending plan with the district's Administrative Leadership Team (ALT) on May 25, 2021.

Once the ARP ESSER grant application became available in Fall 2021 and the district had reviewed the grant guidelines, the district set up meetings to share the spending plan and gather feedback from stakeholders. District leadership met with the Livonia PTSA Council on November 17, 2021, and employee group union leadership on November 19, 2021. A survey to gather further feedback was emailed to parents/guardians, staff members including their union leaders, high school students, and various community members on November 23, 2021. The district received 2,060 responses to the survey.

I would like to share with the Board of Education and our community at the Finance Committee meeting on Monday, May 16, 2022, the feedback we collected from our stakeholders, how that aligns with our spending plan, and provide an overall update on the how the funds have been spent to date and how the district proposes spending remaining funds.

Please let me know if there are any questions, or if any additional information is needed at this time.

AS/kv

c: Board of Education



Date: May 10, 2022

To: Andrea L. Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Appointment of Auditor

We would like to discuss the appointment of Plante Moran as the school district's auditor of the 2021-2022 financial statements.

Plante Moran has served as the district's auditor for several years now. We recommend that we maintain Plante Moran because we have been satisfied with the quality of their work and it will provide consistency in service. When switching auditing firms, it inevitably takes a new firm a significant amount of time to familiarize themselves with our systems, processes, and staff. This wouldn't be the case if we continue with Plante Moran, as they are very familiar with our district and are considered experts in the field of K-12 accounting.

We believe the fee generally requested by Plante Moran to be fair and reasonable compensation for the independent audit they conduct and the expert accounting advice they provide to the school district as needed throughout the year. They are the largest and most experienced auditing firm of public schools in Michigan and they provide a significant depth of knowledge to their work and to our District.

There is no board policy or law that requires the Board to formally vote on auditing services, as this is under the category of a professional service, but we have done so in the past and believe this action provides transparency to the community on our financial practices.

Attached is the engagement letter that outlines their fee and scope of service. I will plan to review this with the Board at the next Finance Committee meeting on Monday, May 16, 2022. Please let me know if there are any questions.

AS/kv

c: Board of Education

May 2, 2022

Mrs. Alison Smith
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154

Dear Alison:

Thank you for your selection of Plante & Moran, PLLC (“PM”) to assist you. We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to Livonia Public Schools (“Client”).

Scope of Services

We will audit Client’s basic financial statements and federal awards as of and for the year ended June 30, 2022.

In connection with our audit engagement, we will assist you in drafting your financial statements, supplementary information, and related notes including preparation of adjustments to present governmental activities on a full accrual basis. We will also assist you in drafting the Data Collection Form (DCF). This assistance is considered a non-audit service and you agree to the contemporaneous provision of these audit and non-audit services.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM can be available to provide such additional services if and to the extent provided for in a separate, signed engagement agreement.

Timing of Services

We expect to begin fieldwork for this engagement at your offices for interim procedures in June 2022. We anticipate that our on-site audit work will end in September 2022 and that our report will be issued by November 1, 2022.

Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that PM staff expends at our current hourly rates. We estimate that our fee for this engagement will be approximately \$50,200, plus all reasonable and necessary travel and out-of-pocket costs incurred. Payments are due as follows:

June 30, 2022	\$14,000
August 31, 2022	\$28,000
Upon issuance of report	Remaining balance, plus any necessary final adjustments

The fees for the federal program audit are based on testing two major programs under Uniform Guidance Rules. If an additional major program is required to be tested, our fees would increase by approximately \$5,500 for each additional major program.

Due to significant changes to federal grant programs as a result of the Coronavirus pandemic, any fee estimates for auditing new or existing federal grants, where final changes, interpretations or regulations from federal grantor authorities or pass through agencies have not been issued or clarified, may require additional audit time above the quoted fee to be incurred. In the event this arises, we will discuss these additional fee estimates with you.

Any fee estimate for the engagement does not include time related to the first year implementation of GASB 87, Leases. Our fee for any such services will be based on the value of the services provided, which is primarily a function of the time that PM staff expend at our current hourly rates. We estimate that our fee for this engagement will be approximately \$1,500.

Our fee does not include additional services that may be required as a result of issues related to the Coronavirus pandemic, including accounting and disclosure matters, or those caused by delays in engagement timing or procedures. In the event any of these issues arise, we will discuss additional fee estimates with you.

Our fee does not include additional services that may be required as a result of issues related to the Coronavirus pandemic, including accounting and disclosure matters, or those caused by delays in engagement timing or procedures. This additional time will be billed at our current hourly rates.

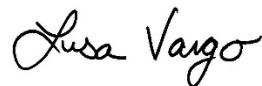
Invoices for audit services will be rendered to reflect this payment schedule. Invoices for other services and out-of-pocket costs will be rendered as services are provided and are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice.

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC



Lisa Vargo, CPA
Partner

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement (collectively “Agreement”), which set forth the entire agreement between Livonia Public Schools and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Livonia Public Schools

Mrs. Alison Smith

Date

Title

Professional Services Agreement – Audit Services Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for audit services dated May 2, 2022 between Plante & Moran, PLLC (referred to herein as “PM”) and Livonia Public Schools (referred to herein as “Client”).

1. **Financial Statements** – The financial statements of Client being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).
2. **Management Responsibilities** – Client management is responsible for the preparation and fair presentation of these financial statements, the schedule of federal awards, and the data collection form in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America when required and the completeness and accuracy of the information presented and disclosed therein. Management is also responsible for the capability and integrity of Client personnel responsible for Client’s underlying accounting and financial records.

Client personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, the schedule of federal awards, and the data collection form, such as records, documentation, and other matters and additional information that the auditor may request from management for the purpose of the audit.

This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM’s audit. In addition, Client will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Client will allow PM unrestricted access to personnel within Client from whom PM determines it necessary to obtain audit evidence.

Client represents and warrants that any and all information that it transmits to PM will be done so in full compliance with all applicable federal, state, local, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). Client shall not disclose personal data of data subjects (“Personal Data”) who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

Management is responsible for making all management decisions and performing all management functions relating to the financial statements, full accrual (GASB 34) entries, supplementary financial information, related notes, schedule of federal awards, and the data collection form. Management accepts full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, full accrual (GASB 34) entries, supplementary financial information, related notes, schedule of federal awards, or data collection form. Management is also ultimately responsible for the submission of the data collection form to the Federal Audit Clearinghouse. Client has designated Alison Smith to oversee financial statement and federal awards reporting related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, full accrual (GASB 34) entries, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for the adequacy of the financial statements.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting the Client involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management’s responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting the Client received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is responsible for providing PM with complete, accurate, and timely information that could bear on PM’s independence under applicable professional standards, including, but not limited to, information and representations regarding affiliates of Client, business or personal relationships between Client and PM, and business, personal and employment relationships between those in a financial reporting oversight role, including members of governance, and PM (collectively, Independence Information). Client represents and warrants that (a) it has provided PM any and all Independence Information existing as of the date of this Agreement, (b) that such Independence Information is accurate and complete as of the date of this Agreement, (c) that it will notify PM of any changes to Independence Information that has been provided as of the date of this Agreement, and (d) that,

Professional Services Agreement – Audit Services

after the date of this Agreement, it will provide any new Independence Information to PM as soon as it becomes known to Client.

3. **Objective of an Audit of Financial Statements** – The objective of PM’s audit is the expression of an opinion on the Client financial statements specified in the accompanying engagement letter. PM offers no guarantee, express or implied, that its opinion will be unmodified or that it will be able to form an opinion about these financial statements in the event that Client’s internal controls or accounting and financial records prove to be unreliable or otherwise not auditable. If PM’s opinion is to be modified, PM will discuss the reasons with Client management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements, PM may terminate the engagement and decline to issue a report.
4. **Supplementary Information** – In any document that contains supplementary information to the basic financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor’s report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by Client of the supplementary information and the auditor’s report thereon.
5. **Internal Controls** – Client is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations, including those applicable to federal awards, and with the provisions of contracts and grant agreements. PM, in making its risk assessments, will consider internal control relevant to Client’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. PM’s audit will not be designed to provide assurance on the design or operating effectiveness of Client’s internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM’s attention.
6. **Audit Procedures and Limitations** – PM’s audit of the financial statements will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Client financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM’s audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement. In addition, an audit in accordance with GAAS is not designed to detect errors or fraud that are immaterial to the financial statements. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, Client acknowledges that PM’s audit cannot guarantee that all instances of error or fraud will be identified.
7. **Government Auditing Standards** – Under *Government Auditing Standards*, PM will make some assessments of Client’s compliance with laws, regulations, and contract provisions. While those assessments will not be sufficient to identify all noncompliance with applicable laws, regulations, and contract provisions, PM will communicate all noncompliance conditions that come to PM’s attention.

PM’s audit of Client’s federal awards will be made in accordance with auditing standards generally accepted in the United States of America; the standards applicable for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

Management is responsible for corrective action on all audit findings, including preparation of a schedule of prior audit findings and corrective action plans, if necessary.

In accordance with *Government Auditing Standards*, a copy of PM’s most recent peer review report is included as an attachment to this Agreement.

8. **Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Client, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the

Professional Services Agreement – Audit Services

members of Client's governing board, and Client acknowledges and agrees that communication in this manner is sufficient for Client's purposes.

Under *Government Auditing Standards* PM is obligated to communicate instances of fraud, noncompliance or abuse that is material to the financial statements to those responsible for governance of Client. In certain situations, *Government Auditing Standards* require disclosure of instances of known or likely fraud, noncompliance, or abuse directly to applicable governmental agencies. If such acts are detected during PM's audit, PM will make required disclosures regarding these acts to applicable government agencies.

- 9. Communication to Group Auditor** – In instances where PM has been engaged as a component auditor for the purposes of a Group Audit, the terms of the engagement may include communication of certain matters related to the audit to the Group Auditor. Client permits such communication. PM will discuss matters being communicated with those responsible for governance of Client.
- 10. Accounting and Financial Records** – Client agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all Client financial records and related information available to PM for purposes of PM's audit, whether obtained from within or outside of the general ledger and subsidiary ledgers. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Client providing PM with all such accounting and financial records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Client's accounting and financial records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

In any circumstance where PM's work is rescheduled due to Client's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

- 11. Audit Adjustments** – PM will recommend adjustments to Client's accounting records that PM believes are appropriate. Client management is responsible for adjusting Client accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments identified during PM's audit are immaterial, both individually and in the aggregate, to the Client financial statements specified in this Agreement.
- 12. Management Representations** – Client is responsible for the financial statements and federal awards being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. During the course of the audit, PM will request information and explanations from Client officers, management, and other personnel regarding accounting and financial matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error or fraud to go undetected by PM's procedures. Accordingly, Client acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit of the financial statements will be considered a material breach of this Agreement. In addition, as a condition of its audit engagement, Client agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in Client financial statements resulting in whole or in part from deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with generally accepted auditing standards and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

- 13. Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. Client may make copies of the audit report, but only if the entire

Professional Services Agreement – Audit Services

financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. Client agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

If PM's report on the financial statements being audited is to be published in any manner or if Client intends to make reference to PM in a publication of any type, Client agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. Client acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this Agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on Client's Internet website, Client understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

- 14. Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event Client elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and requests PM's consent to such incorporation or reference, Client understands that additional procedures will need to be performed. In the event PM agrees in writing to perform such additional procedures, the nature and extent of which will be at PM's sole discretion, it is agreed and acknowledged that PM's performance of such additional procedures will be subject to all of the terms and conditions of this Agreement. Additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

If Client incorporates or makes reference to PM's report in connection with any offering of debt or equity securities without obtaining consent from PM as described above, Client agrees to include the following provision in the offering document:

Plante & Moran, PLLC, our independent auditor, has not performed or been engaged to perform any services in connection with the offering of securities. Nor has Plante & Moran, PLLC performed or been engaged to perform any procedures on the financial statements of Client since the date of the Plante & Moran, PLLC report included herein. Plante & Moran, PLLC also has not performed any procedures relating to this offering document.

- 15. Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If Client requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.
- 16. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of Client, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic method. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Further, in compliance with Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, PM's working papers will be made available to federal award program representatives at PM offices during normal business hours during the audit and for a period of three years after the issuance of the report. Disclosure of

Professional Services Agreement – Audit Services

confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should it attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

Both Client and PM acknowledge that upon completion of the audit PM is required to send an electronic copy of Client's financial report, single audit report, corrective action plan (if applicable) and report to the board of education, directly to the State of Michigan Department of Education. Client authorizes and directs PM to provide such information and disclosure of such information shall not constitute a breach of the provisions of this Agreement.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Client's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Client acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

- 17. Consent to Disclosures to Service Providers** – In some circumstances, PM may use third-party service providers to assist with its services, including affiliates of PM within or outside the United States. In those circumstances, PM will be solely responsible for the provision of any services by any such third-party service providers and for the protection of any information provided to such third-party service providers. PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for Client. In order to enable these third party service providers to assist PM in this capacity, Client, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of Client's information, including tax return information, to such third party service providers, including affiliates of PM outside of the United States, if and to the extent such information is relevant to the services such third party service providers may provide and agrees that PM's disclosure of such information for such purposes shall not constitute a breach of the provisions of this Agreement. Client's consent shall be continuing until the services provided for this Agreement are completed.
- 18. Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on information provided by Client regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Client acknowledges that the following circumstances may result in an increase in fees:
- Failure by Client to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
 - Failure by Client to complete the audit preparation work by the applicable due dates;
 - Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances, including those created by the Coronavirus pandemic and resulting market conditions;
 - Delays by Client causing scheduling changes or disruption of fieldwork; including challenges created by the Coronavirus pandemic resulting from the inaccessibility of Client personnel or records;
 - After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
 - Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
 - An excessive number of audit adjustments.

Professional Services Agreement – Audit Services

PM will advise Client in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

- 19. Payment Terms** – PM's invoices for professional services are due upon receipt unless otherwise specified in the engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's audit work or issuance of PM's audit report upon resumption of PM's work. Client agrees that in the event PM stops work or terminates this Agreement as a result of Client's failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.
- 20. Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this Agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred and included as an adjustment to PM's invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.
- 21. Conditions of PM Visit to Client Facilities** – Client agrees that some or all of PM's services may be provided remotely. In order to facilitate the provision of services remotely, Client agrees to provide documentation and other information reasonably required by PM for PM's performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client's facility(ies) are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM's request, to provide to PM Client's policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facility(ies). In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, "Applicable Preventative Guidance") and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client's facility(ies). Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in-person visit by PM to Client's facility(ies) or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client's facility(ies) is not and shall not be construed to be or relied on by Client as a determination by PM of Client's compliance with Applicable Preventative Guidance.
- 22. Release for Biological Agent Liability** – Client acknowledges that there is an inherent risk of exposure to COVID-19 or other infectious diseases associated with any in-person interaction or in-person visit to property. Accordingly, Client, for itself and its successors and assigns, hereby releases PM and each of PM's officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved third party service providers (collectively, "PM Persons") from any and all claims or causes of action that the Client has, or hereafter may or shall have, against any of them in connection with, related to, or arising out of COVID-19 or other infectious diseases or the transmission thereof associated with a visit by one or more of the PM Persons to any Client facility(ies) or other in-person interaction with Client personnel.
- 23. Exclusion of Certain Damages** – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM's services provided under this engagement.
- 24. Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.
- 25. Subsequent Discovery of Facts** – After the date of PM's report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements covered by PM's report, unless new information that may affect the report comes to PM's attention. If PM becomes aware of information that relates to these financial statements but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM's attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM's report. In this connection, PM will discuss the matter with Client and request cooperation in whatever investigation and modification of the

Professional Services Agreement – Audit Services

financial statements that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Client acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this Agreement.

- 26. Termination of Engagement** – This engagement may be terminated by either party upon written notice. Upon notification of termination of this engagement, PM will cease providing services under the engagement. Client shall compensate PM for all time expended and reimburse PM for all out-of-pocket expenditures incurred by PM through the date of termination of this engagement.
- 27. Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.
- 28. Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
- 29. Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
- 30. Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this Agreement transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.
- 31. Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement – Audit Services



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A Professional Accounting Corporation

Report on the Firm's System of Quality Control

To the Partners of
Plante & Moran, PLLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Plante & Moran, PLLC has received a peer review rating of *pass*.

Postlethwaite & Netterville

Baton Rouge, Louisiana
December 27, 2019



Date: May 10, 2022

To: Andrea Oquist, Superintendent

From: Alison Smith, Director of Finance

Re: Wayne RESA Budget

Per Michigan Compiled Law (380.624), intermediate school boards shall have their proposed budget reviewed by its constituent district each year. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget. If an intermediate school board receives any specific objections or proposed changes, the intermediate school board shall consider the proposed budget changes.

We would like to discuss the 2022-23 Wayne County RESA Proposed Budget at the Finance Committee meeting on Monday, May 16, 2022. Attached is the Wayne County RESA proposed budget, a Q&A, and a resolution that we will ask the Board of Education to adopt at the May 23, 2022, Regular Board meeting.

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

AS/kv

Attachments

c: Board of Education



2022

2023

WAYNE RESA | SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE
Leading... Learning for All

PRELIMINARY BUDGET

Wayne RESA

From Wayne RESA Superintendent, Daveda J. Colbert, Ph.D.

April 28, 2022

Dear Superintendents and Board of Education Members:

This budget package reflects the projected financial profile of the Wayne County Regional Educational Service Agency's operations for fiscal year 2022-23. This information was presented to the Wayne RESA Board of Education on April 20, 2022 for review and discussion. A hearing for constituent districts will be held at the May 18, 2022, Wayne RESA Board of Education meeting. The budget is also being presented for formal approval at the June 15, 2022, meeting of the Board.

As one of the 56 intermediate school districts in the State of Michigan, Wayne RESA works closely with each of our 33 local school districts to ensure that our programs and services positively impact teaching and learning. We are connecting with, and directing our services, resources and leadership to Wayne County districts and schools with the goal of making these services relevant, cost effective and focused on improving student achievement. Additionally, it is imperative that we continue to assist in targeting, maximizing, and distributing critical resources and continue to provide cost saving opportunities through collaboration, support, and economies of scale. Wayne RESA's support and expertise provided to local districts leads to clean audits, quicker resolution of issues, uninterrupted local services during periods of employee transition, and process improvements that help districts' operations run smoother, freeing up valuable time to keep the focus on improving instruction for our students.

The attached budget document provides a high level of information for your review. Additional detail is available on our website at www.resa.net under "About Us", then "Reports". Answers to many of the questions we are asked can be found in the FAQ document also posted to the report page of our website. The Wayne RESA General Fund continues to have a positive fund balance and the Wayne RESA Board of Education has taken the position that we will manage the use of our fund balance to assure stability in our services from year to year, while optimizing vital services to support our districts.

Your questions or points of interest regarding this proposed budget are invited and should be directed to Steve Ezikian, Deputy Superintendent at (734) 334-1450 or at ezikias@resa.net; or Tamara Dust, Executive Director of Finance and Compliance, at (734) 334-1579 or at dustt@resa.net.

Of course, you are always encouraged to contact me directly if you have any additional questions or comments about any aspect of Wayne RESA.

Sincerely,



Daveda J. Colbert, Ph.D.
Superintendent



Who We Are and What We Do



Wayne RESA is a regional educational service agency that provides a wide variety of services to children, families and communities. We coordinate many of our programs with Wayne County's 33 public school districts and 99 public school academies. We also provide services to local and intermediate school districts in other parts of the state.

The services Wayne RESA provides range from curriculum consulting, leadership and content coaching, and staff development, to helping districts maximize technology in the classroom and in their business and administrative operations. Wayne RESA's services save taxpayers millions of dollars annually and enable districts to concentrate more time, money, and energy on the direct education of students.

With a projected budget of over \$516.5 million, Wayne RESA's budget includes more than \$432.5 million that

is distributed to local districts and agencies to cover the costs related to special education, Medicaid, the enhancement millage, and other special projects and grant-funded initiatives.

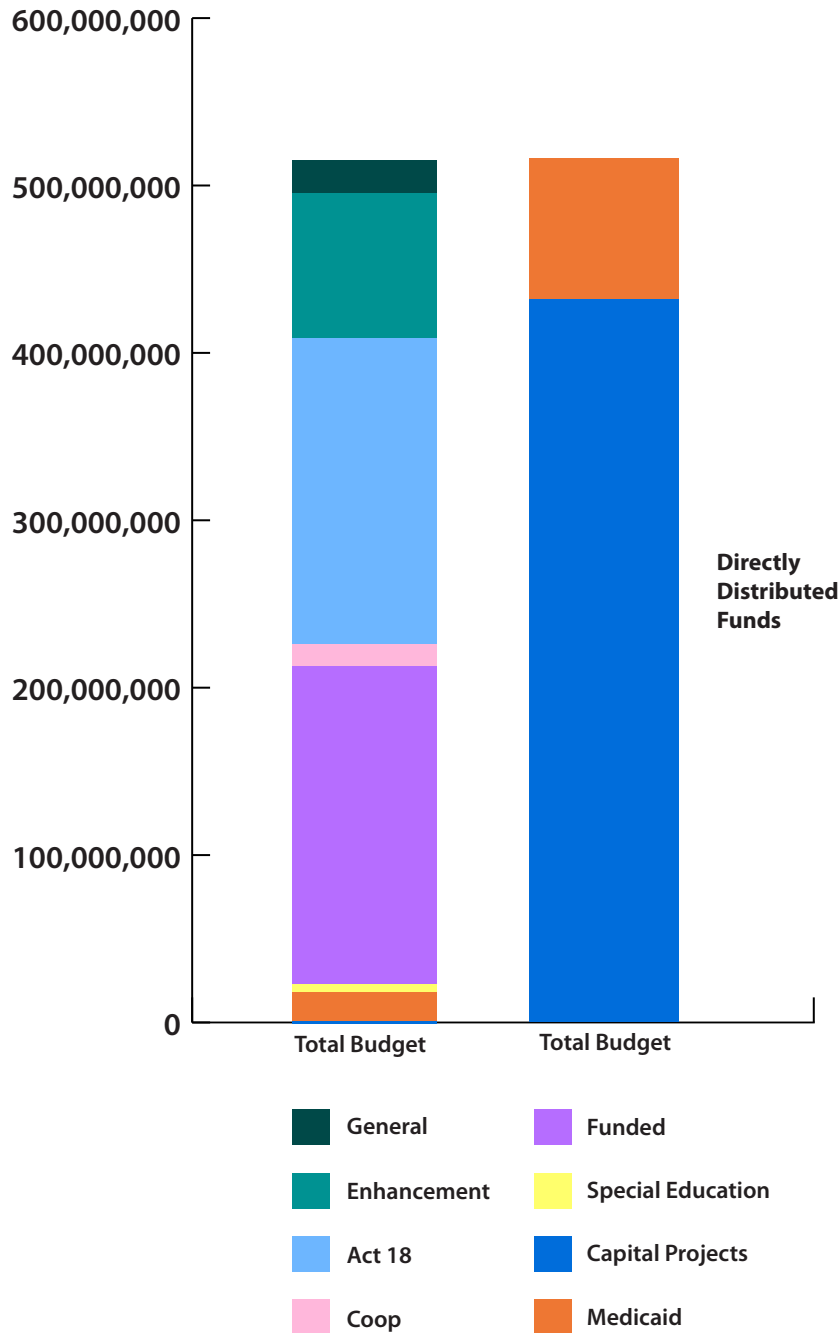
The Preliminary Budget reflects the expected revenues and planned expenditures for the 2022-2023 fiscal year. While projections are as precise as available information will permit, it is anticipated that adjustments will be necessary during the coming year.

The Preliminary Budget provides a comprehensive financial profile of all of the funds of Wayne RESA, as well as supplementary information to promote a more complete understanding of WRESA's financial structure. Each of the individual funds include a brief description of their purpose, and in the case of the General Operating Fund and the Cooperative Fund, are followed by links to detailed budgets for each cost center.



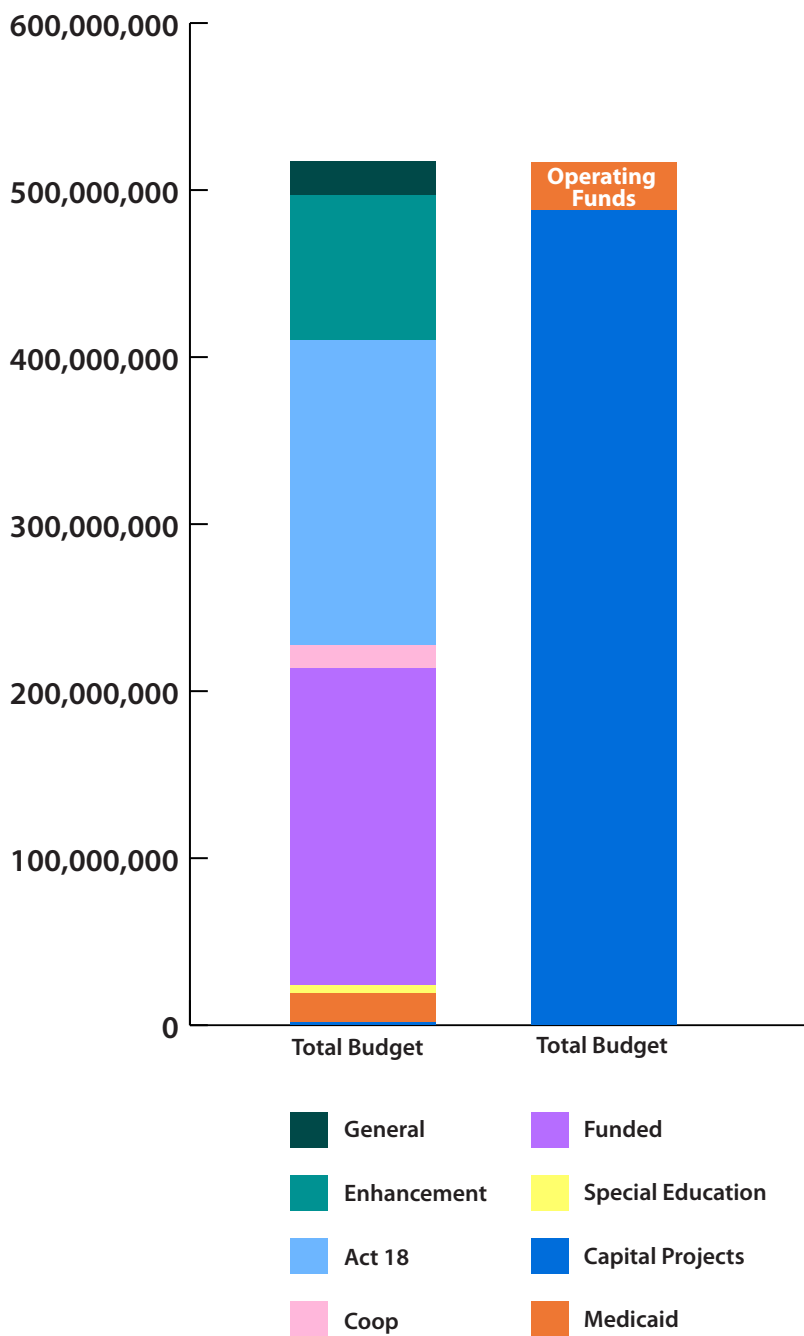
Wayne RESA 2022-23 Budget

Wayne RESA's total budget across all funds is over \$516.5 million. Of this, \$432.5 million is directly distributed to schools.



Wayne RESA 2022-23 Budget

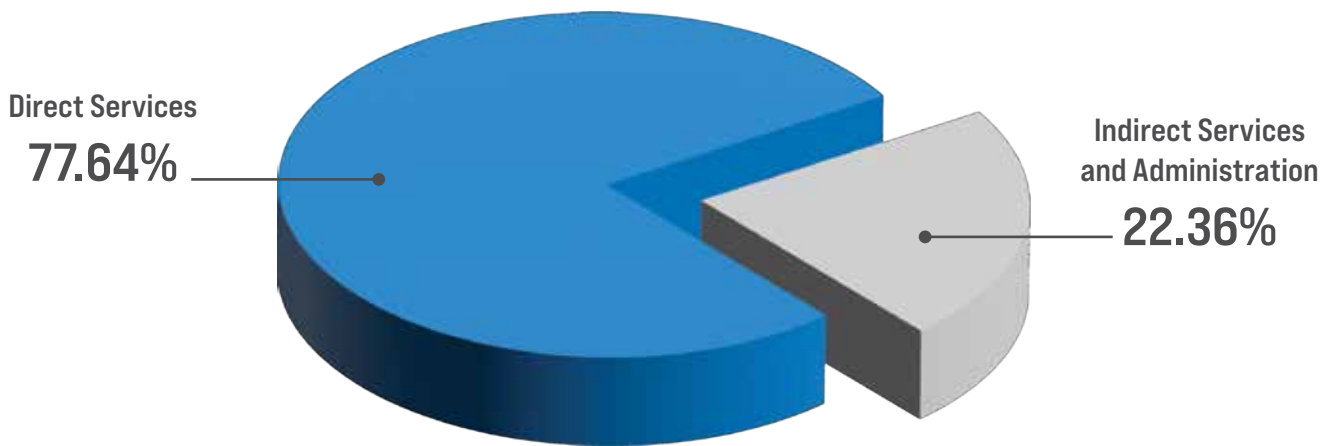
Wayne RESA's Operating Funds, the General and Cooperative Funds, represent 5% of all the Agency's expenditures.



■ Budget by Service Area

Wayne RESA's Operating Expenditures are further divided into both indirect services and direct services to districts. Indirect services and administration costs account for approximately 22.36% of costs, while direct services to districts make up the remaining 77.64%.

Wayne RESA 2022-23 Operating Funds Budget by Service Area



■ General Fund

The **General Fund Operating Budget** is established to record and report all financial transactions of the Agency except those required by law to be entered in other funds.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$16,665,745	\$16,648,045
Revenues		
Local Sources	\$4,988,200	\$4,899,400
State Sources	12,807,500	12,930,200
Incoming Transfers – Other Governmental Agencies	482,300	445,500
Incoming Transfers – Other Funds	1,150,000	1,050,000
Total Revenues	\$19,428,000	\$19,325,100
Expenditures		
Salaries	\$6,626,600	\$6,693,800
Employee Benefits	4,113,200	4,305,300
Purchased Services	1,643,300	1,727,100
Supplies and Materials	410,000	426,000
Capital Outlay	488,000	488,000
Other Expenses	111,200	113,700
Outgoing Transfers – Other Governmental	239,500	239,500
Other Funds	5,813,900	6,062,900
Total Expenditures	19,445,700	20,056,300
Ending Fund Balance	\$16,648,045	\$15,916,845

See the [General Fund Program details](#).

■ Enhancement Millage Fund

The Wayne County schools **enhancement millage** was re-approved by voters in November of 2020 to levy two mills on all properties within the school districts in Wayne County. This millage is fully distributed as collected to the 33 school districts of Wayne County and eligible Public School Academies. It can be used for all allowable school expenditures.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$0	\$0
Revenues		
Local Sources	86,100,000	86,900,000
State Sources	0	0
Incoming Transfers – Other Governmental Agencies	0	0
Incoming Transfers – Other Funds	0	0
Total Revenues	\$86,100,000	\$86,900,000
Expenditures		
Salaries	\$0	\$0
Employee Benefits	0	0
Purchased Services	0	0
Supplies and Materials	0	0
Capital Outlay	0	0
Other Expenses	0	0
Outgoing Transfers – Other Governmental	86,100,000	86,900,000
Other Funds	0	0
Total Expenditures	\$86,100,000	\$86,900,000
Ending Fund Balance	\$0	\$0

■ Act 18 Fund

Act 18 monies are collected and distributed by WRESA primarily to reimburse center program operating districts for allowable added costs. In 2002 an additional 1.5 mill was approved by voters increasing the total authorized millage to 3.5 mill. Act 18 monies are completely segregated from all other WRESA accounts and are distributed according to a county-wide plan recommended by constituent districts and approved by the WRESA Board of Education.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$277,047,378	\$267,900,278
Revenues		
Local Sources	145,595,000	145,340,000
State Sources	39,211,500	39,210,000
Incoming Transfers – Other Governmental Agencies	450,000	500,000
Incoming Transfers – Other Funds	5,500,000	5,600,000
Total Revenues	\$190,756,500	\$190,650,000
Expenditures		
Salaries	\$0	\$0
Employee Benefits	0	0
Purchased Services	532,000	540,500
Supplies and Materials	129,000	149,000
Capital Outlay	1,500,000	155,000
Other Expenses	0	0
Outgoing Transfers – Other Governmental	195,206,900	179,158,600
Other Funds	2,535,700	2,673,400
Total Expenditures	\$199,903,600	\$182,676,500
Ending Fund Balance	\$267,900,278	\$275,873,779

■ Cooperative Education Fund

The **Cooperative Education Fund** is established to record and report the revenues and expenditures derived from providing services to local districts, agencies and public school academies. Revenues are comprised of user fees and subsidies from the General Operating Fund. Included in this fund are the activities included in Administrative and Instructional Technology Services, Illuminate Assessment Project, Print Services, Production Services, District Field Services, and Consolidated Services.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$1,310,959	\$1,310,959
Revenues		
Local Sources	120,700	113,500
Incoming Transfers – Other Governmental Agencies	7,222,800	7,424,700
Incoming Transfers – Other Funds	5,455,100	5,562,000
Total Revenues	\$12,798,600	\$13,100,200
Expenditures		
Salaries	\$5,551,100	\$5,913,400
Employee Benefits	3,632,700	3,914,100
Purchased Services	2,759,200	2,760,300
Supplies and Materials	589,000	587,500
Capital Outlay	112,000	112,000
Other Expenses	151,300	209,600
Outgoing Transfers – Other Governmental	0	0
Other Funds	3,300	3,300
Total Expenditures	\$12,798,600	\$13,500,200
Ending Fund Balance	\$1,310,959	\$910,959

See the [Cooperative Fund details](#).

■ Funded Projects Fund

The **Funded Projects Fund Operating Budget** is established to record and report all financial transactions of a combination of grants and initiatives that support General Education and Special Education activities.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$ (98,346)	\$ -0-
Revenues		
Local Sources	1,255,200	487,000
State Sources	113,495,246	90,584,300
Federal Sources	157,217,000	97,100,100
Incoming Transfers – Other Governmental Agencies	2,983,400	1,993,100
Incoming Transfers – Other Funds	0	0
Total Revenues	\$274,950,846	\$190,164,500
Expenditures		
Salaries	\$8,060,900	\$5,575,200
Employee Benefits	5,294,000	3,661,500
Purchased Services	31,844,100	22,024,400
Supplies and Materials	3,771,500	2,608,500
Capital Outlay	12,400	8,600
Other Expenses	486,900	336,800
Outgoing Transfers – Other Governmental	223,136,900	154,198,500
Other Funds	2,245,800	1,751,000
Total Expenditures	\$274,852,500	\$190,164,500
Ending Fund Balance	\$ -0-	\$ -0-

■ Special Education Fund

The **Special Education Services Fund** provides consultant and staff development support for constituent districts to foster free and appropriate special education services for the eligible students with disabilities in Wayne County. The fund also includes the distribution of state and other funds to the Michigan School for the Deaf and certain other residential programs that serve Wayne County students.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$ -0-	\$ -0-
Revenues		
Local Sources	0	0
State Sources	1,564,500	1,600,000
Federal Sources	0	0
Incoming Transfers – Other Governmental Agencies	0	0
Incoming Transfers – Other Funds	2,860,700	2,973,400
Total Revenues	\$4,425,200	\$4,573,400
Expenditures		
Salaries	\$1,843,900	\$1,835,500
Employee Benefits	1,299,000	1,286,900
Purchased Services	82,400	632,400
Supplies and Materials	31,500	31,500
Capital Outlay	215,000	215,000
Other Expenses	5,800	5,800
Outgoing Transfers – Other Governmental	725,300	338,000
Other Funds	222,300	228,300
Total Expenditures	\$4,425,200	\$4,573,400
Ending Fund Balance	\$-0-	\$-0-

■ Medicaid Fund

The **Medicaid Fund** represents flow-through funding to the local districts of Wayne RESA for direct Medicaid-eligible services and Caring for Students programs. These programs have been made available through an agreement entered into by WRESA on behalf of the constituent districts to provide partial reimbursement for services to Medicaid-eligible special education students and eligible health and mental health services provided to general education students.

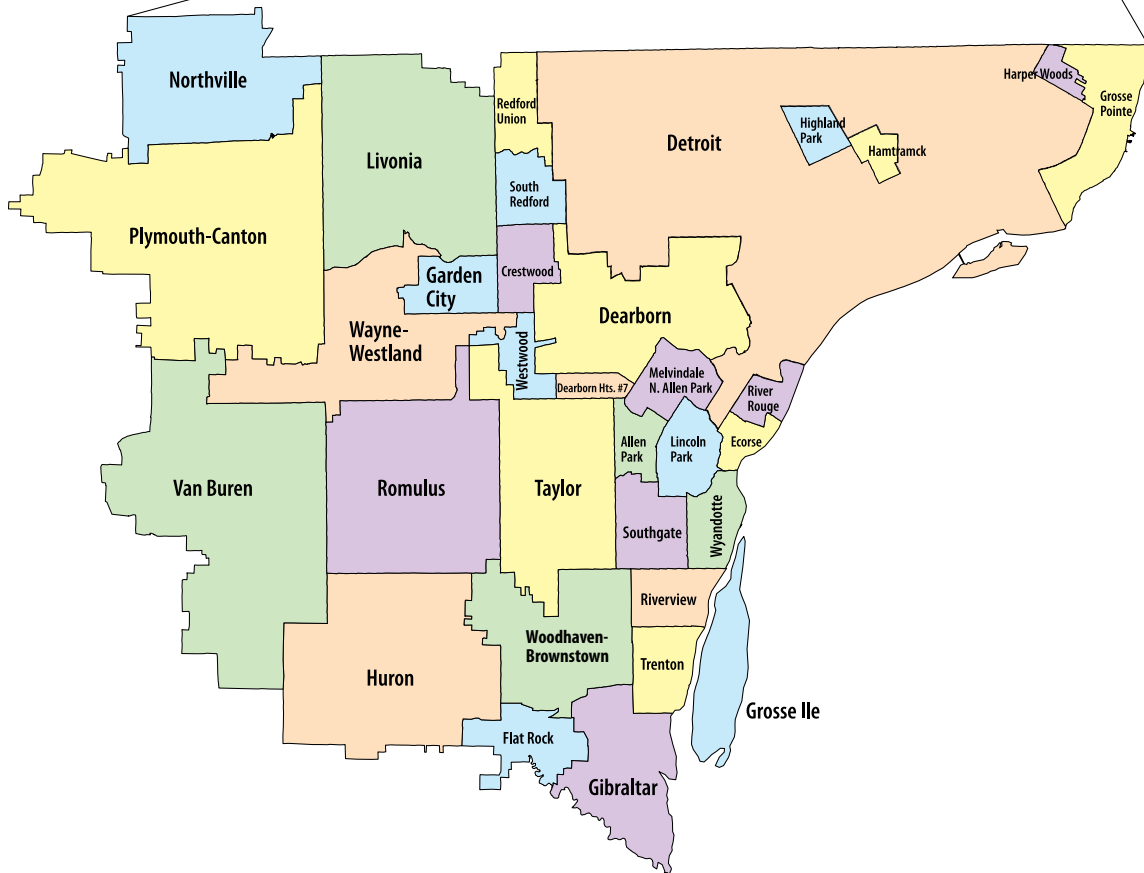
	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$-0-	\$-0-
Revenues		
Local Sources	15,729,500	17,212,000
Total Revenues	\$15,729,500	\$17,212,000
Expenditures		
Salaries	\$273,700	292,600
Employee Benefits	183,900	200,500
Purchased Services	18,600	18,600
Supplies and Materials	2,500	2,500
Capital Outlay	0	0
Other Expenses	900	900
Outgoing Transfers – Other Governmental	9,694,400	11,141,400
Other Funds	5,555,500	5,555,500
Total Expenditures	\$15,729,500	\$17,212,000
Ending Fund Balance	\$-0-	\$-0-

■ Capital Projects Fund

The **Capital Projects Fund** has been established by the Board of Education as a segregated group of accounts that are to be used for non-routine capital items. The Capital Projects Fund is funded through transfers from the General Operating Fund.

	2021-22 Approved Budget	2022-23 Proposed Budget
Beginning Fund Balance	\$1,374,309	\$1,000,309
Revenues		
Local Sources	1,000	1,000
Incoming Transfers – Other Funds	500,000	500,000
Total Revenues	\$501,000	\$1,501,309
Expenditures		
Purchased Services	0	0
Capital Outlay	\$1,325,000	\$1,487,000
Other Expenses	0	0
Total Expenditures	\$1,325,000	\$1,487,000
Ending Fund Balance	\$550,309	\$14,309





SERVICE
LEADERSHIP
COLLABORATION
EXCELLENCE

Wayne RESA:

33500 Van Born Road • Wayne, MI • 48184 • 734.334.1300 • 734.334.1620 FAX • www.resa.net

Board of Education:

James S. Beri • Mary E. Blackmon • Danielle Funderburg • Lynda S. Jackson • James Petrie

Daveda J. Colbert, Ph.D., Superintendent

Wayne RESA is an equal opportunity employer.

Wayne RESA

2022-2023 Preliminary Budget Frequently Asked Questions

QUESTION	RESPONSE
1. What are the agency's assumptions regarding revenue?	State Aid is reflected with no increase or decrease as the upcoming state budget is still in process. Although property tax values are not yet available from the counties, we are projecting a slight increase in taxable values based on current trends.
2. What salary adjustments are included in the proposed budget?	Salary steps that are part of current bargaining unit contracts, as well as the filling of several currently open positions are included in the budgets. All existing collective bargaining agreements expire on June 30, 2022.
3. What assumptions were made about retirement?	The budget holds the retirement rate at a composite rate of 41%. The board recognizes the section 147 elements of the state school aid budget that currently provide additional funding to help offset a portion of the gross retirement expense (14.5%) and have the effect of making the net rate lower than this amount.
4. What about health care?	The preliminary budget reflects the continued compliance with the Public Act 152 hard cap and has included the 3.7% increase for 2022 to raise the cap, as imposed by law.
5. In the General Fund, why are there some program areas with compensation increases, some with decreases and some with virtually no change?	The various programs within the General Fund may have as few as one person or represent 20 or more persons. The variations in individual programs when comparing the current year budget to the projected budget reflect, in most cases, either movement of staff or the granting of steps; as well as the movement of staff between grant funds, the Cooperative Fund and the General Fund.
6. The budget projections indicate that the Agency will have a \$731K operating deficit in 2022-2023. Is this expected to be a continued trend?	The agency has used fund balance for many of the last several years in a planned way in order to minimize impact on services to local schools. The projected 2022-2023 operational deficit is reflective of that planned use of fund balance. The Wayne RESA board's long-term strategy has been to maintain fund balance in order to not affect the delivery of operational services to constituent districts.

Wayne RESA

2022-2023 Preliminary Budget Frequently Asked Questions

QUESTION	RESPONSE
7. What are the revenue assumptions in the Act 18 Special Education fund?	Revenue sources from property taxes are projected as flat at this time due to expected decreases in delinquent tax collections. Current tax collections are projected to increase slightly. Neither the State School Aid Budget nor the 2022 property values have been released at this time. Interest income is predicted to remain low for the upcoming year based on current market rates.
8. Why are transfers to other agencies decreasing in the Act 18 Fund?	Transfers to other agencies (school districts and charter schools) are based on approved budgets for submitted and reviewed 22-23 center program operating districts. At this time, the budget does not include any one-time distribution of funds for transportation or programs costs as has occurred in the past. This will be reassessed once projected revenue and program costs become more apparent.
9. What is the reason behind the decreased revenues in the Funded Projects Fund?	Two one-time sources of federal funding for the IDEA and GSRP grants totaling \$38.2M are not included in the 2022-2023 budget. Any amounts available from carryover of all other current year allocations will be reflected in the first budget revision of 2022-23.
10. Did RESA receive any of the ESSR monies or other one time relief monies?	Other than the one time sources for GSRP and IDEA listed in the question above, that were distributed to Local districts and agencies as part of their 21-22 allocations, RESA received no other stimulus or relief allocations.
11. What is the purpose of the Capital Projects Fund and why is there a proposed expenditure increase for the 2022-2023 budget?	This fund was established by the Board of Education to provide for the capital needs of the organization and has been funded through transfers from the General Fund. The 22-23 budget will use available fund balance from projected unfinished 2021-22 projects as well as an additional allocation from the General Fund to support costs necessary to upgrade additional areas of the Education Center roof, security systems, carpet & paint in selected areas, as well as the purchase & installation of a building management system to monitor critical building functions.

Wayne RESA

2022-2023 Preliminary Budget Frequently Asked Questions

QUESTION	RESPONSE
12. How will the Enhancement Millage be distributed during the 2022-23 Budget year?	The Renewal of the Enhancement Millage in 2020 and changes to legislation will require RESA to distribute current year collections to both local districts and Public School Academies for the coming year. There is expected to be a slight increase in total current collections based on projected property value increases.

MODEL RESOLUTION FOR LOCAL DISTRICT VOTE ON WAYNE RESA BUDGET

Wayne County Regional Educational Service Agency (“Wayne RESA”)
2022-2023
General Fund Operating Budget
RESOLUTION

A _____ meeting of the Board of Education of the _____
School District was held at the _____ on _____, 2022 at _____.

Members present were: _____

The following preamble and resolution were offered by Member _____
and seconded by Member _____.

WHEREAS:

This Board received the Wayne RESA General Fund Operating Budget on or before May 1, 2022;
and

WHEREAS:

In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a
resolution expressing its support or disapproval of the proposed Wayne RESA budget, and must
submit to the Wayne RESA Board any specific objections and/or proposed changes the Board may
have to the budget prior to June 1, 2022

THEREFORE, BE IT RESOLVED THAT:

Please check one of the following options:

The Wayne RESA General Fund Operating budget for the 2022-2023 school year be supported,
and that the Secretary of the Board is hereby directed to submit a copy of this resolution to the
Secretary of the Wayne RESA Board of Education, along with comments.

OR

The Wayne RESA General Fund Operating budget for the 2022-2023 school year be disapproved
(for reasons attached hereto), and that the Secretary of the Board is hereby directed to submit a
copy of this resolution to the Secretary of the Wayne RESA Board of Education, along with any
specific objections or proposed changes to the budget.

The undersigned duly qualified and acting Secretary of the Board of Education of
_____, Michigan hereby certifies that the foregoing is a true and complete copy of a
resolution adopted by the Board at a _____ meeting held on _____
2022, the original of which resolution is a part of the Board’s minutes, and further certifies that notice of the
meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Signed:

Secretary, Board of Education



Livonia Public Schools

Secondary Programs

Date: May 11, 2022

To: Andrea Oquist, Superintendent

From: Daniel R. Willenborg, Director

Subject: Annual Membership Renewal- Michigan High School Athletic Association (MHSAA)

Michigan secondary schools that wish to participate in MHSAA post-season tournaments must be members of the MHSAA. MHSAA Membership renewal is an annual procedure that confirms our acceptance to abide by the MHSAA Constitution and By-Laws.

For your reference, attached is the 2021-22 MHSAA Membership Resolution. It is likely that we will not have the 2022-23 Membership Resolution available until the June cycle of BOE meetings. I am requesting that this item be on the Committee of the Whole Meeting Agenda for May 16, 2022.

Attachments

MAILED on 6.16.21

@ SMS



2021-22

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2021 — through July 31, 2022

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2021-22 must be listed on the back of this form)

LIVONIA PUBLIC SCHOOLS City/Township of LIVONIA

County of WAYNE, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

LIVONIA PUBLIC School(s), on the 14th day of June, 2021, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

LIVONIA PUBLIC SCHOOLS
(Governing Body Name)
15125 FARMINGTON ROAD
(Address)
LIVONIA 48154
(City & Zip Code)
dwillenb@livoniapublicschools.org
(Contact E-mail)

KAREN BRADFORD
Board Secretary Signature
or Designee
 Check if Designee

Karen Bradford

Schools Which Are To Be MHSAA Members During 2021-22

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and on-site attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12, and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. CHURCHILL HIGH SCHOOL
2. FRANKLIN HIGH SCHOOL
3. STEVENSON HIGH SCHOOL
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. EMERSON MIDDLE SCHOOL
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8
 Provide anticipated 2021-22 7th and 8th-grade enrollment 715
 Provide anticipated 2021-22 6th-grade enrollment
 1. Yes or **No** (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. FROST MIDDLE SCHOOL
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8
 Provide anticipated 2021-22 7th and 8th-grade enrollment 679
 Provide anticipated 2021-22 6th-grade enrollment
 1. Yes or **No** (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. HOLMES MIDDLE SCHOOL
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8
 Provide anticipated 2021-22 7th and 8th-grade enrollment 743
 Provide anticipated 2021-22 6th-grade enrollment
 1. Yes or **No** (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.



Livonia Public Schools

Academic Services

Date: May 16, 2022
To: Andrea Oquist, Superintendent
From: Theresa O'Brien, Chief Academic Officer
Subject: Elementary Integrated Units

I would like to request to be placed on the Curriculum Committee agenda for the May 16, 2022, Board of Education Committee of the Whole meeting. Jen Cory, our Elementary Curriculum Coordinator, and I would like to provide an update on the Elementary Integrated Units that are in place at all of our K-4 school as our literacy, science and social studies curriculum. We would also like to update you with the research-based guidance that Hanover Research has provided to the district around our Integrated Units of Study.

Thank you for your consideration of this request.

BYLAWS OF THE BOARD

BCAA

BOARD OPERATIONS ANNUAL ORGANIZATIONAL MEETING

APRIL 27, 2020

The members of the Board of Education shall meet annually ~~in July~~ for the purpose of organizing the Board. ~~This shall take place during the first regular meeting of the school year,~~ with the exception of electing officers (which takes place in January). The Board shall adopt a regular monthly meeting schedule by a vote of a majority of the members at ~~the organizational~~ ~~this~~ meeting. The executive assistant for the Board of Education shall post at the main office of the Board of Education a notice of the schedule of meetings within ten days after the ~~organizational~~ meeting. Such notice shall include the name, address, and phone number of the Board office and the date, time, and location of meetings.

BOARD POLICY

EA

BUSINESS MANAGEMENT GOALS AND OBJECTIVES

~~JUNE 20, 1988~~

The business operations of the ~~school~~ District are essential yet auxiliary to ~~the district's~~ its central function of education. The Board of Education serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services supporting the educational program.

In the operation and maintenance of the school plant, equipment, and services, the ~~school~~ District shall maintain high standards of safety, promote the health of students and staff, reflect the aspirations of the community, and support the efforts of the staff to provide good instruction.

CROSS REF.: Shared Vision

~~Reviewed 2/2014~~

BOARD POLICY

EBH

BUSINESS MANAGEMENT LEASING AND RENTING

NOVEMBER 13, 2017

The Board of Education may enter into agreements to:

1. Lease school property or buildings to outside agencies and organizations; or
2. Lease buildings or real property for use by the ~~School~~ District

CROSS REF.: DFG – Fees, Payments, and Rentals
 KG – Community Use of School Facilities

ADMINISTRATIVE PROCEDURE

EBH

BUSINESS MANAGEMENT LEASING AND RENTINGALS

~~March 1, 1990~~

This procedure pertains to the leasing and rental of school district property, on a regular basis, administration of leases, and the handling of rent monies and fees charged to those organizations, businesses, etc. outside of the District for use of school facilities. See KG, Use of School Facilities, for policies and regulations on whether and how community groups may use school facilities on a short term basis or for special occasions.

Leasing and rentals of school district real property will be approved by the Board. School district real property may be leased as a portion of the property or in totality. All leasing and rental arrangements will preserve the right of the district to redeem the property for school purposes, if necessary.

In entering into leasing and rental transactions, the Board seeks revenue for the purpose of advancing the educational opportunities for district students. All such transactions will be carried out in accordance with state law.

BOARD POLICY

ECA

BUSINESS MANAGEMENT INSURANCE PROGRAM

~~JUNE 20, 1988~~

The ~~s~~Superintendent is directed to make recommendations to the Board of Education for insurance program(s) as needed.

~~Reviewed 2/2014~~

CROSS REF.: Master Agreements: AFSCME; LCEA; LEA; LEADS; LPA; LSA, SEALS
EG-Insurance Management Section

LEGAL REF.: MCL 380.1269; 691.1405; *et seq.* (Legal References Updated 3/12/07)

BOARD POLICY

EDDA

BUSINESS MANAGEMENT SPECIAL USE OF SCHOOL BUSES

~~MAY 19, 2014~~

The Board will maintain a fleet of school ~~district~~ buses. Use of these buses is limited to the following:

1. Transporting students to the various educational programs of the Livonia Public Schools School District.
2. Transportation of non-public school students as required by law.
3. Transportation in support of field trips, activity programs, athletic programs, or other school related or school sponsored activities.
- ~~4. Transportation for activities sponsored and approved by the Department of Community Education Services.~~
- ~~5.4.~~ Transportation for other school districts or local governmental agencies on emergency basis as approved by the superintendent.

Loaning, renting, leasing or otherwise making the District's school ~~district~~ buses available to the general public or other agencies is not permitted.

BOARD POLICY

KC

GENERAL PUBLIC RELATIONS BOARD/COMMUNITY RELATIONS

~~FEBRUARY 12, 2018~~

It is the policy of the Board of Education that the community be regularly informed about the ~~goals, objectives,~~ achievements, value, and condition of the School District. The Board of Education shall promote public confidence in the School District.

Board members shall:

- Act in the interests of the entire community.
- Maintain a cooperative working relationship with professional and community groups and others interested in public schools.
- ~~Share publicly~~ Communicate to the community the result of formal Board action.
- Communicate to other Board members and the ~~s~~Superintendent expressions of public reaction to Board policies and school programs.

LEGAL REF.: MCL 15.231

BOARD POLICY

KEA

~~STUDENT ACTIVITIES~~
~~GENERAL PUBLIC RELATIONS~~
~~PUBLIC PERFORMANCES, ASSEMBLIES,~~
~~AND/OR EXHIBITIONS~~

~~JUNE 20, 1988~~
Reviewed 8/2014

All public performances, **assemblies** and/or exhibitions ~~proposed~~ for students shall be **recommended by school or District leadership and** approved by the **S**uperintendent or designee.

CROSS REF.: DFGA – Admissions and Gate Receipts

BOARD POLICY

KEAA

GENERAL PUBLIC RELATIONS
COMMUNITY ACTIVITIES ~~BY~~ **FOR** STUDENTS

~~JUNE 20, 1988~~

The use of non-school facilities for student activities must **be recommended by school or District leadership and** have the prior approval of the **S**uperintendent or designee.

BOARD POLICY

KEC

GENERAL PUBLIC RELATIONS INTERVIEWS WITH STUDENTS

~~JUNE 20, 1988~~

Student questionnaires, focus groups, and or interviews requested by outside persons or organizations must receive prior approval of the Superintendent or designee.

ADMINISTRATIVE PROCEDURES

KEC

GENERAL PUBLIC RELATIONS

INTERVIEWS WITH STUDENTS

March 1, 1990

Student questionnaire and interview requests should be directed to the appropriate director for possible referral to the superintendent's office.