

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

**Regular Meeting
May 22, 2023 - 6:30 PM
Board Room
15125 Farmington Road
Livonia, Michigan 48154**

AGENDA

- I. ROLL CALL: Madeline Acosta, Tammy Bonifield, Karen Bradford, Colleen Burton, Crystal Frank, Liz Jarvis, Mark Johnson**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
 - A. Recognition of National Merit Scholars**
 - B. District Update from the Superintendent**
 - C. Written Communications**
 - D. Response to Prior Audience Communications**
 - E. Audience Communications (limited to 15 minutes, with remainder taking place prior to HEARING FROM BOARD MEMBERS)**
- IV. CONSENT AGENDA--Items marked with an "*" will be considered in one motion. These routine items have been individually reviewed by Board committees and were unanimously recommended for placing on this consent agenda. Any member of the Board may remove items from the consent agenda prior to voting. 3**
- V. DISPOSITION OF MINUTES**
 - A. *Minutes of the Regular Meeting of May 1, 2023 4**
- VI. PERSONNEL MATTERS**
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 - B. Appointment of Assistant Principal at Churchill High School 15**
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 - E. Teacher for Tenure 20**
 - F. Leaves of Absence 21**
 - G. Resignations 22**
 - H. Retirements 23**
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 - A. *MHSAA Membership Resolution for 2023-24 30**
 - B. Contingency for Robotics and LCTC Renovation - 2021 Bond 33**
 - C. Parking Lot Maintenance 36**
 - D. Appointment of Auditor for 2022-23 38**
 - E. Wayne RESA 2023-24 General Fund Operating Budget 50**
 - F. Garfield Greenhouse Change Order 68**
- VIII. INSTRUCTION MATTERS**
 - A. Adoption of High School Psychology Textbooks 70**

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**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Consent Agenda

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items, as recommended by the superintendent:

- V.A. Minutes of the Regular Meeting of May 1, 2023
- V.B. MHSAA Membership Resolution for 2023-24

RATIONALE:

The agenda for the Board of Education meeting has certain items designated and identified by an asterisk *. These items, identified in advance with the concurrence of all Board members present, will be acted upon in a single motion.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Andrea L. Oquist, Superintendent

EXHIBITS:

Attached

Off/Supt/jw

**MINUTES
BOARD OF EDUCATION
Livonia Public Schools
Regular Meeting
May 1, 2023**

President Johnson convened the meeting at 6:32 p.m.

Members Present Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Members Absent Jarvis

Sympathy Resolution – Joshua Redding It was moved by Mrs. Acosta and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District adopt a sympathy resolution for the family of Joshua Redding, who was an eighth grade student at Holmes Middle School.

**SYMPATHY RESOLUTION
Joshua Redding**

WHEREAS, The Board of Education was deeply saddened to hear of the untimely death of a special member of our school community, Joshua Redding, on March 26, 2023; and

WHEREAS, Joshua Redding, cherished son of Breanna and Michael Flowers, was an eighth grader at Holmes Middle School, where he enjoyed learning, track & field, and spending time with his friends and was admired by staff and students; and

WHEREAS, Joshua will be remembered with great fondness by his family, friends, and many others who knew him; and

WHEREAS, Joshua epitomized true strength, determination, and an indomitable spirit throughout his short life; and

WHEREAS, Joshua enjoyed playing video games, going to the movies, and facetimeing with family and friends. He was known to have a passion for clothes, shoes, and foreign cars, as well as a smile that could light up any room;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education of the Livonia Public Schools School District offers its heartfelt sympathy to the family and friends of Joshua Redding for the great loss of their beloved son, brother, and friend.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

**Points of Pride –
School Library
Month
Recognition**

Stacy Jenkins, Administrator of Communications, relayed that the State of Michigan designated April as School Library Month. Paul Cassatta, Media & Technology Coordinator, shared information about the various engaging and innovative activities taking place in our media centers.

**District Update
from the
Superintendent**

Superintendent Oquist presented highlights of recent activities taking place across the District, as well as upcoming events.

**Written
Communications**

None

**Response to Prior
Audience
Communications**

None

**Audience
Communications**

An individual addressed the Board regarding Growth Works and suicide prevention. Another individual addressed the Board regarding diversity and equity in the District.

Consent Agenda

It was moved by Mrs. Burton and supported by Mrs. Bradford that the Board of Education of the Livonia Public Schools School District approve the following consent agenda items, as recommended by the superintendent:

- V.A. Minutes of the Regular Meeting of March 20, 2023
- V.B. Minutes of the Special Meeting of April 24, 2023

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

**Purchase of LPS
Merchandise**

It was moved by Mrs. Bradford and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District approve the purchase of Livonia Public Schools merchandise from MBS Incorporated, South Lyon, Michigan for an amount not to exceed \$100,000.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

**Ratify the Sale of
Second Series
2021 Bonds**

It was moved by Mrs. Bonifield and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve a resolution to ratify the sale of the second series of the 2021 voter approved bonds.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Early Childhood Center Roofing Rebid

It was moved by Mrs. Frank and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the recommendation of the Owner's Representative, Plante Moran Cresa, to award the contract for roofing at the Early Childhood Center to A Wynn Roofing, LLC, Milan, Michigan for a total approved project amount of \$1,667,819 and authorize the Superintendent or her designee to negotiate and execute final contracts.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Asbestos Abatement at Frost

It was moved by Mrs. Burton and supported by Mrs. Bradford that the Board of Education of the Livonia Public Schools School District approve the recommendation of Arch Environmental Group, Inc., to award the contract for asbestos abatement at Frost Middle School to Environmental Maintenance Engineers, Inc., Inkster, Michigan, for a total approved project amount of \$51,200 and authorize the Superintendent or her designee to negotiate and execute final contracts.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Ricoh Copier Purchase Agreement – 2021 Bond

It was moved by Mrs. Acosta and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of 22 Ricoh copy machines from Ricoh USA, Inc., Exton, Pennsylvania, in the amount not to exceed \$263,764.20.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Purchase of Chromebooks

It was moved by Mrs. Bradford and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District approve the purchase of up to 1,500 Chromebooks from Presidio Networked Solutions Group, LLC, Ferndale, Michigan, in an amount not to exceed \$502,950.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Boiler Projects at Cass, Kennedy, and Niji-Iro

It was moved by Mrs. Frank and supported by Mrs. Bradford that the Board of Education of the Livonia Public Schools School District approve Engineered Comfort Systems, Taylor, Michigan, and SysTemp Corporation, Rochester Hills, Michigan, for summer 2023 boiler

projects at Cass Elementary, Niji-Iro Elementary, and Kennedy Elementary Schools for a total project amount of \$524,625.

Ayes: Acosta, Bonifield, Bradford, Frank, Johnson

Nays: None

Abstain: Burton (family’s company bid to a company who is included on the documents)

Purchase of Microphones for Franklin PAC

It was moved by Mrs. Bonifield and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the purchase of a wireless microphone system for the Franklin High School Performing Arts Center from B & H Photo, New York, New York, in an amount of \$41,858.98.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

Recommend Expulsion of Two Secondary Students

It was moved by Mrs. Burton and supported by Mrs. Bradford that the Board of Education of the Livonia Public Schools School District expel two secondary students for violations of the Livonia Public Schools’ Board of Education policies.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

Teacher for Approval

It was moved by Mrs. Bradford and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and offer employment for the 2022-23 school year to the following teacher:

Lindsey Toohey 1.0 Occupational Therapist Student Services

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

Leaves of Absence

It was moved by Mrs. Acosta and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and approve the request for leaves of absence as listed:

Chelsea English 2023-24 school year
Emily Newton 2023-24 school year
Laura Stevens 2023-24 school year

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

Resignations

The Board was informed of the following resignations:

Elizabeth Cadotte	June 15, 2023
Melissa Marget	June 15, 2023
Shonteqa Spencer	April 21, 2023

Retirements

It was moved by Mrs. Frank and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District adopt a resolution of appreciation for:

Tracee Altman, who will retire from the District on June 15, 2023, and has devoted 24 years of dedicated, loyal, and outstanding service to the students of Franklin High School, McKinley Elementary, Churchill High School, Frost Middle School, Emerson Middle School and Holmes Middle School as a teacher.

Julie Clark, who will retire from the District on June 13, 2023, and has devoted 26 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional in the McKinley Preschool Program, Perrinville Early Childhood Center and Jackson Early Childhood Center.

Reid Friedrichs, who will retire from the District on June 16, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Churchill High School as a teacher.

Angela Jenkins, who will retire from the District on June 30, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Franklin High School, Emerson Middle School and Churchill High School as a teacher.

Kimberly Kozan, who will retire from the District on June 30, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Garfield Elementary, Adams Elementary and Roosevelt Elementary as a teacher.

Darci Licata, who will retire from the District on June 20, 2023, and has devoted 13.4 years of dedicated, loyal, and outstanding service to the students of Cooper Upper Elementary as a teacher.

Gerard Lukas, who will retire from the District on June 20, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Nankin Mills Elementary and Hayes Elementary as a teacher.

Valarie Mailloux, who will retire from the District on June 16, 2023, and has devoted 34 years of dedicated, loyal, and outstanding service to the students serviced by the Shared Time Program as a teacher.

Danielle McDonagh, who will retire from the District on June 23, 2023, and has devoted 21 years of dedicated, loyal, and outstanding service to the students of Frost Middle School and Franklin High School as a teacher.

Colleen Nault, who will retire from the District on June 23, 2023, and has devoted 24.5 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a clerk, bookkeeper and secretary at Adams Elementary, Kennedy Elementary, Nankin Mills Elementary, Hoover Elementary, McKinley Elementary, Hayes Elementary, the Shared Time Program, Grant Elementary, Livonia Career Technical Center and Cooper Upper Elementary.

Lori Nikolopoulos-Johnson, who will retire from the District on June 15, 2023, and has devoted 11 years of dedicated, loyal, and outstanding service to the students of Churchill High School and Franklin High School as a teacher.

Kim Quint, who will retire from the District on June 30, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Grant Elementary, Johnson Elementary and Kennedy Elementary.

Erika Rebbe, who will retire from the District on June 16, 2023, and has devoted 21 years of dedicated, loyal, and outstanding service to the students of Kennedy Elementary, Riley Upper Elementary and Johnson Upper Elementary as a teacher.

Pamela Regulski, who will retire from the District on June 23, 2023, and has devoted 29 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a clerk and secretary at McKinley Elementary, Hull Elementary and Cooper Upper Elementary.

Kimberly Ross, who will retire from the District on June 15, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Emerson Middle School as a teacher.

Elizabeth Sartori, who will retire from the District on June 30, 2023, and has devoted 26.8 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a custodian and assistant building supervisor at Roosevelt Elementary, Cooper Elementary, Hayes Elementary, and Churchill High School.

Michelle Schnurstein, who will retire from the District on June 30, 2023, and has devoted 26 years of dedicated, loyal, and outstanding service to the students of Stevenson High School and Churchill High School as a teacher.

Alan Schober, who will retire from the District on July 31, 2023, and has devoted 38 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as an audio/visual repair technician and systems analyst in the IT Department.

Suzanne Stromberg, who will retire from the District on June 30, 2023, and has devoted 35 years of dedicated, loyal, and outstanding service to the students of Grant Elementary, Hayes Elementary, Cass Elementary and Buchanan Elementary as a teacher.

Amy Tartaglia, who will retire from the District on June 14, 2023, and has devoted 16.5 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Perrinville Early Childhood Center, Emerson Middle School and Frost Middle School.

Stephen Taylor, who will retire from the District on June 26, 2023, and has devoted 26 years of dedicated, loyal, and outstanding service to the students serviced by the Student Services Department as a School Psychologist and Student Services Coordinator.

Carol Wheeler, who will retire from the District on July 14, 2023, and has devoted 24 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a secretary in the Student Services Department, and at Franklin High School and Stevenson High School.

Claudia Zimmer, who will retire from the District on June 30, 2023, and has devoted 25 years of dedicated, loyal, and outstanding service to the students of Coolidge Elementary and Riley Upper Elementary as a teacher.

Patricia Zytowski, who will retire from the District on June 20, 2023, and has devoted 21 years of dedicated, loyal, and outstanding service to the students of Churchill High School as a teacher.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson

Nays: None

First Reading of Board Policy IDF – Interscholastic Activities and Athletics and Removal of Board Policy IDFA

The proposed new language for Board Policy IDF and the removal of Board Policy IDFA, as listed below, was reviewed by the Board and will be brought to the next Regular meeting for a second reading and potential approval:

**BOARD POLICY IDF
INSTRUCTIONAL PROGRAM OCTOBER 20, 2014
INTERSCHOLASTIC ACTIVITIES AND ATHLETICS**

The Board of Education recognizes the need for **extracurricular and interscholastic activities and athletics** and encourages student participation ~~in~~ **extracurricular and interscholastic activities**. The Board further recognizes that participating in these activities **and athletics** carries with it the responsibility of good behavior in and out of ~~the~~ school **and being in good academic standing**. Failure on the part of any student to meet this responsibility is cause for suspension or removal from participation.

A program of interscholastic athletics shall be encouraged as an integral part of the total program of physical education. The interscholastic athletics program is designed for those students who have a particular interest, ability, and the desire to invest the time and energy required to participate in a Livonia Public Schools’ athletic program.

The Board shall review and approve by resolution the School District's participation and membership in the Michigan High School Athletic Association (MHSAA). In conjunction with this review, the Board delegates to the Superintendent or designee the responsibility for adherence to MHSAA’s Constitution and **Bylaws By Laws, as well as the supervision of MHSAA related activities in accordance with the Code of Conduct in the school’s Student Handbook.**

All interscholastic athletic activities shall be conducted in accordance with law.

~~**BOARD POLICY IDFA
INSTRUCTIONAL PROGRAM APRIL 16, 2018
INTERSCHOLASTIC ATHLETICS**~~

~~A program of interscholastic athletics shall be encouraged as an integral part of the total program of physical education. The interscholastic athletics program is designed for those students who have a particular interest, ability, and the desire to invest the time and energy required to participate in a Livonia Public Schools’ athletic program.~~

~~The Board shall review and approve by resolution the school district's participation and membership in the Michigan High School Athletic Association (MHSAA). In conjunction with this review, the Board delegates to the superintendent or designee the responsibility for adherence to MHSAA’s Constitution and By-Laws, as well as the supervision of MHSAA related activities in accordance with the Code of Conduct in the school’s Student Handbook.~~

First Reading of Board Policy IFD – Library Media Centers & Classroom Libraries

The proposed new language for Board Policy IFD – Library Media Centers & Classroom Libraries, as listed below, was reviewed by the Board and will be brought to the next Regular meeting for a second reading and potential approval:

BOARD POLICY **IFD**
INSTRUCTIONAL PROGRAM **JANUARY 12, 2015**
LIBRARY MEDIA CENTERS & CLASSROOM LIBRARIES

The Livonia Public Schools School District ~~has established~~ **establishes** library media centers to provide and promote the intellectual, cultural, social, and ethical development of students and to provide resources which extend and deepen the experiences encompassed in the curriculum. **Library Media Center materials are determined through a process based on the American Libraries Association (ALA) guidance for selection of books and other materials of learning which contribute to the growth of individual students. Selection for classroom libraries follows the same guidance criteria.**

Second Reading of Board Bylaw BHA – Code of Ethics

It was moved by Mrs. Bradford and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language for:

BYLAWS OF THE BOARD **BHA**
BOARD OPERATIONS **MAY 1, 2023**
CODE OF ETHICS

As members of the Livonia Public Schools Board of Education, we shall promote the best interests of the school district as a whole, and will make decisions that place student learning and the success of all students first by adhering to the following educational and ethical standards:

As a Board member,

- I will make decisions in terms of the educational welfare of children, and will seek to develop and maintain schools that meet the individual needs of all children regardless of their sex, race, color, national origin, religion, age, height, weight, marital status, handicap, ~~or~~ disability, sexual orientation, sexual identity, or transgender status.
- I will be a personal advocate for the good work of the District.
- I will focus Board action on policy making, strategic planning, and designating and evaluating the Superintendent.
- I will recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day-to-day operations of the District and will not seek to participate in the day-to-day operations.
- I will review and evaluate all policies, bylaws, procedures, and processes of the Board, and will work to make desired changes so they will be current, relevant, and in accordance with state and/or federal laws.
- I will follow established Board Operating Procedures.
- I will come to Board meetings prepared to discuss and take action on all agenda items. I will study the material in the Board packet seeking clarification, if needed, prior to each Board meeting.

- I will give the Superintendent and Board President notification of my concerns prior to the Board meetings, so that the concerns can be properly addressed.
- I will understand that I have not only the right, but the duty, to express my views and opinions and ask questions at the Board table; and will make a good faith effort to understand the views of others.
- I will recognize that the Board must make decisions as a whole in public. I will base all decisions on the available facts and my independent judgment, and I will refuse to surrender my independent judgment to individuals or special interest groups.
- I will avoid being placed in a position of conflict of interest, and, if such a conflict is unavoidable, I will disclose such interest and abstain from voting on such matters.
- I will respect the consensus and support the decisions of the Board and their implementation.
- I will recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.
- I will be respectful and listen to all ideas presented to the Board, be it from parents, staff, students, community members, other Board members, or other stakeholders. I will listen and then refer any person to appropriate personnel.
- I will communicate to other Board members and the Superintendent expression of public reaction to Board policies and school programs.
- I will exercise caution when communicating between and among Board members, including electronic communication, and will abide by the Open Meetings Act.
- I will hold confidential all matters that, if disclosed, would needlessly injure individuals, schools, or the district. I will keep confidential all information that is privileged under applicable law, including closed session discussions.
- I will stay informed about current educational issues by individual study and through participation in programs providing needed information; for example, those sponsored by my state and national school board associations. I will share what I have learned with my Livonia Public Schools' colleagues, formally or informally, so as to keep our Board apprised of current issues and topics.
- I will take no private or public action that will compromise the Board, the Administration, or the District.
- I will refrain from using my Board position for personal or partisan gain.
- I will support the hiring of those persons best qualified to serve as District staff.
- I will support and protect District personnel in the proper performance of their duties.
- I will, along with my fellow Board members, review, revise and sign this Code of Ethics annually at the beginning of each year.

As Board President,

- I will ensure that persons addressing the Board follow established guidelines as outlined in Board policy.

- I will advise persons addressing the Board to do so in a respectful manner and not allow rude or indecent behavior, profane or indecent discourse, to be directed to the Board, Superintendent, or others during Board meetings.
- I will ensure that all Board members are given an opportunity to express their views. I will work toward building consensus among all Board members.

I will follow parliamentary procedure, to the extent that it does not conflict with Board policy or state law.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

**Second Reading
of Board Policy
IHFB – High
School
Graduation
Ceremonies**

It was moved by Mrs. Bonifield and supported by Mrs. Bradford that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language for:

BOARD POLICY INSTRUCTIONAL PROGRAMS HIGH SCHOOL GRADUATION CEREMONIES	IHFB MAY 1, 2023
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The School District shall plan appropriate graduation ceremonies for those students who have successfully completed their program of study in accordance with requirements established by the State of Michigan and the Board of Education.

Students may participate in graduation ceremonies if they have accrued the number of credits required to graduate, which may include taking up to 1.0 credits after graduation but prior to August 31 of the same year. They do not have to pass the classes in order to participate, but they must remain enrolled. Diplomas will be issued with completion of required credits. Disciplinary action may prevent participation in graduation ceremonies and/or activities.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

**Approval for
Board Members
to Take MASB
Classes**

It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve that Board Trustees Madeline Acosta, Colleen Burton, Crystal Frank, and Mark Johnson take MASB classes, for a total cost of approximately \$594.

Ayes: Acosta, Bonifield, Bradford, Burton, Frank, Johnson
Nays: None

Adjournment

President Johnson adjourned the meeting at 8:39 p.m.

Off/Supt/jw

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Student Services Coordinator Appointments

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and appoint Nicole West and Caitlin VerMeer as student services coordinators beginning August 1, 2023.

RATIONALE:

The persons named above have been interviewed, along with other applicants, for the vacancies that exist in our administration. We believe these individuals are the most qualified for the positions and recommend the Board's approval.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Anthony Abbate, Director of Personnel & District Services
Jennifer Keatts, Director of Human Resources

EXHIBIT:

None

ljn

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **High School Assistant Principal Appointment**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and appoint Todd Kalmbach as assistant principal at Churchill High School beginning August 2, 2023.

RATIONALE:

The person named above has been interviewed, along with other applicants, for the vacancy that exists in our administration. We believe this individual is the most qualified for the position and recommend the Board's approval.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Anthony Abbate, Director of Personnel & District Services
Jennifer Keatts, Director of Human Resources

EXHIBIT:

None

ljn

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Recognition of 40-Year Employee

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the proposed resolution of appreciation for 41 years of service with the District for the following employee:

Catherine Custard

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Jennifer Keatts, Director of Human Resources
Anthony Abbate, Director of Human Resources

EXHIBIT:

Attached resolution

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

FORTY-YEAR RESOLUTION

Catherine Custard

WHEREAS, The Board of Education is desirous of recognizing loyal and longstanding service to the Livonia Public Schools School District; and,

WHEREAS, It has come to the attention of the Board that Catherine Custard completed 41 years of full-time employment in the Livonia Public Schools on August 31, 2022 and,

WHEREAS, In an era where many and varied employment opportunities often result in numerous work assignments, it is rare to encounter employees who have remained loyal to employers for over 40 years; and,

WHEREAS, It is a testament to both the quality of the work environment in the Livonia Public Schools School District and the steadfastness and dedication of its workforce, that Catherine has attained a 41-year record of employment with the school district; and

WHEREAS, She has given of her talents, time, and efforts in fulfilling her many and varied responsibilities as an adult helper in the Whitman Child Care Center, a primary caregiver at Jackson Center, and a paraprofessional at Grant Elementary, Cass Elementary Buchanan Elementary, and Coolidge Elementary.

NOW, THEREFORE, BE IT RESOLVED That the Board of Education hereby expresses appreciation and gratitude to Catherine Custard for her sincere and dedicated service to the Livonia Public Schools and extends its best wishes to Catherine on reaching this milestone in her profesional career.

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Approval of Teachers**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and offer employment for the 2022-23 school year to the teachers listed on the attached document.

RATIONALE:

These teachers have been interviewed, along with many other applicants, for the vacancies that existed in our instructional program. We believe these teachers are the most qualified for the positions and recommend they be approved for employment.

BUDGETARY INFORMATION:

The positions listed are within the 2022-23 budget.

RESOURCE PERSONNEL:

Anthony Abbate, Director of Human Resources
Jennifer Keatts, Director of Human Resources

EXHIBIT:

Attached

ljn

**2022-2023 School Year
New Teachers for Board of Education Approval
May 22, 2023**

NAME	DEGREE/SCHOOL	FTE	ASSIGNMENT	MOST RECENT EXPERIENCE	TOTAL YEARS OF EXPERIENCE	STEP
Reese, Macey	Bachelor of Science in K-12 Autism Spectrum Disorders-Elementary Eastern Michigan University	(1.0)	ASD Teacher Churchill High School May 4, 2023	EDUStaff-Northville Public Schools ASD Paraprofessional	1 year	Step 0 (BS) 5 years probation
Sydor, Melissa	Master of Education in Early Childhood Education Grand Canyon University Bachelor of Science in Special Education Wayne State University	(1.0)	ASD Teacher Coolidge Elementary School March 6, 2023	Dearborn Public Schools ASD Self-contained Teacher	11 years	Step 9 (MA) 5 years probation

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Granting of Tenure Status to a Specified Teacher

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and acknowledge that tenure status has been granted to the following teacher, effective on the respective date:

<u>Name</u>	<u>Date</u>
Jill Mulville	September 2, 2022

RATIONALE :

This teacher has successfully completed the District's requirements for probationary teachers including years of service, evaluations, and overall performance, as well as student growth. We have carefully reviewed all supporting documents and, based upon our review as well as the recommendation of the building principal, this individual has achieved tenure status with the Livonia Public Schools.

RESOURCE PERSONNEL:

Jennifer Keatts, Director of Human Resources
Anthony Abbate, Director of Human Resources

EXHIBIT:

None

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Leaves of Absence

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the superintendent and approve the requests for a leave of absence as listed below:

<u>Name</u>	<u>Date effective</u>
Jaime Ellwein	2023-24 school year
Sarah Rea	2023-24 school year
Stacy Rosner	2023-24 school year

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Anthony Abbate, Director of Human Resources
Jennifer Keatts, Director of Human Resources

EXHIBIT:

None

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Resignations

RECOMMENDATION:

As authorized in the Board of Education motion of June 13, 2022, the following resignations have been accepted by the superintendent:

<u>Name</u>	<u>Date Effective</u>
Alexandria Felts	May 10, 2023
Yuriko Ishida	June 21, 2023
Alisyn Warner	June 16, 2023

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Jennifer Keatts, Director of Human Resources
Anthony Abbate, Director of Human Resources

EXHIBIT:

None

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Resolution of Appreciation for Employees Who are Retiring

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District adopt the attached resolutions of appreciation for services rendered by:

**Amal Ayyash
Denise Dobias
Kimberly Fortner
Lisa Hissom
Betty Kurc
James Murphy**

**Sharon Scott
Janet Stack
Kelly Taddia
Mary Patricia Wright
Elaine Yee**

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Jennifer Keatts, Director of Human Resources
Anthony Abbate, Director of Human Resources

EXHIBIT:

Attached resolutions

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

RESOLUTIONS

Amal Ayyash

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Amal Ayyash will retire from the district on July 13, 2023; and,

WHEREAS, Amal Ayyash has devoted 21.9 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as an English language learner paraprofessional, servicing students throughout the district; and,

WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Amal Ayyash for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

Denise Dobias

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Denise Dobias will retire from the district on June 30, 2023; and,

WHEREAS, Denise Dobias has devoted 26 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a secretary in the Audio Visual Department at Dickinson Center and in the Maintenance Department; and,

WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Denise Dobias for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

Kimberly Fortner

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Kimberly Fortner will retire from the district on June 15, 2023; and,

WHEREAS, Kimberly Fortner has devoted 23.5 years of dedicated, loyal, and outstanding service to the students of Western Wayne Skills Center and the Livonia Transition Program as a physical therapy assistant and teacher; and,

WHEREAS, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate Kimberly Fortner on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

Lisa Hissom

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Lisa Hissom will retire from the district on June 16, 2023; and,

WHEREAS, Lisa Hissom has devoted 33 years of dedicated, loyal, and outstanding service to the students of Frost Middle School, Churchill High School and Stevenson High School as a teacher; and,

WHEREAS, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate Lisa Hissom on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

Betty Kurc

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Betty Kurc will retire from the district on June 14, 2023; and,

WHEREAS, Betty Kurc has devoted 24.5 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Cooper Elementary, McKinley Elementary and Coolidge Elementary; and,

WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Betty Kurc for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

James Murphy

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that James Murphy will retire from the district on June 30, 2023; and,

WHEREAS, James Murphy has devoted 37 years of dedicated, loyal, and outstanding service to the students of Hull Elementary, Churchill High School, Washington Elementary, McKinley Elementary, Webster Elementary, Coolidge Elementary, Garfield Elementary, Johnson Upper Elementary, Rosedale Elementary, Cleveland Elementary, Hayes Elementary and Riley Upper Elementary as a teacher; and,

WHEREAS, He has made many contributions to the educational profession and has touched the lives of countless students during his tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate James Murphy on his years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for his retirement.

Sharon Scott

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Sharon Scott will retire from the district on July 14, 2023; and,

WHEREAS, Sharon Scott has devoted 23 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a secretary at Stevenson High School and in the Operations Department; and,

WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Sharon Scott for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

Janet Stack

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Janet Stack will retire from the district on June 15, 2023; and,

WHEREAS, Janet Stack has devoted 25 years of dedicated, loyal, and outstanding service to the students of Cass Elementary, Johnson Elementary, Garfield Elementary, Holmes Middle School, Stevenson High School, Rosedale Elementary and Churchill High School as a teacher; and,

WHEREAS, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate Janet Stack on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

Kelly Taddia

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Kelly Taddia will retire from the district on June 19, 2023; and,

WHEREAS, Kelly Taddia has devoted 31 years of dedicated, loyal, and outstanding service to the students of Kennedy Elementary, Cooper Upper Elementary and Johnson Upper Elementary as a teacher; and,

WHEREAS, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate Kelly Taddia on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

Mary Patricia Wright

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Mary Patricia Wright will retire from the district on June 15, 2023; and,

WHEREAS, Mary Patricia Wright has devoted 20 years of dedicated, loyal, and outstanding service to the students of Churchill High School, Livonia Career Technical Center, Holmes Middle School and Emerson Middle School as a teacher and counselor; and,

WHEREAS, She has made many contributions to the educational profession and has touched the lives of countless students during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby congratulate Mary Patricia Wright on her years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for her retirement.

Elaine Yee

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Elaine Yee will retire from the district on June 14, 2023; and,

WHEREAS, Elaine Yee has devoted 25 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Stevenson High School, Frost Middle School, in the Franklin Transition Program and at Grant Elementary; and,

WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;

NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Elaine Yee for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: MHSAA Membership Resolution for 2023-24

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District adopt the Membership Resolution of the Michigan High School Athletic Association for the 2023-24 school year.

RATIONALE:

Secondary schools must be members of the MHSAA to participate in State tournament competitions. Our MHSAA membership stipulates that our district and our school teams will adopt and enforce all MHSAA rules, regulations, and interpretations as our own.

BUDGETARY INFORMATION:

The MHSAA is a nonprofit organization and no membership fees or costs are involved to be a member district.

RESOURCE PERSONNEL:

Kevin Etue, Director of Secondary Programs & District Services

EXHIBITS:

Resolution

KE/ms



2023-24

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, 2023 — through July 31, 2024

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 2023-24 must be listed on the back of this form)

_____ City/Township of _____

County of _____, 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, 2023 and shall remain effective until July 31, 2024, 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

_____ School(s), on the _____ day of _____, 2023,
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2023-24

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 onsite 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. _____
2. _____
3. _____
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. _____

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 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. _____

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 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. _____

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 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
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Contingency for Robotics and LCTC Renovations – 2021 Bond

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the recommendation from the Owner’s Representative, Plante Moran Cresa, to approve additional contingency for the Robotics and LCTC renovation project in the amount of \$213,000.

RATIONALE:

The request for additional contingency will increase the overall project contingency amount from 7% to 9% and is being requested to ensure no delays occur during the summer due to unforeseen construction issues.

BUDGETARY INFORMATION:

2021 Bond

RESOURCE PERSONNEL:

Phillip Francis, Assistant Superintendent of District Services

EXHIBITS:

Attachment

PF/ko

May 10, 2023

Mr. Phillip Francis
Asst. Superintendent of District Services
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154

RE: 2021 Bond Program
Construction Contingency Approval
Phase 1A: LCTC Renovations and Robotics Addition

Dear Mr. Francis:

This letter provides an update from Plante Moran Cresa (PMC) on the assignment to help Livonia Public Schools (LPS) establish a construction contingency for the Project listed above. The Bond Team — collectively, PMC, Clark Construction Co., TMP Architecture, Inc., and LPS administration and staff — is recommending the Board approve additional construction contingency funds for this Project.

Historically, requests for construction contingency have ranged from 6% to 10% of the hard construction costs, varying based on the complexity, duration, and budget limitations of each of the projects. For the LCTC/Robotics Project, 7% (\$745,493) contingency was initially requested in the effort to reduce impacts to the budget. However, due to unforeseen site conditions and design challenges encountered to-date, the remaining balance of the approved contingency is now approximately \$125,199 which could potentially be exhausted prior to the completion of the Project.

With several months of work still to accomplish, the team is **requesting an additional 2% contingency in the amount of \$213,000**. This additional contingency will allow the project to avoid schedule delays should additional issues arise without the appropriate funds being unavailable. The intent is to use these funds only as necessary to complete the Project within its current intended scope. Any unused funds will be fully refunded to the owner's contingency within the bond program.

The Bond Team is available at the Board's convenience to answer any questions regarding the recommendation of the Bond Team. Please direct all questions through me via email at brian.weber@plantemoran.com.

Sincerely,

PLANTE MORAN CRESA

Mr. Phillip Francis
Livonia Public Schools

May 10, 2023
Page 2



Brian Weber
Vice President

Enclosures: Clark Construction Co. Recommendation Letter

Crack Fill and Restriping at 12 Sites Bid Tab
Central Office Complex
May 9, 2023
12:00 P.M.

VENDORS BIDDING DESCRIPTION	Titan					
	Pavement					
GRAND TOTAL:	\$40,060.00	\$	\$	\$	\$	\$
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	X					37
PRICE FIRM FOR 90 DAYS	X					
TERMS OF PAYMENT						
ADDITIONAL SHEETS						
COMMENTS						
RECORDED BY: Harry Lau	DATE: 5/9/23		WITNESSED BY:	Harry Lau		DATE: 5/9/23

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Appointment of Auditor for 2022-2023**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools appoint the firm of Plante Moran to audit and prepare the financial statements for Livonia Public Schools for the 2022-2023 school year.

RATIONALE:

State law mandates an annual, outside financial audit for all school districts.

BUDGETARY INFORMATION:

Plante Moran's base fee for the 2021-2022 school year was \$50,200. Plante Moran's estimated fee for the 2022-2023 school year is \$52,950 plus \$1,500 for the implementation of GASB 96, Subscription-Based Information Technology Arrangements.

RESOURCE PERSONNEL:

Alison Smith, Chief Financial Officer

EXHIBITS:

Attached

May 10, 2023

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

Dear Alison:

Thank you for selecting Plante & Moran, PLLC (“PM”) to assist you. We are sending this letter and the accompanying Professional Services Agreement, the terms of which are incorporated into this engagement letter, to confirm 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, 2023.

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) and the schedule of expenditures of federal awards (SEFA). This assistance is considered a non-audit service and you agree to the contemporaneous provision of these audit and non-audit services.

Lisa Vargo is the engagement partner for the services specified in this letter and is responsible for supervising PM’s services performed as part of this engagement.

If you determine that you need additional services, including accounting, consulting, or tax assistance, PM may be available to provide them under the terms of separate engagement letters and for additional fees.

Timing of Services

We expect to begin fieldwork for this engagement in June 2023. We anticipate that our audit work will end in September 2023 and that our report will be issued by November 1, 2023.

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 expend at our current hourly rates. We estimate that our fee for this engagement will be \$52,950, plus all reasonable and necessary travel and out-of-pocket costs incurred. Payments are due as follows:

June 30, 2023	\$14,000
August 31, 2023	\$28,000
Upon issuance of report adjustments	Remaining balance, plus any necessary final

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 96. 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.

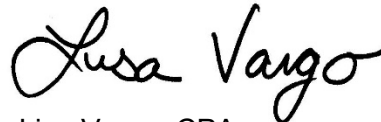
Invoices for audit services will be rendered to reflect this payment schedule. Invoices for other services and out-of-pocket costs will be rendered as services are provided and are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will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

If you agree 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 (collectively, “Agreement”) for audit services dated May 10, 2023 between Plante & Moran, PLLC (referred to herein as “PM”) and Livonia Public Schools (referred to herein as “Client”). Any work performed in connection with the engagement before the date of this letter will also be governed by the terms and conditions of this Agreement.

- 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, or otherwise makes available, 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 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 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).

Professional Services Agreement – Audit Services

Client represents and warrants (a) that 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, 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’s 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 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's 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's 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 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 Client’s confidential, proprietary information, 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.

Professional Services Agreement – Audit Services

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 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 in connection 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 PM's services. 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 foregoing 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:

- Client's failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Client's failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Client causing scheduling changes or disruption of fieldwork;
- 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 use best efforts to advise Client in the event these circumstances occur; however, it is acknowledged that the exact impact on the Fee Quotes 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 services or issuance of PM's report upon resumption of PM's work, whether imposed by agreement or by law. 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 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 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 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 financial statements that may be necessary.

Professional Services Agreement – Audit Services

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 nonperformance 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. Electronic Signatures** – The parties intend that any electronic signature shall be given full legal effect as if it were a handwritten 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



Report on the Firm's System of Quality Control

December 16, 2022

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, 2022. 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 and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of 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 on in conformity with the requirements of applicable 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 and compliance with the firm's system of quality control 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; an audit performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by 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, 2022, 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

Postlethwaite & Netterville, APAC
Baton Rouge, Louisiana

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION
May 22, 2023**

TOPIC: **Approval of Resolution for Wayne RESA’s
2023-2024 General Fund Operating Budget**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools adopt the resolution related to the General Fund Operating Budget for the 2023-2024 school year for the Wayne County Regional Educational Service Agency (“RESA”).

RATIONALE:

This is being done to be compliant with Section 380.624 of the Revised School Code which states that an intermediate school board shall submit its proposed budget for the next school fiscal year to the board of each constituent district for review. 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.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Alison Smith, Chief Financial Officer

EXHIBITS:

Attached

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Wayne County Regional Educational Service Agency (“Wayne RESA”)
2023-2024
General Fund Operating Budget
RESOLUTION

A Regular meeting of the Board of Education of the Livonia Public Schools School District was held at the Administration Building, 15125 Farmington Road, Livonia, on May 22, 2023, at 6:30 p.m.

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, 2023; 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, 2023

THEREFORE, BE IT RESOLVED THAT:

Please check one of the following options:

The Wayne RESA General Fund Operating budget for the 2023-2024 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 2023-2024 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 Livonia Public Schools School District, Livonia, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 22, 2023, 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:

Tammy Bonifield
Secretary, Board of Education

PRELIMINARY BUDGET

Wayne RESA

2023-2024



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

April 28, 2023

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 2023-24. This information was presented to the Wayne RESA Board of Education on April 19, 2023, for review and discussion. A hearing for constituent districts will be held at the May 17, 2023, Wayne RESA Board of Education meeting. The budget is also being presented for formal approval at the June 14, 2023, 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 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 Drew McMechan, Assistant Superintendent of Financial Services at (734) 334-1564 or at mcmecha@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 \$646.9 million, Wayne RESA's budget includes **more than \$541.6 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.

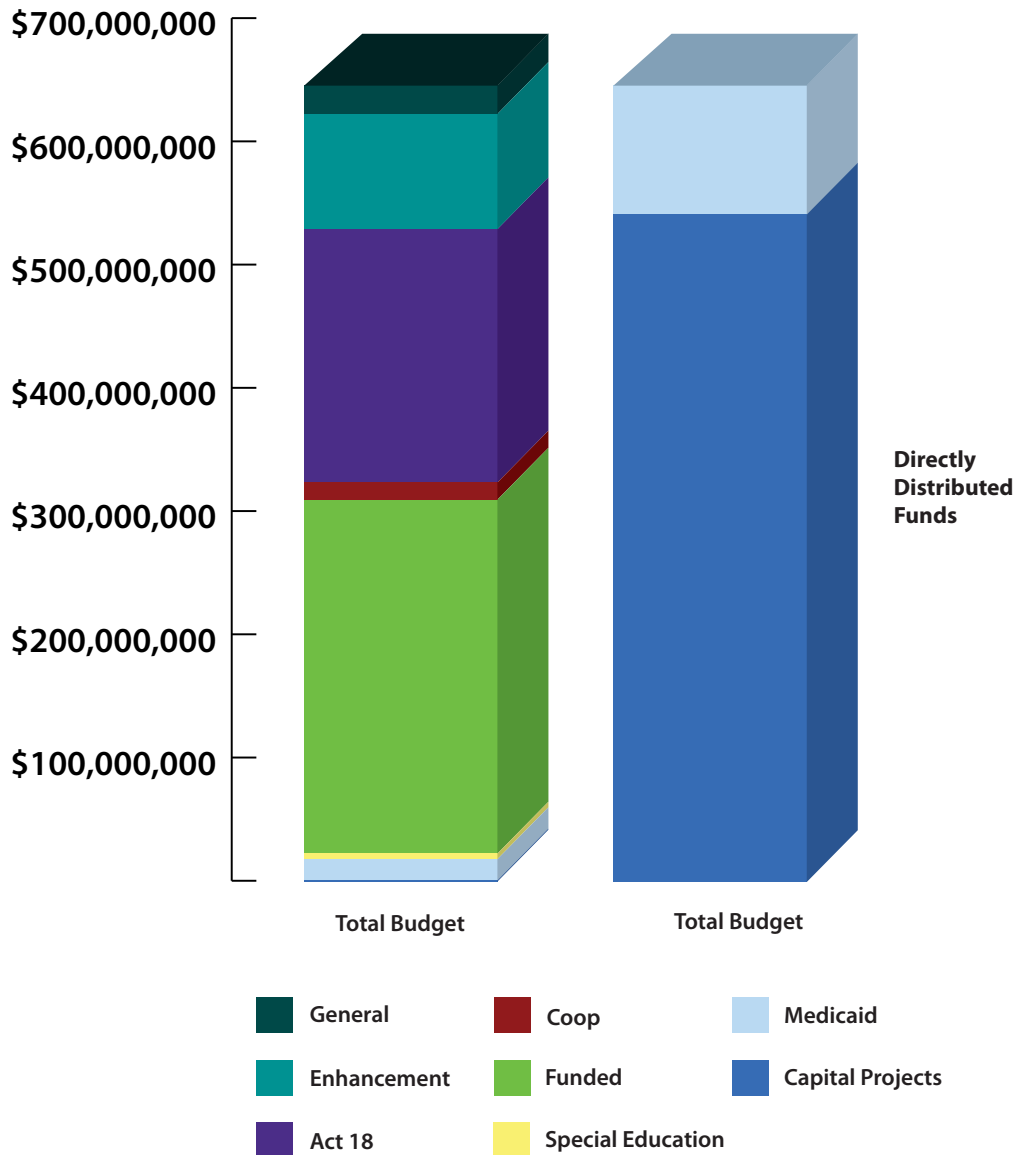
The Preliminary Budget reflects the expected revenues and planned expenditures for the 2023-2024 fiscal year. While projections are as precise as available information will permit, it is anticipated that adjustments will be necessary during the coming year.

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 includes 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.

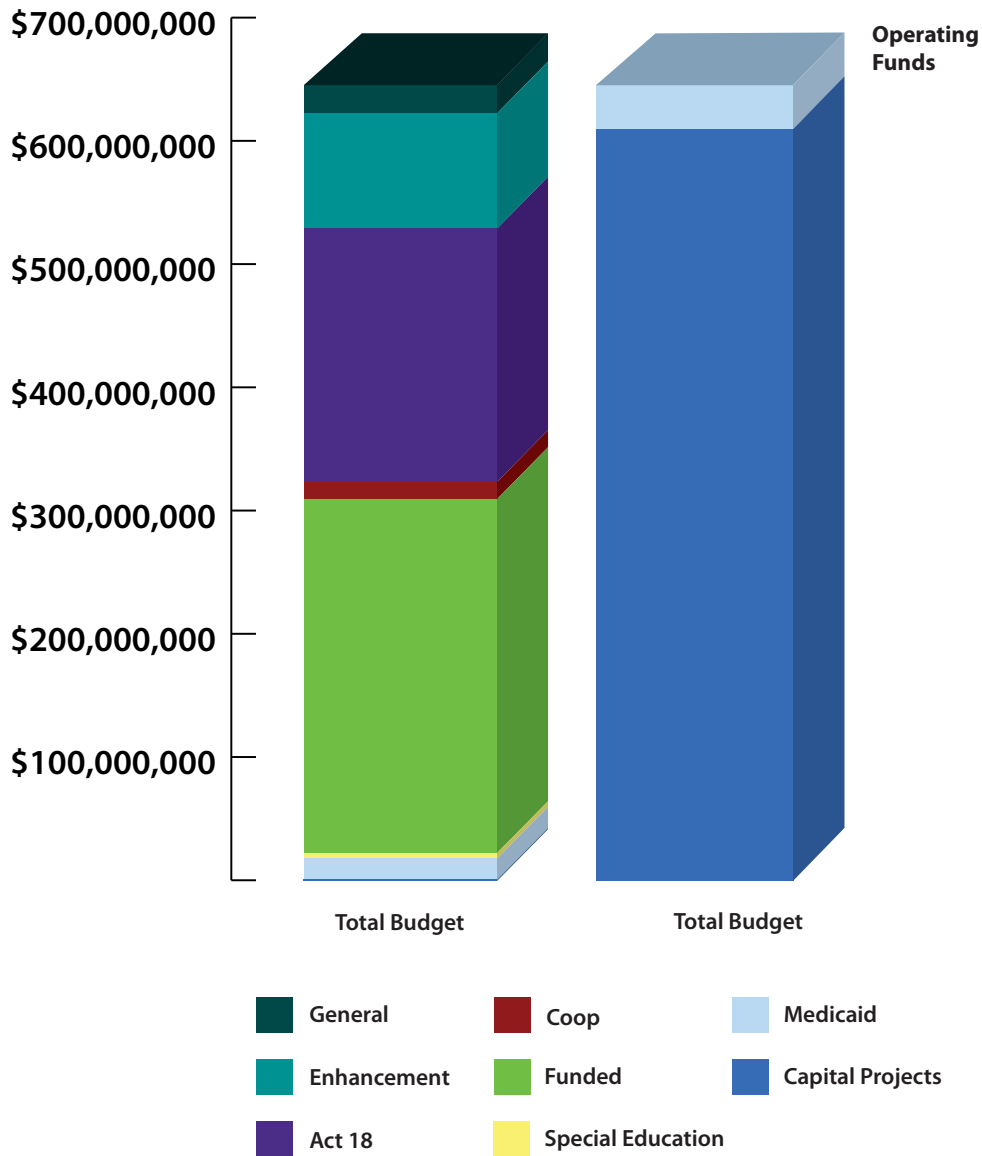
Wayne RESA 2023-24 Budget

Wayne RESA's total budget across all funds is over \$649.9 million. Of this, \$541.6 million is directly distributed to schools.



Wayne RESA 2023-24 Budget

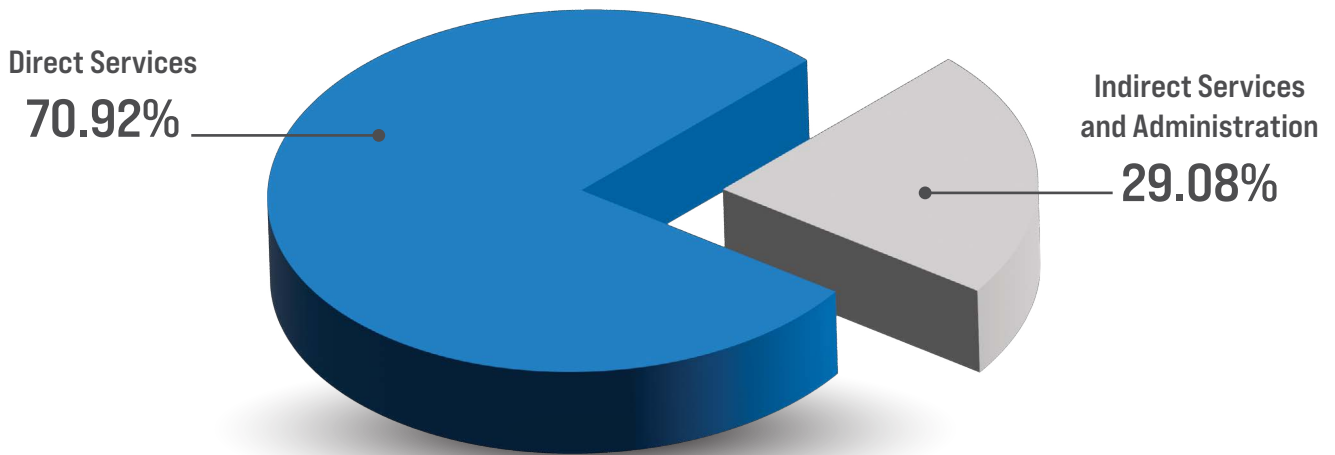
Wayne RESA's Operating Funds, the General and Cooperative Funds, represent 5.5% of all the Agency's expenditures.



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 29.08% of costs, while direct services to districts make up the remaining 70.92%.

Wayne RESA 2023-24 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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$19,370,709	\$18,233,209
Revenues		
Local Sources	\$5,011,400.00	\$5,131,200
State Sources	13,996,000	14,484,700
Incoming Transfers – Other Governmental Agencies	444,200	444,200
Incoming Transfers – Other Funds	1,050,000	1,050,000
Total Revenues	\$20,501,600	\$21,110,100
Expenditures		
Salaries	\$6,501,800	\$6,834,200
Employee Benefits	4,311,300	4,408,030
Purchased Services	2,146,000	2,146,000
Supplies and Materials	498,000	498,000
Capital Outlay	1,153,000	1,244,200
Other Expenses	124,100	124,100
Outgoing Transfers – Other Governmental	252,000	252,000
Other Funds	6,652,900	7,636,900
Total Expenditures	21,639,100	23,143,500
Ending Fund Balance	\$18,233,209	\$16,199,809

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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$0	\$0
Revenues		
Local Sources	86,900,000	93,524,750
State Sources	0	0
Incoming Transfers – Other Governmental Agencies	0	0
Incoming Transfers – Other Funds	0	0
Total Revenues	\$86,900,000	\$93,524,750
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	86,900,000	93,524,750
Other Funds	0	0
Total Expenditures	\$86,900,000	\$93,524,750
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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$283,333,550	\$271,279,150
Revenues		
Local Sources	149,340,000	153,644,800
State Sources	39,210,000	39,932,400
Incoming Transfers – Other Governmental Agencies	500,000	500,000
Incoming Transfers – Other Funds	5,600,000	5,600,000
Total Revenues	\$194,650,000	\$199,677,200
Expenditures		
Salaries	\$0	\$0
Employee Benefits	0	0
Purchased Services	540,500	720,500
Supplies and Materials	149,000	196,000
Capital Outlay	3,326,200	5,175,000
Other Expenses	0	0
Outgoing Transfers – Other Governmental	200,015,300	196,938,726
Other Funds	2,673,400	2,556,800
Total Expenditures	\$206,704,400	\$205,587,026
Ending Fund Balance	\$271,279,150	\$265,369,324

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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$1,310,959	\$3,257,459
Revenues		
Local Sources	2,860,000	113,500
Incoming Transfers – Other Governmental Agencies	7,524,700	7,602,900
Incoming Transfers – Other Funds	5,767,000	5,779,200
Total Revenues	\$16,151,700	\$13,495,600
Expenditures		
Salaries	\$5,993,400	\$5,823,300
Employee Benefits	3,974,100	3,766,600
Purchased Services	3,245,300	3,313,300
Supplies and Materials	597,500	597,500
Capital Outlay	182,000	182,000
Other Expenses	209,600	209,600
Outgoing Transfers – Other Governmental	0	0
Other Funds	3,300	3,300
Total Expenditures	\$14,205,200	\$13,895,600
Ending Fund Balance	\$3,257,459	\$2,857,459

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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$ -0-	\$ -0-
Revenues		
Local Sources	487,000	4,207,730
State Sources	90,584,300	136,821,090
Federal Sources	97,100,100	144,148,861
Incoming Transfers – Other Governmental Agencies	1,993,100	2,065,327
Incoming Transfers – Other Funds	0	0
Total Revenues	\$190,164,500	\$287,243,008
Expenditures		
Salaries	\$5,575,200	\$8,421,300
Employee Benefits	3,661,500	5,530,700
Purchased Services	22,024,400	33,267,800
Supplies and Materials	2,608,500	3,940,100
Capital Outlay	8,600	13,000
Other Expenses	336,800	508,700
Outgoing Transfers – Other Governmental	154,198,500	233,608,008
Other Funds	1,751,000	1,953,400
Total Expenditures	\$190,164,500	\$287,243,008
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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$ -0-	\$ -0-
Revenues		
Local Sources	0	0
State Sources	1,600,000	1,600,000
Federal Sources	0	0
Incoming Transfers – Other Governmental Agencies	0	0
Incoming Transfers – Other Funds	2,973,400	2,856,800
Total Revenues	\$4,573,400	\$4,456,800
Expenditures		
Salaries	\$1,835,500	\$1,693,000
Employee Benefits	1,286,900	1,184,400
Purchased Services	632,400	650,400
Supplies and Materials	31,500	34,900
Capital Outlay	215,000	322,000
Other Expenses	5,800	5,800
Outgoing Transfers – Other Governmental	338,000	341,300
Other Funds	228,300	225,000
Total Expenditures	\$4,573,400	\$4,456,800
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.

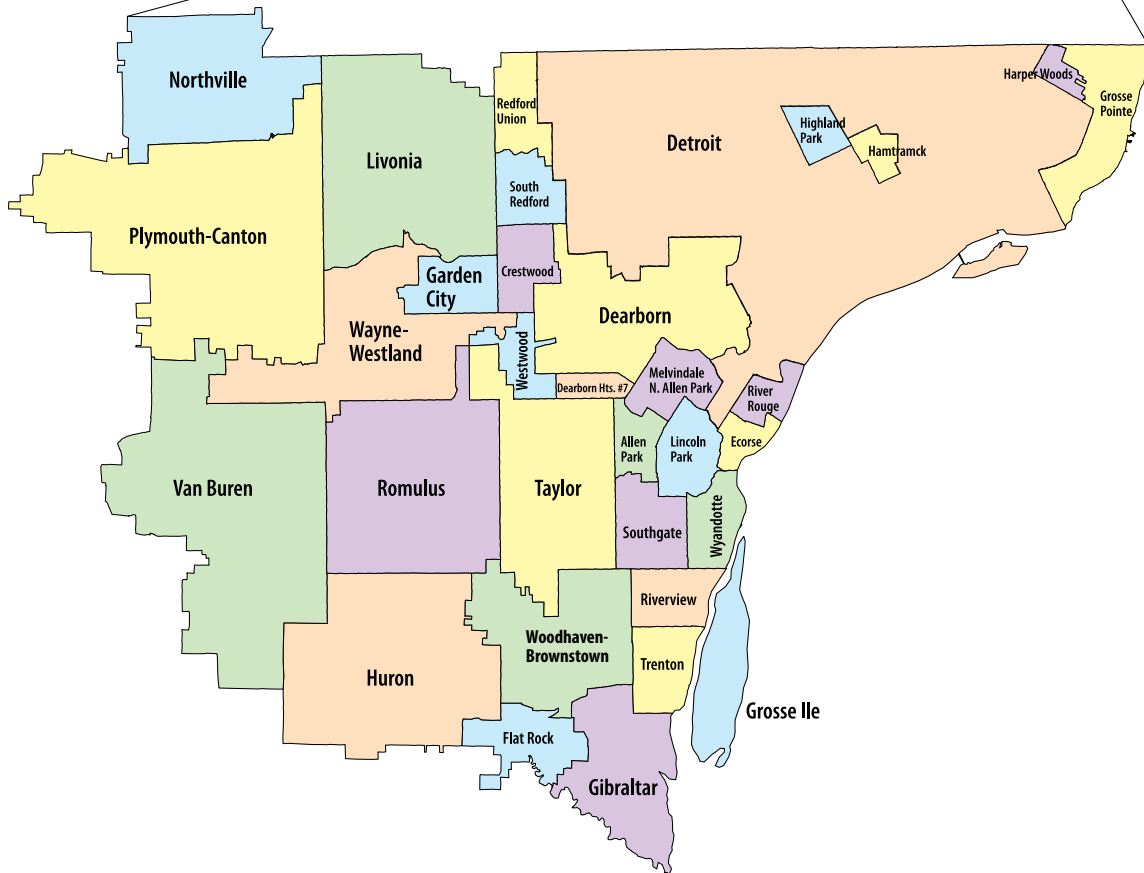
	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$-0-	\$-0-
Revenues		
Local Sources	17,212,000	17,212,000
Total Revenues	\$17,212,000	\$17,212,000
Expenditures		
Salaries	\$292,600	\$292,600
Employee Benefits	200,500	200,500
Purchased Services	18,600	18,600
Supplies and Materials	2,500	2,500
Capital Outlay	0	0
Other Expenses	900	900
Outgoing Transfers – Other Governmental	11,141,400	11,141,400
Other Funds	5,555,500	5,555,500
Total Expenditures	\$17,212,000	\$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.

	2022-23 Approved Budget	2023-24 Proposed Budget
Beginning Fund Balance	\$864,897	\$51,397
Revenues		
Local Sources	1,000	1,000
Incoming Transfers – Other Funds	850,000	1,825,000
Total Revenues	\$851,000	\$1,826,000
Expenditures		
Purchased Services	0	55,000
Capital Outlay	\$1,664,500	\$1,820,000
Other Expenses	0	0
Total Expenditures	\$1,664,500	\$1,875,000
Ending Fund Balance	\$51,397	\$2,397





**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.

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Garfield Greenhouse Change Order**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve additional funds for the Garfield greenhouse project in the amount of \$16,540.

RATIONALE:

The request for additional funds is due to an installation change order from GrowSpan in the amount of \$16,540. The original installation quote is from two years ago. Due to delays in the project's schedule, unrelated to anything within the District's or GrowSpan's power, labor and installation costs have risen since April 2021.

BUDGETARY INFORMATION:

Act 18

RESOURCE PERSONNEL:

Phillip Francis, Assistant Superintendent of District Services

EXHIBITS:

Attached

PF/ko

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Adoption of High School Psychology Textbooks

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of *Psychology In Your Life, 4th Edition* digital access and class sets of physical textbooks from Norton High School for the Introduction to Psychology course, for a cost of \$37,315.20 which includes shipping and handling.

RATIONALE:

The Intro to Psychology textbook committee began in 2019 and in 2022 chose the third edition of *Psychology In Your Life*. The publisher informed the committee that there would be an updated version in 2023 and the committee chose to wait for the most recent updates in the 4th Edition. This purchase consists of six-year digital student licenses, class sets of the textbook *Psychology In Your Life*, one set of student study guides per building, and teacher materials.

BUDGETARY INFORMATION:

The funding for this purchase will come from Academic Services Department Secondary Textbook Funds, which are supported by the Wayne County Enhancement Millage.

RESOURCE PERSONNEL:

Theresa O'Brien, Chief Academic Officer

EXHIBITS:

Attachment

Independent and Employee-Owned

Norton High School Price Quote

Price quote prepared for:

Livonia Public Schools

Attn. Lindsay Rousseau, 15125 Farmington Rd., Livonia, MI 48154

Prepared on:	5/11/23
Valid until:	12/31/23
Representative:	Ellee Shover
Email:	eshover@wnorton.com
Phone number:	(917) 656-3099

Title & Edition	ISBN	Quantity	Unit Cost	Total
PACKAGE: <i>Psychology in Your Life High School 4th Edition</i> + 6 year digital access to ebook, InQuizitive, ZAPS, 3D Brain, Videos, Student Study and Retrieval Guide ebook	978-1-324-02887-1	120	\$144.50	\$17,340.00
PACKAGE: <i>Psychology in Your Life High School 4th Edition</i> + 6 year digital access to ebook, InQuizitive, ZAPS, 3D Brain, Videos, Student Study and Retrieval Guide ebook + Student Study and Retrieval Guide (paperback)	978-1-324-02889-5	120	\$154.50	\$18,540.00
			Print Sub Total	\$35,880.00
			S&H*	\$1,435.20
			Print Total	\$37,315.20

Digital access

Name of person to receive digital access codes: Lindsay Rousseau

Email address of person to receive digital access codes: lroussea@livoniapublicschools.org

Title and edition of book: Psychology In Your Life 4th High School Edition

Total # of uses:	1440	ORDER TOTAL**	\$37,315.20
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Special notes to the warehouse:

Instructor Resources

Please note that only classroom sets purchased through W. W. Norton & Company will qualify for complimentary teaching materials and access. Print no-charge items **must** be included on purchase order to ensure delivery. Adopters are eligible to access online instructor resources for the titles purchased. Please contact your Norton representative for access once your order is placed.

rep to send if needed	Desk Copy	978-1-324-02887-1	
N/A	Professional Development with school	N/A	no charge
1	High School Instructor's Manual	Downloadable	no charge
1	Norton Testmaker	Downloadable	no charge
1	Lecture Slides	Downloadable	no charge
1	Art Slides	Downloadable	no charge
1	Resources for your LMS	Downloadable	no charge

Instructor Name(s) and Email(s): Lindsay Rousseau, lroussea@livoniapublicschools.org

For Ordering Information and Frequently Asked Questions, please visit: WWWNorton.com/rd/hsordering

*Shipping and Handling charges are only calculated for print items

If your school has requested that orders be shipped by FedEx, UPS or any other specified carrier, shipping charges will reflect special fees. Please let us know in advance if this is the case so that we may provide a different shipping quote to you. Otherwise, shipping costs are 4%.

**When you place your order, please supply a copy of your tax exempt certificate.

If this is not available, your local and state sales taxes will be added to your final purchase order.

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Grades 3 and 4 Word Study Professional Development

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of digital teacher resources and professional development vouchers for 100 teachers to attend a 30-hour training on Orton Gillingham Morphology, our newly adopted word study curriculum for third and fourth grades, for a total cost of \$120,000.

RATIONALE:

Since February 2020 we have been training K-2 teachers on Orton-Gillingham’s multisensory approach to teaching phonemic awareness and phonics. Morphology is the next step in updating our word study curriculum. This would provide third and fourth grade teachers the professional development and access to IMSE Orton Gillingham Morphology curriculum.

BUDGETARY INFORMATION:

The total cost of \$120,000 is a savings of \$300 per teacher for a total savings of \$30,000. Funding for this purchase will come from general funds.

RESOURCE PERSONNEL:

Theresa O’Brien, Chief Academic Officer

EXHIBITS:

Attachment



institute for
multi-sensory
education

Powerful. Reading. Instruction.

Price Quote

DATE 4/17/2023

Quotation # LPS04172023

24800 Denso Drive, Suite 202
Southfield, MI 48033
Phone: 800-646-9788 Fax: 248-735-2927

Livonia Public Schools
15125 Farmington Rd.
Livonia, MI 48154
Attn: Jennifer Cory

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
100	IMSE Morphology Plus Vouchers	\$ 1,200.00	\$ 120,000.00

TOTAL \$ 120,000.00

Your Quote is good for 90 days after the Quote Date shown above.

THANK YOU FOR YOUR BUSINESS!

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

**TOPIC: Purchase of LCTC Furniture and Computers
for Graphics Design/Digital Imaging Classroom**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of items from the Apple Store for Education Institution and Interior Environments to update the LCTC Graphics Design/Digital Imaging classroom. The upgrade will include desks, chairs, iMac desktop computers, iPad Air Tablets, iPad accessories, Apple charging cart, and Apple Care+ for schools, for a total cost of \$110,781.02.

RATIONALE:

These purchases will provide needed upgrades to the LCTC Graphics Design/Digital Illustration classroom.

BUDGETARY INFORMATION:

The purchase will be funded through 61a Grant funds totaling \$110,781.02.

RESOURCE PERSONNEL:

Kevin Etue, Director of Secondary Programs and District Services

EXHIBITS:

Attached

KE/ms



Proposal

Proposal Number

2111188527

Account Number/Name

51470

LIVONIA PS

Created On

05/08/2023

Created By

Timothy Klan

Thank you for creating your proposal, details are provided below. You can access this proposal from your [Apple Store for Education Institution](#) by searching proposal number 2111188527.

Comments from Proposer:

LCTC Mac Lab

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	Z13K 24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 7-core GPU - Silver Specifications <ul style="list-style-type: none"> Processor: Apple M1 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 7-core GPU, and 16-core Neural Engine Memory: 16GB unified memory Storage: 512GB SSD storage Two Thunderbolt / USB 4 ports: Two Thunderbolt / USB 4 ports Ethernet: None Mouse or Trackpad: Magic Mouse Pro Apps: None Logic Pro: None Keyboard Languages: Magic Keyboard - US English COUNTRY KIT: Accessory Kit 	31	1,609.00	49,879.00 USD
2	S7729LL/A 3-Year AppleCare+ for Schools - iMac	31	119.00	3,689.00 USD
3	MM9C3LL/A 10.9-inch iPad Air Wi-Fi 64GB - Space Gray	31	549.00	17,019.00 USD

4	S7743LL/A 3-Year AppleCare+ for Schools – iPad / iPad Air / iPad mini	31	79.00	2,449.00 USD
5	MU8F2AM/A Apple Pencil (2nd Generation)	31	119.00	3,689.00 USD
6	HPGT2ZM/A STM Dux Plus for 10.9-inch iPad Air (4th & 5th Generation) – Black	31	49.95	1,548.45 USD
7	HGFM2LL/A Bretford PureCharge Cart 40 for iPad (Lightning)	1	2,599.95	2,599.95 USD
8	MNEH3LL/A 13-inch MacBook Pro: Apple M2 chip with 8-core CPU and 10-core GPU, 256GB SSD – Space Gray Specifications <ul style="list-style-type: none"> • System on a Chip (Processor): Apple M2 chip with 8-core CPU, 10-core GPU, 16-core Neural Engine • Memory: 8GB unified memory • Storage: 256GB SSD storage • Trackpad: Force Touch trackpad • Thunderbolt: Two Thunderbolt / USB 4 ports • Input: Touch Bar and Touch ID • Display: 13-inch Retina display with True Tone • Pro Apps Bundle for Education: None • Keyboard Language: Backlit Magic Keyboard – US English • Accessory Kit: Accessory Kit 	1	1,199.00	1,199.00 USD
9	S9894LL/A 3-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon (No service fees)	1	169.00	169.00 USD

Subtotal	82,241.40 USD
Estimated Tax	0.00 USD
Total	82,241.40 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into your [Apple Store for Education Institution](#) and select 'Proposal' from the pull-down menu. Search for this Proposal by entering the Proposal Number referenced above.

Livonia Public Schools
LCTC Graphic Design Computer Workstations
 Livonia, MI



DESCRIPTION			QTY	UNIT PRICE	EXTENDED PRICE
Allsteel Aware Table 42" x 30" T- Leg Seated Height			16	\$ 469.23	\$ 7,507.68
Allsteel Aware 60" x 30" T- Leg Seated Height			2	\$ 559.78	\$ 1,119.56
Allsteel Aware 54" x 30" T- Leg Standing Height			10	\$ 577.42	\$ 5,774.20
HON Motivate Task Chair Flex Back Chair			18	\$ 298.21	\$ 5,367.78
HON Motivate Task Stool Flex Back Chair			10	\$ 327.04	\$ 3,270.40
				Sub-Total:	\$ 23,039.62
				FURNITURE SUB-TOTAL	\$ 23,039.62
				FREIGHT	\$ -
				INSTALLATION (NON-UNION)	\$ 5,500.00
				GRAND TOTAL	\$ 28,539.62

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Recommend Expulsion of One Secondary Student

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District expel one middle school student for violations of the Livonia Public Schools' Board of Education policies.

RATIONALE:

A disciplinary hearing was held on April 18, 2023, and the Hearing Officer ruled to expel the student. The timeline for an appeal of this decision has passed without a request.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Kevin Etue, Director of Secondary Programs and District Services

EXHIBITS:

None

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Second Reading & Adoption of Board Policy**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language per the attached document for Board Policy IDF – Interscholastic Activities and Athletics, and the removal of Board Policy IDFA – Interscholastic Athletics.

RATIONALE:

The Board Policy Committee has met with staff to review proposed language for the above policy and is recommending approval by the entire Board. This language was submitted for first reading at the Board meeting of May 1, 2023.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Andrea Oquist, Superintendent

EXHIBITS:

Attached Policies

Off/Supt/jw

BOARD POLICY

IDF

INSTRUCTIONAL PROGRAM INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

MAY 22, 2023

The Board of Education recognizes the need for extracurricular and interscholastic activities and athletics and encourages student participation. The Board further recognizes that participating in these activities and athletics carries with it the responsibility of good behavior in and out of school and being in good academic standing. Failure on the part of any student to meet this responsibility is cause for suspension or removal from participation.

A program of interscholastic athletics shall be encouraged as an integral part of the total program of physical education. The interscholastic athletics program is designed for those students who have a particular interest, ability, and the desire to invest the time and energy required to participate in a Livonia Public Schools' athletic program.

The Board shall review and approve by resolution the School District's participation and membership in the Michigan High School Athletic Association (MHSAA). In conjunction with this review, the Board delegates to the Superintendent or designee the responsibility for adherence to MHSAA's Constitution and Bylaws, as well as the supervision of MHSAA related activities in accordance with the Code of Conduct in the school's Student Handbook.

All interscholastic activities and athletics shall be conducted in accordance with law.

CROSS REF.: JN – Awards and Scholarships

LEGAL REF.: MCL 380.1289, 380.1502; MHSAA Constitution and Bylaws

BOARD POLICY

IDFA

INSTRUCTIONAL PROGRAM INTERSCHOLASTIC ATHLETICS

APRIL 16, 2018

A program of interscholastic athletics shall be encouraged as an integral part of the total program of physical education. The interscholastic athletics program is designed for those students who have a particular interest, ability, and the desire to invest the time and energy required to participate in a Livonia Public Schools' athletic program.

The Board shall review and approve by resolution the school district's participation and membership in the Michigan High School Athletic Association (MHSAA). In conjunction with this review, the Board delegates to the superintendent or designee the responsibility for adherence to MHSAA's Constitution and By-Laws, as well as the supervision of MHSAA related activities in accordance with the Code of Conduct in the school's Student Handbook.

CROSS REF.: Board Policy JN – Awards and Scholarships

LEGAL REF.: MCL, 380.1289; 380.1502; MHSAA Constitution and By-Laws

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Second Reading & Adoption of Board Policy**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt Board Policy language per the attached document for Board Policy IFD – Library Media Centers and Classroom Libraries.

RATIONALE:

The Board Policy Committee has met with staff to review proposed language for the above policy and is recommending approval by the entire Board. This language was submitted for first reading at the Board meeting of May 1, 2023.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Andrea Oquist, Superintendent

EXHIBITS:

Attached Policy

Off/Supt/jw

BOARD POLICY

IFD

INSTRUCTIONAL PROGRAM LIBRARY MEDIA CENTERS AND CLASSROOM LIBRARIES

MAY 22, 2023

The Livonia Public Schools School District establishes library media centers to provide and promote the intellectual, cultural, social, and ethical development of students and to provide resources which extend and deepen the experiences encompassed in the curriculum. Library Media Center materials are determined through a process based on the American Libraries Association (ALA) guidance for selection of books and other materials of learning which contribute to the growth of individual students. Selection for classroom libraries follows the same guidance criteria.

CROSS REF: IKB – Controversial Issues
KN – Public Complaints

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: Wayne RESA Board Election Designation of Representative

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District adopt a resolution to designate Board Member Liz Jarvis as an electoral representative and Board Member Crystal Frank as an alternate electoral representative for the June 5, 2023, Wayne RESA Board of Education election and select Mary Blackmon and Danielle Funderburg as the candidates for whom the vote should be cast.

RATIONALE:

The Wayne Regional Educational Service Agency has requested a representative of this school district to vote at their Biennial Election at 6:00 p.m. on June 5, 2023. The election will take place in the Wayne RESA Boyd Arthur Auditorium, 33500 Van Born Road, Wayne.

BUDGETARY INFORMATION:

None

RESOURCE PERSONNEL:

Board of Education

EXHIBITS:

Attached Resolution

Off/Supt/jw

**MODEL RESOLUTION DESIGNATING LOCAL DISTRICT'S
WAYNE RESA ELECTION REPRESENTATIVE**

A Regular meeting of the Board of Education (the "Board") of the Livonia Public Schools School District, Wayne County, Michigan, was held on the 22nd day of May 2023 at 6:30 p.m.

The meeting was called to order by _____.

Present: Members

Absent: Members

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

WHEREAS:

1. The biennial election of the Board of the Wayne County Regional Educational Service Agency ("WRESA") will be held on Monday, June 5, 2023; and
2. The members of the WRESA Board will be elected by an electoral body composed of one (1) person designated by the Board of each of the constituent school districts; and
3. In accordance with Section 380.614(2) of the Revised School Code, this Board must now adopt a resolution which designates its representative to the electoral body and directs said representative to vote on behalf of this school Board for the specific candidate(s) this Board supports for each position to be filled on the WRESA Board, at least on the first ballot taken by the electoral body.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, and _____ as an alternate in the event the designated representative is unable to attend, which body will elect one candidate to the vacancy on the WRESA Board on Monday, June 5, 2023.
2. The designated representative is further directed to cast a vote on the first ballot on behalf of the Board for candidate(s) _____ and _____.

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

Ayes: Members

Nays: Members

Motion declared adopted.

Secretary, Board of Education

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 _____, 2023, 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.

Secretary, Board of Education



Wayne RESA Biennial Election
Monday, June 5, 2023

CANDIDATE BIOGRAPHICAL DATA
(optional)

BIOGRAPHICAL INFORMATION (100 WORDS OR LESS) ON THE NOMINATED CANDIDATE

CANDIDATE NAME Mary Blackmon

BIOGRAPHICAL INFORMATION:

Dear Fellow Board Member,

I am writing to ask for your vote on June 5, 2023 for re-election to Wayne RESA's (WRESA) Board of Education. It has been my pleasure to serve on a Board that remains focused on providing outstanding service to the largest and most diverse county in our State. We help to elevate teaching and learning by researching and delivering the highest quality, proven data and teaching techniques that help equip, train and support our teachers, administrators and students.


Additionally, I am WRESA's representative on Southeast Michigan's Council of Governments (SEMCOG) comprised of all six counties in the Region, where I served as Past Chair. In 2022, I received its highest honor, "Regional Ambassador Award." I also serve on the Executive Board of Metropolitan Affairs Alliance (MAC), an organization of Business, K-12, Unions, and Higher Education members.

I have served in every Officer capacity at WRESA. It remains my highest priority to continue to work with my outstanding, effective Board and Superintendent, to continue to elevate teaching and learning in our County.

I respectfully ask for vote on June 5th to continue that work.

Sincerely and appreciatively,

Mary Blackmon
Treasurer



Signature of Candidate



Wayne RESA Biennial Election
Monday, June 5, 2023

CANDIDATE BIOGRAPHICAL DATA
(optional)

BIOGRAPHICAL INFORMATION (100 WORDS OR LESS) ON THE NOMINATED CANDIDATE


CANDIDATE NAME Danielle Funderburg

BIOGRAPHICAL INFORMATION:

Danielle Funderburg has served on WRESA’s Board since 2017 and formerly served on Romulus’ Board of Education for 12 years. Funderburg is an Oakland University alumna, freelance Graphic Designer and currently in Workforce Development where she’s a Youth Program Coordinator helping young adults attain a certificate/degree, work skills and employment.

She serves in various capacities: *Wayne County College Access Network*-Leadership Team, *SDM2 Project Education*-Board of Directors, *Unity Ambassadors Building Bridges*-Cofounder/Treasurer and *Wayne County Association of School Boards*-Executive Board.

Danielle’s MASB Awards: Level 6 – Master Platinum Award; Advocacy Skills Specialty Award; Data Specialty Award.


Signature of Candidate

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
May 22, 2023**

TOPIC: **Board Member to Take MASB Classes**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve that Board Trustee Crystal Frank take MASB classes for a total cost of approximately \$396.

RATIONALE:

Board members are encouraged to attend educational, leadership, and developmental workshops, conferences, and seminars which will assist them in the performance of their duties. Per Board Policy BBBC, expenditures require Board approval.

BUDGETARY INFORMATION:

All within prescribed budget allocations. Some of the MASB courses may qualify for reimbursement from the State of Michigan, which will reduce the cost incurred by LPS.

RESOURCE PERSONNEL:

Andrea L. Oquist, Superintendent

EXHIBITS:

None

Off/Supt/jw