

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**Committee of the Whole  
September 18, 2023 - 6:30 PM  
Board Room  
15125 Farmington Road  
Livonia, Michigan 48154**

**AGENDA**

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**  
Johnson, Chair; Acosta; Bonifield; Bradford; Burton; Frank; Jarvis
  - A. Voting Delegates - 2023 MASB Delegate Assembly** 2  
Board of Education
  - B. Locations for Study Session Meetings**
    - A. Oquist**
- III. BUILDING & SITE COMMITTEE**  
Burton, Chair; Bradford; Frank
  - A. Bid Results for HVAC Equipment - 2021 Bond** 3  
P. Francis
  - B. Purchase of Bulk Salt** 8  
P. Francis
  - C. Bid Results for Stevenson Outfall Repairs** 10  
P. Francis
- IV. CURRICULUM COMMITTEE**  
Acosta, Chair; Bonifield; Bradford
  - A. Presentation on Summer Programming** 13  
T. O'Brien, K. Etue, M. Sprow
  - B. M-Step Results 2023** 14  
T. O'Brien
- V. POLICY COMMITTEE**  
Frank, Chair; Bonifield; Jarvis
  - A. Board Policies - Fiscal Management** 15  
Policy DIA - Account System  
Policy DIB - Financial Reports and Statements  
Policy DJCA - Payday Schedules  
A. Smith
- VI. FINANCE COMMITTEE**  
Bonifield, Chair; Acosta; Jarvis
- VII. PERSONNEL COMMITTEE**  
Bradford, Chair; Burton; Frank
- VIII. LEGISLATIVE COMMITTEE**  
Jarvis, Chair; Acosta; Burton



JILL WOZNIAK <jwozniak@livoniapublicschools.org>

### Call for 2023 MASB Delegates

1 message

Cheryl Huffman <chuffman@masb.org>  
Reply-To: chuffman@masb.org  
To: jwozniak@livoniapublicschools.org

Thu, Aug 3, 2023 at 9:50 AM

Not displaying correctly? [View online version](#)



*4 Delegates*                      *9/11 - Study*  
*3 Alternates*                    *9/18 - COW*  
   *9/25 - Regular*

Dear Jill,

MASB's 2023 Delegate Assembly will begin **Thursday, November 9 at 7 p.m.** at the **Lansing Center** in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

Below is a link to use to certify the official voting delegates and alternates who will represent your board of education. All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2023-2024 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

**All delegates must be certified and submitted by Friday, October 27.** A notification message is also being sent to your board president and superintendent. Please ensure that this topic is added to your next board meeting agenda and then complete the form at the link below.

### Certify 2023 Delegates and Alternates

If you have any questions, please feel free to contact me at [chuffman@masb.org](mailto:chuffman@masb.org) or 517.327.5915.



# Livonia Public Schools

*District Services*

Date: September 13, 2023

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Bid Results for HVAC Equipment – 2021 Bond

I would like to discuss the pre-order/pre-purchase of HVAC equipment for the 2021 Bond program. Specifically, this recommendation for Board approval for select HVAC equipment will be for summer 2024 projects due to an abnormally long lead time for the specified equipment. The future purchase of the majority of HVAC equipment will be the responsibility of the selected contractor, based on the bid package requirements.

The Bond Team is recommending Thermalnetics, Auburn Hills, Michigan, as the low responsible bidder. The units in this package are slated for Hayes, Hoover, Roosevelt, Holmes, Stevenson, and Franklin.

Brian Weber from PMC will join me at the upcoming Committee of the Whole meeting to discuss the details and explanations for this pre-purchase with the Board at the upcoming Committee of the Whole.

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

Attachment

PF/ko

c: Board of Education

September 14, 2023

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

RE: 2021 Bond Program  
HVAC Equipment Pre-Purchase: 2024 Projects

Dear Mr. Francis:

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) for the pre-purchase pricing of a portion of the HVAC equipment for the 2021 Bond Program. This update represents the mutual efforts of PMC, Clark Construction (CM), French Associates (Architect), Unified Building Systems (Engineer), LPS administration and staff, and district legal counsel (the Project Team) to present a framework in order to identify, evaluate, and recommend an equipment supplier for select HVAC equipment for the Program's 2024 Projects. This recommendation is limited only to the equipment that has been identified by the Team as having abnormally long procurement periods due to the industry's current supply chain disruptions. The balance of HVAC equipment will remain in the trade contractor bid packages scheduled for issuance in the coming months.

#### **SELECTION PROCESS**

On September 1, 2023, Bid Documents were formally issued and made available. An advertisement for bids was posted to the required State of Michigan website, the LPS website, and outreach calls by the CM were conducted.

On September 11, 2023, two (2) bid proposals were received for the Project and over the next several days were reviewed and evaluated. An interview was conducted with both bidding firms on September 12, 2023 and were attended by representatives from the Project Team. The scope of work, equipment specifications, procurement schedule and other particulars regarding the work were reviewed and discussed.

#### **RECOMMENDATION**

Upon completion of the interviews, and after subsequent clarifications and discussions, the Project Team recommends awarding **Thermalnetics** as detailed in Clark Construction's recommendation letter dated September 13, 2023 as the lowest responsible bidder.

While the value of this equipment is \$449,300.00, the Contract between LPS and this Vendor will be for zero dollars, as this Vendor will become a pre-approved supplier to the HVAC Contractor(s) at a later date, with the cost of this scope being included in the HVAC Contractors' future bids.

**Equipment Summary**

Hayes Elementary	Air Handling Unit (x1)
Hoover Elementary	Roof Top Unit (x1)
Roosevelt Elementary	Roof Top Unit (x1)
Holmes Middle School	Roof Top unit (x1)
Stevenson High School	Roof Top Unit (x6)
Franklin High School	Roof Top Unit (x2)

For the Vendor, the pricing for this work will be detailed in a Pre-Purchasing Pricing Agreement, pending final review and approval of terms by district legal counsel.

The award recommendation does not include a contingency, nor Project specific General Conditions at this time. These costs will be incorporated on a Project-by-Project basis once bids are received for each of the Contractor bid packages.

If you have any questions regarding the above information, please feel free to contact me at 248-675-9812 or [brian.weber@plantemoran.com](mailto:brian.weber@plantemoran.com). The Project Team is also available at the Board's convenience to answer any questions.

Sincerely,  
PLANTE MORAN CRESA



Brian Weber  
Owner Representative

CC: Dana Abrahams, Clark Hill  
Attachments: Clark Construction Recommendation Letter  
Bid Tabulation



9/13/2023

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

Re: Livonia Public Schools – 2021 Bond Program  
**Phase # 3 Bid Pack #1 – MEP Prepurchase Equipment  
Contract Award Recommendation**

Dear Mr. Francis,

As Construction Manager for Livonia Public Schools, Clark Construction Company hereby recommends Livonia Public Schools enter into a contract with the Supplier listed below.

Competitive bids were received September 11, 2023. The recommended Supplier provided the lowest responsive bid for the project. Clark Construction Company conducted a pre-award interview with low Supplier on September 12, 2023. Representation from Livonia Public Schools, Plante Moran Cresa and Unified Building Systems Engineering also attended this meeting.

**Contract award recommendations:**

<u>Area of Work</u>	<u>Contractor</u>	<u>Bid/Contract Amount</u>
1) 23 – Mechanical Equipment	Thermalnetics	\$ 449,300.00
<b>TOTAL for PH # 3- BP #1</b>		<b>\$ 449,300.00</b>

The scope is to furnish only the roof top mechanical units for Hayes, Hoover, Roosevelt, Holmes, Stevenson.. There is a total of 12 roof top units in this award. We have enclosed a tabulation of all bids received. Please contact me should you have any questions regarding the above.

Sincerely,  
**CLARK CONSTRUCTION COMPANY**

Andrew Holewinski  
Project Manager



**Client:** Livonia Public Schools

**Location:** Livonia, MI

**Job #:** 2867

**Project:** Livonia Public Schools

**Dated:** 09/11/23

**By:** Andrew Holewinski

<b>Division:</b>		<b>Bid Cat. 23 Mechanical Equipment</b>		
Subcontractor		Thermalnetics	Trane - Michigan	Aaon / JOS
Contact:		Carmen DeAngelis	Leigh Janssen	Ben Hooper
Phone:		248-276-3300	248-632-7390	248-918-3439
Bid Security		x		x
Familial Relationship		x		x
Iran		x		x
Criminal		x		x
Equal Opportunity Form		x		x
<b>Base Bid</b>		\$449,300.00	No Bid	\$586,751.00
		<b>Lowest Bid:</b>	<b>\$449,300.00</b>	

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# Livonia Public Schools

*District Services*

Date: September 13, 2023

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Bulk Salt

I would like to gain approval for the purchase of 1,400 tons of road salt for the 2023-24 winter season from Detroit Salt Company. The cost will be \$55.05 per ton, for a total cost of \$77,070 via the MiDEAL Purchase Consortium. This is an increase of \$1.60 per ton from last year. The source of funds for this purchase is the General Fund.

The bulk road salt purchased for the last three winter seasons is listed below:

2020-21: Purchased 1,500 tons and used 1,300 tons  
2021-22: Purchased 1,300 tons and used 1,130 tons  
2022-23: Purchased 1,700 tons and used, 1,100 tons

Please add this to the agenda of the next Committee of the Whole meeting on Monday, September 18, 2023. Please contact me if you have questions.

Attachment

c: Board of Education

PF/ko



# Livonia Public Schools

## *Facilities and Operations*

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Date: August 17, 2023  
To: Phillip Francis, Assistant Superintendent of District Services  
From: Harry C. Lau, Administrator of Facilities and Operations  
Re: Recommendation to Purchase Bulk Salt Through Mi-Deal

I am recommending and seeking approval to award the bulk salt purchase for the 2023-24 school year to Detroit Salt Company, at a price of \$55.05 per ton for 1,400 tons. The price difference from the 2022-23 school year is an increase of \$1.60 per ton, for a total increase of \$2,240.00. The total cost of the 1,400 tons is \$77,070.00.

This is a general fund purchase with the State of Michigan Mi-Deal purchasing consortium.

Rationale: We have approximately 600 tons of salt left over from the 2022-23 school year that is in our salt barn.

Thank you for your consideration in this matter.

cc: K. Oaks



# Livonia Public Schools

*District Services*

Date: September 13, 2023

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Bid Results for SHS Outfall Repairs

I would like an opportunity to share with the Board of Education the bid results for the Stevenson High School outfall repairs. Bids were received and opened on the afternoon of September 14, 2023. Review, interview, and references were completed immediately. We are recommending TSP Services, Inc. as the low responsible bidder in the amount of \$184,353.

The area at the Stevenson drain outfall has had a significant amount of soil erosion over many years. The area is meant to shed water to the nearby creek, which is part of the Wayne County water management system. It needs to be built back up with soil and stones to help guide the water properly and to protect the pipe.

Please add this Sinking Fund item to the agenda for the Committee of the Whole meeting on September 18, 2023. Thank you.

Attachment

C: Board of Education

PF/ko



# Livonia Public School

## Facilities and Operations

Date: September 15, 2023  
To: Phillip Francis, Assistant Superintendent of District Services  
From: Harry C. Lau, Administrator of Facilities and Operations  
Re: Recommendation to Award Bid (SHS Drain Outfall Erosion Repair)

I am recommending and seeking approval to award the *Stevenson High School (SHS) Drain Outfall Erosion Repair Bid* to **TSP Services, Inc.** This is a Sinking Fund Project. TSP Services, Inc. was the lowest responsible bidder at \$184,353.00.

The SHS drain outfall has been experiencing erosion from run-off for a number of years. It is critical that we repair the drain to reduce/eliminate the erosion. References have been contacted. TSP Services, Inc. has worked with the city of Ann Arbor, the city of Ferndale, and the Huron Clinton Metro Park.

The two bids received are as follows:

TSP Services, Inc.	Redford, MI	BID - \$184, 353.00
Catskill Remedial Contracting Services, Inc.	Brighton, MI	BID - \$264, 961.00

If you have any questions regarding this matter, please contact me. Thank you for your consideration.

cc: K. Oaks

HL/pb2023

**Stevenson High School Drain Outfall Erosion Repair  
Central Office Complex  
September 14, 2023, BID OPENING  
12:00 P.M.**

VENDORS BIDDING DESCRIPTION	TSP Services, Inc.	Catskill Remedial Contracting Services, Inc.			
<b>GRAND TOTAL:</b>	<b>\$184,353.00</b>	<b>\$264,961.00</b>			
<b>DEDUCT:</b>					
BID BOND	X	X			
EQUAL OPPORTUNITY	X	X			
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT	X	X			
IRAN SANCTIONS STATEMENT	X	X			
ADDENDUM I	X	X			
ADDENDUM II	X	X			
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION					
<b>DEDUCT</b>	X				
PRICE FIRM FOR 90 DAYS	AIA				
TERMS OF PAYMENT	X				
ADDITIONAL SHEETS					
<b>COMMENTS</b>	EMR .71	EMR .78			
<b>GRAND TOTAL:</b>	<b>TOTAL</b>				
<b>RECORDED BY:</b> Harry Lau <i>HL</i>	<b>DATE:</b> 09/14/2023		<b>WITNESSED BY:</b>		<b>9/14/2023</b>



# Livonia Public Schools

## *Academic Services*

Date: September 18, 2023

To: Andrea Oquist, Superintendent

From: Theresa O'Brien, Chief Academic Officer  
Maegan Sprow, Director of Student Services  
Kevin Etue, Director of Secondary Programs and District Services

Subject: Presentation on Summer Programming

We would like to request to be placed on the Curriculum Committee agenda for the September 18, 2023, Board of Education Committee of the Whole meeting to present the variety of offerings for students this past summer. We are excited to share the number of students who participated in credit recovery, camps, math “boosters” and Community Fridays.

Thank you for your consideration of this request.



# Livonia Public Schools

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*Academic Services*

Date: September 18, 2023  
To: Andrea Oquist, Superintendent  
From: Theresa O'Brien, Chief Academic Officer  
Subject: M-Step Results 2023

I would like to request to be placed on the Curriculum Committee agenda for the September 18, 2023, Board of Education Committee of the Whole meeting to share our state testing results on M-STEP, PSAT and SAT from the spring of 2023.

I look forward to sharing our district proficiency results along with a comparison to our peers.

Thank you for your consideration of this request.



# Livonia Public Schools

*Finance Office*

Date: September 14, 2023

To: Andrea Oquist, Superintendent

From: Alison Smith, Chief Financial Officer

Re: Board Policies DIA, DIB, DJCA

I would like to continue discussions with the Board that began at our most recent Study Session on Board Policies DIA Fiscal Management – Account Systems, DIB Fiscal Management – Financial Reports and Statements, and DJCA Fiscal Management – Payday Schedules and newly created Administrative Procedures for DIB Fiscal Management – Financial Reports and Statements.

Please include this item on the September 18, 2023, Policy Committee meeting agenda. As always, please let me know if you have any questions.

AS/kv

Attachments

c: Board of Education

# BOARD POLICY

DIA

## FISCAL MANAGEMENT ACCOUNT SYSTEM

~~JUNE 20, 1988~~

Reviewed 11/2013

~~All accounting maintained by the Board of Education shall be in accordance with the system of school accounting as recommended by the State of Michigan.~~ **The Michigan School Accounting Manual (Bulletin 1022) shall serve as a mandatory guide to the uniform classification and recording of all accounting transactions for the school district.** A complete record of all expenditures shall be maintained in these accounts so that a periodic examination by the Board of Education or its representatives can easily identify any receipts or expenditures.

LEGAL REF.: MCL 141.421; ~~R340.851 et seq.~~ **141.436; 380.1281**

# BOARD POLICY

DIB

## FISCAL MANAGEMENT FINANCIAL REPORTS AND STATEMENTS

~~MAY 19, 2014~~

The Board of Education shall receive ~~financial reports at a public meeting of the Board on a quarterly basis. a listing of expenditures and wire transfers at regular Board meetings.~~ Additionally, each year an outside audit firm will present to the Board of Education a report of the audit completed on the prior fiscal year.

The district's accounts payable check register for the most recent school fiscal year will be available on the district's website.

The Board may ~~require~~ request additional financial reports.

# ADMINISTRATIVE PROCEDURE

DIB

## FISCAL MANAGEMENT FINANCIAL REPORTS AND STATEMENTS

SEPTEMBER 18, 2023

The Board of Education shall receive financial reports at a public meeting of the Board according to the following schedule:

- June
  - Final Budget Amendment for the current fiscal year
  - Proposed Budget for the upcoming fiscal year
    - The Final Budget Amendment and Proposed Budget will be presented to the Board of Education for formal approval.
  
- October
  - Financial Statements & Report of the Auditor for the previous fiscal year
  - Update on the current fiscal year budget
    - The Financial statements will be presented to the Board of Education for formal approval. The update on the current fiscal year budget is for informational purposes only and will not be voted on by the Board.
  
- December
  - Budget Amendment for the current fiscal year
    - The Budget Amendment will be presented to the Board of Education for formal approval.
  
- March
  - Update on the current fiscal year budget
  - Preliminary information for the upcoming fiscal year
    - The update on the current fiscal year budget and preliminary information for the upcoming fiscal year is for informational purposes only and will not be voted on by the Board.

# BOARD POLICY

DJCA

## FISCAL MANAGEMENT PAYDAY SCHEDULES

~~MAY 19, 2014~~

See individual master agreements:

- AFSCME (American Federation of State, County & Municipal Employees)
- ~~LCEA~~ (~~Livonia Community Education Association~~)
- LEA (Livonia Education Association)
- LEADS (Livonia Educational Administrators)
- LPA (Livonia Paraprofessionals' Association)
- LSA (Livonia Secretarial Association)
- SEALS (Supervisory Employees' Association)