

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

**Regular Meeting
January 29, 2024 - 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 School Board Month 3**
 - 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. 5**
- V. DISPOSITION OF MINUTES**
 - A. *Minutes of the Regular Meeting of December 18, 2023 6**
- VI. BUSINESS MATTERS**
 - A. Approval of HVAC Upgrades for Holmes and Emerson 21**
 - B. Approval of Purchase of Kitchen Equipment 36**
 - C. Approval of LCTC 61c(1) Grant Purchase 40**
 - D. Approval of Early Middle College Programming 50**
- VII. INSTRUCTION MATTERS**
- VIII. PERSONNEL MATTERS**
 - A. Teachers for Approval 51**
 - B. Teachers for Tenure 53**
 - C. Leaves of Absence 54**
 - D. Resignations 55**
 - E. Retirements 56**
- IX. HEARING FROM BOARD MEMBERS**
 - A. Hearing from Board Members**
 - B. Second Reading Board Policy -Instructional Programs 58**
Policy IHF - Graduation Requirements
 - C. First Reading Board Policy - Personnel 62**
GBF - Teacher Placement
 - D. First Reading Board Policy - Personnel 64**
GBG - Staff Reduction and Recalls

**E. First Reading Board Policy - Personnel
GBIA - Teacher Evaluations**

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X. ADJOURNMENT

**Wayne County Regional Educational Service Agency
Board of Education**

**Local School District Board of Education
Recognition Resolution**

January 2024

WHEREAS, the Boards of Education of the 33 constituent school districts of Wayne County promote quality education for every child attending their schools; and

WHEREAS, these exceptional public servants demonstrate enthusiasm to their duty and voluntarily contribute countless hours of service on behalf of the students of Wayne County, the educators that support the students daily, and their communities; and

WHEREAS, Wayne County School Boards are resilient advocates for the needs of students in their communities and with policy makers in Lansing and Washington; and

WHEREAS, Wayne County School Boards are committed to advancing the student achievement and well-being in the schools and communities they serve; and

WHEREAS, Wayne County School Boards understand the importance of access, opportunity, equity, and excellence in education for its students, and recognize that a quality education is the most important factor in the success of our communities, state and country; and

WHEREAS, local control continues to play a vital role in the success of public education; and

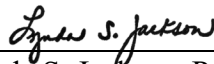
WHEREAS, the mission of public schools is to meet the diverse educational needs of all children and to empower them to become informed and productive contributors to society and an ever-changing world; and

WHEREAS, the State of Michigan, and the State Board of Education have declared January 2024 as School Board Recognition Month; and

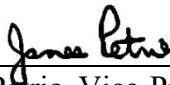
WHEREAS, School Board Recognition Month is an ideal time to recognize and celebrate the Wayne County residents serving on school district governing boards of education who help guide the education of pupils in Pre-Kindergarten through Grade 12, and who prepare these pupils for global competitiveness.

NOW, THEREFORE BE IT RESOLVED, that the Wayne County Regional Educational Service Agency Board of Education in the spirit of the School Board Recognition Month, recognizes and celebrates the contributions and leadership of the Wayne County School Boards of Education.

Presented and Adopted, December 20, 2023.



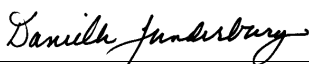
Lynda S. Jackson, President



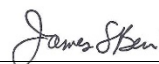
James Petrie, Vice-President



Mary E. Blackmon, Secretary



Danielle Funderburg, Treasurer



James S. Beri, Trustee

STATE OF MICHIGAN



CERTIFICATE OF PROCLAMATION

ON BEHALF OF THE PEOPLE OF MICHIGAN,
I, Gretchen Whitmer, governor of Michigan, do hereby proclaim

January 2024

as

SCHOOL BOARD RECOGNITION MONTH

WHEREAS, Michigan is home to nearly 600 locally elected local school boards that work to enrich the lives of Michigan's students through education and directly influencing instruction in Michigan's public schools; and,

WHEREAS, local school board members are exceptional public servants who have dedicated and committed themselves to this duty by governing school districts, listening to parent voices, and advancing student achievement and well-being in the schools and communities they serve; and,

WHEREAS, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan; and,

NOW, THEREFORE, I, Gretchen Whitmer, governor of Michigan, do hereby proclaim January 2024 as School Board Recognition Month in Michigan.

A handwritten signature in blue ink that reads "Gretchen Whitmer".

Gretchen Whitmer
Governor



**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

ITEM: IV.

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 December 18, 2023

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/tg

**MINUTES
BOARD OF EDUCATION
Livonia Public Schools
Regular Meeting
December 18, 2023**

President Johnson convened the meeting at 6:31 p.m.

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

Members Absent Bradford

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 None

Consent Agenda It was moved by Mrs. Burton and supported by Mrs. Bonifield that the Board of Education 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 November 20, 2023

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

Nays: None

**Sale of Property
on Ann Arbor
Trail**

It was moved by Mrs. Acosta and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the recommendation from Mr. Francis to bestow upon the Superintendent or her designee the authority to enter into an Offer to Purchase Real Estate, execute said Offer, as well as any and all documents necessary and incidental to the sale, including any timing extensions required and all Closing Documents, with Leo Soave Building Inc., whereby Leo Soave Building Inc., has offered to purchase 10.33 +/- acres of vacant land located on the South side of Ann Arbor Trail, West of N. Merriman Road, Westland Michigan, Sidwell Number 56-012-99-0017-001, for a total of \$470,000.

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

**Approval of 2024
Contractors
(rebids) – 2021
Bond**

It was moved by Mrs. Jarvis and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the recommendation from its Owner's Representative, Plante Moran Realpoint and its Construction Manager, Clark Construction Company, to approve the contractors identified and the construction project budgets for rebids of the Phase 3, Bid Package #2 for 2024 renovations at Hayes Elementary, Hoover Elementary, Roosevelt Elementary, Holmes Middle School, Stevenson High School (including pool room), Franklin pool room and Churchill pool room in the total amount of \$7,510,209, which includes costs for hard construction, fees, and contingency and authorize the Superintendent or her designee to negotiate and execute final contracts on behalf of the Board of Education with the awarded contractors.

Ayes: Acosta, Bonifield, Frank, Jarvis, Johnson
Nays: None
Abstain: Burton

**Approval of
Bookshelves for
LMC – 2021 Bond**

It was moved by Mrs. Frank and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District approve the recommendation from the Owner's Representative, Plante Moran Realpoint, to approve the purchase of bookshelves for Library Media Centers at Hoover Elementary, Hayes Elementary, Roosevelt Elementary, Holmes Middle School, and Stevenson High School from NBS Commercial Interiors, Troy, Michigan in an amount not to exceed \$377,000, which includes contingency.

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

Approval of High School Pool Scoreboards – 2021 Bond

It was moved by Mrs. Bonifield and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the purchase and installation of Pool Room Scoreboards at Churchill High School, Franklin High School, and Stevenson High School from Daktronics, Brookings, South Dakota, in the amount of \$311,718, plus installation from AJ Signs & Installation, Chesterfield, Michigan in the amount of \$14,400, plus a contingency in the amount of \$8,000 for a total cost \$334,118.

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

Approval of Mobile Vertical Lift Purchase – 2021 Bond

It was moved Mrs. Burton and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools School District approve the purchase of eight Ballymore Mobile Vertical Lifts from Grainger, Lake Forest, Illinois, for a total cost of \$91,340.04.

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

Approval of 2023-2024 Budget Amendment

It was moved by Mrs. Acosta and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools approve the amended budgets for the 2023-2024 school year: General Fund, Funded Projects Fund, Special Education Fund, Debt Retirement Fund, 2021 Bond Fund, 2023 Bond Fund, Sinking Fund, Capital Projects Fund, Food Services Fund, Health and Welfare Fund, Scholarship Fund and School Activities Fund.

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

Approval of Resolution for Summer Tax Collection

It was moved by Mrs. Jarvis and supported by Mrs. Bonifield that the Board of Education of the Livonia Public Schools approve the resolution to invoke for 2024 its previously adopted ongoing resolution imposing a summer tax levy of 50% of the annual property taxes upon property located within the district and continuing from year-to-year until specifically revoked by the Board and requests that the Cities of Livonia and Westland collect those summer taxes.

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

Approval of Expulsion of Secondary Student

It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District expel one secondary student for violations of the Livonia Public Schools' Board of Education policies.

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

Teachers for Approval

It was moved by Mrs. Frank 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 2023-24 school year to the following teachers:

Sarah Albano	1.0 Special Ed. Teacher	Webster
Tanner Belanger	1.0 Resource Teacher	Johnson & Rosedale
Justin Kalmes	1.0 ELL Teacher	Academic Services
Christine Munro	1.0 Speech Teacher	Student Services
Andrew Smutek	1.0 Secondary Teacher	Franklin

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

Leaves of Absence

It was moved by Mrs. Bonifield supported by Mrs. Jarvis 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:

Caitlyn Lefebvre **Effective January 08,2024**

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

Resignations

The Board was informed of the following resignations:

McKenna Dardini	November 21, 2023
Kelsey Morris	December 15, 2023
Amber Szawara	December 08,2023

Retirements

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

Anne Bourlier who will retire from the District on January 05,2024, devoted 13.4 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a secretary at Frost Middle School.

Mary Corp, who will retire from the District on January 19, 2024, devoted 20.5 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a general helper and kitchen manager at Holmes Middle School and Riley Upper Elementary.

Steven Freier, who will retire from the District on June 07,2024, devoted 34 years of dedicated, loyal, and outstanding service to the students of Riley Middle School, Holmes Middle School and Franklin High School as a teacher.

Winifred (Wendy) Kacsmark, who retired from the District on November 27,2023, devoted 42.9 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a bus driver in the Transportation Department.

Nancy McNeil, who will retire from the District on January 26, 2024, devoted 20.5 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a general helper and kitchen manager at Cass Elementary, Johnson Upper Elementary, Cleveland Elementary, Riley Upper Elementary, Webster Elementary and in the Central Kitchen. Nancy also worked as a child development assistant in the School Aged Childcare Program and most recently as a paraprofessional in the Transportation Department.

Kristina Pomerville, who will retire from the District on January 29, 2024, devoted 36 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Webster Elementary and the Western Wayne Skill Center.

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

First Reading of Board Policy – Instructional Programs:

The Policy Committee reviewed changes for the following policy. This policy will be brought to the next Regular meeting for a second reading and potential approval.

IHF – Graduation Requirements

**BOARD POLICY
INSTRUCTIONAL PROGRAMS
GRADUATION REQUIREMENTS**

**IHF
MAY 18, 2015
December 8, 2023**

**GRADUATION REQUIREMENTS
(2016 Class of 2025 and beyond)**

1. **Number of Classes:** Each student shall be registered as a full time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special schedule arrangements are necessary may be approved by the principals **with the support of the Director of Secondary Programs.**
2. **Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be ~~successfully~~ earned.
3. **Credit Earned Prior to High School:** A student who, prior to entering

high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Office of Instruction **Academic Services Department**. Grades for these courses will not be used in the calculation of the student's high school grade point average.

4. **Common Learnings:** Each student is required to earn a minimum of 18 credits in the ~~area~~ of common learnings outlined below:

A minimum of eighteen (18) units of credit must be earned in the following areas:

A. Language Arts (Grades 9, 10, 11, and 12)

.....
4.0 units

- 1 unit Language Arts 9
- 1 unit Language Arts 10
- 1 unit - ~~.5 Composition and .5 Literature~~ **Language Arts 11**
- 1 unit - ~~Choice of 12th Grade Language Arts Classes~~ **Language Arts 12**

B. Mathematics

.....
4.0 units

4 units of mathematics which must include at least Algebra I, Geometry and Algebra II ([or an equivalent](#)) with a math or math-related class in the final year.

C. Science

.....
3.0 units

- 1 unit Biology
- 1 unit Chemistry **or Physics (Beginning with the Class of 2025)**
- **1 unit Science or completion of a CTE Program**
- ~~1 unit /Physical Science or completes a CTE Program~~

D. Social Studies

.....
.3.0 units

- 1 unit World History
- 1 unit U.S. History
- 0.5 unit American Government
- 0.5 unit Economics

E. Physical Education

.....
1.0 unit

- 0.5 unit Personal Fitness
- 0.5 unit Health

F. Visual, Performing, and/or Applied Arts (**VPAA**)

.....
1.0 unit

G. World Languages

.....
..2.0 units

- 2 units of the same World Language, or

- 1 unit of the same World Language and ~~completes the~~ **completion of** a Career and Technical Education (CTE) Program, or
- 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit

TOTAL

.....
18 units

- 5. Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.
- 6. Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in **required** high school core ~~required~~ courses.
- 7. Personal Curriculum Plan:** A personal curriculum plan may be developed for a student in which graduation requirements are modified in accordance with the state mandated Michigan Merit Curriculum. For example, the VPAA requirement can be modified through a Personal Curriculum Plan for a student who takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Language or if the student completes a CTE program.
- 8. Testing Out:** A student will receive credit for a Michigan Merit curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option.
- 9. Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the School District is required to administer, unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma, and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the Superintendent or his/her designee.
- 10. Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family financial need. Diplomas will be issued in June. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the **S**uperintendent.

ADMINISTRATIVE PROCEDURES IHF(1)

**INSTRUCTIONAL PROGRAM
GRADUATION REQUIREMENTS
TRANSCRIPT FEES**

~~January 23, 2008~~
December 4, 2023

Schools will handle all requests for high school transcripts as follows:

1. For a period of one year after graduation, graduating seniors will be provided the first three transcripts without charge. After that, there will be a charge of \$5.00 per copy.
2. All ~~alumni~~ will be charged \$5.00 per copy.
3. The school will incur all mailing expenses for transcripts mailed within the continental United States or Canada.
4. Schools will maintain a continuity of service throughout the year so that requests for transcripts are processed in a timely manner.

President Johnson adjourned the meeting at 7:55 p.m.

Adjournment

Off/Supt/tg

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

TOPIC: Approval of HVAC Upgrades at Holmes and Emerson

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase and installation of HVAC equipment from Engineered Comfort Systems, located in Taylor, Michigan, for a total amount of \$392,569 which includes hard construction and contingency.

RATIONALE:

The purchase will add air conditioning to the woodshop and art room at Holmes Middle School and to the woodshop at Emerson Middle School. This will be funded through the Sinking Fund.

BUDGETARY INFORMATION:

Sinking Fund

RESOURCE PERSONNEL:

Phillip Francis, Assistant Superintendent of District Services

EXHIBITS:

Attached

January 17, 2024

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

RE: Sinking Fund Projects
Contract Award Recommendation for HVAC Replacement Projects
Emerson Middle School and Holmes Middle School – Woodshop/Art Rooms

Dear Mr. Francis:

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of Prime Contractors for the Projects listed above. This update represents the mutual efforts of PMR, Unified Building Systems Engineering, LLC (UBSE), LPS administration and staff (the Project Team) to present a framework in order to identify, evaluate, and recommend a Prime Contractor for these Projects.

On December 1, 2023, Construction Documents were formally issued and made available. An advertisement for bidding was published in a local newspaper and posted to the required State of Michigan website.

On December 18, 2023, one (1) bid proposal was received for the Projects and over the next several days were reviewed and evaluated. An interview was conducted with the bidding firm and was attended by representatives from the Project Team. The scope of work, project schedule, phasing, staffing requirements, safety, site logistics and other particulars regarding the work were reviewed and discussed.

Upon completion of the interview, and after subsequent clarifications and discussions, the Project Team is recommending **Engineered Comfort Systems, Inc. (ECS)** as the lowest responsible bidder.

Including hard construction of \$356,881 and construction contingency of \$35,688 (10%), the total **Project award recommendation equals \$392,569** as detailed within the enclosed cost summary sheet.

For the Prime Contractor, the cost for this work will be detailed in an AIA Contract A105 – 2017 Standard Form of Agreement between Owner and Contractor, as modified, pending final review and approval of terms by district legal counsel.

The Project Team is available at the Board's convenience to answer any questions regarding bidding, the proposals, interview process, or the recommendation herein. Please direct all questions through me via email at brian.weber@plantemoran.com.

Mr. Phillip Francis
Livonia Public Schools

January 17, 2024
Page 2

Sincerely,

PLANTE MORAN CRESA



Brian Weber
Senior Vice President

Enclosures: Cost Summary
 Contractor's Proposal
 Bid Tabulation



**SINKING FUND
EMERSON AND HOLMES HVAC PROJECTS
COST SUMMARY**

	Hard Construction		
Project	Budget	Actual	Variance
Holmes & Emerson HVAC	\$ 400,000	\$ 356,881	\$ (43,119)
Totals	\$ 400,000	\$ 356,881	\$ (43,119)

	Construction Contingency		
	Budget (10%)	Actual (10%)	Variance
Project Contingency	\$ 40,000	\$ 35,688	\$ (4,312)
Totals	\$ 40,000	\$ 35,688	\$ (4,312)

	Total Project Costs		
	Budget	Actual	Variance
Project Total	\$ 440,000	\$ 392,569	\$ (47,431)
Totals	\$ 440,000	\$ 392,569	\$ (47,431)

OFFICIAL BID REQUIREMENTS

LPS Emerson & Holmes Woodshop/Art Room AC Updates

NAME OF COMPANY Engineered Comfort Systems, Inc

REPRESENTATIVE Michelle Edwards

BUSINESS ADDRESS 12480 Allen Road

CITY, STATE, ZIP Taylor, MI 48180 **DATE** December 18, 2023

The bidder above-mentioned declares and certifies:

- A That said bidder is of lawful age and the only one interested in this bid, that no one other than said bidder has any interest herein
- B That this bid is made without any previous understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is, in all respects, fair and without collusion or fraud
- C Bid prices MUST include ALL delivery charges
- D Specifications Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form, otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible. In the event that a supplier wishes to bid a voluntary alternate in addition to the base bid (and as a cost savings consideration for the District), such alternate shall be submitted with the bid, on separate sheets and labeled as such with a brief description of the difference and rationale. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications
- E That the prices quoted herein are net and exclusive of all federal, state, and municipal sales and excise taxes. TAXES- The successful company within this context is considered to be providing a service in which the company is the consumer of all equipment, supplies and materials used in providing this service. The company must pay tax on all equipment, supplies and materials used. When it comes to the affixation of materials to real property or the purchasing of services from a company, the school district's exemption does not flow through to the company who is the consumer of material for tax purposes. Any questions regarding this issue of tax, please contact the Michigan Department of the Treasury at 517 339 1123
- F All price proposals and delivery terms shall remain firm for ninety days after the date of bid opening and pricing should be based on current market value with agreement to invoice according to any price **reduction** that may occur prior to final delivery
- G District reserves the right to award this bid separately or in total, or for reasons of establishing uniformity, to other than the low bidder
- H No member of Livonia Public Schools Board of Education, or any officer, employee, or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates
- I The bid **MUST** be signed by an authorized company agent and submitted on the attached forms (**School District designed form**)
- J Under penalty of perjury, the vendor bidding certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State anti-trust laws. The bidder also certifies that their bid is made without any previous understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and is, in all respects, fair and without collusion or fraud

OFFICIAL BID REQUIREMENTS (continued):

K. All bids must be accompanied by the following three statements:

- 1) Familial Disclosure Statement – **sworn and notarized.**
- 2) Affidavit of Compliance – Iran Economic Sanctions Act – **sworn and notarized.**
- 3) Equal Opportunity Statement.

No bid shall be accepted that does not include all of these statements.

L. A bid bond executed by a U.S. Treasury listed surety company acceptable to the owner, or a cashier's check in the amount of 5% of the sum of the proposal payable to Livonia Public Schools shall be submitted with each proposal in excess of \$29,500.00.

M. Any error or omission found within this specification packet shall be communicated to all bidders as soon as possible. Bidders will not be allowed to take advantage of any errors or omissions in the specifications of this bid. Full instructions shall be given regarding any errors and omissions if called to the attention of Livonia Public Schools within two working days of the bid date.

N. Bidder must be a firm established not less than three (3) years in the field for which this bid is solicited.

O. Additional references may be requested after the bids are submitted. When requested, references are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

P. The undersigned certifies that the bid contained herein meets or exceeds specifications.

Signature  _____ Print Name Michelle Edwards

Title VP of Operations _____ Date December 18, 2023

**LIVONIA PUBLIC SCHOOLS
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

LPS Emerson & Holmes Woodshop/Art Room AC Updates


All bidders must complete the following disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid proposal will be accompanied by a sworn statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Livonia Public Schools Board of Education, the Livonia Public Schools Superintendent or the Chief Financial Officer, any member of the Wayne RESA Board of Education or the Superintendent of Wayne RESA. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Livonia Public Schools Board are: Madeline Acosta, Karen Bradford, Tammy Bonifield, Colleen Burton, Crystal Frank, Liz Jarvis, and Mark Johnson. The Livonia Public Schools Superintendent is Andrea Oquist and the Chief Financial Officer and Board Treasurer is Alison Smith.

The following are the familial relationship(s):

	Owner/Employee Name	Related to:	Relationship:
1.	None	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships

BIDDER'S FIRM NAME Engineered Comfort Systems, Inc
 BY (SIGNATURE) 
 PRINTED NAME AND TITLE Michelle Edwards, VP of Operations

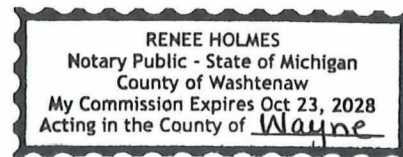
STATE OF MICHIGAN)
)SS
 COUNTY OF)

Subscribe and sworn before me on this 18th

Day of December, 2023, a Notary Public

In and for Wayne county,


 Notary Public



My Commission expires October 23, 2028

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EQUAL OPPORTUNITY STATEMENT

LPS Emerson & Holmes Woodshop/Art Room AC Updates

Livonia Public Schools:

It is the publicly stated policy of Engineered Comfort Systems, Inc not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry, or sex. With regards to employment, such non-discrimination includes, but not limited to, our (my) policies of recruitment, recruitment advertising, selection for apprenticeships or other training, rates of pay, promotion, transfer, lay-off or termination.

In all advertising for employment, subcontractors, or suppliers we (1) shall state all applicants or respondents will receive consideration without regard to race, religion, color, national origin, ancestry, or sex.

We (I) understand that any contract for the Livonia Public Schools shall be in consideration of our maintaining the above mentioned non-discrimination policy.

We (I) understand that we (I) may be required to submit further information covering the race, color and work classification for our employees and those of subcontractors to be employed on this project.

NAME OF BIDDER (COMPANY): Engineered Comfort Systems, Inc

SIGNATURE:  _____

NAME: Michelle Edwards

TITLE: VP of Operations

VENDOR PROFILE:

Livonia Public Schools requests that vendors participating in the **LPS Emerson & Holmes Woodshop/Art Room AC Updates Bid**, provide specific information about their company This information will be taken into consideration when the bids are evaluated

CONTACT INFORMATION

NAME OF COMPANY Engineered Comfort Systems, Inc

ADDRESS 12480 Allen Road

CITY/STATE/ZIP Taylor, MI 48180

PHONE 734 287 4111 FAX 734 287 4011

SALES MANAGER Michelle Edwards

Email address michellee@ecshvac.com

NO YEARS IN BUSINESS 29 TOTAL NUMBER OF EMPLOYEES 37

CLIENT CONTACTS

Please provide a list of the five (5) or more references of school districts and/or companies using the products or services recommended in this bid proposal

NAME OF SCHOOL DISTRICT/COMPANY Farbman Group

Contact/position John Line, Executive VP

Email Address line@huntingtonconstruction.com

Address 28400 Northwestern Highway

City Southfield PHONE 248 798 9851

Estimated volume of business per year \$ 1.5M

NAME OF SCHOOL DISTRICT/COMPANY Friedman Management

Contact/position Kevin Brown, Facilities Manager

Email Address kevin.brown@freg.com

Address 34975 West Twelve Mile Road

City Farmington Hills PHONE 248 302 0096

Estimated volume of business per year \$ 835,000.00

NAME OF SCHOOL DISTRICT/COMPANY Trenton Public Schools

Contact/position Kenneth Kreszyn, Facilities Supervisor

Email Address kreszynk@trentonschools.com

Address 2603 Carlton Road

City Trenton PHONE 734 365 0710

Estimated volume of business per year \$ 728,000.00

CLIENT CONTACTS (continued)

NAME OF SCHOOL DISTRICT/COMPANY Oxford Companies

Contact/position Joe Mifsud, Director of Property Management

Email Address jmifsud@oxfordcompanies.com

Address 777 East Eisenhower, Suite 850

City Ann Arbor PHONE 734 548 6949

Estimated volume of business per year \$ 785,000 00

NAME OF SCHOOL DISTRICT/COMPANY St Regis Operating

Contact/position Christos Moisides, President

Email Address cmoisides@400monroe.com

Address 3071 West Grand Blvd

City Detroit PHONE 313 575 7880

Estimated volume of business per year \$ 510,000 00

NAME OF SCHOOL DISTRICT/COMPANY Bostick 801, LLC

Contact/position Eric Rabin, President

Email Address ericrabin@att.net

Address 801 Big Beaver Road

City Troy PHONE 561 212 5687

Estimated volume of business per year \$ 496,000 00

Proposal Form for Livonia Public Schools

LPS Emerson & Holmes Woodshop/Art Room AC Updates Bid

Company Name: Engineered Comfort Systems, Inc.
Address: 12480 Allen Road
Signature: 
Title: VP of Operations
Date: December 18, 2023

Total Lump Sum price, as specified, to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

Description:	LUMP SUM BID
Emerson Middle School	\$ <u>165,400.65</u>
Holmes Middle School	\$ <u>198,980.35</u>
TOTAL LUMP SUM COMBINED BID	\$ <u>356,081.00</u>
\$ <u>7,500.00</u>	*Total Bid Award DEDUCT (if any)

*The DEDUCT is **OR** is not () included in the Total Bid price.

Please indicate if the above pricing is firm for individual bid items or only as a TOTAL bid package (check box below).

Individual Bid Items ()
TOTAL Bid Package

BID INCLUDES A TWO (2) YEAR WARRANTY

EMS HMS Woodshop Art Room AC Unit Updates
Central Office Complex (Patriot Room)
December 18, 2023, BID OPENING
12:00 P.M.

VENDORS BIDDING DESCRIPTION:		<i>Engineered Comfort Systems</i>	
TOTAL:		<i>\$165,400.65</i>	<i>EMS</i>
DEDUCT:			
BID BOND:	✓		
EQUAL OPPORTUNITY:	✓	<i>HMS 198,988.35</i>	
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT:	✓		
IRAN SANCTIONS STATEMENT:	✓	<i>\$356,881.00</i>	
ADDENDUM I:		<i>7500.00</i>	
ADDENDUM II:		<i>81</i>	
FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION	✓	<i>Contingency</i>	35
DEDUCT:		<i>870</i>	
PRICE FIRM FOR 90 DAYS:	✓		
TERMS OF PAYMENT:			
ADDITIONAL SHEETS:			
COMMENTS:			
GRAND TOTAL:			
RECORDED BY: Harry Lau	DATE: 12.18.23	WITNESSED BY:	DATE: 12.18.23

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

TOPIC: Approval of Purchase of Kitchen Equipment

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of kitchen equipment from Stafford-Smith, Inc., located in Madison Heights, Michigan, for a total cost of \$32,020.

RATIONALE:

The purchase of this equipment will be made up of one refrigerator, which will be placed at Holmes Middle School, and four milk coolers, which will be placed at Cleveland, Grant, Niji-Iro, and Webster Elementaries. Pricing is from the Wayne RESA/CoPro+/MAC Purchasing Consortium, which satisfied the Board's requirement to bid. The cost of the equipment (\$30,570) will be paid for with grant dollars and the cost of the freight and installation (\$1,450) will be paid from the LPS Food Services Fund.

BUDGETARY INFORMATION:

MDE and the United Dairy Industry of Michigan Grant; LPS Food Services Fund

RESOURCE PERSONNEL:

Phillip Francis, Assistant Superintendent of District Services

EXHIBITS:

Attached

To:
Livonia Public Schools
Pat Schuchardt

Project:
Livonia PS Equipment

From:
Stafford Smith, Inc.
Matthew Bigelow
25311 Dequindre Road
Madison Heights, MI 48071
248-798-9114 (Contact)

Job Reference Number: 18304

Due to the global supply chain issues and subsequent freight issues, Stafford Smith is not responsible for any unforeseen surcharges, price increases and other increases in cost after the order is placed. These costs will be passed along to the customer.

Item	Qty	Description	Sell	Sell Total
1	1 ea	REACH-IN REFRIGERATOR Traulsen Model No. G20010 Dealer's Choice Refrigerator, Reach-in, two-section, 46.02 cu. ft., self-contained refrigeration, (2) full-height solid doors (hinged left/right), (3) epoxy coated shelves per section (factory installed), stainless steel front, anodized aluminum sides & interior, microprocessor control with LED display, LED interior lights, 6" high casters, non-flammable R-450A refrigerant, 1/3 HP, cETLus, NSF	\$6,282.00	\$6,282.00
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	115v/60/1-ph, 7.4 amps, NEMA 5-15P, standard **PLEASE CONFIRM HINGING **LEAD TME 2 WEEKS		
			ITEM TOTAL:	\$6,282.00
3	4 ea	MILK COOLER Traulsen Model No. RMC58S4 Spec-Line Forced-Air Single Access Milk Cooler, sliding door, holds (16) 13"x13" crates or (10) 13"x19" milk crates, stainless steel interior and exterior, reinforced floor, sliding caster rails, (4) heavy-duty stainless steel dunnage racks, top-mount refrigeration system, digital control, E-Z clean gaskets, floor drain, 4" factory mounted adjustable casters, 1/3 hp, cETLus, NSF	\$6,072.00	\$24,288.00
	4 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	4 ea	115v/60/1-ph, 7.2 amps, NEMA 5-15P **LEAD TIME 2 WEEKS		
			ITEM TOTAL:	\$24,288.00

Merchandise	\$30,570.00
Freight	\$450.00
Installation	\$1,000.00
Subtotal	\$32,020.00
Total	\$32,020.00



For more information, visit [LEAF HRFG Credit Application](#) or contact:

ERIC CHESSER
 Office: 410-933-8138
 Mobile: 410-830-9497
echesser@leafnow.com

JOE BURNS
 Office: 410-933-8138
 Mobile: 410-977-2608
jburns@leafnow.com

ROB WASSON
 Office: 410-933-8135
 Mobile: 410-977-2607
rwasson@leafnow.com

Lease-to-Own

- 12-month term: \$2,822.56*
- 18-month term: \$1,930.49*
- 24-month term: \$1,485.09*
- 30-month term: \$1,218.04*
- 36-month term: \$1,040.65*
- 42-month term: \$914.17*
- 48-month term: \$819.71*
- 60-month term: \$688.11*

* Payments are subject to change based on credit approval.

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 ½% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.

Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

When ordering drop-ship equipment, please be aware to inspect your order immediately upon receipt. You may request the driver wait, for a reasonable amount of time, while you inspect and they must comply to your request. If the driver refuses to wait, please mark the receipt "driver not willing to wait" and contact Stafford-Smith within (48) hours in order for a claim to be filed. If there is damage, you may refuse or you can accept and note the damage. Please take photos, if possible, to assist in filing the claim. You must keep all original cartons, even if you accept the damage, so Stafford-Smith can pursue a freight claim on your behalf. Please send the bill of lading and any additional documentation to your Stafford-Smith representative.

If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

We have implemented a 3.0% surcharge on credit card transactions. As an alternative we also accept ACH, ECheck and wire transactions and you can pay directly from our website.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$32,020.00

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

TOPIC: **LCTC 61c(1) Grant Purchase**

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of two Susie S2000 Teatherless Simulators (mannequins) from Gaumard located in Miami, Florida for a total cost of \$69,054 and two SAM Auscultation Manikins with Wifi Simscopes from Cardionics located in Webster, Texas for a total cost of \$27,500. The total cost for these four equipment items is \$96,554.

RATIONALE:

The Livonia Career Technical Center (LCTC) was awarded \$152,777 as part of the 61c(1) grant. This grant can be used for CTE equipment purchases including training and professional development for CTE equipment.

The Susie S2000 Teatherless Simulator is an interactive patient simulator for students. The lifelike mannequins will allow students to practice medical procedures and hone their bedside manners. These experiences will ensure they are well prepared for all the demands of their post-secondary education and careers. The simulators will be stationed in the LCTC Medical Simulation Lab.

The SAM Auscultation Manikin lets students use their own stethoscope to hear about 100 normal and abnormal cardiac, lung and bowel sounds, thus enhancing their educational experience. The SAM is available in seven different languages for our multilingual learners and provides phonocardiograms for each sound or condition. The SAM will be stationed in the LCTC Medical Simulation lab; however, it is portable and can be used within LCTC medical classrooms.

BUDGETARY INFORMATION:

This is a purchase through 61c(1) grant funds. This is not a general fund expenditure.

RESOURCE PERSONNEL:

Kevin Etue, Director of Secondary Programs and District Services

EXHIBITS:

Attached



Gaumard[®]
 Simulators for Health Care Education

Quotation

14700 SW 136th Street
 Miami FL 33196
 T 305-971-3790 | F 305-252-0755

Quote Number: 110818
Quote Date: 12/20/23

Page: 1 of 2

Quoted To:

Livonia Career and Technical Center
 8985 Newburgh Rd
 Livonia MI 48150
 USA

Ship To:

Livonia Career and Technical Center
 8985 Newburgh Rd
 Livonia MI 48150-3424
 USA

Contact:

Kara Sparks, LAT, ATC
 (734) 744-2816
 ksparks5@livoniapublicschools.org

Customer ID	Good Through	Shipping Method	Sales Representative
C115688	01/20/24	UPS Ground	Courtney Roberts

Qty.	Item	Description	Unit Price	Amount
2	S2000 PK M	<p>SUSIE® S2000 medium skin tone adult female advanced simulator package Includes SUSIE® S2000 medium skin tone simulator, Tablet PC preloaded with UNI@3 control software, Nursing Simulated Learning Experiences™ Volume 2 guidebook, preprogrammed SLE library with 10 scenario-based simulations, Gynecologic pack, Breast examination pack, RF communications module, Bluetooth communications module, headset for streaming audio, battery charger, accessories, user guide, one-year limited warranty</p> <p>Options available only at initial time of purchase Defibrillation-pacing snap, ECG snap option, Care In Motion™ Go integrated video-assisted debriefing system</p> <p>Accessories available for purchase Geriatric face skin appearance accessory, Gaumard Vitals™ bedside patient monitor, Gaumard Vitals™ mobile patient monitor, Modified Philips defibrillation snap cables, Modified Physio defibrillation snap cables, Modified Zoll defibrillation snap cables, External pathologies uteri package, Internal pathologies uteri package, LungSim™ In-Hospital System, LungSim™ Mobile System, Care in Motion™ Mobile standalone video-assisted debriefing system</p>	\$ 31,350 00	\$ 62,700 00
2	30081261A	Geriatric Face Skin accessory for medium skin tone female simulator	\$ 250 00	\$ 500 00

Prices and taxes are subject to change without notice

To gather information about the products quote we invite you to visit our website <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Courtney Roberts at courtney.roberts@gaumard.com

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity and/or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.



Quotation

14700 SW 136th Street
 Miami FL 33196
 T 305-971-3790 | F 305-252-0755

Quote Number: 110818
Quote Date: 12/20/23

Page: 2 of 2

Quoted To:

Livonia Career and Technical Center
 8985 Newburgh Rd
 Livonia MI 48150
 USA

Ship To:

Livonia Career and Technical Center
 8985 Newburgh Rd
 Livonia MI 48150-3424
 USA

Contact:

Kara Sparks, LAT, ATC
 (734) 744-2816
 ksparks5@livoniapublicschools.org

Qty.	Item	Description	Unit Price	Amount
		Package includes Geriatric face skin overlay and removable wig (grey) Simulators manufactured before April 1st, 2022 require Conversion upgrade kit, sold separately Full list of compatible models SUSIE® S2000, S1001, S901, Clinical CHLOE™ S222, S222 250, Super CHLOE™ S222 100 Code Blue® S303, S303 250, CPR SUSIE® S306		
2	30080154B	Bedside Virtual Monitor accessory	\$ 2,305 00	\$ 4,610 00
All Quotes are subject to credit approval Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable If your shipping address differs from that of your billing address, please include the information with your order			Subtotal Est. Freight & Handling Est. Sales Tax Total US\$	\$ 67,810 00 1,244 00 0 00 \$ 69,054.00

Estimated shipping date Approximately 12 to 15 weeks after receipt of order
 Shipment Via UPS Ground

Gaumard Scientific is the sole source for this tetherless simulator(s)

For credit approval, please submit completed customer forms to GaumardCR@gaumard.com Customer forms may be obtained by emailing a request to QuoteEmailGroup@gaumard.com

Prices and taxes are subject to change without notice

To gather information about the products quote we invite you to visit our website <http://www.gaumard.com>

If you should have any questions, please feel free to contact your sales representative Courtney Roberts at courtney.roberts@gaumard.com

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Gaumard®
Simulators for Health Care Education



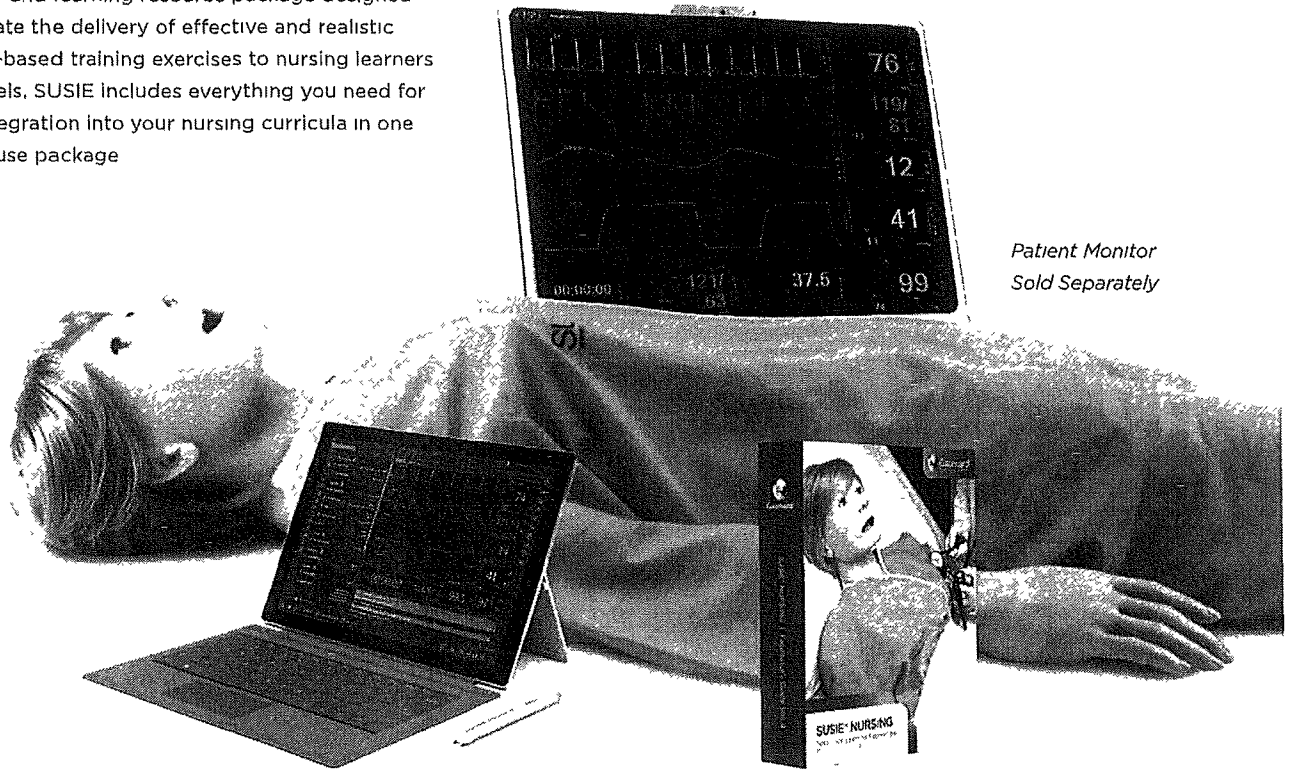
SUSIE® S2000

Nursing Patient Simulator

- Includes 10 Simulation Learning Experiences™ and Facilitator's Guide
- Wireless streaming audio
- Use real equipment: ECG, pacing, AED, BP cuff, SpO₂
- Auscultation, pulse palpation, and IV training
- NG tube feeding, stoma care, and GYN examination
- Wireless and tetherless
- Converts to geriatric patient with optional appearance accessory

Meet SUSIE®, our most complete and capable simulation-based nursing solution yet

SUSIE is an advanced, wireless and tetherless patient simulator and learning resource package designed to facilitate the delivery of effective and realistic scenario-based training exercises to nursing learners of all levels. SUSIE includes everything you need for rapid integration into your nursing curricula in one easy-to-use package



*Patient Monitor
Sold Separately*

SUSIE® S2000 Nursing Simulation Learning Experiences™

The Gaumard Nursing SLEs provide a learning resource comprised of 10 outcome-focused scenarios designed to replicate clinical situations. Each SLE comes complete with a detailed facilitator guide for setting up, planning, and facilitating the learning experience.

Includes 10 interactive scenarios and a companion guide.

- Acetaminophen Overdose / Liver Failure
- Acute Myocardial Infarction - II
- Acute Respiratory Distress Syndrome Secondary to MVC II
- COPD Exacerbation II
- Diabetic Ketoacidosis
- Fluid and Electrolyte Imbalance II
- Heart Failure II
- Pneumonia II
- Potential Cervical Carcinoma
- Sepsis II

Each Nursing SLE includes the following key features:

- Purpose of the SLE
- Evidence-based rationale for the topic
- Learning objectives of the SLE
- Competencies addressed
- Psychomotor skills needed for successful participation
- Patient's medical history
- Supplies needed for the scenario
- Provider's Orders
- Prebriefing report to be given to students
- Scenario timeline with facilitator cues
- Scenario flowchart

Each Nursing SLE is mapped to the outcomes expected of graduates of nursing programs.

- NCLEX-RN® Test Blueprint
- BSN Essentials
- QSEN competencies
- IPEC core competencies

Perfect for both skills training and clinical simulation

SUSIE's physical and physiological features allow learners to train practical skills using real techniques, medical tools, and devices. Additionally, SUSIE's breast and gynecological exam capabilities offer practice for learners in specialized nursing and medicine.



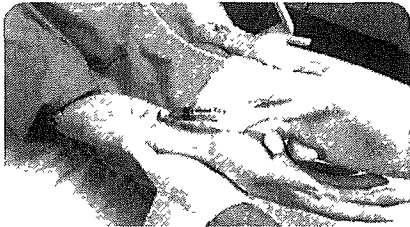
Speak as SUSIE and listen to provider's responses via wireless streaming voice. Illustrate seizures, eye dilation, reactivity, and blink rate.



Normal and abnormal airway, heart, lung, and bowel sounds.



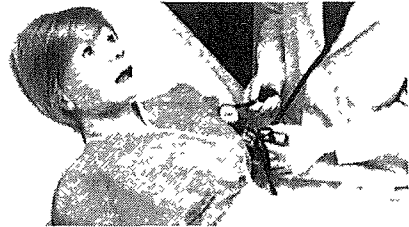
Practice tracheostomy care procedures, including insertion, cleaning, and replacing cannulas safely.



Bilateral IV access for bolus and/or infusion; deltoid and thigh IM sites support placement exercises.



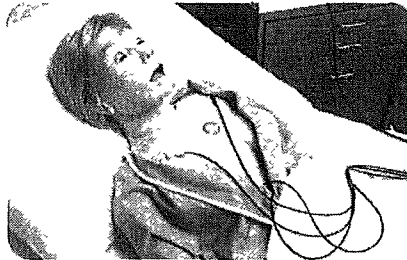
Supports oral or nasal intubation. ETT, LMA, King LT, NG. Enable difficult airway: tongue edema, pharyngeal swelling, and laryngospasm.



Blood pressure can be taken using blood pressure cuff via auscultation or palpation.



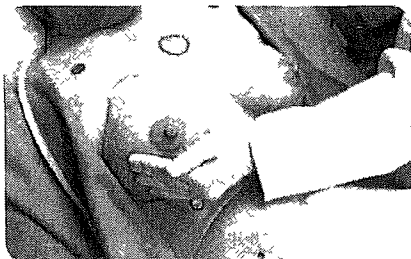
Real-time CPR monitoring and feedback, including rate and compression depth, no-flow time, and ventilations.



Use real equipment including ECG monitors, BP cuffs, pulse oximeters, and defibrillators with live energy.



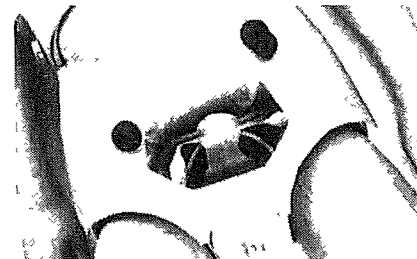
Quickly and easily convert SUSIE into a geriatric patient with the Geriatric Face Overlay accessory.



Includes 7 lifelike, interchangeable breasts to practice detecting and evaluating various pathologies.



Interchangeable male/female genitalia allows catheterization. Rectum supports enemas and removing intestinal fluids introduced via NG tube.



Interchangeable normal and abnormal uteri and cervixes simulate various pathologies and stages in pregnancy.

Features

General

- Full-body adult patient
- Tetherless and wireless; fully responsive during transport¹
- Realistic joint articulation
- Compatible with optional virtual patient monitor
- Internal rechargeable battery; up to 4hr battery life²
- Converts to male patient, includes male chest and genitalia
- Converts to geriatric patient with optional appearance accessory

Neurological

- Active Eyes; programmable blink rate, pupil size, and pupil reaction
- Severe or mild seizures
- Preprogrammed speech responses in multiple languages
- Wireless streaming voice

Airway

- Oral or nasal endotracheal intubation/suctioning
- Programmable difficult airway: Laryngospasm, pharyngeal swelling, tongue edema
- Sensors detect depth of intubation
- Tracheostomy care
- Unilateral chest rise with right mainstem intubation
- Multiple upper airway sound types

Breathing

- Control rate and depth of respiration and observe spontaneous breathing
- Ventilation is measured and logged
- Anterior and posterior lung sounds in all quadrants
- Visible chest rise during BVM ventilation

Cardiac

- Normal and abnormal heart sounds, rates, and intensities
- ECG monitoring using real devices
- Real-time CPR monitoring and feedback; chest compressions are measured and logged
- Monitor, capture, pace, and cardiovert using a real defibrillator and live energy

Circulation

- Bilateral IV training arms and IM sites
- Measurable blood pressure and audible Korotkoff sounds
- Monitor oxygen saturation using your real native oximeter
- Visible cyanosis
- Bilateral carotid, radial, brachial, femoral, popliteal, and pedal pulses
- Fingerstick bleeding
- Interchangeable ulcerated foot

Gastrointestinal

- NG/OG intubation and feeding
- Bowel sounds
- Patent stoma sites support colostomy and ileostomy care
- Rectum supports enemas
- Male/female catheterization

Breast examination

- Supports breast exam inspection, palpation, and identification skills training. Pack includes.
 - » Five interchangeable left breasts, which include a fibrocystic breast, a benign tumor with stalk, a giant sarcoma, scirrhous carcinoma, and a retracted nipple
 - » Two right breast containing 8, 10, 16, and 20mm lumps

Genitourinary

- Male/female catheterization

Gynecology examination

- Perform bimanual pelvic exam with interchangeable uteri
- Insert speculum and view interchangeable cervices
- Perform PAP/douching/sounding
- GYN package includes:
 - » Anteverted uterus
 - » Retroverted uterus
 - » IUD uterus (installed)
 - » 6-8 Week pregnant uterus
 - » 10-12 Week pregnant uterus
 - » 20 Week pregnant uterus
 - » 6-8 Week pregnant uterus with short ovarian ligaments
 - » Normal cervix (set of 5, 1 installed)
 - » Abnormal set of cervix (set of 6)
 - » 6-8 Week pregnant cervix (set of 3)
 - » 10-12 Week pregnant cervix (set of 3)

SUSIE® S2000

S2000.PK

SUSIE Tetherless Adult Patient Simulator, UNJ® 3 Tablet PC, RF communications module, Bluetooth communications module, Nursing Simulation Learning Experience scenario package, GYN Pack and BSE Pack, accessories, user guide, roller case, and One-Year Limited Warranty Extended service plans available. Skin tones available at no extra charge.

Geriatric Appearance Accessory

3008126(0A/1A/2A)

Easily and quickly convert face and hair to an elderly patient for geriatric scenario-based simulations and skill training exercises. Package includes removable geriatric face skin and removable wig.

Gaumard Vitals™

Bedside Virtual Monitor

30080154B

Gaumard Vitals bedside virtual monitor. One Gaumard Vitals patient simulator license.

External Pathologies Uterine Package

S2000 235

Includes various uteri simulating enlarged, small, moderate retroversion, myoma, left side salpingitis, severely anteverted-anteflexed, large ovarian cyst, medium ovarian cyst, and bicornate pathologies.

Internal Pathologies Uterine Package

S2000.236

Includes various uteri simulating normal anteverted, polyposis, varied polyps, hyperplasia, myoma, early carcinoma, advanced carcinoma, fundus carcinoma, subseptate pathologies

Request a quote

www.gaumard.com/quote
sales@gaumard.com
 Toll-Free USA & Canada
 1800 882 6655
 Worldwide 305.971.3790

1 Maximum wireless range will vary depending on environmental factors and conditions 2. Battery life estimates dependent on active features and settings, results may vary Price without options, discounts, or special offers. Taxes and other fees not included. Extended service plans, product installation, and training services are available. Product design and price subject to change without notice. All trademarks and/or copyright materials are the property of their respective owners © 2023 Gaumard Scientific. Patented, other patents pending. All Rights Reserved. 11190011E



CUSTOMER

Livonia Career Technical Center
8985 Newburgh Road
Livonia, MI 48150

QUOTE ID EXPIRATION DATE TERMS
122-13889 01/31/2024 Net 30

ITEM NAME	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
718-8900	SAM II - Dark Skin	2	\$13,750 00	\$27,500 00
718-4601	SAM4 Online 1-year license	1	\$0.00	\$0.00
S&H	Shipping	2	\$0 00	\$0.00
			Total	\$27,500.00

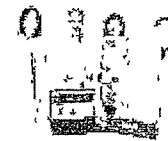
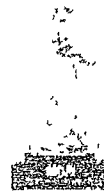
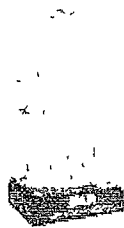
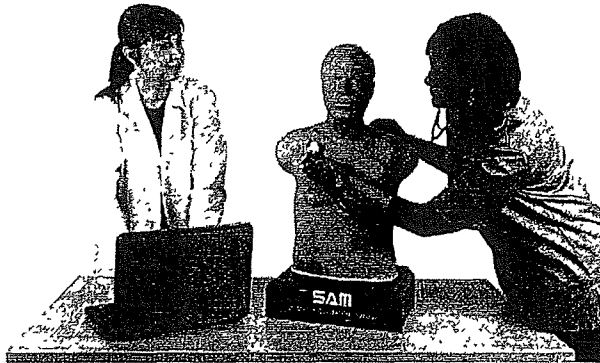
Quote Notes:

Shipping VIA UPS Ground

This quote includes free shipping (\$250 discount) and free SAM4 Online for one year (\$2,995 discount) if purchased by January 31, 2024

Thank you for allowing us to quote these items.

Cardionics Inc.
910 Bay Star Blvd. Webster, Texas 77598
(T) 1-800-364-5901 - INFO@CARDIONICS.COM
Please send all confirmed orders to: Orders@Cardionics.com / Fax-281.488.3195



SAM II® — Student Auscultation Manikin

Product 718-8900

The auscultation training manikin SAM II® was developed to be simple and easy to operate. Out of the box, SAM II® can be connected and set to teach the desired cardiac, lung, bowel or bruit sounds. Cardionics has designed SAM II® to create a straightforward yet memorable auscultation training experience, while completely eliminating the frustration of incorporating complicated educational tools in the classroom. Apart from teaching auscultation skills to the entire class, students can also practice their hands-on skills in self-study with SAM II® torso without supervision.

Skin

Dark Skin

Description

With the training manikin SAM II®, Cardionics has taken student engagement in auscultation education to the next level. The popular SAM II® has palpable pulse and EKG waveforms of every heart sound. Additionally, it is available in 7 languages: English, French, German, Polish, Portuguese, Russian, and Spanish. Combined with the included Lesson Guide and phonocardiograms for each sound or condition, students will have access to everything they need to master their auscultation skills – including the recognition of a COVID-19 lung sound.

SAM II® contains close to 100 normal and abnormal cardiac, respiratory, bowel, and bruit sounds of the highest and clearest quality. And with built-in speakers, students can auscultate using their own stethoscope, receiving crystal clear sounds. With SAM II®, there is no noise disturbance from interior mechanics.

Weighing just over 20 pounds, SAM II® is portable and easy to carry. Instructors can bring SAM II® to the skills lab, classroom, or auditorium — ensuring students spend adequate time practicing their auscultation skills. Teachers can also play videos of simulated case studies for students to grasp healthcare professional-to-patient interaction techniques.

Auscultation training with SAM II® features:

- Comprehensive auscultation library consisting of 35 heart sounds, 11 heart-lung combinations, 27 lung sounds, 11 bowel sounds, and 6 bruit sounds
- ECG waveforms for all heart sounds
- COVID-19 auscultation lung sound
- Auscultation with any clinical stethoscope
- Palpable carotid pulse
- Software available in 7 languages: English, French, German, Polish, Portuguese, Russian, and Spanish

Technical details:

- Delivered with a laptop with pre-installed software
- Hard-shell carrying case (718-8805) and speaker system for group instruction (718-9011) sold separately
- Available in light and dark skin version
- Unlimited technical support

Delivery content:

- Portable SAM II® male auscultation torso
- Laptop with pre-installed software
- Digital copy of SAM's Lesson Guide
- User manual
- Unlimited technical support

SAM II® is a high-fidelity, yet simple to operate training manikin. With a remarkably user-friendly interface, instructors can program their lectures within seconds. When using SAM II®, simulation educators can provide a variety of versatile and customizable experiences to Standardized Patient Programs and Objective Structured Clinical Examination (OSCE).

The purchase of SAM II® includes a complimentary 1-year SAM Online® license. SAM Online® is an interactive online auscultation training platform that gives students and instructors access to an extensive simulated sounds library, lesson guides for over 60 conditions, and tools to chart the learning progress. The comprehensive sound library and the instructor aid make SAM Online® suitable for every level of auscultation training.

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

TOPIC: Early Middle College Programming

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve a collaborative agreement with Schoolcraft College to establish an Early Middle College program.

RATIONALE:

The Early Middle College programming provides students with access to earning college credit towards a specified program during a 5-year high school experience. The EMC program adds one additional year to a traditional high school diploma. The five-year programming will begin with the Livonia Career Technical Center Criminal Justice students completing an associate degree in criminal justice and if they so choose completion of the police academy.

BUDGETARY INFORMATION:

School districts that operate an Early Middle College program are required to pay the tuition and mandatory course fees, material fees, and registration fees required for enrollment up to the annually established rate determined by the State of Michigan based on a prorated percentage of the statewide weighted average foundation allowance. Schoolcraft College has received grant funding through Section 61 of the School Aid budget to cover costs of the program for the 2024-25 school year. Funding for future years may be a combination of both grant and General Funds and will be discussed annually with the Board of Education during the budget adoption process.

RESOURCE PERSONNEL:

Theresa O'Brien, Chief Academic Officer

EXHIBITS: None

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

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 2023-24 school year to the teachers listed on the attached document.

RATIONALE:

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

BUDGETARY INFORMATION:

The positions listed are within the 2023-24 budget.

RESOURCE PERSONNEL:

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

EXHIBIT:

Attached

ljn

**2023-2024 School Year
New Teachers for Board of Education Approval
January 29, 2024**

NAME	DEGREE/SCHOOL	FTE	ASSIGNMENT	MOST RECENT EXPERIENCE	TOTAL YEARS OF EXPERIENCE	STEP
Domingo, Sarah	Bachelor of Arts in Elementary Education University of Michigan-Flint	1.0	Teacher-Second Grade Hayes Elementary School January 8, 2024	Kindergarten Teacher Dearborn Public Schools Dearborn, MI	7	Step 7 BA 2 years probation
Merner, Nicole	Bachelor of Science in Secondary Education Central Michigan University	1.0	Teacher-Science Franklin High School (.6) Emerson Middle School (.4) January 16, 2024	Substitute Teacher at Livonia Public Schools Edu Staff Livonia, MI	0	Step 0 BS 5 years probation
Pajor, Kara	Master of Arts in Educational Technology Madonna University Bachelor of Arts in Language Arts Madonna University	1.0	Teacher-ELA Holmes Middle School January 22, 2024	Teacher-Math and ELA Wayne-Westland Community Schools Westland, MI	18	Step 12.5 MA 52 5 years probation
Rusinowski, Kara	Master of Arts in School Psychology University of Detroit Mercy Bachelor of Science in Psychology Ferris State University	1.0	School Psychologist Student Services January 8, 2024	Internship-School Psychologists Livonia Public Schools Livonia, MI	0	Step 0 MA 5 years probation
Warner, Alisyn	Master of Arts in Teaching Special Education Saginaw Valley State University Bachelor of Arts in Psychology Saginaw Valley State University	1.0	Teacher-MOCI Webster Elementary School January 16, 2024	Resource Room Teacher Howell Public Schools Howell, MI	12.5	Step 9 MA 2 years probation

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
January 29, 2024**

TOPIC: Granting of Tenure Status to Specified Teachers

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 teachers, effective on the respective date:

<u>Name</u>	<u>Date</u>
Jeanne Deren	January 10, 2024
Madison Lanzon	January 26, 2024
Caitlin Oliver	January 26, 2024
Kelly Seiter	January 7, 2024
Eoghann Stephens	January 3, 2024
Gina Urso	January 23, 2024
Zachary Wilson	January 28, 2024

RATIONALE :

These teachers have 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 of the supporting documents and based upon our review, as well as the recommendations of building principals, these individuals have 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
January 29, 2024**

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>
Julia Kubek	February 1, 2024
Stacy Rosner	2024-25 school year
Seth Torkelson-Regan	April 18, 2024

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
January 29, 2024**

TOPIC: Resignations

RECOMMENDATION:

As authorized in the Board of Education motion of June 19, 2023, the following resignations have been accepted by the Superintendent:

<u>Name</u>	<u>Date Effective</u>
Lora Boka	January 26, 2024
Lauren Ellis	January 3, 2024
Kristen Hangstefer	January 12, 2024
Lynn Newberry	January 16, 2024

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
January 29, 2024**

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:

**Donald Boka
Patricia Wischmeyer**

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
January 29, 2024**

RESOLUTIONS

Donald Boka

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Donald Boka will retire from the district on June 15, 2024; and,

WHEREAS, Donald Boka has devoted 30 years of dedicated, loyal, and outstanding service to the students of Taylor elementary, Marshall Elementary, Hull Elementary, Nankin Mills Elementary, Grant Elementary, Hoover Elementary and Franklin High School 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 Donald Boka on his years of service to the educational profession and expresses publicly its sincere appreciation and offers its best wishes for his retirement.

Patricia Wischmeyer

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Patricia Wischmeyer will retire from the district on February 29, 2024; and,

WHEREAS, Patricia Wischmeyer has devoted 21 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a clerk, secretary and bookkeeper at Hayes Elementary, Hoover Elementary, Stevenson High School, Garfield Elementary, Taylor Elementary and in the Business Office; 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 Patricia Wischmeyer 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
January 29, 2024**

TOPIC: Board Policy IHF – Graduation Requirements

RECOMMENDATION:

Move that the Board of Education of the Livonia Public Schools School District approve the adoption of the read revisions of the Board Policy IHF – Graduation Requirements. The science requirements have been changed to provide students with different options in science.

RATIONALE:

This revision allows students to have more choices in science. Students can choose between Chemistry and Physics, and take a third year of science.

BUDGETARY INFORMATION:

N/A

RESOURCE PERSONNEL:

Theresa O'Brien, Chief Academic Officer

EXHIBITS:

Attachment

BOARD POLICY

IHF

INSTRUCTIONAL PROGRAMS GRADUATION REQUIREMENTS

May 18, 2015
December 8, 2023

GRADUATION REQUIREMENTS (2016 Class of 2025 and beyond)

1. **Number of Classes:** Each student shall be registered as a full time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special schedule arrangements are necessary may be approved by the principals **with the support of the Director of Secondary Programs.**
2. **Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be successfully earned.
3. **Credit Earned Prior to High School:** A student who, prior to entering high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Office of Instruction **Academic Services Department.** Grades for these courses will not be used in the calculation of the student's high school grade point average.
4. **Common Learnings:** Each student is required to earn a minimum of 18 credits in the area of common learnings outlined below:

A minimum of eighteen (18) units of credit must be earned in the following areas:

- A. Language Arts (Grades 9, 10, 11, and 12)4.0 units
 - 1 unit Language Arts 9
 - 1 unit Language Arts 10
 - 1 unit - ~~.5 Composition and .5 Literature~~ **Language Arts 11**
 - 1 unit - ~~Choice of 12th Grade Language Arts Classes~~ **Language Arts 12**
- B. Mathematics4.0 units
4 units of mathematics which must include at least Algebra I, Geometry and Algebra II ([or an equivalent](#)) with a math or math-related class in the final year.
- C. Science3.0 units
 - 1 unit Biology
 - 1 unit Chemistry **or Physics (Beginning with the Class of 2025)**
 - **1 unit Science or completion of a CTE Program**
 - ~~1 unit /Physical Science or completes a CTE Program~~
- D. Social Studies3.0 units
 - 1 unit World History
 - 1 unit U.S. History
 - 0.5 unit American Government
 - 0.5 unit Economics
- E. Physical Education1.0 unit
 - 0.5 unit Personal Fitness
 - 0.5 unit Health
- F. Visual, Performing, and/or Applied Arts (**VPAA**)1.0 unit
- G. World Languages2.0 units
 - 2 units of the same World Language, or
 - 1 unit of the same World Language and ~~completes~~ **the completion of** a Career and Technical Education (CTE) Program, or
 - 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit

TOTAL.....18 units

5. **Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.
6. **Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in **required** high school core ~~required~~-courses.
7. **Personal Curriculum Plan:** A personal curriculum plan may be developed for a student in which graduation requirements are modified in accordance with the state mandated Michigan Merit Curriculum. For example, the VPAA requirement can be modified through a Personal Curriculum Plan for a student who takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Language or if the student completes a CTE program.
8. **Testing Out:** A student will receive credit for a Michigan Merit curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option.
9. **Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the School District is required to administer, unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma, and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the Superintendent or his/her designee.
10. **Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family financial need. Diplomas will be issued in June. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the **S**uperintendent.

ADMINISTRATIVE PROCEDURES IHF(1)

INSTRUCTIONAL PROGRAM GRADUATION REQUIREMENTS TRANSCRIPT FEES

~~January 23, 2008~~
December 4, 2023

Schools will handle all requests for high school transcripts as follows:

1. For a period of one year after graduation, graduating seniors will be provided the first three transcripts without charge. After that, there will be a charge of \$5.00 per copy.
2. All ~~alumni~~ will be charged \$5.00 per copy.
3. The school will incur all mailing expenses for transcripts mailed within the continental United States or Canada.
4. Schools will maintain a continuity of service throughout the year so that requests for transcripts are processed in a timely manner.

BOARD POLICY

GBF

PERSONNEL TEACHER PLACEMENT

~~MAY 17, 2021~~
January 29, 2024

~~The Board of Education acknowledges that having teachers assigned in their area of certification and endorsement is highly valued. All elementary, secondary, and special education teachers must be certified or authorized to teach the grade levels and subject areas to which they are assigned.~~

Teacher placement is the determination of the classroom teaching assignment for a teacher. The decisions regarding teacher placement will be at the sole discretion of the Superintendent or designee. In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent or designee, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate Michigan Department of Education permit.

LEGAL REF.: MCL 380.1233, 380.1233b, 380.1237, 423.215

ADMINISTRATIVE PROCEDURES

GBF

PERSONNEL TEACHER PLACEMENT

~~April 15, 2013~~
~~Reviewed 4/2021~~
January 29, 2024

Between qualified candidates, teacher placement will be based on the following criteria:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher;
- The school schedule;
- The prior year Effectiveness Rating of teachers qualified for the assignment;
 - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The recency or relevance of a teacher's experience in a grade level or subject area;
- The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area may will be made up of two components:
 - Current length of service in the assignment, and;
 - Lifetime length of service in the assignment.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates.

The School District respects and values individual staff opinion regarding their placement. Staff members may request placement preference for District consideration by May 1. The School District will make an effort to notify staff of their placement in a prompt manner.

BOARD POLICY

GBG

PERSONNEL
STAFF REDUCTIONS AND RECALLS
STAFFING, LAYOFF, AND RECALL OF TEACHERS

~~MAY 17, 2021~~
JANUARY 29, 2024

~~All personnel decisions shall be based on retaining effective teachers in situations involving a staffing/program reduction or any other personnel decision resulting in the elimination of a position. This policy shall also apply when recalling or hiring to fill a previous staffing/program reduction or any other personnel decision that resulted in the elimination of a position.~~

This policy relates to all teachers working for the School District as defined by the Michigan Teachers' Tenure Act, MCL 38.71, et seq. As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- Filling a vacancy;
- Placing a teacher in a classroom;
- Conducting a staffing reduction;
- Conducting a program reduction, or;
- Any other decision resulting in the elimination or creation of a position.

The Superintendent or designee will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.

Personnel decisions must be based on relevant factors including, but not limited to:

- The prior year Effectiveness Rating of teachers qualified for the assignment;
 - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- The teacher's length of service in a grade level or subject area;
- The teacher's disciplinary record, and;
- Relevant special training, which may be based on completion of relevant training other

than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitations set forth herein through policy or regulation, the Superintendent or designee has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.

LEGAL REF.: MCL 380.1248, 380.1249, 423.215

ADMINISTRATIVE PROCEDURES

GBG

PERSONNEL

April 15, 2013

~~STAFF REDUCTIONS AND RECALLS~~

~~Reviewed 4/2021~~

~~STAFFING, LAYOFF, AND RECALL OF TEACHERS~~

~~JANUARY 29, 2024~~

~~Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.~~

~~The effectiveness of teachers shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code, and the personnel decisions shall be based on the following factors:~~

~~A. Individual performance shall be the majority factor in making the decision, and shall consist of but is not limited to all of the following:~~

- ~~1. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.~~
- ~~2. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.~~
- ~~3. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents/guardians and other teachers, and ability to withstand the strain of teaching.~~
- ~~4. The teacher's attendance and disciplinary record, if any.~~

~~B. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group and having demonstrated a record of exceptional performance.~~

~~C. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.~~

~~A teacher who has been rated as "ineffective" under the performance evaluation system shall not be given any preference that would result in the teacher being retained over a teacher who is evaluated as "minimally effective," "effective" or "highly effective" under the performance evaluation system.~~

Teacher Vacancies

A teacher vacancy does not exist unless all the following criteria are met:

- The position is subject to Section 1249 of the Revised School Code;
- The vacancy position is posted by the School District in a manner which invites applicants.

A teacher vacancy may be created by the following, subject to approval by the Superintendent or designee:

- Transfer of an internal teaching candidate to a vacant position;
- A leave of absence is extended beyond sixty school days;
- Retirement, resignation, or other departure at the end of a school year or immediately prior to the start of a school year.
- An unplanned mid-year retirement, resignation, or other departure occurs which that will require a long-term substitute for sixty or more school days;
- The addition of a new classroom section.

No vacancy will be created when a position is first unfilled beginning in the second half of the school year, unless approved by the Superintendent or designee. The Superintendent or designee may close any vacancy in their sole discretion at any time.

Selection Process to Fill a Vacancy

- The Superintendent's or designee's most highly rated and qualified candidate will be selected for any vacancy.
- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent or designee, may will be provided an opportunity to interview for any vacancy.
- ~~In the event that an internal candidate is the most highly rated qualified candidate, before filling the vacancy with the internal candidate, The Superintendent or designee shall consider the likelihood of filling any vacancy created by the selection of the internal candidate and the impact such vacancy will have on the instructional program. If the Superintendent or designee determines the selection of the internal candidate will negatively impact the instructional program, the Superintendent or designee may select the next most highly rated and qualified candidate.~~

In the absence of a qualified candidate, the Superintendent or designee may select a candidate who best demonstrates the following: is able to obtain temporary or alternative credentialing to be qualified for the position, has demonstrated an exemplary commitment to a school community and its students, and possesses relevant knowledge and skills for the position.

- ~~Ability to obtain temporary or alternative credentialing to be qualified for the position~~
- ~~Commitment to the profession of teaching~~
- ~~Commitment to the school community~~
- ~~Commitment to the student body~~

Staffing Reductions

A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers. The Superintendent or designee has the sole authority to determine and conduct a staffing reduction.

The Superintendent or designee will conduct any staffing reduction based on the department and location, using following criteria:

- The District shall reduce staff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department, unless such reduction will result in a classroom section not having a certified teacher.
 - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in a grade level or subject area. The School District will only consider a teacher's continuous and current length of service in a grade level or subject area.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of a staffing reduction and will only be considered for such placement if there are no other qualified candidates.

Program Reductions

A program reduction is the decision to eliminate curricular courses or courses of study. The Superintendent or designee has the sole authority to determine and conduct a program reduction.

Upon the decision to implement a program reduction, the Superintendent or designee will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective. (*“Highly Effective”* will remain a legal rating until July 1, 2024.)

Recall Process

A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall.

The right to recall is different based on the teacher’s most recent evaluation rating:

- *Effective or Highly Effective*: Teacher will be offered the opportunity to return to a vacancy for which they are qualified. (*“Highly Effective”* will remain the legal rating until July 1, 2024.)
- *Developing or Minimally Effective*: Teacher will be offered the opportunity to interview for a vacancy for which they are qualified. (*“Minimally Effective”* will remain the legal rating until July 1, 2024.)
- *Needing Support or Ineffective*: Teacher will be notified of a vacancy for which they are qualified and the teacher may submit application materials for consideration by the Superintendent or designee. (*“Ineffective”* will remain the legal rating until July 1, 2024.)

Eligibility for recall will be determined based on the following criteria:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating;
 - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- If two teachers are being considered and share the same evaluation Effectiveness Rating, then the Superintendent or designee must compare the potential individuals using each of the elements of the standards as set out below, subject to Section 1248 of

the Revised School Code. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or designee move to the next level.

- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in the grade level or subject area where the vacancy exists.

BOARD POLICY

GBIA

PERSONNEL TEACHER EVALUATIONS

~~MAY 17, 2021~~
JANUARY 29, 2024

~~The Board of Education delegates to the Superintendent, or his/her designee, the function of adopting and implementing an evaluation tool for teachers that is consistent with the requirements of the law.~~

All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law. The Superintendent or designee will provide inter-rater reliability training for all evaluators as required by law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. The Superintendent or designee will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria ~~to deem teachers and administrators unevaluated.~~ whenever it is deemed appropriate to waive evaluation for a teacher or administrator in a given school year.

The Superintendent or designee is authorized to promulgate regulations based on changes of the law governing evaluations.

Teachers will receive ratings as prescribed by law. Any teacher rated less than effective **Developing** on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found less than effective **Developing** for three consecutive years, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

LEGAL REF.: MCL 380.1249, 423.215

ADMINISTRATIVE PROCEDURES

GBIA

PERSONNEL TEACHER EVALUATIONS

~~MAY 17, 2021~~
JANUARY 29, 2024

~~A. The performance evaluation system will include at least an annual year-end evaluation.~~

~~1. The annual year-end performance evaluation will be based in part on student growth and assessment data. The percentage of the annual year-end evaluation based on the student growth and assessment data will be equal to the percentage established by law. If student growth and assessment data is available for a teacher for at least three school years, the annual year-end evaluation shall be based on student growth and assessment data for the most recent three consecutive school-year period. If not, the annual year-end evaluation shall be based on all student growth and assessment data that is available for the teacher.~~

~~2. The annual year-end performance evaluation shall include specific performance goals. Specific performance goals will assist in improving effectiveness for the next school year and are developed by the school administrator or his or her designee conducting the evaluation, in consultation with the teacher, and any recommended training identified by the school administrator or designee, in consultation with the teacher, that would assist the teacher in meeting the goals. For a first year probationary teacher or a teacher who received a rating of ineffective or minimally effective on his or her most recent annual year-end evaluation, the school administrator or designee shall develop, in consultation with the teacher, an individualized development plan that includes these goals and training and is designed to assist the teacher to improve his or her effectiveness.~~

~~B. The performance evaluation system will include a mid-year progress report for a teacher who is in the first year of the probationary period, or who received a rating of minimally effective or ineffective in his or her most recent annual year-end evaluation. The mid-year progress report shall be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve.~~

~~The mid-year progress report shall:~~

~~1. Be based at least in part on student achievement;~~

~~2. Be aligned with the teacher's individualized development plan under subdivision A.2. above;~~

~~3. Include specific performance goals for the remainder of the school year that are developed by the school administrator conducting the annual year-end evaluation or his/her designee and any recommended training identified by the school administrator or designee that would assist the teacher in meeting these goals;~~

~~4. Include a written improvement plan developed by the school administrator or designee, in consultation with the teacher, that includes these goals and training and is designed to assist the teacher to improve his or her rating; and~~

~~5. Be developed in addition to an annual year-end evaluation.~~

~~C. The performance evaluation system will include classroom observations. All of the following apply to these classroom observations:-~~

~~1. The manner in which a classroom observation is conducted shall be consistent with the selected state evaluation tool.~~

~~2. A classroom observation shall include a review of the teacher's lesson plan and the state curriculum standard being used in the lesson and a review of pupil engagement in the lesson.~~

~~3. A classroom observation does not have to be for an entire class period.~~

~~4. Unless a teacher has received a rating of effective or highly effective on his or her two most recent annual year-end evaluations, there shall be multiple classroom observations of the teacher each school year.~~

~~D. The performance evaluation system may allow an exemption of student growth data for a particular pupil for a school year upon the recommendation of the school administrator conducting the annual year-end evaluation or his or her designee and approval of the school district superintendent or his or her designee.~~

~~E. The performance evaluation system shall assign an effectiveness rating to each teacher of highly effective, effective, minimally effective, or ineffective.~~

~~F. The performance evaluation system shall provide that if a teacher is rated as ineffective on three consecutive annual year-end evaluations, the teacher will be dismissed from his or her employment.~~

~~G. The performance evaluation system shall provide that if a teacher is rated as highly effective on three consecutive annual year-end evaluations, the school district may choose to conduct a year-end evaluation biennially instead of annually. However, if a teacher is not rated as highly effective on one of these biennial year-end evaluations, the teacher shall again be provided with annual year-end evaluations.~~

~~H. The performance evaluation system shall permit a teacher who is not in a probationary period and is rated as ineffective on the annual year-end evaluation, to request a review of the evaluation and the rating by the school district superintendent. The request for a review must be submitted in writing within 20 days after the teacher is informed of the rating. Upon receipt of the request, the school district superintendent or designee shall review the evaluation and rating and may make any modifications as appropriate based on his or her review. However, a review as described in this paragraph may only occur twice in a three school year period.~~

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: Effective, Developing, and Needing Support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

The Superintendent or designee will evaluate administrators annually, unless otherwise permitted by Michigan law, using the School Advance model. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent or designee will assign a mentor to the school administrator. The Superintendent or designee will, for each year the administrator is evaluated, conduct a midyear progress report.

Building School principals will evaluate teachers annually, unless otherwise permitted by Michigan law, using the 5D+ model. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law. Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes, but need not be an entire class period. ~~One observation will be unscheduled.~~ Building School principals will meet with teachers following observations and provide written observation feedback within thirty (30) days of the observation.

~~Employees Whose Evaluations are Not Governed by Section 1249 of the Revised School Code.~~ The Superintendent or designee will determine the method of evaluation for in-which such employees whose evaluations are not governed by Section 1249 of the Revised School Code.