

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**Committee of the Whole  
January 22, 2024 - 6:30 PM  
Franklin High School  
31000 Joy Rd.  
Livonia, Michigan 48150**

**AGENDA**

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**  
Johnson, Chair; Acosta; Bonifield; Bradford; Burton; Frank; Jarvis
- III. BUILDING & SITE COMMITTEE**  
Burton, Chair; Bradford; Frank
  - A. HVAC Upgrade Holmes and Emerson** 2
  - B. Purchase of Kitchen Equipment** 17
- IV. FINANCE COMMITTEE**  
Bonifield, Chair; Acosta; Jarvis
- V. CURRICULUM COMMITTEE**  
Acosta, Chair; Bonifield; Bradford
  - A. LCTC 61c Grant Purchases** 21
  - B. Early Middle College** 33
  - C. Biology and Chemistry Curriculum Adoptions** 34
- VI. POLICY COMMITTEE**  
Frank, Chair; Bonifield; Jarvis
  - A. Policy Updates**
    - I. Policy GBF - Teacher Placement** 39
    - II. Policy GBG - Staff Reductions and Recalls** 41
    - III. Policy GBIA - Teacher Evaluations** 48
- VII. LEGISLATIVE COMMITTEE**  
Jarvis, Chair; Acosta; Burton
- VIII. PERSONNEL COMMITTEE**  
Bradford, Chair; Burton; Frank



# Livonia Public Schools

*District Services*

Date: January 19, 2024

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: HVAC Upgrade Holmes and Emerson – Sinking Fund

I would like to discuss an HVAC equipment installation upgrade for Emerson Middle School's woodshop and Holmes Middle School's woodshop and art room. Specifically, air conditioning will be added to these spaces.

The Project Team is recommending Engineered Comfort Systems, Inc., located in Taylor, Michigan as the low responsible bidder. The units in this package are slated for Emerson Middle School and Holmes Middle School. Brian Weber from PMR will join me to discuss the details and explanations for this purchase with the Board at the upcoming Committee of the Whole. This project will be funded through the Sinking fund.

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

Attachment

PF/ko

c: Board of Education

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](mailto:brian.weber@plantemoran.com).

Mr. Phillip Francis  
Livonia Public Schools

January 17, 2024  
Page 2

Sincerely,

PLANTE MORAN CRESA

A handwritten signature in blue ink, appearing to read "Brian Weber", is written over a light blue rectangular background.

Brian Weber  
Senior Vice President

Enclosures:   Cost Summary  
                  Contractor's Proposal  
                  Bid Tabulation



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

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

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

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

**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

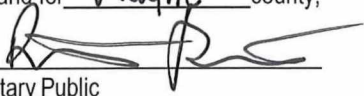
BIDDER'S FIRM NAME Engineered Comfort Systems, Inc  
 BY (SIGNATURE)   
 PRINTED NAME AND TITLE Michelle Edwards, VP of Operations

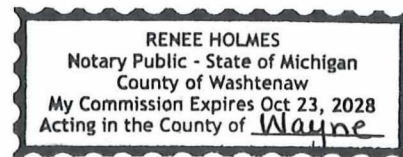
STATE OF MICHIGAN )  
 )SS  
 COUNTY OF )

Subscribe and sworn before me on this 18<sup>th</sup>

Day of December, 2023, a Notary Public

In and for Wayne county,

  
 Notary Public



My Commission expires October 23 + 2028

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



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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>             |
| <b>TOTAL LUMP SUM COMBINED BID</b> | \$ <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.**

|   |                       |                                   |                       |
|---|-----------------------|-----------------------------------|-----------------------|
| <b>VENDORS BIDDING DESCRIPTION:</b>                                   |                       | <i>Engineered Comfort Systems</i> |                       |
| <b>TOTAL:</b>   |                       | <i>\$165,400.65</i>               | <i>EMS</i>            |
| <b>DEDUCT:</b>  |                       |                                   |                       |
| 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:   |                       | <del><i>7500.00</i></del>         |                       |
| ADDENDUM II:  |                       | <i>81</i>                         |                       |
| FIRM REPRESENTATIVE PARTICIPATED IN MANDATORY PRE BID SITE INSPECTION | ✓                     |                                   | 16                    |
| <b>DEDUCT:</b>  |                       | <i>Contingency 870</i>            |                       |
| PRICE FIRM FOR 90 DAYS:   | ✓                     |                                   |                       |
| TERMS OF PAYMENT:   |                       |                                   |                       |
| ADDITIONAL SHEETS:  |                       |                                   |                       |
| <b>COMMENTS:</b>  |                       |                                   |                       |
|   |                       |                                   |                       |
| <b>GRAND TOTAL:</b>   |                       |                                   |                       |
|   |                       |                                   |                       |
| <b>RECORDED BY: Harry Lau</b>   | <b>DATE: 12.18.23</b> | <b>WITNESSED BY:</b>              | <b>DATE: 12.18.23</b> |



Date: January 19, 2024

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Kitchen Equipment

I would like to discuss purchase of kitchen equipment for the Food and Nutrition Department at the next Committee of the Whole meeting. The district's Food & Nutrition Department has been awarded a grant from a partnership between the Michigan Department of Education and the United Dairy Industry of Michigan for the purchase 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 Elementary Schools.

The purchase, in the amount of \$32,020, will come from Stafford-Smith, Inc., located in Madison Heights, Michigan. The quote for this purchase is attached with pricing from the Wayne RESA/CoPro+/MAC Purchasing Consortium, per RFP WR-165-032020, which satisfied the Board's requirement to bid. The cost of the equipment (\$30,570) will be paid for with the grant dollars and the cost of the freight and installation (\$1,450) will be paid from the Food Services Fund.

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

Attachment

PF/ko

c: Board of Education

**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 | <b>REACH-IN REFRIGERATOR</b><br>Traulsen Model No. G20010<br>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 <a href="http://www.traulsen.com">www.traulsen.com</a> for details  |                    |                    |
|      | 1 ea | 115v/60/1-ph, 7.4 amps, NEMA 5-15P, standard<br><b>**PLEASE CONFIRM HINGING</b><br><b>**LEAD TME 2 WEEKS</b>  |                    |                    |
|      |      |   | <b>ITEM TOTAL:</b> | <b>\$6,282.00</b>  |
| 3    | 4 ea | <b>MILK COOLER</b><br>Traulsen Model No. RMC58S4<br>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 <a href="http://www.traulsen.com">www.traulsen.com</a> for details  |                    |                    |
|      | 4 ea | 115v/60/1-ph, 7.2 amps, NEMA 5-15P<br><b>**LEAD TIME 2 WEEKS</b>  |                    |                    |
|      |      |   | <b>ITEM TOTAL:</b> | <b>\$24,288.00</b> |



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

**ERIC CHESSER**  
Office: 410-933-8138  
Mobile: 410-830-9497  
[echesser@leafnow.com](mailto:echesser@leafnow.com)

**JOE BURNS**  
Office: 410-933-8138  
Mobile: 410-977-2608  
[jburns@leafnow.com](mailto:jburns@leafnow.com)

**ROB WASSON**  
Office: 410-933-8135  
Mobile: 410-977-2607  
[rwasson@leafnow.com](mailto: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.**

|              |                    |
|--------------|--------------------|
| Merchandise  | \$30,570.00        |
| Freight      | \$450.00           |
| Installation | \$1,000.00         |
| Subtotal     | \$32,020.00        |
| <b>Total</b> | <b>\$32,020.00</b> |

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

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## Secondary Programs

Date: January 19, 2024  
To: Andrea Oquist, Superintendent  
From: Kevin Etue, Director  
SUBJ: LCTC 61c Grant Purchase

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. LCTC is requesting the purchase of two Susie S2000 Teatherless Simulators (mannequins) and two SAM Auscultation Manikins with Wifi Simscopes.

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 total cost for two Susie S2000 Teatherless Simulators is \$69,054.

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. The total cost for two SAM Auscultation Manikins is \$27,500.

The remaining balance, \$56,223, of the 61c(1) grant will be used to purchase hearing aid stethoscopes, an EKG machine with cart, and additional medical items for the LCTC medical classes. These items fall below the threshold requiring Board of Education approval.



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<br/>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<br/>Defibrillation-pacing snap, ECG snap option, Care In Motion™ Go integrated video-assisted debriefing system</p> <p>Accessories available for purchase<br/>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](mailto: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.



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**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)<br><br>Simulators manufactured before April 1st, 2022 require Conversion upgrade kit, sold separately<br><br>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<br><br>Customer must supply Sales Tax Exempt Certificate and W-9 with Purchase Order, if applicable<br><br>If your shipping address differs from that of your billing address, please include the information with your order |           |   | <b>Subtotal</b><br><b>Est. Freight &amp; Handling</b><br><b>Est. Sales Tax</b><br><b>Total US\$</b> | \$ 67,810 00<br>1,244 00<br>0 00<br>\$ 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](mailto: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.



**Gaumard®**  
Simulators for Health Care Education



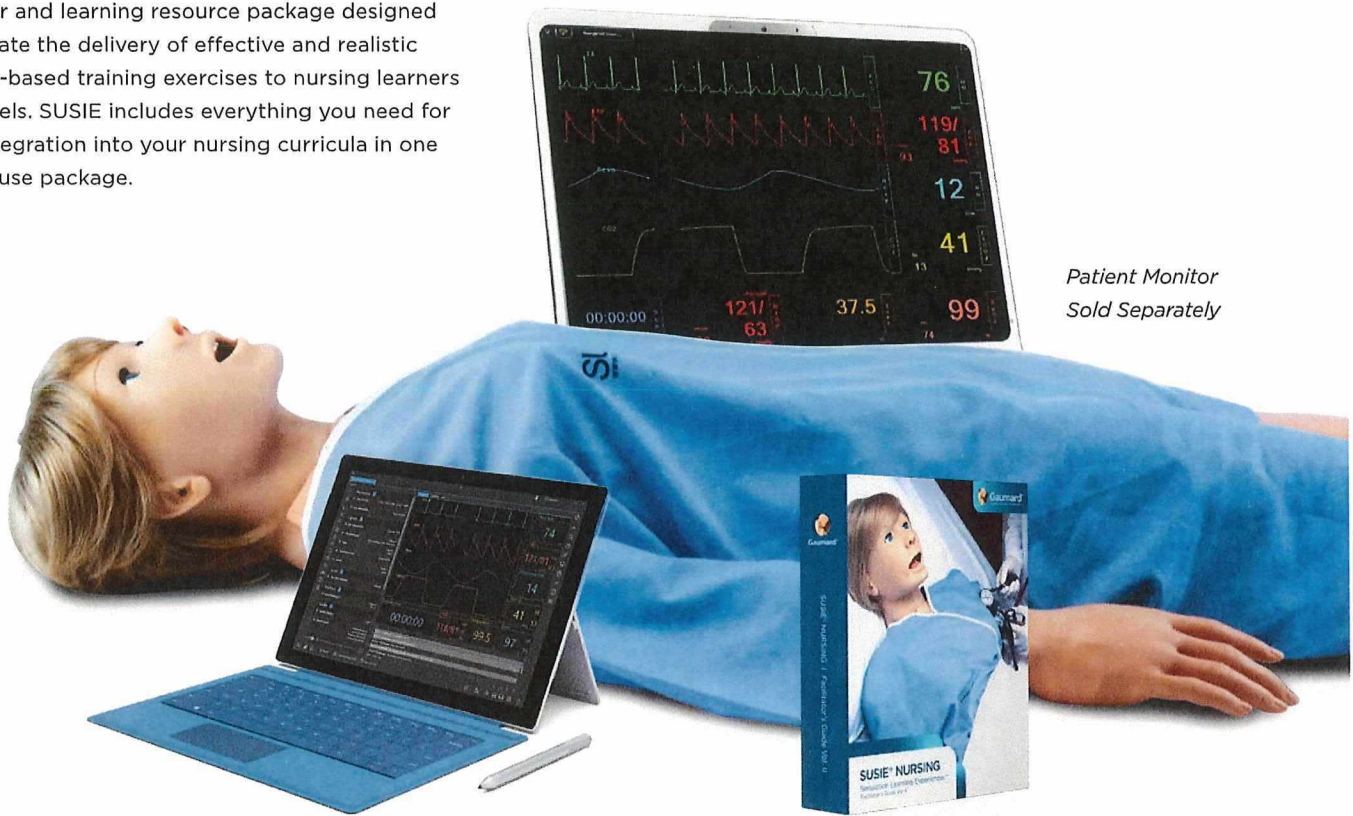
# SUSIE® S2000

## Nursing Patient Simulator

- Includes 10 Simulation Learning Experiences™ and Facilitator's Guide
- Wireless streaming audio
- Use real equipment: ECG, pacing, AED, BP cuff, SpO<sub>2</sub>
- 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



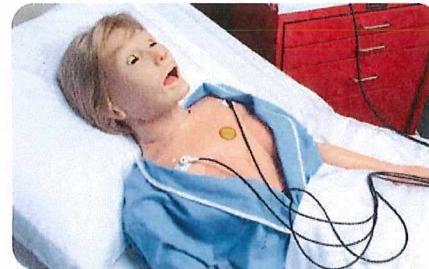
Supports oral or nasal intubation: ETT, LMA, King LT, NG. Enable difficult airway: tongue edema, pharyngeal swelling, and laryngospasm



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<sup>26</sup>



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 transport<sup>1</sup>
- Realistic joint articulation
- Compatible with optional virtual patient monitor
- Internal rechargeable battery; up to 4hr battery life<sup>2</sup>
- 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 cervixes
- 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, UNI® 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(OA/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](http://www.gaumard.com/quote)  
[sales@gaumard.com](mailto:sales@gaumard.com)  
 Toll-Free USA & Canada  
 1.800.882.6655  
 Worldwide 305.971.3790



**Laerdal**<sup>®</sup>  
helping save lives

Laerdal Medical Corporation  
167 Myers Corners Road  
Wappingers Falls, NY 12590  
Phone Order To: 877-LAERDAL  
Fax Order To: (800) 227-1143  
Email: customerservice@laerdal.com

**Client Executive**  
Jordan Holt  
312-616-5733  
jordan.holt@laerdal.com

**Lead Specialist**  
Ryan Kittock  
ryan.kittock@laerdal.com

*To prevent any delays in processing your purchase, please include your quote # when ordering.*

**DATE:** 9/13/2023  
**ATTN:** Kara Sparks  
+13135239164  
ksparks5@livoniaschools.org

**QUOTE NUMBER:** Q-758445  
**CREDIT TERMS:** CC  
**EXPIRATION DATE:** 12/31/2023

**BILL TO:** 00104643  
Livonia Public Schools  
15125 Farmington Road  
Livonia MI 48150

**SHIP TO**  
Kara Sparks  
15125 Farmington Road  
Livonia MI 48150

**Nursing Anne Geriatric (Dark)**

| QTY | PRODUCT     | DESCRIPTION  | LIST PRICE  | UNIT PRICE  | EXTENDED PRICE |
|-----|-------------|--|-------------|-------------|----------------|
| 1   | 320-04050   | Nursing Anne Simulator-D<br>Includes Full Body Manikin Dark Skin with articulating arms and legs. Includes Brunette Wig, Brown Pupil Set, Ostomy Set, Blood Pressure Cuff, Manikin Lubricant Spray, Simulated Blood, Adult Gown and Quick set up guide. 1 Year Manufacturer's Warranty.  | \$20,599.00 | \$20,599.00 | \$20,599.00    |
| 1   | 204-50150   | LLEAP for SimPad PLUS<br>Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.  | \$3,099.00  | \$3,099.00  | \$3,099.00     |
| 1   | 204-30101   | SimPad PLUS Only (US)<br>SimPad PLUS Only (Hand Held Remote) 204-50150<br>LLEAP for SimPad PLUS software license required for operation.   | \$949.00    | \$949.00    | \$949.00       |
| 1   | 400-29301   | All In One Panel PC<br>For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor  | \$2,749.00  | \$2,749.00  | \$2,749.00     |
| 1   | 320-EDGS100 | Nursing Anne Simulator Course Getting Started<br>1 day educational session with a Laerdal Representative at the customer site for up to 8 participants. The course gives participants fundamental knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with the simulator and its applications for learners. | \$3,949.00  | \$3,949.00  | \$3,949.00     |
| 1   | 320-83050   | Nursing Anne Simulator Installation  | \$2,699.00  | \$2,699.00  | \$2,699.00     |

| QTY  | PRODUCT   | DESCRIPTION  | LIST PRICE | UNIT PRICE | EXTENDED PRICE     |
|--|-----------|--|------------|------------|--------------------|
| 1  | 400-93050 | Mobile Router<br>Can accommodate up to 3 simulators being used simultaneously on one router Battery-powered and ideal for mobile simulations For optional internet access, SIM Card (not included) must be purchased by the customer | \$229 00   | \$229 00   | \$229 00           |
| <b>Nursing Anne Geriatric (Dark) TOTAL</b> |           |  |            |            | <b>\$34,273 00</b> |

|                          |                    |
|--------------------------|--------------------|
| ITEM TOTAL               | \$34,273 00        |
| SHIPPING/HANDLING        | \$810.00           |
| ADDITIONAL CHARGE/CREDIT | \$0.00             |
| TAX                      | \$1,706.10         |
| <b>TOTAL</b>             | <b>\$36,789 10</b> |

There are various payment options, please see bottom of your quote for further clarification  
Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change  
Shipping/Handling costs will be added to invoice

**By Accepting this Quote, the following terms are hereby incorporated into customer's order**

**Products:**

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

**Payment:**

Net 30 Days for approved open accounts, CIA, Credit Cards accepted. Financing options now available – sample leasing payment terms follow

- Lease term 24 months USD 1,461 79 \*
- Lease term 36 months USD 974 53 \*
- Lease term 48 months USD 730 90 \*

\* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance Quotes are subject to credit approval and may change without notice

**Warranty:**

One(1) year warranty on manufactured products and 90 day warranty on refurbished products  
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

**Delivery:**

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

**Training/Education:**

- Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include
- Educational Pathway trainings will expire two (2) years from date of purchase Five (5) or more Ed Path Training days will expire in five (5) years.
  - Contracts/Technology Sustainment Program (TSP)
  - Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.



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 |

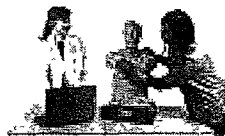
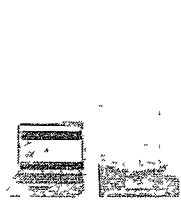
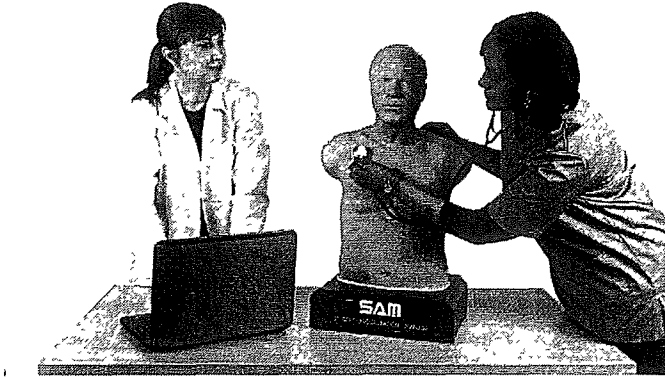
**Quote Notes:**

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

31



Clear

## 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 an 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

*Academic Services*

Date: January 18, 2024

To: Andrea Oquist, Superintendent

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

Subject: Early Middle College

We would like to request to be placed on the Curriculum Committee agenda for the January 22, 2024, Board of Education Committee of the Whole meeting to share information on what Early Middle College is and how we would like to partner with Schoolcraft College to create an EMC pathway for our Criminal Justice students at Livonia Career Technical Center.

Thank you for your consideration of this request.



# Livonia Public Schools

*Academic Services*

Date: January 18, 2024  
To: Andrea Oquist, Superintendent  
From: Theresa O'Brien, Chief Academic Officer  
Subject: Recommendation for Biology and Chemistry

I would like to request to be placed on the Curriculum Committee agenda for the January 22, 2024, Board of Education Committee of the Whole meeting to share the curriculum recommendation for Biology and Chemistry. This online resource is from College Board and aligns with the Next Generation Science Standards and the vision of the textbook committee.

Thank you for your consideration of this request.

**DATE:** January 11, 2024

**TO:** Andrew Pesci, Franklin High School  
Kristen Quesada, Churchill High School  
Pete Mazzoni, Stevenson High School

**FROM:** Rebecca Caldwell, 7-12 Math and Science Curriculum Coordinator

**SUBJECT:** Resource Recommendation for HS Biology

This memo recommends the adoption of the *College Board's Pre-AP Biology Curriculum Resource*. The details below provide more information about the adoption process and information to support the recommendation.

### **Committee Members**

Kevin Reina, FHS  
Aaron Moran, FHS  
Julie Tafelski, CHS  
Aimee Price, CHS/SHS  
Karen Dillon, SHS

### **Recommended Materials for Adoption**

*Pre AP-Biology Curriculum Resource from College Board.*

Cost proposal is attached.

### **Summary of Course(s)**

Biology and Advanced Biology

### **Overview**

College Board's Pre-AP Biology full-year course framework is a digital and print, NGSS aligned, grade-level resource for all Biology students.

### **Evaluation Process**

Teachers utilized EdReports and support from Wayne County RESA Science Consultants to determine possible resources for evaluation. A committee of teachers represented by each school integrated units/activities from several resources to evaluate their implementation into the course and effectiveness with students. Using experiences from the classroom and the information gathered from the resource rubric the committee then made a recommendation to use the Pre AP Biology resources from the College Board.

### **Shared Vision**

Science students in Livonia Public Schools will be critical thinking problem solvers. Through the use of Next Generation Science Standards, students will be able to think, act, and connect like concepts scientists and engineers. Students will work in a collaborative, equitable, student-led classroom. Students will understand that science is a revisable, ongoing process. Through their ability to reason and evaluate fact-based evidence, LPS students will increase their scientific literacy to make informed decisions.

### **Evaluation Criteria**

We evaluated the resources using a rubric with the following criteria:

- Alignment to Next Generation Science Standards
- Coherence and Rigor for ALL students
- Balance of skill development, conceptual understanding, and inquiry
- Reflect the needs and diversity of LPS students
- Ability to be used in a regular or advanced course
- Discourse, engagement, critical thinking, and collaboration
- Assessment (formative and summative)
- Digital platform/ Student paper journal

### **Textbooks Considered**

*Open SciEd*

*College Board Pre AP*

*Inspire Science - HMH*

*Biozone*

### **Evaluation Rubric Outcome**

The results of the rubric that was created by the committee prior to Pre AP Biology from the College Board to be the resource that would be mostly closely aligned with achieving the goals set forth in our shared vision. This resource was chosen unanimously because of its ability to engage students, promote discussion and collaboration, and present critical thinking opportunities. The College Board is a respected organization in secondary testing and for curriculum resources.

### **Professional Development Needs**

All HS Science teachers will receive PD from the College Board on February 27, 2024. Teachers using Pre AP will complete a series of online modules to become familiar with the digital program. There is also a virtual training in the fall on assessments.

For additional information on the adoption recommendation, contact Rebecca Caldwell at x42144.

### **CC**

Theresa O'Brien

Kevin Etue

**DATE:** January 11, 2024

**TO:** Andrew Pesci, Franklin High School  
Kristen Quesada, Churchill High School  
Pete Mazzoni, Stevenson High School

**FROM:** Rebecca Caldwell, 7-12 Math and Science Curriculum Coordinator

**SUBJECT:** Resource Recommendation for HS Chemistry

This memo recommends the adoption of the *College Board's Pre-AP Chemistry Curriculum Resource*. The details below provide more information about the adoption process and information to support the recommendation.

### **Committee Members**

Robert Voss, FHS  
Amy Lou Martin, CHS  
Sean Horgan, SHS

### **Recommended Materials for Adoption**

*Pre AP-Chemistry Curriculum Resource from College Board.*

Cost proposal is attached.

### **Summary of Course(s)**

Chemistry and Advanced Chemistry

### **Overview**

College Board's Pre-AP Chemistry full-year course framework is a digital and print, NGSS aligned, grade-level resource for all Chemistry students.

### **Evaluation Process**

Teachers used EdReports and support from Wayne County RESA Consultants to determine possible resources to meet the Next Generation Science Standards. A committee of teachers represented by each school integrated units/ activities from several resources to evaluate their implementation into the course and effectiveness with students. Using experiences from the classroom and the information gathered from the resource rubric the committee then made a recommendation.

Science students in the Livonia Public School district will be critical thinking problem solvers. Through the use of Next Generation Science Standards, students will be able to model and explain natural phenomena. Students will work in a collaborative, equitable, student-led classroom. Students will understand that science is a revisable, ongoing process. Through their ability to dissect, use reasoning, and evaluate fact-based evidence, LPS students will be life-long intelligent consumers of information.

### **Evaluation Criteria**

We evaluated the resources using a rubric with the following criteria:

- Alignment to Next Generation Science Standards
- Coherence and Rigor for ALL students
- Balance of skill development, conceptual understanding, and inquiry
- Reflect the needs and diversity of LPS students
- Ability to be used in a regular or advanced course
- Discourse, engagement, critical thinking, and collaboration
- Assessment (formative and summative)
- Digital platform/ Student paper journal

### **Textbooks Considered**

*Open SciEd*

*College Board Pre AP*

*Inspire Science - HMH*

*Living by Chemistry*

### **Evaluation Rubric Outcome**

The results of the rubric that was created by the committee prior to Pre AP Chemistry from the College Board to be the resource that would be mostly closely aligned with achieving the goals set forth in our shared vision. This resource was chosen unanimously because of its ability to engage students, promote discussion and collaboration, and present critical thinking opportunities. The College Board is a respected organization in secondary testing and for curriculum resources.

### **Professional Development Needs**

All HS Science teachers will receive PD from the College Board on February 27, 2024. Teachers using Pre AP will complete a series of online modules to become familiar with the digital program. There is also a virtual training in the fall on assessments.

For additional information on the adoption recommendation, contact Rebecca Caldwell at x42144.

### **CC**

Theresa O'Brien

Kevin Etue

# BOARD POLICY

GBF

## PERSONNEL TEACHER PLACEMENT

MAY 17, 2021

~~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.

# ADMINISTRATIVE PROCEDURES

GBF

## PERSONNEL TEACHER PLACEMENT

~~April 15, 2013~~  
~~–Reviewed 4/2021~~

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 their 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

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;
  - o 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 their 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~~

~~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 their 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 their 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

~~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 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

~~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.