

**LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

**Committee of the Whole Meeting
April 15, 2024 - 6:30 PM
Board Room
15125 Farmington Road
Livonia, Michigan 48154**

AGENDA

- I. AUDIENCE COMMUNICATIONS**
- II. COMMITTEE OF THE WHOLE**
 - Bradford, Chair; Acosta; Bonifield; Bradford; Burton; Frank; Jarvis; Johnson**
 - A. Bylaws of the Board - Board Operations 3**
 - BHA - Code of Ethics**
 - K. Bradford**
- III. FINANCE COMMITTEE**
 - Bonifield, Chair; Acosta; Jarvis**
- IV. CURRICULUM COMMITTEE**
 - Acosta, Chair; Bonifield; Johnson**
 - A. 2024-2025 Cooperative Agreements 5**
 - K. Etue, M. Sprow**
 - B. LCTC Technology Purchase 13**
 - K. Etue**
- V. BUILDING & SITE COMMITTEE**
 - Burton, Chair; Frank; Johnson**
 - A. Purchase of Churchill Pool Bleachers - 2021 BOND 29**
 - P. Francis**
 - B. Technology Contractor for 2024 Bond Renovations 32**
 - P. Francis**
- VI. POLICY COMMITTEE 34**
 - Frank, Chair; Bonifield; Jarvis**
 - A. Board Policy - Business Management 36**
 - EEB - Wellness for Students**
 - K. Etue**
 - B. Board Policy - Students 43**
 - JCEC - Bullying Prevention**
 - K. Etue, W. Green**
 - C. Board Policy - Personnel 49**
 - GAA - Goals and Objectives**
 - A. Abbate, J. Keatts**
 - D. Board Policy - Personnel 51**
 - GBN - Separation of Certificated Personnel**
 - A. Abbate, J. Keatts**
 - E. Board Policy - Personnel 52**
 - GBQ - Retirement System**
 - A. Abbate, J. Keatts**

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JN - Letter Jackets, Letter Awards and Scholarships	
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K. Etue	
VII. PERSONNEL COMMITTEE	
Johnson, Chair; Burton; Frank	
VIII. LEGISLATIVE COMMITTEE	
Jarvis, Chair; Acosta; Burton	

BYLAWS OF THE BOARD

BHA

BOARD OPERATIONS CODE OF ETHICS

~~MAY 1, 2023~~
MAY 20, 2024

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

As a Board member,

- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain schools that meet the individual needs of all children regardless of their sex, race, color, national origin, religion, age, height, weight, marital status, handicap, disability, sexual orientation, sexual identity, or transgender status.
- I will be a personal advocate for the good work of the District.
- I will focus Board action on policy making, strategic planning, and designating and evaluating the Superintendent.
- I will recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day-to-day operations of the District and will not seek to participate in the day-to-day operations.
- I will review and evaluate all **Board Policies, Bylaws**, procedures, and processes of the Board, and will work to make desired changes so they will be current, relevant, and in accordance with state and/or federal laws. **I will review all Administrative Procedures and give input to the Superintendent.**
- I will follow established Board Operating Procedures.
- I will come to Board meetings prepared to discuss and take action on all agenda items. I will study the material in the Board packet seeking clarification, if needed, prior to each Board meeting.
- I will give the Superintendent and Board President notification of my concerns prior to the Board meetings, so that the concerns can be properly addressed.
- I will understand that I have not only the right, but the duty, to express my views and opinions and ask questions at the Board table; and will make a good faith effort to understand the views of others.
- I will recognize that the Board must make decisions as a whole in public. I will base all decisions on the available facts and my independent judgment, and I will refuse to surrender my independent judgment to individuals or special interest groups.
- I will avoid being placed in a position of conflict of interest, and, if such a conflict is unavoidable, I will disclose such interest and abstain from voting on such matters.

- I will respect the consensus and support the decisions of the Board and their implementation.
- I will recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.
- I will be respectful and listen to all ideas presented to the Board, be it from parents, staff, students, community members, other Board members, or other stakeholders. I will listen and then refer any person to appropriate personnel.
- I will communicate to other Board members and the Superintendent expression of public reaction **of note** to Board policies and school programs.
- I will exercise caution when communicating between and among Board members, including electronic communication, and will abide by the Open Meetings Act.
- I will hold confidential all matters that, if disclosed, would needlessly injure individuals, schools, or the district. I will keep confidential all information that is privileged under applicable law, including closed session discussions.
- I will stay informed about current educational issues by individual study and through participation in programs providing needed information; for example, those sponsored by my state and national school board associations. I will share what I have learned with my Livonia Public Schools' colleagues, formally or informally, so as to keep our Board apprised of current issues and topics.
- I will take no private or public action that will compromise the Board, the Administration, or the District.
- I will refrain from using my Board position for personal or partisan gain.
- I will support the hiring of those persons best qualified to serve as District staff.
- I will support and protect District personnel in the proper performance of their duties.
- I will, along with my fellow Board members, review, revise and sign this Code of Ethics annually at the beginning of each year.

As Board President,

- I will ensure that persons addressing the Board follow established guidelines as outlined in Board policy.
- I will advise persons addressing the Board to do so in a respectful manner and not allow rude, **disruptive**, or indecent behavior, profane or indecent discourse, to be directed to the Board, Superintendent, or others during Board meetings.
- I will ensure that all Board members are given an opportunity to express their views. I will work toward building consensus among all Board members.
- I will follow parliamentary procedure, to the extent that it does not conflict with Board policy or state law.



Livonia Public Schools

Director of Secondary Programs

Date: April 15, 2024

To: Andrea Oquist, Superintendent

From: Kevin Etue, Director of Secondary Programs & District Services
Maegan Sprow, Director of Student Services

Subject: LPS Cooperative Agreements

For several years running, the Livonia Public Schools has operated under Cooperative Agreements with surrounding school districts. Cooperative Agreements provide mutually beneficial arrangements that allow students from other districts to attend classes or programs in LPS and vice versa. The two programs that traditionally offer Cooperative Agreements include the Livonia Transition Program (LTP) and the Livonia Career Technical Center (LCTC).

For non-LPS students who attend classes at LPS, a proportional amount of the sending district's student funding allocation is redirected to the Livonia Public Schools. For the LCTC that amount is approximately 50% of the FTE amount. In the case of an LTP student, an additional \$8,000 per student is charged to the sending school district.

Approximately 32 non-LPS students are currently enrolled in the Livonia Transition Program and approximately 21 are enrolled in the Career Technical Center. To be clear, all LPS student requests to attend the LCTC are honored before students from other districts are awarded seats. Transportation and special education services remain the responsibility of the sending district. In addition, our Cooperative Agreement with the Wayne-Westland Community Schools allows LPS students to attend classes at the William Ford Career Technical Center.

Our LCTC Cooperative Agreements for the 2024-25 school year will include Northville, Plymouth-Canton, Wayne-Westland, Crestwood, Redford Union and the Plymouth Christian Academy. Our LTP Cooperative Agreements will include Northville, Redford Union, South Redford, Garden City, Crestwood, Van Buren, and Huron.

Mrs. Sprow and I are prepared to present this topic during the Committee of the Whole meeting on April 15, 2024.

COOPERATIVE EDUCATION PROGRAM AGREEMENT

Career Technical Education 2024-2025

THIS AGREEMENT is entered into this 1st day of July 2024, between SCHOOL DISTRICT (hereinafter referred to as “SCHOOL DISTRICT”) and Livonia Public Schools (hereinafter referred to as “Livonia”).

1. **PURPOSE.** SCHOOL DISTRICT and Livonia and their respective Boards of Education have determined that it is in the best interests of both school districts to permit certain SCHOOL DISTRICT students to receive career-technical education services provided by and through Livonia in accordance with the terms of this Cooperative Education Program Agreement, and consistent with the pertinent provisions of the Revised School Code of 1995 and the State School Aid Act as amended. It is further the purpose of this Agreement to permit career technical students from SCHOOL DISTRICT to utilize classroom positions at the Livonia Career Technical Center for career technical education opportunities in the Livonia Public Schools.

2. **TERM.** The term of this Agreement shall be from July 1, 2024, through June 30, 2025, subject to Paragraph 3 of the Agreement.

3. **RENEWAL.** This Agreement will not be automatically renewed for any periods. SCHOOL DISTRICT and Livonia agree, however, to use their best efforts to negotiate in good faith a renewal hereof, but in the event a renewal does not occur, this Agreement shall terminate upon the expiration of the term in Paragraph 2 above.

4. **SCHOOL DISTRICT.** SCHOOL DISTRICT hereby agrees to permit selected students of SCHOOL DISTRICT to enroll at the Livonia Career Technical Center of Livonia, and Livonia hereby agrees to such enrollment, for the purpose of career-technical education. The number of SCHOOL DISTRICT students allowed to enroll at the Livonia Career Technical Center shall be within the discretion of SCHOOL DISTRICT, subject to acceptance by Livonia. Such students shall be considered SCHOOL DISTRICT students for the purpose of earning credits for high school graduation, however, while in attendance at the Livonia Career Technical Center, such students shall be subject to the Livonia Student Code of Conduct. Students who have violated the “Weapons-Free School Zone Requirements” and/or have been expelled are prohibited from enrolling in the Livonia Career Technical Center.

5. **MEMBERSHIP.** For the purpose of state aid eligibility, the students enrolled and attending the instructional program at the Livonia Career Technical Center shall be recorded in membership by Livonia and

SCHOOL DISTRICT, according to state approved pupil accounting practices. It is the responsibility of SCHOOL DISTRICT, only, to assure that SCHOOL DISTRICT students are counted in membership in SCHOOL DISTRICT on the necessary official state aid membership count days as determined by the State of Michigan.

6. PAYMENT FOR COOPERATIVE EDUCATION SERVICES. For each SCHOOL DISTRICT student enrolled and attending the instructional program at the Livonia Career Technical Center on the official state aid membership count date of each school year subject to this Agreement, SCHOOL DISTRICT agrees to accept and to pay an invoice or invoices issued by Livonia to SCHOOL DISTRICT in the amount equivalent to the fractional F.T.E. (full-time equivalent) of the total of the SCHOOL DISTRICT Foundation Grant for the school year in question that the student is enrolled at the Livonia Career Technical Center. One-half to be paid for the first semester of the 2024-2025 school year. SCHOOL DISTRICT hereby agrees to remit payment of said invoice(s) within thirty (30) business days of receipt of same. Within the discretion of Livonia, the failure of SCHOOL DISTRICT to remit timely payment of such invoice(s) may result in the discontinued enrollment and attendance of SCHOOL DISTRICT students in the career technical program at the Livonia Career Technical Center.

SCHOOL DISTRICT also accepts and agrees to pay an invoice or invoices issued by Livonia in the amount equivalent to one-half of the fractional F.T.E. of the total of the SCHOOL DISTRICT Foundation Grant, for the second semester of the 2024-2025 school year for each SCHOOL DISTRICT student similarly enrolled and attending the career technical program at the Livonia Career Technical Center on the official winter supplemental state aid membership count each school year subject to this Agreement. The terms and conditions of the preceding Paragraph similarly apply to SCHOOL DISTRICT obligations with regard to such enrollment and attendance on this official winter supplemental state aid membership count date of each subject year.

Livonia Career Technical Center classes are based on a six-period day. Therefore, each class is either a two or three-period block. For calculation purposes, a two-period block is one-third F.T.E. and a three-period block is one-half F.T.E.

SCHOOL DISTRICT payment obligations under this Section of the Agreement are independent of the amounts it receives in state aid under the Revised State School Aid Act as amended.

Program costs for SCHOOL DISTRICT students that are not enrolled at the Livonia Career Technical Center on the official fall and winter count dates will be pro-rated and charged the average daily rate of the total program costs for each day officially enrolled. The average daily rate is determined by dividing the annual SCHOOL DISTRICT Foundation allowance by the total number of scheduled days of the program.

7. **STUDENTS WITH DISABILITIES.** In the event that a SCHOOL DISTRICT student currently enrolled in the career technical program at Livonia Career Technical Center is or becomes identified as disabled and requires special education and related aid and services pursuant to the Individual with Disabilities Education Act of Section 504 of the Rehabilitation Act, SCHOOL DISTRICT agrees to provide such aid and services.

8. **PROGRAM CANCELLATION.** Livonia reserves the exclusive right to cancel any class and/or program at the Livonia Career Technical Center due to insufficient enrollment, and to the extent such cancellation may involve SCHOOL DISTRICT students. However, Livonia agrees not to cancel any class or program after the first official state aid membership count day as determined by the State of Michigan for each school year subject to this Agreement, or, alternatively, after the winter supplemental state aid membership count of each school year subject to this Agreement.

9. **STUDENT MISCONDUCT.** At the discretion of the Livonia Career Technical Center's building administrator, and consistent with due process requirements, a SCHOOL DISTRICT student may be suspended, or permanently removed from the Livonia Career Technical Center program and permanently denied access to the Livonia Career Technical Center program if the student; (a) violates any of the prohibited acts listed under Policy JD of the Livonia Student Code of Conduct; (b) violates the Livonia Career Technical Center's rules or regulations; (c) engages in misconduct which interferes with the good order of the Livonia Career Technical Center, the proper functioning of the educational process or the health and safety of students. The Livonia Career Technical Center's building administrator shall be the person solely responsible for determining if a student has engaged in misconduct warranting suspension or permanent removal from the Livonia Career Technical Center.

10. **ENTIRE AGREEMENT.** This is the entire Agreement of the parties, there being no other written or verbal agreements in substitution for these terms or in supplementation of same.

11. **AMENDMENT.** This Agreement may be amended only upon written mutual agreement of the parties and/or required by the State School Aid Act.

12. **TRANSPORTATION.** Transportation of SCHOOL DISTRICT students to and from the Livonia Career Technical Center is the sole responsibility of Redford Union.

13. **TERMINATION.** This Agreement shall be null and void only to the extent that any provision included herein is prohibited by state law.

14. **NOTICE.** For all purposes under this Agreement, notices shall be in writing to the Superintendents of the respective School Districts.

15. **THIS AGREEMENT** has been authorized by the Board of Education of SCHOOL DISTRICT at a public meeting held on the ____ day of _____, 2024, and the Board of Education of Livonia Public Schools on the ____ day of _____, 2024.

WITNESSES:

SCHOOL DISTRICT

By: _____

Its: Superintendent

WITNESSES:

LIVONIA PUBLIC SCHOOLS

By: _____

Daniel R. Willenborg

Its: Director of Secondary Programs & District Services

DRW

COOPERATIVE EDUCATION PROGRAM AGREEMENT

Special Education Livonia Transition Program (LTP) 2024-2025

THIS AGREEMENT is entered into this 1st day of July 2024, between XXX (hereinafter referred to as "XXX") and Livonia Public Schools (hereinafter referred to as "Livonia")

1. **PURPOSE.** XXX Schools and Livonia and their respective Boards of Education have determined that it is in the best interests of both XXX Schools to permit certain XXX Schools students to receive special education services provided by and through Livonia in accordance with the terms of this Cooperative Education Program Agreement, and consistent with the pertinent provisions of the Revised School Code of 1995 and the State School Aid Act of 1979, as amended. It is further the purpose of this Agreement to permit special education students from XXX Schools to utilize classroom positions at the Livonia Transition Program (hereinafter referred to as "LTP")

2. **TERM.** The term of this Agreement shall be from July 1, 2024, through June 30, 2025, subject to Paragraph 3 of the Agreement

3. **RENEWAL.** This Agreement will not be automatically renewed for any periods. XXX Schools and Livonia agree, however, to use their best efforts to negotiate in good faith a renewal hereof, but in the event a renewal does not occur, this Agreement shall terminate upon the expiration of the term in Paragraph 2 above

4. **XXX Schools STUDENTS.** XXX Schools hereby agrees to permit selected students of XXX Schools to enroll at the LTP of Livonia, and Livonia hereby agrees to such enrollment, for the purpose of special education. The number of XXX Schools students allowed to enroll at the LTP will be limited to 10 students unless agreed to by Livonia. Students who have violated the "Weapons-Free School Zone Requirements" and/or have been expelled are prohibited from enrolling. While in attendance such students shall be subject to the Livonia Student Code of Conduct

5. **MEMBERSHIP.** For the purpose of state aid eligibility, the students enrolled and attending the LTP shall be recorded in membership by Livonia and XXX Schools according to state approved pupil accounting practices. It is the responsibility of LPS, only, to assure that XXX Schools students are counted in Livonia's membership count on the necessary official state aid membership count days as determined by the State of Michigan

6. **PAYMENT FOR COOPERATIVE EDUCATION SERVICES.** For each XXX Schools student enrolled and attending the LTP on the official state aid membership count date of each school year subject to this Agreement, XXX Schools agrees to accept and to pay an invoice or invoices issued by Livonia to XXX Schools in the amount equivalent to \$8,000 per student. One-half to be paid for the first semester of the 2024-2025 school year and the second in second semester. XXX Schools hereby agrees to remit payment of said invoice(s) within thirty (30) business days of receipt of same. Within the discretion of Livonia, the failure of XXX Schools to remit timely payment of such invoice(s) may result in the discontinued enrollment and attendance of XXX Schools students in the LTP.

XXX Schools's payment obligations under this Section of the Agreement are independent of the amounts Livonia receives in state aid under the Revised State School Aid Act of 1979, as amended.

7. **STUDENT MISCONDUCT.** At the discretion of the LTP administrator, and consistent with due process requirements, a XXX Schools student may be suspended, or permanently removed from the LTP and permanently denied access to the LTP if the student, (a) violates any of the prohibited acts listed under Policy JD of the Livonia Student Code of Conduct, (b) violates the LTP's rules or regulations, (c) engages in misconduct which interferes with the good order of the LTP, the proper functioning of the educational process or the health and safety of students. The LTP administrator shall be the person solely responsible for determining if a student has engaged in misconduct warranting suspension or permanent removal from the LTP.

10. **ENTIRE AGREEMENT.** This is the entire Agreement of the parties, there being no other written or verbal agreements in substitution for these terms or in supplementation of same.

11. **AMENDMENT.** This Agreement may be amended only upon written mutual agreement of the parties and/or required by the Revised School Code and/or State School Aid Act.

12. **TRANSPORTATION.** Transportation of XXX Schools students to and from the Livonia Transition Program is the sole responsibility of XXX Schools.

13. **TERMINATION.** This Agreement shall be null and void only to the extent that any provision included herein is prohibited by state law.

14. **NOTICE.** For all purposes under this Agreement, notices shall be in writing to the Superintendents of the respective XXX Schools.

15. **THIS AGREEMENT** has been authorized by the Board of Education of XXX Schools at a public meeting held on the ____ day of _____, 2024, and the Board of Education of Livonia Public Schools on the __ day of __ 2024

WITNESSES:

_____ **Schools**

_____ By

_____ Its

Superintendent _____

WITNESSES:

LIVONIA PUBLIC SCHOOLS

_____ By

_____ Andrea Oquist

_____ Its

Superintendent _____



Livonia Public Schools

Secondary Programs

Date: April 15, 2024
To: Andrea Oquist, Superintendent
From: Kevin Etue, Director
SUBJ: LCTC Technology Purchase

The Livonia Career Technical Center (LCTC) is requesting to purchase new Chromebooks, Chromebook carts, and Google Chrome EDU licenses for general use at LCTC and for specific programs through 61a (equipment over \$5,000) funds. Through contract pricing the total cost for the Chromebooks, Chromebook carts, and Google Chrome EDU licenses is \$56,764.45 through People Driven Technology (Byron Center, MI).

Below is list of programs who will be utilizing this purchase for instructional and learning purposes; as well as the quote for these items within said program:

- Criminal Justice (30 Chromebooks with license) = \$10,019.70
- Construction Trades (30 Chromebooks with cart and license) = \$11,268.70
- Health Sciences (60 Chromebooks with cart and license, for 2 classrooms (\$11,268.70 each)) = \$22,537.40
- LCTC (35 Chromebooks with cart and license) = \$12,938.65
- Total Cost = \$56,764.45

I am asking this agenda item to be included as part of the Committee of the Whole meeting for April 15, 2024, with the intent to recommend to the Board of Education for approval at the Regular Board meeting on April 22, 2024.



6300 Venture Hills Blvd SW
Byron Center, MI 49315

Dell CB 3110 2n1/8GB/64GB

Prepared by:

East Michigan

Jeff Seelenbinder

616-264-6725

seelenbinderj@peopledriven.com

Dawn Batson

batsond@peopledriven.com

Prepared for:

Livonia Public Schools

Tim Klan

tklan@livoniapublicschools.org

Quote Information:

Quote #: 009644

Version 1

Delivery Date 03/11/2024

Expiration Date 03/31/2024

Hardware

Line	Qty	Part Number	Description	Price	Extended Price	
1	30	PDT-CB3110-2n1-8/64	Dell Chromebook 3110 2-in-1, N5100, 8GB RAM, 64GB eMMC, Intel DB Wi-Fi 6 AX201, 11.6" HD (1366 x 768) 2-in-1 Touch Display, World Facing Camera, 42Whr Battery, HDMI, (1) USB 3.2, (1) USB-C, (1) HDMI, Dell 1 Year Mail-in Warranty	\$304.00	\$9,120.00	
2	30	PDT-Google	Google Chrome EDU License	\$29.99	\$899.70	
Midwestern Higher Education Compact (MHEC) Contract Code C000000978628						

Subtotal. **\$10,019.70**



6300 Venture Hills Blvd SW
Byron Center, MI 49315

Dell CB 3110 2n1/8GB/64GB

Ship To:

Livonia Public Schools

15125 Farmington Rd

Livonia, MI 48154

Tim Klan

Bill To:

Livonia Public Schools

15125 Farmington Rd

Livonia, MI 48154

Tim Klan

Quote Information:

Quote #: 009644

Version. 1

Delivery Date. 03/11/2024

Expiration Date 03/31/2024

tklan@livoniapublicschools.org

tklan@livoniapublicschools.org

Quote Summary

Description	Amount
Hardware	\$10,019.70
Total	\$10,019.70

Taxes, shipping, handling and other fees may apply We reserve the right to cancel orders arising from pricing or other errors

People Driven Technology

Livonia Public Schools

Signature _____

Name. Jeff Seelenbinder

Title. Account Executive

Date. 03/11/2024

Signature _____

Name. Tim Klan

Date _____

P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

1. PRICING: Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated

Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges

2. PAYMENT: Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice

3. DELIVERY: Unless otherwise agreed in writing, the Products shall be shipped and delivered F O B Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc

4. SHORTAGE CLAIMS AND INSPECTION: Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived

5. RETURNS: Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc

6. TITLE AND RISK OF LOSS: Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven Technology, Inc reserves, and Customer hereby grants to People Driven Technology, Inc, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer

7. WARRANTIES AND REMEDIES: All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof

8. EXPORT RESTRICTIONS: Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven Technology, Inc by its suppliers, and People Driven Technology, Inc does not warrant its accuracy and will not be liable for any error with regard to same



6300 Venture Hills Blvd SW
Byron Center, MI 49315

Dell CB 3110 2n1/8GB/64GB (30) with Cart

Prepared by:

East Michigan

Jeff Seelenbinder
616-264-6725
seelenbinderj@peopledriven.com
Dawn Batson
batsond@peopledriven.com

Prepared for:

Livonia Public Schools

Tim Klan
tklan@lvoniapublicschools.org

Quote Information

Quote #: 009657

Version: 1
Delivery Date: 03/11/2024
Expiration Date: 04/07/2024

Hardware

Line	Qty	Part Number	Description	Price	Extended Price
1	30	PDT-CB3110-2n1-8/64	Dell Chromebook 3110 2-in-1, N5100, 8GB RAM, 64GB eMMC, Intel DB Wi-Fi 6 AX201, 11.6" HD (1366 x 768) 2n1Touch Display, World Facing Camera, 42Whr Battery, HDMI, (1) USB 3.2, (1) USB-C, (1) HDMI, Dell 1 Year Mail-in Warranty	\$304.00	\$9,120.00
2	30	PDT-Google	Google Chrome EDU License	\$29.99	\$899.70
3	1	PDT-A9585622	Ergotron YES Basic Charging Cart - 36- Device cart (not pre-wired)	\$1,249.00	\$1,249.00
Bretford/Dell Elements 36-User Cart - Not Pre-wired \$1195ea					
Midwestern Higher Education Compact (MHEC) Contract Code C000000978628					

Subtotal: **\$11,268.70**



6300 Venture Hills Blvd SW
Byron Center, MI 49315

Dell CB 3110 2n1/8GB/64GB (30) with Cart

Ship To:

Livonia Public Schools

15125 Farmington Rd
Livonia, MI 48154
Tim Klan

Bill To:

Livonia Public Schools

15125 Farmington Rd
Livonia, MI 48154
Tim Klan

Quote Information:

Quote #: 009657

Version: 1
Delivery Date 03/11/2024
Expiration Date: 04/07/2024

tklan@livoniapublicschools.org

tklan@livoniapublicschools.org

Quote Summary

Description	Amount
Hardware	\$11,268.70
Total	\$11,268.70

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

People Driven Technology

Livonia Public Schools

Signature _____

Name Jeff Seelenbinder

Title Account Executive

Date 03/11/2024

Signature _____

Name Tim Klan

Date _____

P ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

- 1. PRICING:** Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated. Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges.
- 2. PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice.
- 3. DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F O B Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc.
- 4. SHORTAGE CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived.
- 5. RETURNS:** Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc.
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- 7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.
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6300 Venture Hills Blvd SW
Byron Center, MI 49315

Dell CB 3110 2n1/8GB/64GB (30) with Cart

Prepared by:

East Michigan

Jeff Seelenbinder

616-264-6725

seelenbinderj@peopledriven.com

Dawn Batson

batsond@peopledriven.com

Prepared for:

Livonia Public Schools

Tim Klan

tklan@livoniapublicschools.org

Quote Information:

Quote #: 009657

Version 1

Delivery Date: 03/11/2024

Expiration Date: 04/07/2024

Hardware

Line	Qty	Part Number	Description	Price	Extended Price
1	30	PDT-CB3110-2n1-8/64	Dell Chromebook 3110 2-in-1, N5100, 8GB RAM, 64GB eMMC, Intel DB Wi-Fi 6 AX201, 11.6" HD (1366 x 768) 2n1Touch Display, World Facing Camera, 42Whr Battery, HDMI, (1) USB 3 2, (1) USB-C, (1) HDMI, Dell 1 Year Mail-in Warranty	\$304 00	\$9,120 00
2	30	PDT-Google	Google Chrome EDU License	\$29 99	\$899.70
3	1	PDT-A9585622	Ergotron YES Basic Charging Cart - 36- Device cart (not pre-wired)	\$1,249 00	\$1,249 00
Bretford/Dell Elements 36-User Cart - Not Pre-wired \$1195ea					
Midwestern Higher Education Compact (MHEC) Contract Code C000000978628					

Subtotal **\$11,268.70**



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Dell CB 3110 2n1/8GB/64GB (30) with Cart

Ship To:

Livonia Public Schools
15125 Farmington Rd
Livonia, MI 48154
Tim Klan

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Version. 1
Delivery Date 03/11/2024
Expiration Date 04/07/2024

tklan@livoniapublicschools.org

tklan@livoniapublicschools.org

Quote Summary

Description	Amount
Hardware	\$11,268.70
Total	\$11,268.70

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors

People Driven Technology

Livonia Public Schools

Signature _____
 Name: Jeff Seelenbinder
 Title: Account Executive
 Date: 03/11/2024

Signature. _____
 Name. Tim Klan
 Date. _____

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- 7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.
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Dawn Batson
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Prepared for:

Livonia Public Schools

Tim Klan
tklan@livoniapublicschools.org

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Midwestern Higher Education Compact (MHEC) Contract Code C000000978628					

Subtotal: **\$11,268.70**



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tklan@livoniapublicschools.org

tklan@livoniapublicschools.org

Quote Summary

Description	Amount
Hardware	\$11,268.70
Total:	\$11,268.70

Taxes, shipping, handling and other fees may apply We reserve the right to cancel orders arising from pricing or other errors

People Driven Technology

Livonia Public Schools

Signature: _____

Name: Jeff Seelenbinder

Title: Account Executive

Date: 03/11/2024

Signature: _____

Name: Tim Klan

Date: _____

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Prepared for:

Livonia Public Schools

Tim Klan

tklan@livoniapublicschools.org

Quote Information:

Quote #: 009658

Version 1

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Bretford/Dell Elements 36-User Cart - Not Pre-wired \$1195ea					
Midwestern Higher Education Compact (MHEC) Contract Code C000000978628					

Subtotal **\$12,938.65**



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Ship To:

Livonia Public Schools

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tklan@livoniapublicschools.org

Quote Information:

Quote #: 009658

Version: 1

Delivery Date: 03/11/2024

Expiration Date: 04/07/2024

Quote Summary

Description	Amount
Hardware	\$12,938.65
Total:	\$12,938.65

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

People Driven Technology

Livonia Public Schools

Signature _____

Name: Jeff Seelenbinder

Title: Account Executive

Date: 03/11/2024

Signature _____

Name: Tim Klan

Date: _____

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Livonia Public Schools

District Services

Date: April 11, 2024

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Purchase of Pool Bleachers at Churchill High School

I am requesting that the purchase of pool bleachers from Southern Bleacher Company, Inc., Graham, Texas, in the amount of \$74,845 and funded via the 2021 Bond, be placed on the agenda for the April 15, 2024, Committee of the Whole meeting. This purchase is part of the high school pool room updates at Churchill High school, occurring this summer. The current bleachers in the pool area at Churchill no longer function properly and need replacement. Pricing is from TIPS Purchasing Cooperative, which satisfies the Board's requirement to bid.

Please contact me if you have questions. Thank you.

Attachments

PF/ko

c: Board of Education



Southern Bleacher Company, Inc.

P: 800.433.0912 | F: 940.549.1365
P.O. Box One | 801 Fifth St. | Graham, TX 76450
www.SouthernBleacher.com

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

QUOTE

April 9, 2024

Harry C. Lau
Administrator Facilities and Operations
Livonia Public Schools
15125 Farmington Rd.

RE: Livonia Churchill High School – New Pool Bleachers

Southern Bleacher Company is pleased to offer the following quotation for the above referenced project. Cost includes freight and Installation to: Livonia, MI

- **Provide One (1) Pool Bleacher:**
- **Provide Code Compliant Non-Elevated Angle Frame Bleacher (Silver Edition)**
- **All Aluminum Understructure**
- **8 rows x 69' long**
- **8" Rise/24" Treads**
- **Aisles w/handrails**
- **Vertical Picket Guard Railings - Black or Silver Anodized Aluminum**
- **Wheelchair Spaces per code**
- **Anodized Extruded Aluminum Bench Seats.**
- **Painted Extruded Aluminum Risers (std. colors).**
- **Mill finish extruded aluminum footboards.**

Delivered and Installed onto contractor supplied concrete pad designed to accommodate the bleacher: \$74,845.00

Includes:

- All Aluminum understructure
- Freight
- Sales Tax
- Unloading and Installation by Southern Bleacher (non-union, non-prevailing wages) by Factory Certified Technicians.
- Engineered Drawings stamped by a Professional Engineer in the State of Michigan

Excludes:

- Concrete pad or pathways to and from exit locations flatwork beneath the exit ramp and stairs.
- Any state or local, permits, fees, etc.
- Any bonds.
- Seat Numbers
- Allowances
- Onsite restoration
- Any item not listed in above inclusions.

Lead Times:

- **Engineer Stamped Shop Drawings – 3-4 weeks from Notice to Proceed**
- **Material Delivery after Returned APPROVED Shop Drawings – 60 - 90 Calendar Days**
- **Installation – 1-2 weeks**

NOTE: Southern Bleacher requires adequate site access to perform our work.

The above price is valid for 30 days.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Southwell', written in a cursive style.

David Southwell
Field Sales Manager



Livonia Public Schools

District Services

Date: April 11, 2024

To: Andrea Oquist, Superintendent

From: Phillip Francis, Assistant Superintendent of District Services

Re: Technology Contractor for 2024 Renovations – 2021 Bond

I would like to request adding the approval of the Phase 3 Bond technology contractor as an agenda item to the April 15, 2024, Committee of the Whole meeting. This is a contract extension to AMcomm via the change order process. Per the district's bond governance, the Board needs to be notified when a change order of \$100,000 or more occurs.

AMcomm was the low responsible technology bidder for the 2023 bond renovations. After consultation with the district's legal counsel, the Bond Team requested AMcomm to hold their 2023 pricing for the 2024 technology bond renovations, and they agreed. Therefore, we will re-engage them via the change order process in the amount of \$260,551.07. No further action needs to be taken by the Board, but I would like to discuss this topic with them at the next Committee of the Whole meeting.

Thank you.

Attachment

PF/ko

c: Board of Education

March 6, 2024

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

Project Name: Livonia Public Schools
Media Center Renovations – Technology
Livonia, Michigan

IDS Project No.: 21191-1000 BP 04

Dear Mr. Francis:

This letter is the recommendation by IDS to issue a change order to the existing contractor – AmComm Telecommunications Inc., for the 2024 Media Center Renovations project. Amcomm was originally hired for the 2023 Media Center Renovations under the Bid Pack 04 after a competitive bidding process and award, which was substantially completed in December 2023. Their existing contract remains open, and they were solicited for a formal fixed price quote to complete similar work from last summer's work. Amcomm agreed under the existing contract to provide extended unit pricing for the same work for a period of 12 months after substantial completion of the prior work. Under that agreement we have prepared a Change Order to award the next phase of Media Center Renovations and Improvements to Amcomm Telecommunications under that existing contract where they were determined to be the low compliant bidder. Amcomm has provided the required Bid Bond, Familial Disclosure, Affidavit of Compliance and Criminal Background Affidavit with their prior bid submission.

The technology team has reviewed the quote submission by Amcomm Technologies for standardization and predictive pricing, based on the same requirements established in prior bidding in the overall phase implementation plan for all buildings. Using the extended unit pricing model insured we were using the same technologies and satisfies the needs for these particular requirements.

Based on these considerations, IDS recommends the approval of the attached change order to award the Media Center Renovations – Technology Bid Pack 04 for Summer 2024 work to the current qualified contractor, Amcomm Telecommunications, in the amount of \$240,551.07 as an extension to their current contract. Amcomm has demonstrated they are capable of completing this new work and has been a contractor in good standing with the District for prior District projects.

In addition to the award amount, IDS is also recommending a separate construction contingency be included in the amount of \$20,000.00.

Sincerely,

Rock Morey – Project Manager

ec: T. Klan, LPS
P. Francis, LPS
B. Weber, PMC
File



Livonia Public Schools

Secondary Education

Date: April 12, 2024

To: Andrea Oquist, Superintendent

From: Kevin Etue, Director of Secondary Programs

William Green, Director of Elementary Programs (JCEC)

Re: Board Policies EEB, JCEC, JN

I would like to continue discussions with the Board that began at our most recent Study Session on Board Policies EEB Wellness for Students – Business Management, JCEC - Bullying Prevention - Students (with Mr. Green), and JN – Letter Jackets, Letter Awards and Scholarships - Students, as well as proposed Guidelines for Student Activities and Athletic Offerings which is related to Board Policy JN.

Please include this item on the April 15, 2024 Policy Committee meeting agenda. As always, please let me know if you have any questions.

c: Board of Education

KE/WG/tg

Attachments



Livonia Public Schools

Human Resources

Date: April 12, 2024

To: Andrea Oquist, Superintendent

From: Anthony Abbate, Director of Human Resources

Jennifer Keatts, Director of Human Resources

Re: Board Policies GAA, GBN, GBQ, GBRA

We would like to continue discussions with the Board that began at our most recent Study Session on Board Policies GAA - Goals and Objectives - Personnel, GBN - Separation of Certificated Personnel - Personnel, GBQ - Retirement System - Personnel, and GBRA - Physical Examination of Employees - Personnel.

Please include this item on the April 15, 2024 Policy Committee meeting agenda. As always, please let me know if you have any questions.

c: Board of Education

AA/JK/tg

Attachments

BOARD POLICY

EEB

BUSINESS MANAGEMENT WELLNESS FOR STUDENTS

DECEMBER 19, 2016
REVIEWED 2023-2024

The Livonia Public Schools School District is committed to promoting a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

District Wellness Committee

The District will convene a representative District Wellness Committee to establish goals for and oversee school health and safety policies and programs; including development, implementation, periodic review, and update of this district-level wellness policy.

Nutrition Education

Every year, all students, Pre-K—12, shall receive nutrition education that is aligned with the **Michigan Health Education Content Standards and Benchmarks**. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus.

Nutrition Standards

The District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found **identify** in federal regulations. The District shall encourage students to make nutritious food choices.

The District shall monitor food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs.

The Superintendent, or designee, shall annually evaluate Livonia Public Schools vending policies and contracts as necessary and required by law. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrient standards may be sold through fundraisers on the school campus during the school day. The District will make available to teachers, club leaders, and coaches information on fundraising as well as tracking of the individual fundraisers by the principal.

Physical Education and Physical Activity Opportunities

The District's Physical Education instruction is aligned with the K-12 Michigan Physical Education Content Standards and Benchmarks. The District shall offer Physical Education opportunities that include the components of a quality physical education program. Physical Education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year all students, Pre-K--12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long term benefits of a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student-Wellness

The District may implement other appropriate programs that help promote a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

The District will integrate wellness activities across the school setting. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Implementation and Measurement

The District Wellness Committee shall develop and implement an annual progress report or a triennial progress report. These reports will be placed on the District website available for public review. The District Wellness Committee will make recommendations to the Board of Education to update or modify the Wellness Policy based on the results.

ADMINISTRATIVE PROCEDURE

EEB

BUSINESS MANAGEMENT WELLNESS FOR STUDENTS

OCTOBER 2016
May 2024

District Wellness Preamble

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

~~Research shows that good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. Less than adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are active through a physically active means of transportation to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities do better academically.~~

This procedure outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day, while minimizing commercial distractions. Specifically, this procedure establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available throughout the school campus, in accordance with Federal and State nutrition standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during, and after school;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.

1. District Wellness Committee

A. Committee Role and Membership

The District will convene a representative District Wellness Committee to establish goals for and oversee school health and safety policies and programs; including development, implementation, periodic review and update of this district-level wellness policy.

The District Wellness Committee membership is open to all school employees and include (to the extent possible), but not be limited to: parents and guardians, representative(s) of the District food service program; physical education teachers; health education teachers; school board members; health professionals (ex., dietitians, doctors, nurses); and the general public. **The Director of Secondary Programs will have oversight of this committee.**

B. Wellness Policy Implementation

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy.

C. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy. Documentation will include:

1. The written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements.
3. Documentation of the annual policy progress report.
4. Documentation of the triennial assessment of the policy.
5. Documentation demonstrating compliance with public notification requirements, including;
 - Method by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
 - Efforts to notify families about the availability of the wellness policy.

2. Nutrition Education

Nutrition promotion and education positively influence lifelong eating behaviors and encourage healthy nutrition choices.

The District aims to teach, model, encourage, and support healthy eating to students. Schools will provide nutrition education and engage in nutrition promotion.

Every year, all students, pre-K-12, shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the School District.

3. Nutrition Standards

A. School Meals

~~Our~~**The** District is committed to serving healthy meals to children in compliance with the USDA Guidelines of the National School Lunch and School Breakfast Programs.

B. Competitive Food and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards.

C. Food Service Guidelines for Livonia Public Schools

~~The Board of Education~~ **District** shall provide cafeteria facilities in all schools and will provide food service for the purchase and consumption of breakfast, lunch, and snacks for all students.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages.

4. Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

The Board District will permit student ~~fund-raising~~ fundraising by students in school, on school property or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

~~Fund-raising~~ Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. For any ~~fund-raisers~~ fundraisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/ or beverages to be sold shall comply with the current nutrition standards, and also be consistent with requirements set forth. If the item being sold is a nonfood item it can be sold at any time, if approved by the school principal.

5. Physical Education and Physical Activity Opportunities

A. Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes.

All district elementary students in each grade will receive physical education instruction weekly throughout the school year.

All district middle school students will be required to take two 10 week periods of Physical Education and one 10 week period of Health.

All district 9-12th grade students will be required to take one semester of Personal Fitness and one semester of Health.

The District physical education program will promote student physical fitness through individualized fitness and activity as outlined in the criterion referenced program of the *Fitnessgram*.

1. Recess (Elementary)

All elementary schools will offer recess daily. Recess will complement, not substitute, physical education classes. ~~Recess monitors will encourage students to be active.~~

2. Before and After School Activities

The District will offer **notify families of** opportunities for students to participate in physical activity either before and/or after the school day ~~(or both) through a variety of methods.~~

3. Active Transport

The District will encourage walking or riding bikes to and from school.

6. Other School-Based Activities Designed to Promote Student Wellness

The District will integrate wellness activities across the entire school setting. The School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary and work towards the same set of goals.

A. Community Health Promotion and Engagement

The District will ~~promote~~ **provide information** to parents/guardians, families, **when feasible and appropriate**, the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school- sponsored activities and will receive information about health promotion efforts.

7. Implementation and Measurement

A. Annual Progress Reports

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools. This annual report will include information from each school within the District. This report will include, but is not limited to:

1. The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy.
2. A description of each school's progress in meeting the wellness policy goals.
3. A summary of each school's events or activities related to wellness policy implementation.
4. Information on how individuals and the public can get involved with the District Wellness Committee.

The District Wellness Committee will establish and monitor goals and objectives for the schools.

B. Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
2. The District Wellness Committee will provide a description of the progress made in attaining the goals of the District's wellness policy.

The District Wellness Committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

C. Revisions and Updating the Policy

The District Wellness Committee will recommend to the ~~Board of Education~~ **Superintendent** updates and modifications to the Wellness Policy based on the results of the annual progress reports and triennial assessments, and /or as District priorities change; wellness goals are met; and new Federal or State guidance or standards are issued.

D. Community Involvement, Outreach, and Communications

The District is committed to being responsive to community input, which begins with awareness of the Wellness Policy. The District will actively communicate ways in which representatives of the District Wellness Committee and others can participate in the development, implementation, and periodic review and update of the Wellness Policy through a variety of means appropriate for the district.

BOARD POLICY

JCEC

STUDENTS BULLYING PREVENTION

MARCH 30, 2015
REVIEWED 2023-2024

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic and social-emotional standards. It is the policy of the District to provide a safe educational environment for all of its students. All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers, is strictly prohibited.

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school’s control authority, or where an employee is engaged in school business.

This policy also applies to conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any written, verbal, psychological, physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students
- b. Adversely affecting the ability of a student to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school

~~“Cyberbullying” is any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:~~

- ~~a. Substantially interfering with education opportunities, benefits, or programs of one or more students~~

- ~~b. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress~~
- ~~c. Having an actual and substantial detrimental effect on a student's physical or mental health~~
- ~~d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school~~

Bullying includes a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). ~~that is reasonably perceived as being motivated either by~~ **Bullying may be related but not limited to** any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. ~~Bullying can be physical, verbal, psychological, written or a combination of all four. Some~~

eExamples of bullying are **may include but are not limited to:**

- a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- d. Written - graphic or electronically transmitted
- e. **Cyberbullying**

Any student, whether victim or not, who believes s/he has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. Complaints against the building principal should be filed with the Superintendent or his/her designee. The student may also report concerns to a ~~teacher or counselor~~ **staff member** who will be responsible for notifying the appropriate **building** administrator.

The building principal (or his/her designee) shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy. If the investigation finds an instance of bullying has occurred, it will result in appropriate consequences.

The individual responsible for conducting the investigation shall notify the parents/legal guardians of the victim, as well as of the perpetrator, of the ~~verified~~ **reported** incident(s) of bullying as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of this contact, or attempt to notify, shall be noted.

The individual responsible for conducting the investigation shall document all reported incidents which are prohibited and report all ~~verified~~ **reported** incidents of bullying or other behavior which violates this policy, as well as any remedial action taken, to the Superintendent or his/her designee.

The Superintendent, or his/her designee, shall submit a compiled report to the Board on an annual basis. The Superintendent is responsible for implementation of this policy. This policy will be publicized by being placed on the School District's website and in student handbooks. Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. This policy is published in the student handbook annually, which is accessible on the school and district websites.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a "need to know" basis.

LEGAL REF: Matt Epling Safe School Law (MCL 380.1310b)

STUDENTS

BULLYING PREVENTION

ADDED 2024

1. At the conclusion of each school year, building administrators and support staff will conduct school building level (early childhood, lower elementary, upper elementary, middle school, high school, and/or post-secondary) transition meetings. The purpose of these transition meetings is to ensure building administration and staff at the next school building level are informed of substantiated and/or unsubstantiated bullying concerns that occurred at a student or students' previous school building.
 - Early Childhood → Lower Elementary
 - Lower Elementary → Upper Elementary
 - Upper Elementary → Middle School
 - Middle School → High School
 - High School → Post Secondary

2. At the beginning of each school year, all employees will receive annual training on bullying prevention. The District will approve training materials and content prior to implementation. At the school building level, training may occur during the beginning of the school year professional development time and delivered by district/building administration and staff. Employees not assigned to a school building will receive annual training at the beginning of each school year at a date and time to be determined by their supervisor. Items to be discussed at the beginning of each school year include, but are not limited to, state guidelines on bullying prevention, district policy on bullying prevention, administrative procedures on bullying prevention, bullying definition, and the responsibilities and processes for staff to follow when they witness or receive reports of bullying.

3. At the beginning of each school year, all students will receive annual education on bullying prevention delivered by school building administration and staff. The bullying prevention training will include, but is not limited to, restorative practice components which guide students to strengthen their self-worth, increase their capacity to respond and report a bullying incident, and enhance their ability to support another student. School building administration will determine the date and time of student training. The District will approve training materials and content prior to implementation. Additionally, students will receive bullying prevention education throughout the school year as determined appropriate by school building administration.

4. At the beginning of each year, parents and guardians will receive annual notice from the school district pertaining to bullying prevention information. Specifically, parents and guardians will receive information on annual staff training, annual and continuous student education, school district policy, and where bullying prevention information and resources are located. Additionally, parents and guardians will receive bullying prevention information and reminders throughout the school year as determined appropriate by school building administration.

BOARD POLICY

GAA

PERSONNEL GOALS AND OBJECTIVES

JUNE 20, 1988

~~The excellence of the entire staff determines the success of a quality educational experience for the students of the District. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.~~

~~The Board's specific personnel goals are:~~

- ~~1. To employ the best available personnel to staff the school system~~
- ~~2. To provide compensation and benefits for staff welfare~~
- ~~3. To develop and implement personnel evaluation processes which will contribute to the improvement of staff capabilities and the learning program~~
- ~~4. To provide in-service training~~
- ~~5. To assign personnel so as to ensure they are utilized as effectively as possible~~
- ~~6. To develop a climate which will produce the highest staff performance, morale and satisfaction~~

The overall quality of the educational and social-emotional experience offered to students and families is dependent upon well-trained, skillful, compassionate, enthusiastic, and dedicated staff members serving in every role across the district. The District supports staff members as people and professionals, embracing its responsibility to promote general wellness.

The Board's **District's** specific personnel goals are:

1. To **seek, attract, recruit,** and employ the best available personnel to staff the school system **district**
2. To provide **competitive** compensation and **quality** benefits for staff
3. To promote collaborative efforts among staff to positively impact student learning through the improvement of instruction, and support of general wellness among both staff and students
4. To develop, **adopt,** and implement personnel evaluation processes **that prioritize professional growth, provide focus for staff to systematically enhance skills and knowledge, establish accountability for job performance, and contribute to the continuous improvement of the district's learning programs** ~~which will contribute to the improvement of staff capabilities and the learning program~~
5. To ~~provide in-service training~~ **enhance employee capacity through in-service training and meaningful opportunities for professional growth**

6. To assign personnel in a manner that best fits the needs of students and the operation of the District while also considering the position that affords the staff member the best possible opportunity for their success ~~so as to ensure they are utilized as effectively as possible~~
7. ~~To develop~~ To promote staff morale through the development of positive environments that are welcoming, safe, and encouraging for staff to engage, excel, and experience satisfaction in their roles ~~a climate which will produce the highest staff performance, morale and satisfaction~~

BOARD POLICY

GBN

PROFESSIONAL PERSONNEL

JUNE 20, 1988

SEPARATION **EMPLOYMENT STATUS** OF CERTIFICATED PERSONNEL

The decision on the employment status of ~~these~~ certificated personnel individuals shall include consideration of the Superintendent's or designee's recommendations for reemployment, separation, or an additional year of probation. All procedures shall be in conformance with the tenure act, any individual written contracts, appropriate collective bargaining agreements, and law. It is the policy of the Board of Education ~~The District will~~ to notify probationary and tenured personnel of their employment status no later than the date established by state law and contractual agreements. ~~The decision on the employment status of these individuals shall include consideration of the Superintendent's recommendations for reemployment, separation, or an additional year of probation.~~

CROSS REF.: GBI - Professional Personnel Evaluation, Master Agreements: LEADS, LEA
LEGAL REF.: MCLA 38.101 *et seq.* (Legal References Updated 3/12/07)

BOARD POLICY

GBQ

PERSONNEL RETIREMENT SYSTEM

~~JUNE 20, 1988~~

~~Employees are covered for retirement pension purposes under the Michigan Public School Employees Retirement System Retirement Act.~~

~~The Michigan Public School Employees Retirement System Act was recently amended by Act 91 of the Public Acts of 1985, to provide for tax deferment of a Michigan Public School Employees Retirement System member's contributions picked up as provided under Section 414(h) (2) of the United States Internal Revenue Code.~~

~~The Livonia Public Schools School District Board elects to pick up Michigan Public School Employees Retirement System members' contributions as provided by the Internal Revenue Code. The contributions picked up shall be remitted directly by the Livonia Public Schools School District to the Michigan Public School Employees System. Further contributions remitted are designated as employer contributions for purposes of the Retirement System which are being paid by the Livonia Public Schools School District in lieu of the employee contribution requirements and the employees will not be given the option to receive the contributed amounts directly instead of having them paid to the pension plan.~~

The Michigan Public School Employees Retirement System (MPERS) was established by Public Act 136 of 1945 to provide a system of uniform retirement benefits for employees of local school districts in the State of Michigan. Health care benefits were added by legislators in 1975. The provisions governing MPERS were later recodified as Public Act 300 of 1980, the Public School Employees' Retirement Act. That act, as amended, governs the retirement system and includes provisions related to the retirement system's board, benefit vesting, eligibility age and years of service, the calculation of service credit and purchase of credit rules, employee contributions, and the determination of benefit levels.

MPERS is administered by the Office of Retirement Services (ORS) in the Department of Technology Management and Budget. ORS administers a Defined Benefit Plan, a Defined Contribution Plan, and two hybrid plans for public school employees. ORS also administers two retiree healthcare plans: the premium subsidy benefit and the Personal Healthcare Fund. Employees of Livonia Public Schools are automatically enrolled into MPERS. The date an employee first works for a Michigan public school determines the plans an employee is eligible to participate in. All retirement plans require an employee contribution. The District shall make the required employer contributions.

CROSS REF.: Master Agreements: LEADS, LEA, SEALS, AFSCME, LSA, LPA
LEGAL REF.: MCLA, 38.1301 *et seq.* (~~Legal References Updated 3/12/07~~)

BOARD POLICY

GBRA

PERSONNEL **MEDICAL** PHYSICAL EXAMINATION OF EMPLOYEES

~~JUNE 20, 1988~~

~~The Board of Education grants to the administration the right to require applicants and employees to submit to mental and physical examinations.~~

The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal or state law.
- Required or permitted by the employee's contract of employment or collective bargaining agreement and permitted by federal or state law.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his or her job.
- Information suggests that the employee has a health condition which may endanger the health of students, the employee or other employees.
- An employee has provided medical documentation as the basis for a health leave or in return from a health leave and the School District believes that a second medical opinion is appropriate.

When the Superintendent or designee has required an employee to submit to a medical examination, all costs will be borne by the School District. The employee will be required to sign releases authorizing his or her physicians to release related information to the School District's physician. The physician of the District's choosing will submit a copy of the report of the examination directly to the Superintendent or his/her designee.

BOARD POLICY

JN

STUDENTS
LETTER JACKETS, LETTER AWARDS AND SCHOLARSHIPS

MARCH 16, 2015
Reviewed 3/2018

It shall be the policy of the school district to give appropriate recognition to pupils for progress and/or attainment in all areas of classroom scholastic endeavor as well as in areas of the school's co-curriculum and extracurricular activities.

The recognition should be as closely related as possible to the nature of the achievement and should be assessed by school administration.

Letter Jackets

Letter jackets (also known as varsity jackets) are a means to recognize and celebrate academic, activity, and/or athletic achievements, and awarded to high school students who excelled in these areas.

Letter Awards

Students may be awarded letters in academic, activity, and/or athletic achievements. An awarded letter shall be placed on the left front panel of the letter jacket. Each club activity sponsor, club athletics team coach, and Board of Education approved athletic team coach will inform student members of the requirements and standards for earning a letter award in the respective area. Letters given by the school will be awarded to students who have met the established criteria. The method of presenting letters awards will be at the discretion of each school.

A student athlete on a Board of Education approved athletic team or club athletic team who completes three full seasons of athletic experience in a particular sport but does not qualify for an athletic letter in any of those three seasons will be granted an athletic letter at the end of the third season. The awarding of an athletic letter in this manner is intended to recognize those student athletes who regularly attend practice and participate in team activities, but whose skills and abilities may not earn the athletic letter based solely on the criteria of the coach.

ADMINISTRATIVE PROCEDURES

JN

**STUDENTS
AWARDS AND SCHOLARSHIPS
SCHOLARSHIPS**

**MARCH 12, 2018
LETTER JACKETS, LETTER AWARDS AND
April, 2024**

Varsity Letters

~~Each coach will inform team members of the requirements and standards for earning a varsity letter in that sport. Varsity letters given by the school will be awarded to students who have met the established qualifications. An athlete who completes three full seasons of athletic experience in a particular sport but does not qualify for a letter in any of those three seasons will be granted a varsity letter at the end of the third season. The awarding of a varsity letter in this manner is intended to recognize those student athletes who regularly attend practice, but whose skills and abilities may not earn the varsity letter based solely on the criteria of the coach. The method of presenting varsity letters in each sport will be at the discretion of each head coach.~~

A. LETTER JACKETS

1. Letter jackets are also known as varsity jackets.
2. A student awarded an academic, activity, and/or athletics letter award may purchase a letter jacket.
3. A student who is awarded an academic or activity letter will have the words "Livonia Churchill", "Livonia Franklin", or "Livonia Stevenson" written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.
4. A student who is awarded an athletics letter will have the words "Churchill Varsity", "Franklin Varsity", or "Stevenson Varsity" written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.

B. LETTER AWARDS

1. Livonia Public Schools has three types of letter awards that a student may earn and attach to the student's letter jacket.
 - . Academic Letter
 - i. Awarded to a student who earns a 3.5 or higher grade point average in four semesters.
 - ii. The word "ACADEMIC" will be stitched into the letter.
 - a. Activity Letter
 - i. Awarded to a student who meets or exceeds the pre-approved criteria of a school approved club activity.
 - ii. The word "ACTIVITY" or the official name of the activity (ex: "ROBOTICS" or "MARCHING BAND") will be stitched into the letter.
 - c. Athletics Letter

- i. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a Board of Education approved athletics team with a varsity level designation and/or requirements set forth in Board Policy JN.
- ii. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a club athletic team and/or requirements set forth in Board Policy JN.
- iii. The athletic award is left blank with no words stitched into it.

C. LETTER AWARDS DESIGNS

1. Livonia Public Schools will have one letter award design for each of the high schools: Churchill High School, Franklin High School, and Stevenson High School.
2. Churchill High School will use the block "C" design.
3. Franklin High School will use the block "F" design.
4. Stevenson High School will use the block "S" design.
5. Each block letter design must be approved by the school's principal with support by the Director of Secondary Programs.



Livonia Public Schools

Secondary Programs

Date: April 15, 2024
To: Andrea Oquist, Superintendent
From: Kevin Etue, Director
SUBJ: Guidelines for Student Activities and Athletic Offerings

I am asking this agenda item to be included as part of the Committee of the Whole meeting for April 15, 2024. The Livonia Public Schools Guidelines for Student Activities and Athletic Offerings will be updated to reflect any changes with Board Policy JN – Awards and Scholarships as approved by the Board of Education and reflect updates to Administrative Procedures as part of Board Policy JN – Awards and Scholarships.

The Livonia Public Schools

Guideline for ~~Student Activities~~

~~And Athletic Offerings~~ High School Student Club
Activities, Club Athletics, and Board Of
Education Approved Athletics

~~Livonia Churchill~~
~~Livonia Franklin~~
~~Livonia Stevenson~~

Rationale

Guidelines are necessary because many parents want the school district to promote and fund programs in which their children may have an interest in.

Recent Requests

Skiing	Weightlifting	Field Hockey
Bowling	Roller Hockey	Sailing
Skateboarding	Ribbon Dancing	Boxing
Boy's Gymnastics	Boys' Volleyball	Kick Boxing
Figure Skating	In-Line Skating	Lacrosse
Archery	Equestrian	Karate
Crew	Cycling	Badminton

GUIDELINES FOR STUDENT ACTIVITIES AND ATHLETIC OFFERINGS HIGH SCHOOL CLUB ACTIVITIES, CLUB ATHLETICS, AND BOARD OF EDUCATION APPROVED ATHLETIC TEAMS

I. General Statements

If an ~~student athletic team becomes a activity or sport~~ **Board approved athletic team** qualifies for activity or athletic department status, it should receive, **as appropriate**, the additional funding required to support the **Board approved athletic team**. ~~similar to other student activities or athletic department programs in terms of equipment, transportation, awards, etc. This would not require that an existing sport or activity~~ **Board approved athletic team** be dropped in order to create the necessary funding. **However, this request must proceed through the formal budget process in order to be certain that funding will be available to initiate and sustain programming.** Similarly, new **Board approved athletic** programs ~~should~~ **will** be assigned to **the** activity or athletic department. ~~status only if "new dollars" are available to maintain the quality of existing programs.~~

If a club athletic team is approved, it is considered a self-funded entity with monies accrued or raised through the club athletics organization which is not directly administered by Livonia Public Schools. Livonia Public Schools holds no responsibility in terms of budgetary items including, but not limited to, facility usage, equipment, and/or transportation. Similarly, new club athletic teams shall be assigned to the appropriate school office, assistant principal of the attendance office.

II. STUDENT CLUB ACTIVITIES (Student Activities Department)

A. Definition

A student-club activity is defined as a program that may exist or operate under the supervision of the high school student activities director. Student-Club activities are funded primarily from monies raised by or through the student activities program. Student Club activities originate only with the approval of the building principal and have use of the district facilities as available.

B. Requirements to achieve student club activity status:

- The student club activity must demonstrate adequate interest, defense by the building principal or student activities director.
- Develop goals and a purpose statement and have it approved by the student activities director and building principal. This charter should include rules and regulations where applicable.
- A qualified faculty member or approved adult sponsor will must be approved by the principal and student activities director.
- Minimum guidelines will be established at the building level with school district input if necessary as appropriate.
- Arrangements will be made for adequate facilities, management personnel, and assistance.

C. Administrative Requirements

- Development of goals and purpose statement and have it approved by the student activities director and building principal. This charter should include rules and regulations where applicable.
- Provide proposed fundraising activities, to be approved by the student activities director and the building principal.
- Be sponsored by a faculty member or an approved adult.
- Provide the student activities director with a transportation plan, if applicable.
- Complete an annual program review and end of the year sponsor meeting with the student's activities director.
- Adequate administrative resources and physical facilities must be available.
- As appropriate, establish clear criteria for a participating student to earn an activity letter award. Not all clubs will be approved to offer the opportunity to earn an activity letter award. This must be recommended by the Student Activities Director and approved by the principal.

D. Activity Letter Award

- A student may earn an activity letter award if the student meets the criteria set forth in the club activity's guidelines or bylaws. Typically, at minimum, participation in a club for at least two years in good standing is required to be awarded an activity letter.
- Activity letters are requested through the club sponsor and approved by the student activities director.

III. CLUB ATHLETICS (Attendance Office Assistant Principal)

A. Definition

A club athletic team is defined as a program that may exist or operate under the supervision of the attendance office assistant principal. It is also defined as a game of skill, that the skill be physical, that the game has a wide following, and that following achieve a certain level of stability. The sport is refereed game or judged performance.

A club athletic team is funded through the club athletics organization which is outside of Livonia Public Schools. A club athletic team originates only with the approval of the Director of Secondary Programs.

B. Requirements to achieve club athletics status:

- Meet all of the following requirements.
 - Club Athletics request must have previously been an approved club activity with Livonia Public Schools.
 - Athletic program can not be an already Board of Education approved athletic program for Livonia Public Schools.
 - Must have consistently demonstrated adequate student interest. Adequate student interest is defined as consistent growth and/or stability among participants.
 - Have adequate competition among interscholastic opponents.
 - Must be sanctioned or under the supervision of a recognized statewide or nationwide governing body.
 - Be willing to abide by Livonia Public Schools Athletic Code of Conduct including eligibility requirements.
 - Sufficient self-funding and independently provided facilities are available to maintain the new program.
- Develop goals and a purpose statement and have it approved by the Assistant Principal of the Attendance Office and Director of Secondary Programs.
- This charter should include rules and regulations where applicable.
- Define criteria to earn an athletic letter award which must be approved by the club sponsor and the Director of Secondary Programs.
- A qualified sponsor must be approved by the Assistant Principal of the Attendance Office and Director of Secondary Programs.

C. Administrative Requirements

- Complete an annual program review and end-of-the-year sponsor meeting with the Assistant Principal of the Attendance Office and Director of Secondary Programs.
- Assistant Principal of the Attendance Office will report to the club sponsor the following:
 - Five-week eligibility grade check reports.
 - Violations of the athletic code of conduct by a student-athlete.
 - Violations of the district and/or school code of conduct by a student-athlete.

D. Letter Award

- A student may earn an athletic letter award if the student meets the criteria set forth in the club athletic team's guidelines or bylaws AND approved by Livonia Public School's Director of Secondary Programs or designee.
- The student is enrolled in Livonia Public Schools.
- The student's club athletic team affiliation is...
- Letters shall not be automatically awarded to all students participating on the club athletic team. He/she must compete at the equivalent of a "varsity level" and meet all aforementioned criteria.
- A student-athlete on a club athletic team who completes three full seasons in good standing of athletic experience in a particular sport but does not qualify for an athletic letter in any of those three seasons will be granted an athletic letter at the end of the third season. Awarding of an athletic letter in this manner is intended to recognize those student-athletes who regularly attend practice and team activities but whose skills and abilities may not earn the athletic letter based solely on the coach's criteria.
- Athletic letters are requested through the Assistant Principal of the Attendance Office and approved by the Assistant Principal of the Attendance Office.

IV. VARSITY SPORTS BOARD OF EDUCATION APPROVED ATHLETICS

A. DEFINITION

A ~~varsity sport~~ **Board of Education approved athletic team** is defined as an ~~athletic program~~ **sport (varsity and/or sub varsity)** operating under the direct supervision of the athletic director and funded by the Board of Education. It is also defined as a game of skill, that the skill be physical, that the game has a wide following, and that following achieve a certain level of stability. The sport is refereed game or judged performance.

B. One of the following requirements must be met before a sport may apply for athletic department status.

1. Be a sponsored MHSAA sport which, by Handbook definition, requires that a minimum of 64 schools have been sponsoring the sport for two consecutive years.

2. Meet all of the following requirements.

- Must have demonstrated adequate student interest for the preceding four years. Adequate student interest is defined as double the minimum squad size.
- Have adequate competition for the given sport, defined as at least ten interscholastic opponents.
- Must be sanctioned or under the supervision of a recognized non-profit statewide governing body.
- Be willing to abide by all the rules and regulations of the MHSAA and the Livonia Public Schools Athletic Code of Conduct.
- Sufficient **district** funding and facilities are available to maintain the new program.

C. PERIODIC REVIEWS

All athletic offerings will be reviewed annually to determine compliance with the above guidelines and other standards established by the Livonia Public Schools.

D. Letter Award

- A student may earn an athletic letter award if the student meets the criteria set forth by the team's head varsity coach through participation at the varsity level athletic team and approved by the school's Athletic Director. Letters are not awarded to students who are participating on a Freshman or JV team.
- A student athlete on a Board of Education approved athletic team who completes three full seasons in good standing of athletic experience in a particular sport but does not qualify for an athletic letter in any of those three seasons will be granted an athletic letter at the end of the third season. The awarding of an athletic letter in this manner is intended to recognize those student athletes who regularly attend practice and team activities, but whose skills and abilities may not earn the athletic letter based solely on the criteria of the coach.
- Athletic letters are requested through the head varsity coach of the athletic team and approval from the school's Athletic Director.

IV. REQUESTS FOR SUB VARSITY AND VARSITY SPORT STATUS

- A. All requests for **Board of Education approved** athletic status (varsity or sub varsity) must go through the Livonia Public Schools Athletic Council, **initially**.
- B. All recommendations from the Athletic Council will be sent to the Director of **Secondary Programs** ~~the Administrative Services~~ for consideration of adoption **which may include surveying Livonia Public Schools students in 6th-11th grades prior to moving forward with a recommendation.**
- C. The Director of **Secondary Programs** ~~Administrative Services~~ will forward recommendations to the Superintendent of the Livonia Public Schools.
- D. The final recommendation by the Superintendent for additional offerings will be forwarded to the Board of Education for budget consideration and adoption or denial.