

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**Regular Meeting (Includes Organizational Items)  
July 21, 2025 - 6:30 PM  
Board Room  
15125 Farmington Road  
Livonia, Michigan 48154**

**AGENDA**

- I. ROLL CALL: Madeline Acosta, Karen Bradford, Colleen Burton, Crystal Frank, Liz Jarvis, Mark Johnson, Dave MacFarland**
- II. PLEDGE OF ALLEGIANCE**
- III. COMMUNICATIONS**
  - A. District Update from the Superintendent**
  - B. Audience Communications (limited to 15 minutes, with remainder taking place prior to HEARING FROM BOARD MEMBERS)**
- IV. PERSONNEL MATTERS**
  - A. Approval of Collective Bargaining Agreement with Livonia Secretarial Association (LSA) 3**
  - B. Recommendation for Student Services Coordinator 4**
  - C. Recommendation for Emerson Principal 5**
  - D. Recommendation for Cooper Assistant Principal 6**
  - E. Teachers for Approval 7**
  - F. Retirements 14**
- V. ANNUAL ORGANIZATION MATTERS**
  - A. Adoption of 2025-2026 Bylaws to Establish Meeting Dates and Other Procedures 17**
  - B. Designation of 2025-2026 Bank Depositories 20**
  - C. Appointment of Investment Officer 21**
  - D. Appointment of Staff Member to be in Charge of Elections 22**
  - E. Appointment of Staff Member Responsible for Posting Board Meeting Notices 23**
- VI. CONSENT AGENDA--Items marked with an "\*" will be considered in one motion. These routine items have been individually reviewed by Board committees and were unanimously recommended for placing on this consent agenda. Any member of the Board may remove items from the consent agenda prior to voting. 24**
- VII. DISPOSITION OF MINUTES**
  - A. \*Minutes of the Regular Meeting of June 23, 2025 25**
  - B. \*Minutes of the Public Hearing of June 23, 2025 36**
- VIII. BUSINESS MATTERS**
  - A. Establishment of Tuition Rate for 2025-2026 37**
  - B. Approval to Purchase Copy Paper 38**
  - C. Approval of Fuel Master System Purchase 41**
- IX. INSTRUCTION MATTERS**

- A. i-Ready Diagnostic Purchase**
- X. HEARING FROM BOARD MEMBERS**
  - A. Hearing from Board Members**
- XI. ADJOURNMENT**

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**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC: Approval of the Collective Bargaining Agreement Between  
Livonia Public Schools School District and Livonia Secretarial Association (LSA)**

**RECOMMENDATION:**

Move that the Board of Education enter into a three-year contract with the Livonia Secretarial Association, whose agreement has been ratified by LSA members. Said contract shall continue until June 30, 2028.

**RATIONALE:**

The Board of Education, through its designated representatives, had been meeting on a regular basis with this bargaining unit. An agreement has been reached between the two parties. Staff recommends that the Board of Education approve this tentative agreement insofar as it represents a fair settlement and is consistent with the guidelines established by the Board of Education.

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

None

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:**                    **Student Services Coordinator Appointment**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint William Parrinello as student services coordinator.

**RATIONALE:**

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

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

None

ljn

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:** Emerson Middle School Principal Appointment

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint Brian Jensen as principal at Emerson Middle School.

**RATIONALE:**

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

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

None

ljn

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC: Cooper Upper Elementary Assistant Principal Appointment**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint Rachel Dzikowski as assistant principal at Cooper Upper Elementary School.

**RATIONALE:**

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

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

None

ljn

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:** Approval of Teachers

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and offer employment for the 2025-26 school year to the teachers listed on the attached document.

**RATIONALE:**

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

**BUDGETARY INFORMATION:**

The positions listed are within the 2025-26 budget.

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

Attached

ljn

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

<b>NAME</b>	<b>DEGREE/SCHOOL</b>	<b>FTE</b>	<b>ASSIGNMENT</b>	<b>MOST RECENT EXPERIENCE</b>	<b>TOTAL YEARS OF EXPERIENCE</b>	<b>STEP</b>
<b>Akouri, Emma</b>	Master of Arts in Education - Literacy Eastern Michigan University  Bachelor of Arts in Elementary Education University of Michigan	1.0	Teacher-5th Grade Johnson Elementary August 18, 2025	Education Program Specialist SAE International	3	Step 3 MA 5 years probation
<b>Alessandrini, David</b>	Master of Arts in Special Education Eastern Michigan University  Bachelor of Music in Music Education: Secondary Instrumental Western Michigan University	1.0	Teacher-Secondary Music Stevenson High School August 18, 2025	Math and Band Teacher Plymouth-Canton Community Schools	5	Step 5 MA 5 years probation
<b>Armelagos, Marina</b>	Bachelor of Arts in Special Education Michigan State University	1.0	Teacher-Resource Room Riley Elementary School August 18, 2025	Daycare Teacher Rosey's Romper Room	0	Step 0 BA 5 years probation
<b>Boris, Kaitlyn</b>	Bachelor of Science in Elementary Education Wayne State University	1.0	Teacher-5th Grade Riley Elementary School August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BS 5 years probation
<b>Bowen, Emily</b>	Bachelor of Science in Elementary Education, Early Childhood Comprehensive Eastern Michigan University	1.0	Teacher-3rd Grade Rosedale Elementary School August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BS 5 years probation

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

<b>NAME</b>	<b>DEGREE/SCHOOL</b>	<b>FTE</b>	<b>ASSIGNMENT</b>	<b>MOST RECENT EXPERIENCE</b>	<b>TOTAL YEARS OF EXPERIENCE</b>	<b>STEP</b>
<b>Broome, Hailey</b>	Bachelor of Arts in Elementary Education Wayne State University	1.0	Teacher-4th Grade Buchanan Elementary School August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BA 5 years probation
<b>Davis, Nicholas</b>	Bachelor of Science in Health and Phys Ed Teaching Wayne State University	1.0	Teacher-Physical Education Webster Elementary School August 18, 2025	Secondary PE/Health Teacher South Redford School District	3	Step 3 BS 5 years probation  9
<b>Engelsen, Adrienne</b>	Master of Science in Curriculum and Instruction: Reading Eastern Illinois University  Bachelor of Arts in Elementary Education University of Illinois, Urbana-Champaign	1.0	Teacher-1st Grade Buchanan Elementary School August 18, 2025	Second Grade Teacher Rockton School District	7	Step 7 MS 2 years probation
<b>Fournier, Cal</b>	Bachelor of Science in Physical Education and Health Education Madonna University	1.0	Teacher-Physical Education Frost Middle School (.7)/Churchill High School (.3) August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BS 5 years probation

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

<b>NAME</b>	<b>DEGREE/SCHOOL</b>	<b>FTE</b>	<b>ASSIGNMENT</b>	<b>MOST RECENT EXPERIENCE</b>	<b>TOTAL YEARS OF EXPERIENCE</b>	<b>STEP</b>
<b>Fournier, Katie</b>	Bachelor of Science in Early Childhood Education Eastern Michigan University	1.0	Teacher-2nd Grade Rosedale Elementary School August 18, 2025	Kindergarten Teacher Dearborn Public Schools	3	Step 3 BS 5 years probation
<b>Gordon, Madeline</b>	Master of Arts in Orientation and Mobility for Children Western Michigan University  Bachelor of Science in Exercise Science Western Michigan University	1.0	Orientation and Mobility Specialist Student Services August 18, 2025	Certified Orientation and Mobility Specialist Kinetic Physical Therapy & Wellness	2	Step 2 MA 5 years probation  10
<b>Gorman, Haley</b>	Bachelor of Arts in Elementary- Early Childhood Education Eastern Michigan University	1.0	Teacher-Kindergarten Grant Elementary School August 18, 2025	Child Development Assistant Livonia Public Schools	0	Step 0 BA 5 years probation
<b>Gullion, Madeline</b>	Bachelor of Arts in English Michigan State University	1.0	Teacher-ELA Holmes Middle School August 18, 2025	Teacher Intern Troy Public schools	0	Step 0 BA 5 years probation

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

NAME	DEGREE/SCHOOL	FTE	ASSIGNMENT	MOST RECENT EXPERIENCE	TOTAL YEARS OF EXPERIENCE	STEP
<b>Hight, Alexa</b>	Bachelor of Science in Elementary- Special Education - Cognitive Impairments Eastern Michigan University	1.0	Teacher-Resource Room Randolph Elementary School August 18, 2025	Student Teaching Livonia Public Schools	0	Step 0 BS 5 years probation
<b>Hunter, Tylee</b>	Bachelor of Arts in Education/ Special Education - Learning Disabilities Michigan State University	1.0	Teacher-Resource Room Student Services August 18, 2025	Student Teaching Livonia Public Schools	0	Step 0 BA 5 years probation  11
<b>Marcou, Jessica</b>	Master of Science in Science Education University of Michigan System  Bachelor of Science in Integrated Science Grand Valley State University	1.0	Teacher-6th Grade Cooper Elementary School August 18, 2025	Science Teacher Our Lady of Victory Catholic School- Archdioceses of Detroit	13	Step 10 MS 5 years probation
<b>Meeker, Aimee</b>	Master of Education in Educational Leadership K12 Principal Northern Arizona University  Bachelor of Science in Microbiology University of Michigan	1.0	Teacher-Science Stevenson High School August 18, 2025	Chemistry Teacher Van Dyke Public Schools	13	Step 12 MS 2 years probation

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

NAME	DEGREE/SCHOOL	FTE	ASSIGNMENT	MOST RECENT EXPERIENCE	TOTAL YEARS OF EXPERIENCE	STEP
<b>Oquist, Olivia</b>	Master of Arts in K-12 Educational Administration Michigan State University  Bachelor of Science in Early Childhood Education Central Michigan University	1.0	Elementary Support Teacher Rosedale Elementary School August 18, 2025	Teacher Novi Community School District	6	Step 6 MA 2 years probation
<b>Petrovich, Hailey</b>	Bachelor of Arts in Secondary Education Language, Literature, and Writing Eastern Michigan University	1.0	Teacher-ELA Franklin High School August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BA 5 years probation   12
<b>Rieder, Elizabeth</b>	Master of Arts in Literacy American College of Education  Bachelor of Science in Psychology Wayne State University	1.0	Teacher-1st Grade Kennedy Elementary School August 18, 2025	Teacher Plymouth Canton Community Schools	13	Step 10 MA 2 years probation
<b>Schettenhelm, Emily</b>	Bachelor of Science in K-12 Special Education Autism Spectrum Disorders Eastern Michigan University	1.0	Teacher-Kindergarten Buchanan Elementary School August 18, 2025	Kindergarten Teacher Walled Lake Consolidated School District	1	Step 1 BS 5 years probation

**2025-2026 School Year  
New Teachers for Board of Education Approval  
July 21, 2025**

NAME	DEGREE/SCHOOL	FTE	ASSIGNMENT	MOST RECENT EXPERIENCE	TOTAL YEARS OF EXPERIENCE	STEP
<b>Simon, Kimberly</b>	Master of Arts in Curriculum and Education Michigan State University  Bachelor of Arts in Elementary Education and English Michigan State University	.5	Teacher Webster Elementary School August 18, 2025	Kindergarten Lead Teacher Our Lady of Sorrows	7	Step 6 MA 5 years probation
<b>Teets, Rachel</b>	Bachelor of Arts in Elementary Education University of Michigan	1.0	Teacher-Kindergarten Randolph Elementary School August 18, 2025	Substitute Teacher EduStaff	0	Step 0 BA 5 years probation   13
<b>Thompson, Nichole</b>	Master of Arts in Psychology University of Detroit Mercy  Bachelor of Arts in Applied Statistics University of Michigan	1.0	School Psychologist Student Services August 18, 2025	School Psychologist Livingston Educational Service Agency	1	Step 1 MA 5 years probation
<b>Watsa, Akash</b>	Master of Arts in Educational Leadership & Policy University of Michigan  Bachelor of Arts in Music Education & Mathematics Central Michigan University	1.0	Teacher-Music Holmes Middle School August 18, 2025	Middle/High School Band & Choir Director Washtenaw International High School & Middle Academy	6	Step 4 MA 5 years probation

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC: Resolution of Appreciation for Employees Who are Retiring**

**RECOMMENDATION:**

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

**Kathleen Hartley  
Cynthia Herbeck  
Walter Klotz  
Myra Pearson**

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

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

**EXHIBIT:**

Attached resolutions

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**RESOLUTIONS**

**Kathleen Hartley**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Kathleen Hartley has retired from the district on June 5, 2025; and,

**WHEREAS**, Kathleen Hartley has devoted 24.9 years of dedicated, loyal, and outstanding service to Livonia Public Schools as a special education paraprofessional at Tyler Elementary, Hull Elementary, Coolidge Elementary, Frost Middle School, Cooper Upper Elementary, Johnson Upper Elementary, Holmes Middle School, Emerson Middle School, Randolph Elementary and Churchill High School; and,

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

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

**Cynthia Herbeck**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Cynthia Herbeck will retire from the district on August 29, 2025; and,

**WHEREAS**, Cynthia Herbeck has devoted 26.2 years of dedicated, loyal, and outstanding service to Livonia Public Schools as a clerk at Cooper Elementary and Hayes Elementary and as a secretary at Adams Elementary, in the Food Service Department, Garfield Elementary and in Elementary Programs; and,

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

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

**Walter Klotz**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Walter Klotz will retire from the district on July 31, 2025; and,

**WHEREAS**, Walter Klotz has devoted 28.5 years of dedicated, loyal, and outstanding service to Livonia Public Schools as a materials production technician in the Printing Department; and,

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

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

**Myra Pearson**

**WHEREAS**, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Myra Pearson has retired from the district on July 15, 2025; and,

**WHEREAS**, Myra Pearson has devoted 29.6 of dedicated, loyal, and outstanding service to the Livonia Public Schools as a custodian at Churchill High School and Holmes Middle School, a driver in the Food Service Department and Transportation Department and as the head shipper/receiver in the Warehouse Department; and,

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

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

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:**                               **Adoption of 2025-2026 Bylaws to  
Establish Meeting Dates and Other Procedures**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District adopt the attached bylaws to establish 2025-2026 Board meeting dates, procedures for the calling and posting of Board meetings, and authorization to sign contracts and legal documents for the Board.

**RATIONALE:**

In order to be in compliance with the Open Meetings Act, it is necessary for the Board to adopt, annually, its meeting schedule for the upcoming school year.

**BUDGETARY INFORMATION:**

This action will have no effect on the budget.

**RESOURCE PERSONNEL:**

Andrea L. Oquist, Superintendent

**EXHIBITS:**

Attachment

Off/Supt/tg

**SCHEDULE OF MEETINGS OF THE BOARD OF EDUCATION  
LIVONIA PUBLIC SCHOOLS SCHOOL DISTRICT  
2025-2026**

Regular meetings of the Board of Education of the Livonia Public Schools School District shall be held at 6:30 p.m. on the following dates:

- **July 21, 2025 (annual organizational meeting)**
- **August 18, 2025**
- **September 22, 2025**
- **October 20, 2025**
- **November 17, 2025**
- **December 15, 2025**
- **January 26, 2026**
- **February 23, 2026**
- **March 23, 2026**
- **April 27, 2026**
- **May 18, 2026**
- **June 22, 2026**

The Board regularly holds Committee and Study Session meetings throughout the year. Additional Special Board meetings and/or Board Workshops may also be scheduled as needed.

Special meetings of the Board of Education may be called by the Board President, or any three members of the Board, by serving on the other members a written notice of the day, time, place, and purpose of such meetings. Such notice shall be in accordance with law.

The Secretary of the Board shall cause public notice to be given of all meetings of the Board of Education in accordance with the Michigan Open Meetings Act.

The President and/or Secretary of the Board shall be authorized to sign all contracts and legal documents on behalf of the Board of Education following approval by resolution of the Board, unless the Board specifically designates other members of the Board or administration in its resolution to approve the contract or legal document.



## 2025-2026 Board of Education Meetings

15125 Farmington Rd., Livonia, MI / 734-744-2510

\*Meetings scheduled on Mondays except where noted.

\*Meetings may be added during the year noted in **in red**.

\*Meeting changes will be noted **in red**.

<b>STUDY SESSIONS/ WORKSHOPS 5:30 P.M.</b> (Except where noted)	<b>COMMITTEE MEETINGS 6:30 P.M.</b> (Except where noted)	<b>REGULAR BOARD MEETINGS 6:30 PM</b> (Except where noted)
		<b>July 21, 2025</b> (Annual organizational mtg.)
<b>August 11, 2025</b> (*COW to follow)	<b>August 11, 2025</b>	<b>August 18, 2025</b>
<b>September 8, 2025 Study</b>	<b>September 15, 2025</b>	<b>September 22, 2025</b>
<b>October 6, 2025 Study</b>	<b>October 13, 2025</b>	<b>October 20, 2025</b>
		<b>Closed Session Oct. 27 @ 5:30 pm</b>
<b>November 3, 2025 Study</b>	<b>November 10, 2025</b>	<b>November 17, 2025</b>
<b>December 1, 2025 Study</b>	<b>December 8, 2025</b>	<b>December 15, 2025</b>
<b>January 12, 2026 Study</b>	<b>January 20, 2026</b> (*note – Tuesday)	<b>January 26, 2026</b>
<b>February 2, 2026 Study</b>	<b>February 9, 2026</b>	<b>February 23, 2026</b>
<b>Workshop March 2, 2026</b>	<b>March 16, 2026</b>	<b>March 23, 2026</b>
<b>March 9, 2026 Study</b>		
<b>April 13, 2026 Study</b>	<b>April 20, 2026</b>	<b>April 27, 2026</b>
<b>May 4, 2026 Study</b>	<b>May 11, 2026</b>	<b>May 18, 2026</b>
<b>June 8, 2026 Study</b>	<b>June 15, 2026</b>	<b>June 22, 2026</b>
		<b>*Public Hearing June 22 @ 6:15 pm</b>

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:                    Designation of 2025-2026 Bank Depositories**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District designate JPMorgan Chase Bank and Michigan Liquid Asset Fund Plus as depositories for the School District during the 2025-26 school year.

**RATIONALE:**

Revised School Code MCL 380.1221 states that the board shall designate the financial institution or institutions in which the funds of the school district shall be deposited.

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

Alison Smith, Chief Financial Officer

**EXHIBITS:**

None

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:**                                   **Appointment of Investment Officer**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District appoint the Treasurer, Ms. Alison Smith, as the Investment Officer in conjunction with the District's Investment Policy for the 2025-2026 school year.

**RATIONALE:**

As the Investment Officer, the Superintendent or designee will oversee the day-to-day management of the District's investments. They shall be responsible for the transferring of appropriate funds to affect investment transactions, for the investment of operating funds, operating reserves funds and bond proceeds consistent with the policy and actions of the Board of Education.

**BUDGETARY INFORMATION:**

None.

**RESOURCE PERSONNEL:**

Andrea L. Oquist, Superintendent

**EXHIBITS:**

None

tg

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC: Appointment of Staff Member to be in Charge of Elections**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District acknowledge the appointment of William Green as the staff member in charge of school elections for the 2025-2026 school year. This appointment is made by the Board Secretary with formal acknowledgment by the Board of Education.

**RATIONALE:**

According to state election laws, the Secretary of the Board of Education is required to officially appoint a staff member who is responsible for overseeing the administration of school elections. The staff person serves in this capacity at the pleasure of the Board Secretary and needs to be reappointed each year.

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

Andrea L. Oquist, Superintendent

**EXHIBITS:**

None

tg

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:           Appointment of Staff Member to be Responsible for  
                          Posting Board Meeting Notices**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District acknowledge the appointment of the Superintendent as the administrator in charge of posting meeting notices. This appointment is made by the Board Secretary with formal acknowledgment by the Board of Education.

**RATIONALE:**

Upon the advice of our attorneys, the bylaws to establish meeting dates and other procedures designate the Secretary of the Board as the individual who will be responsible for causing notice to be given to the public of all board meetings. Our attorneys have further advised that the Secretary delegate to the administration the authority to handle the actual posting of the notices.

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

Andrea L. Oquist, Superintendent

**EXHIBITS:**

None

Off/Supt/tg

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:** Consent Agenda

**RECOMMENDATION:**

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

- VI.A. \*Minutes of the Regular Meeting of June 23, 2025
- VI.B \*Minutes of the Public Hearing of June 23, 2025

**RATIONALE:**

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

**BUDGETARY INFORMATION:**

None

**RESOURCE PERSONNEL:**

Andrea L. Oquist, Superintendent

**EXHIBITS:**

Attached

Off/Supt/tg

**MINUTES  
BOARD OF EDUCATION  
Livonia Public Schools  
Regular Meeting  
June 23, 2025**

**President Bradford** convened the meeting at 6:40 p.m.

**Members Present:** Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland

**Members Absent:** None

Recognition of “Blessings In a Backpack” Community Service      Mrs. Jenkins led the District’s recognition of the Livonia chapter of community volunteer service group, “Blessings in a Backpack” which just completed its final year of service to the LPS community. Heartfelt gratitude for their decade-long partnership in providing weekend food for students in need was shared. Their long-standing efforts have left an imprint on the LPS community.

District Update from the Superintendent      Superintendent Oquist highlighted year-end activities, events and sports competitions that happened around the District as well as many District points of pride.

Audience Communications      A Stevenson student made an appeal to the Board to consider later start times for high school students.

Consent Agenda      It was moved by Mrs. Acosta and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District approve the following consent Agenda items:

- V.A. \*Minutes of the Regular Meeting of May 19, 2025
- VI.A. \*Authorization to Accept Resignations
- VI.B. \*Notice of Discontinuance of Teaching Contracts
- VI.C. \*Authorization to Recall Teachers
- VII.A. \*Approval of Revision to 2025-2026 Lease Agreements
- VII.B. \*Approval of MHSAA Membership for 2025-2026
- VII.C. \*Approval of Food Service Purchase for 2025-2026

**Ayes:** Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
**Nays:** None

Approval of Collective Bargaining Agreement      It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia

between Livonia Public Schools and the Livonia Educational Administrators (LEADS)

Public Schools School District enter into a three-year contract with the Livonia Educational Administrators, whose agreement has been ratified by LEADS members. Said contract shall continue until June 30, 2028.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of Collective Bargaining Agreement between Livonia Public Schools and the Livonia Education Association (LEA)

It was moved by Mrs. Jarvis and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District enter into a three-year contract with the Livonia Education Association, whose agreement has been ratified by LEA members. Said contract shall continue until August 15, 2028.

Ayes: Bradford, Frank, Jarvis, Johnson, MacFarland  
Nays: None  
Abstain: Acosta, Burton

Approval of Collective Bargaining Agreement between Livonia Public Schools and Supervisory Employees' Association (SEALS)

It was moved by Mr. Johnson and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District enter into a three-year contract with the Supervisory Employees' Association (SEALS), whose agreement has been ratified by SEALS members. Said contract should continue until June 30, 2028.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of Collective Bargaining Agreement between Livonia Public Schools and Livonia Paraprofessionals' Association (LPA)

It was moved by Mr. MacFarland and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District enter into a three-year contract with the Livonia Paraprofessionals' Association (LPA) whose agreement has been ratified by LPA members. Said contract shall continue until June 30, 2028.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of Collective Bargaining Agreement between Livonia Public Schools and American Federation of State, County, and Municipal Employees (AFSCME Local 118)

It was moved by Mrs. Frank and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District enter into a three-year contract with the American Federation of State, County, and Municipal Employees (AFSCME Local 118), whose agreement was ratified by AFSCME members. Said contract shall continue until June 30, 2028.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland

Nays: None

Approval of Recommendation for Coolidge Principal

It was moved by Mrs. Acosta and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Superintendent and appoint Cynthia Pierson as Principal at Coolidge Elementary School.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland

Nays: None

Approval of Superintendent's Contract

It was moved by Mr. MacFarland and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the employment agreement for Superintendent, Andrea Oquist. Further move that the President and Secretary of the Board of Education be authorized to sign Superintendent Oquist's employment contract.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland

Nays: None

Resignations

The following resignations were shared with the Board for informational purposes only:

<u>Name</u>	<u>Date Effective</u>
Mary Baharozian	June 6, 2025
Sabrina Carlin	June 30, 2025
Melissa Copeland	June 6, 2025
Todd Kalmbach	June 30, 2025
Hannah Landon	June 6, 2025
Caitlyn Lefebvre	June 6, 2025
Allison Maher	June 19, 2025
Megan Norcia	June 6, 2025
Faith Padron	June 6, 2025
Laura Rosin	June 30, 2025

Retirements

Maegen Seuss June 30, 2025  
Ashley Straub June 6, 2025  
Erin Winslow June 6, 2025

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

**James Chartrand**

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that James Chartrand will retire from the district on June 30,2025; and,  
WHEREAS, James Chartrand has devoted 44 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a custodian at Hull Elementary and a roofer, plumber and skilled trades supervisor in the Maintenance Department; and,  
WHEREAS, He has given conscientious, careful, and loyal service to the students, staff, and community during his tenure with the Livonia Public Schools;  
NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to James Chartrand for his countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

**Pamela Pregitzer**

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Pamela Pregitzer will retire from the district on June 5, 2025; and,  
WHEREAS, Pamela Pregitzer has devoted 10.4 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a paraprofessional at Cass Elementary and Webster Elementary; and,  
WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;  
NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Pamela Pregitzer for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

**Lisa Price**

WHEREAS, It has been brought to the attention of the Board of Education of the Livonia Public Schools School District that Lisa Price will retire from the district on August 26, 2025; and,  
WHEREAS, Lisa Price has devoted 25 years of dedicated, loyal, and outstanding service to the Livonia Public Schools as a general helper at Frost Middle School, Emerson Middle School and Churchill High School; and,  
WHEREAS, She has given conscientious, careful, and loyal service to the students, staff, and community during her tenure with the Livonia Public Schools;  
NOW, THEREFORE, BE IT RESOLVED That the Board of Education does hereby express its deep appreciation to Lisa Price for her countless contributions to our school system and extends best wishes for an enjoyable and rewarding retirement.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis,  
Johnson, MacFarland  
Nays: None

Adoption of Amended 2024-2025 Budget

It was moved by Mrs. Jarvis and supported by Mr. Johnson that the Board of Education of the Livonia

Public Schools School District approve the amended budgets for the 2024-2025 school year: General Fund, Funded Projects Fund, Special Education Fund, Debt Retirement Fund, 2023 Bond Fund, 2025 Bond Fund, Sinking Fund, Capital Projects Fund, Food Services Fund, Health and Welfare Fund, Scholarship Fund and School Activities Fund.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Adoption of 2025-2026  
Proposed Budgets and  
Millage Rates

It was moved by Mr. Johnson and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District adopt the proposed budgets for the 2025-2026 school year: General Fund, Funded Projects Fund, Special Education Fund, Debt Retirement Fund, 2023 Bond Fund, 2025 Bond Fund, Sinking Fund, Capital Projects Fund, Food Services Fund, Health and Welfare Fund, Scholarship Fund and School Activities Fund.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of LECC Parking  
Lot Light Installation

It was moved by Mr. MacFarland and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the recommendation for the purchase and installation of light poles to the Livonia Early Childhood Center's parking lot from Vos Lighting, Grand Rapids, Michigan in the total of \$45,600, which includes contingency.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of Furniture  
purchase for Churchill High  
School – 2021 Bond

It was moved by Mrs. Frank and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District approve the purchase of furniture for CHS from NBS Commercial Interiors, Troy, Michigan in an amount not to exceed \$135,000.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland

	Nays: None
Approval of Purchase of High School Athletic Sound Systems	<p>It was moved by Mrs. Acosta and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the recommendation to purchase and install sound systems at CHS, FHS and SHS from Rauland SoundCom, Farmington Michigan in the amount of \$200,000, which includes contingency.</p> <p>Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland Nays: None</p>
Approval of Technology Purchase for Act 18 Program	<p>It was moved by Mrs. Burton and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the Act 18 Capital Outlay Technology purchase for the ASD, WSKSL, MOCI and VI programs for the 2025-2026 school year. The technology will be purchased from CDW-Government in Chicago, Illinois. The total of these purchases is \$33,076.76.</p> <p>Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland Nays: None</p>
Approval of Purchase of Humanities Textbook	<p>It was moved by Mrs. Jarvis and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District approve the purchase of “Cultures and Values: A Global View of the Humanities” from Cengage Publishing for high school students in the total amount of \$73,947.50. This purchase includes class sets of digital textbooks and 6-year access to student and teacher digital materials.</p> <p>Ayes: Acosta, Bradford, Burton, Jarvis, Johnson, MacFarland Nays: Frank</p>
Approval of Purchase of AP Microeconomics Textbook and Exam Prep Book	<p>It was moved by Mr. Johnson and supported by Mrs. Jarvis that the Board of Education of the Livonia Public Schools School District approve the purchase of “Achieve for Krugman’s Economics for AP” from Bedford, Freeman and Worth Publishing and “Strive</p>

for 5: Preparing for the AP Microeconomics Exam” for high schools for a total amount of \$24,898.34. This purchase includes class sets of digital textbooks and 6-year access to student and teacher digital materials.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Approval of Purchase of AP Macroeconomics Textbook and Exam Prep Book

It was moved by Mr. MacFarland and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District approve the purchase of “Achieve for Krugman’s Economics for AP” from Bedford, Freeman and Worth Publishing and “Strive for 5: Preparing for the AP Macroeconomics Exam” for high schools for a total amount of \$55,681.61. This purchase includes class sets of digital textbooks and 6-year access to student and teacher digital materials.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis, Johnson, MacFarland  
Nays: None

Second Reading and Adoption of Board Policy DFF – Post-Issuance Tax Compliance

It was moved by Mrs. Frank and supported by Mrs. Burton that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language for Board Policy DFF – Post-Issuance Tax Compliance:

BOARD POLICY DFF  
FISCAL MANAGEMENT JUNE 23, 2025  
POST-ISSUANCE TAX COMPLIANCE

**Debt Compliance Officer**

The Director of Business Services shall serve as the Debt Compliance Officer for the District. The Debt Compliance Officer shall implement procedures for the purpose of monitoring compliance with regard to all tax-exempt or tax-advantaged obligations. The procedures established and implemented by the Debt Compliance Officer shall encourage the timely identification of noncompliance. The Debt Compliance Officer shall ensure that the District maintains a record of such compliance. Further, the Debt Compliance Officer will ensure that this Post-Issuance Debt Compliance Policy and procedures, if any, are updated on a regular and as needed basis, as well as establish procedures designed to detect non-compliance and to address the necessary remedial steps in the event non-compliant actions or inactions are detected.

This Post-Issuance Tax Compliance Policy shall apply to all debt obligations designated as having tax-exempt or tax-credit status issued on behalf of the District. The duties of the Debt Compliance Officer shall include, but not be limited to, the following:

- 1) oversee and manage compliance with the Code and Regulations, as defined above, as well as other general requirements;
- 2) monitor the use of proceeds from debt obligations and ensure that such use is proper and timely, all in compliance with the Code and Regulations;
- 3) supervise timely filings of reports or forms required by state and federal agencies as applicable;
- 4) monitor arbitrage, yield restriction and rebate requirements under the Code;
- 5) develop training programs, as necessary, for the purpose of training individuals responsible for the proceeds of the tax-exempt or tax-advantaged debt;
- 6) monitor compliance with six-month, 18-month or 2-year spending exceptions, if applicable; and
- 7) establish procedures to address and remediate non-compliance with state or federal law immediately upon the discovery of such non-compliance.

#### **External Advisors/Documentation**

The District shall consult with bond counsel and other legal counsel, advisors, and other professionals, as needed, while an Obligation is outstanding to identify requirements and to establish procedures necessary or appropriate so that the Obligation and the District will continue to qualify for tax-exempt status or tax credit status, as applicable, including any remedial actions. The District also shall consult with advisors, bond counsel or other legal counsel, and other professionals as needed, following issuance of an Obligation to ensure that all applicable postissuance requirements in fact are met. This shall include, without limitation, consultation in connection with any potential changes in use of assets financed (or refinanced) with the Obligations issued. This requirement shall be documented in the tax certificate and/or other documents finalized at or before issuance of the Obligations. The District will provide such advisors with any reasonably requested and available documentation and disclosures for such purpose. The District shall be responsible to determine (or obtain expert advice to determine) whether arbitrage rebate calculations have to be made for the Obligations. If it is determined that such calculations are or are likely to be required, the District shall engage an advisor (hereinafter "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of proceeds from the issuance, or shall otherwise ensure that it has adequate financial, accounting and legal resources of its own to make such calculations. In lieu of engaging an outside Rebate Service Provider, the District may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction. The District shall file or cause to be filed all required IRS forms and make any rebate payments required on a timely basis. Unless otherwise provided by the indenture relating to an Obligation, unexpended proceeds shall be held by a trustee or other financial institution, and the investment of bond proceeds shall be managed by the District. The District shall prepare (or cause the trustee or other financial institution to prepare) regular, periodic statements regarding the investments and transactions involving proceeds of the Obligations.

#### **Arbitrage Rebate and Yield**

The following requirements shall apply to any Obligation issued by the District for which compliance with arbitrage rebate requirements under the Code and Regulations is required. The Debt Compliance Officer or his/her designee shall be responsible for overseeing compliance with arbitrage rebate requirements under federal tax regulations:

- 1) If at the time of issuance of any Obligation, based on reasonable expectations set forth in the Tax Certificate or other applicable document(s), it appears likely that the Obligation will qualify for an exemption from the rebate requirement, the District may defer taking any of the actions set forth in the subsection (2). As applicable, not later than the time of completion of construction or acquisition of the project paid for with proceeds on an Obligation, and depletion of all funds from the project fund holding the proceeds, the District in consultation with the appropriate professionals shall make a determination if expenditure of the bond proceeds qualified for exemption from the rebate requirements. If a rebate exemption is determined to be applicable, the District shall prepare and maintain a record to support such conclusion. If the transaction does not qualify for rebate exemption, the District shall initiate the steps set forth in (2) below.

2) If at the time of issuance of any Obligations it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (1) above, the District shall:

- a) engage the services of a Rebate Service Provider or assign District personnel capable of preparing a rebate analysis for the Obligation and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of proceeds to the Rebate Service Provider or relevant District personnel handling the rebate calculation;
- b) provide to the Rebate Service Provider, or relevant District personnel conducting any rebate calculation, additional documents and information reasonably requested by the Rebate Service Provider or District personnel;
- c) monitor efforts of the Rebate Service Provider or District personnel;
- d) assure payment of required rebate amounts, if any, no later than the applicable rebate payment due date for such Obligation for which rebate is due;
- e) during the construction period of each capital project financed in whole or in part by an Obligation, monitor the investment and expenditure of bond proceeds and consult with the Rebate Service Provider or relevant District personnel handling rebate calculation to determine compliance with any applicable exceptions from the arbitrage rebate requirements; and
- f) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements."

#### **Use of Bond Proceeds and Bond-Financed or Refinanced Assets**

The Debt Compliance Officer, or his/her designee, shall be responsible for:

- 1) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of the debt obligation financed or refinanced assets (e.g., facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 2) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (e.g., facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 3) maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Obligations (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Bond proceeds as described below under "Record Keeping Requirements;"
- 4) consulting with bond counsel or other professional advisers in the review of any change in use of Bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 5) conferring at least annually with personnel responsible for Bond-financed or refinanced assets to identify and discussing any existing or planned use of debt obligations financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 6) to the extent that the District discovers that any applicable tax restrictions regarding use of proceeds will or may be violated, consulting promptly with bond counsel or other professional advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary;
- 7) to the extent that tax-exempt proceeds from the debt obligation were used to acquire an existing building, confirming that qualified rehabilitation expenditures in an amount equal to at least 15% of the amount of such proceeds were made no later than 24 months after the later of (1) the date of issuance of the Obligations, or (2) the date of acquisition of the building;
- 8) the District shall review the debt obligations at least annually in order to determine if this Policy and state and federal law are being adhered to; and
- 9) undertaking the following:
  - a) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements" and, upon request, providing such copies to the bond issuer;
  - b) with respect to Qualified Zone Academy Bonds (QZABs) and any other tax credit bonds, confirming that 100% of available project proceeds are spent within three years of issue date of bonds;

c) with respect to facilities financed by QZABs or other tax credit bonds, confirming that such facilities continue to be used for a qualified purpose for the life of the Obligations; and

d) with respect to other types of exempt facilities, adopting any such procedures that bond counsel or other professional advisors deem appropriate to periodically assess whether such facility continues to qualify as an exempt facility. All relevant records and contracts shall be maintained as described below.

**Record Keeping Requirement** The Debt Compliance Officer, or his/her designee, shall be responsible for maintaining the following documents for the term of each Obligation (including refunding bonds, if any) plus at least three years:

- 1) a copy of the closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of Obligation;
- 2) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of Bond; and
- 3) a copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements as well as copies of all bidding documents, if any.

Adopted on June 23, 2025, to be effective on June 23, 2025.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis,  
Johnson, MacFarland  
Nays: None

Second Reading and  
Adoption of Board Policy DID  
– Audit Financial Statements

It was moved by Mrs. Acosta and supported by Mr. Johnson that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt the following Board Policy language for Board Policy DID – Audit Financial Statements:

BOARD POLICY  
FISCAL MANAGEMENT  
AUDIT FINANCIAL STATEMENTS

DID  
JUNE 23, 2025

The Board of Education shall appoint an independent auditing firm to conduct an annual audit of the district's financial records. The auditing firm shall present a comprehensive report of its findings to the Board and provide additional reports as requested. The audited financial statements shall be made available to the public on the district website and at district offices following the acceptance of the financial statements by the Board of Education.

LEGAL REF.: MCL 380.1281(2); 14.141 et seq.; 388.1618(2)

Ayes: Acosta, Bradford, Burton, Frank, Jarvis,  
Johnson, MacFarland  
Nays: None

Second Reading and  
Adoption of Board Policy DJD  
– Expense Reimbursement

It was moved by Mrs. Burton and supported by Mrs. Acosta that the Board of Education of the Livonia Public Schools School District accept the recommendation of the Policy Committee and adopt

the following Board Policy language for Board Policy  
DJD – Expense Reimbursement:

BOARD POLICY  
FISCAL MANAGEMENT  
EXPENSE REIMBURSEMENT

DJD  
JUNE 23, 2025

The Board of Education authorizes reimbursement of authorized, reasonable and necessary expenses incurred by employees while performing official duties on behalf of the School District.

Employees who are required by the School District to use their personal for approved, workrelated travel shall be reimbursed by the district for mileage, in accordance with IRS guidelines.

CROSS REF.: Board Policy GBRF – Expenses

Ayes: Acosta, Bradford, Burton, Frank, Jarvis,  
Johnson, MacFarland  
Nays: None

Establishment of Date for  
First Regular Meeting of  
2025-2026

It was moved by Mrs. Jarvis and supported by Mrs. Frank that the Board of Education of the Livonia Public Schools School District hold its first Regular Meeting for the 2025-2026 school year on July 21, 2025, which includes Organizational Items.

Ayes: Acosta, Bradford, Burton, Frank, Jarvis,  
Johnson, MacFarland  
Nays: None

Hearing From Board  
Members

Mr. MacFarland thanked the Cabinet and Board teams for a great first 6 months of his tenure as a Board Member. Mr. MacFarland thanked the staff of LPS for their commitment, hard work, dedication and care of our LPS students. Board members echoed Mr. MacFarland's sentiments of thanks to the staff. The Board extended greetings for a happy, healthy summer break to the entire LPS community.

Adjournment

President Bradford adjourned the meeting at 8:52 pm.

Supt.' AO/tg for MA  
C: Board

**MINUTES  
BOARD OF EDUCATION  
Livonia Public Schools  
Public Hearing  
June 23, 2025**

President Bradford convened the special meeting at 6:31 p.m.

**Members Present:** Madeline Acosta, Karen Bradford, Colleen Burton, Crystal Frank, Liz Jarvis, Mark Johnson, Dave MacFarland

**Members Absent:** None

**Public Hearing** Ms. Alison Smith, Chief Financial Officer, provided a presentation of the **Proposed 2025-2026 Budget and Millage Rates** for the Livonia Public Schools School District.

**Audience Communications:** None

**Adjournment** Mrs. Bradford adjourned the meeting at 6:39 p.m.

**Off/Supt/tg**

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**Approval of 2025-2026 Tuition Rate**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools establish the tuition rate for the 2025-26 school year at \$15,045.00 for non-resident students per Board Policy JBCB Non-Resident Students.

**RATIONALE:**

Each year the Board of Education must establish the tuition rate for the upcoming school year based on Board Policy JBCB and MCL 380.1401. The tuition rate is determined by dividing the preceding year's operational costs by the preceding year's membership count.

**BUDGETARY INFORMATION:**

Revenue generated from the tuition is credited in the revenue section of the General Fund budget under the category "Local."

**RESOURCE PERSONNEL:**

Alison Smith, Chief Financial Officer

**EXHIBITS:**

None

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:       Approval of Purchase of Photocopy Paper for 2025-2026**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District approve the purchase of copy paper from Contract Paper Group, Cuyahoga Falls, Ohio an amount not to exceed \$146,520.

**RATIONALE:**

Contract Paper Group has been awarded the Wayne County RESA paper supply contract via a county-wide bid process. This purchase is for standard 8.5 x 11 white paper and is an annual purchase from the General Fund.

**BUDGETARY INFORMATION:**

General Fund

**RESOURCE PERSONNEL:**

Phillip Francis, Assistant Superintendent of District Services

**EXHIBITS:**

Attached

PF/AS





# Livonia Public Schools

## Facilities and Operations

Date: July 21, 2025

To: Phillip Francis, Deputy Superintendent  
William Green, Assistant Superintendent

From: Harry C. Lau, Administrator of Facilities and Operations

Re: Recommendation to Award Xerographic Paper

I am recommending and seeking approval to purchase Xerographic Paper for the Livonia Public School District from Contract Paper Group, Inc. (CPG) for the 2025-26 school year. CPG holds the Wayne RESA copy paper bid for the 2022-25 school years. Contract Paper Group has served LPS and Wayne County School Districts well for the last several years and has delivered quality products and services. The paper bid is as follows:

Size	LBS	Brightness	Colors	Cartons	Price/Carton
8.5 x 11	20 #	92 Bright	White Domestic	4700	\$30.59
8.5 x 11	20 #	92 Bright	Salmon	6	\$59.65
8.5 x 11	20 #	92 Bright	Blue	6	\$59.65
8.5 x 11	20 #	92 Bright	Pink	10	\$59.65
8.5 x 11	20 #	92 Bright	Green	12	\$59.65
8.5 x 11	20 #	92 Bright	Canary	12	\$59.65

The total cost of all Xerographic Paper in this purchase is \$146,516.90. This will be paid for out of the general fund.

Thank you for your consideration in the matter.

Cc: L. New  
A.Sutton

**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:        Approval of Purchase of Fuel Master Monitoring System**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District approve the funding of updates and upgrades to the District's Fuel Master Monitoring System from Oscar W. Larson, Clarkston, Michigan, in a total approved amount of \$41,282, which includes 5% contingency.

**RATIONALE:**

The purchase of the Fuel Master System will help to keep track of fuel usage for each vehicle and driver, prevent theft by limiting access to authorized vehicles and drivers, and help optimize fleet operations by providing better data-driven decision making. This project will update the current software for diesel and gasoline, and will also include installation of a new system to add dispensing and tracking of propane.

**BUDGETARY INFORMATION:**

The source of funds for these purchases will be the Capital Funds Project.

**RESOURCE PERSONNEL:**

Phillip Francis, Assistant Superintendent of District Services

**EXHIBITS:**

Attached.

PF/AS



# Livonia Public Schools

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## *Facilities and Operations*

Date: July 21, 2025

To: Phillip Francis, Deputy Superintendent  
William Green, Assistant Superintendent

From: Harry C. Lau, Administrator of Facilities and Operations

Re: Recommendation to Award Fuel Master Monitoring System

I am recommending and seeking approval to purchase a new Fuel Master Monitoring System for tracking the gasoline/diesel fueling station along with a new Fuel Master Monitoring System for the propane fueling station. These upgrades will ensure that LPS is staying up-to-date of our inventory use.

This system will be purchased and installed by Syntech and Oscar W. Larson through Sourcewell purchasing contract; at a cost of \$39,316. The Capital Funds Project will be used to fund this project.

Rationale: the new fuel monitoring system is necessary for the propane and the old fuel master for the gasoline and diesel needs to be upgraded due to age.

Thank you for your consideration in this matter.

Cc: L. New  
A.Sutton



CORPORATE OFFICE 10100 DIXIE HIGHWAY CLARKSTON MI 48348  
 PH (248) 620-0070 · FAX (248) 620-0072

**To:** Livonia Public Schools  
 15125 Farmington Rd.  
 Livonia, MI 48154  
**Attention:** Harry Lau

**Date:** 6/30/2025  
**Phone:** 734-812-8597  
**Fax:** xxx-xxx-xxxx  
**Email:** hlau@livoniapublicschools.org

**Special Notice** Due to recent volatility in the availability and market prices of fuels, raw materials, equipment, tooling, labor and other operating costs, OWL reserves the right to update and amend this quotation (including pricing and completion date) prior to entering into a definitive agreement and performing the services described herein

**Conditions** 1 This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W LARSON COMPANY will itemize such costs upon receipt of signed proposal. If such cost increases are unacceptable to the customer, the customer may elect to cancel order under terms of the Master Service Agreement.  
 2 This proposal and the Master Service Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10(B)(1).  
 3 Contract documents incorporated by references as though fully stated herein.

**Special Terms** 25% upon acceptance of proposal, 25% on commencement, balance prior to start-up (or) upon completion of proposal (Based on Approved Credit)

### SCOPE OF WORK- FMU UPGRADE AND NEW FMU FOR PROPANE DISPENSER

- 1 Mobilize to site and secure work area.
2. Remove head off existing FMU at fuel island and furnish and install new FMU head upgrade.
3. Furnish and install new FMU at propane dispenser.
4. Remove existing wire from spare conduit and pull new wire to new FMU at propane dispenser and terminate.
5. Install RS-232 module in TLS-350 to communicate to fuel island FMU, pull communication cable from FMU at fuel island to TLS-350.
6. Program up tank monitor to communicate with FMU.
7. Program up both FMU's and test and verify working correctly.
8. Cleanup and demobilize from site.

**NOTE:**

- The price below does not include the following. Permit fees, steel adaptor plates, dewatering of the site, contaminated soil or liquid disposal, or any repairs made to the customers' existing equipment beyond what is outlined in the scope of work above.
- All normal Oscar W. Larson Co. terms and conditions apply.
- Price is based off reusing sites existing conduits.

EQUIPMENT AND LABOR	Included
ALL APPLICABLE TAXES, FREIGHT, AND INSTALLATION CHARGES	Included
<b>TOTAL:</b>	<b>\$ 39,316</b>

**ACCEPTANCE:** This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Environmental Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Environmental Services Agreement. *A surcharge of 3% of the invoice total will be added for payments made with a credit card.*

*Daniel Fahlquist*  
 Daniel Fahlquist, Project Manager

\_\_\_\_\_  
 Company Name

By \_\_\_\_\_

Its \_\_\_\_\_

**The Oscar W. Larson Company**

By: \_\_\_\_\_

Its: **Charles A. Burns, President**

Date: \_\_\_\_\_



LIVONIA PUBLIC SCHOOLS  
 HARRY LAU  
 hlau@livoniapublicschools.org  
 734.812.8597  
 Additional Info (Optional)

Install Site: LIVONIA PUBLIC SCHOOLS

Install Address, City, State, Zip

Additional Info (Optional)

Additional Info (Optional)

Additional Info (Optional)

6/20/2025

Distributor:

OWL

Salesperson:

Dan Goldberg/Jodie Brill

### FMLive Order Quote

**FMU Equipment** Discount for a total savings of: \$ 2,251.80

Description	Part Number	Qty	Price/each	Extended Price
FMLIVE, UPGRADE, CELL, PROKEE/PROX, PWR COND, 2-4 HOSE	UPG5720	1	\$ 7,776	\$ 7,776
FMLIVE, CELL, PROKEE/PROX, PWR COND, 50A, 2 HOSE	FMU5720-F2	1	\$ 10,938.60	\$ 10,938.60
LCD Heater Kit, FMU5000 (For temperatures below 0F or -20C)	191F0238-10	2	\$ 195.30	\$ 390.60
Tank Monitor Interface Options Wireless Kit (RS-232)	191F0223	1	\$ 1,161	\$ 1,161
<b>Subtotal</b>				<b>\$ 20,266.20</b>

<b>FMLive Services (Annual)</b>	<b># of FMUs / FLEXs:</b>	2	
	<b># FlowFTs:</b>	0	
<b>Subscription Price for FMLive Services</b>	FMLIVEBA/2+BI	<b>Total</b>	<b>\$ 3,929</b>
- Cellular Enabled Equipment: 2	FMLIVE-CELL-FMU		

<b>FMLive Services (One-time)</b>			
FMLive Setup & Activation	CLOUDBA/2		\$ 700
FMLive Project Management	PMLIVEBA/2+BI+CELL		\$ 733.50
FMLive Database Construction and/or Conversion	FMLIVE-DB-CONSTRUCT		\$ 2,350
			\$ -
<b>Subtotal</b>			<b>\$ 3,783.50</b>

<b>Equipment Shipping Cost</b>			
FMU Shipping (New Units in Zone 1)	1	\$ 220	\$ 220
FMU Shipping (Upgraded Units in Zone 1 or 2)	1	\$ 100	\$ 100
<b>Subtotal</b>			<b>\$ 320</b>

**Notes:** **Project Total \$ 28,298.70**

- Syntech provides a standard one year factory warranty on new hardware purchased.
- FMLive includes a series of comprehensive tutorial videos and additional live training available upon request.
- All quotes DO NOT include or account for Sales Tax. If Syntech is required to pay sales, use, or other taxes based on the Service in this Agreement then such taxes shall be billed to and paid by Customer.
- Invoicing for ALL FMLive related services will be driven by the date of the first FMU shipped. This includes one-time (nonrecurring) and annual (recurring) fees. Annual fees will have effective dates beginning on the 1st of the following month.
- Syntech Systems, Inc. General Terms and Conditions of Purchase apply to this order and can be located at the following address:

[www.myfuelmaster.com/global-agreement/](http://www.myfuelmaster.com/global-agreement/)

- DOES NOT INCLUDE HARDWARE INSTALLATION OR INTERFACE WITH PROPANE TANK GAUGE. INCLUDES OPTIONAL CUSTOM EXPORT & TANK MONITOR INTERFACE FOR VR. v9.2 (7/19/2024)
- ASSUMES 1 HEAD UPGRADE (4 HOSES) & 1 NEW FMU (UP TO 2 HOSES), PROKEE/PROX AUTH. SOURCEWELL Contract #092920-SYS **Pricing valid for 60 days from date.**

# SOURCEWELL



Sourcewell is a cooperative purchasing agency that combines the buying power of more than 50,000 government, education, and nonprofit organizations to save members time and money.

- Easy, no-cost membership
- Trusted process satisfies bid requirements
- Reduced vendor protests
- Nationally leveraged volume pricing
- Eliminates low-bid, low-quality issues

For more information please visit  
<https://www.sourcewell-mn.gov/>

Sourcewell 

Awarded Contract

Contract #092920-SYS

**The best-selling PRO-Vend 1000 is the foundation platform for all Superior Energy Systems PRO-Vend propane autogas dispensers.** This base dispenser comes with everything you need to get started, including easy-to-read and use MID:COM display panel and electronics. Plus, the unit can connect to any external fuel management system available today.

The PRO-Vend 1000 starts at an affordable base price, with a variety of upgrades to fit your specifications. Customizable options for the PRO-Vend 1000 include:

- Transaction receipt printer.
- 1,000-gallon tank and skid addition to base tank.
- High-pressure pumping systems.
- Hose retractor.
- Dual hose.
- Third-party fuel management system connections.
- and more!





HARRY LAU <hlau@livoniapublicschools.org>

## Sourcewell Award Announcement

1 message

Sourcewell <service@sourcewell-mn.gov>  
Reply-To: service@sourcewell-mn.gov  
To: hlau@livoniapublicschools.org

Wed, Jun 25, 2025 at 3 38 PM

Newly awarded contracts now available

[View online](#)



## Newly awarded contracts

Sourcewell cooperative purchasing offers choice, value, and peace of mind

You now have access to additional contracts recently awarded by Sourcewell following competitive solicitations for.

- Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services
- Aftermarket Vehicle Parts and Supplies
- Body Armor with Related Accessories, Equipment, and Services

These offerings are designed to expand your purchasing options, providing tailored solutions that are delivered through your local dealer or representative. Explore recently awarded contracts below, or [search all awarded contracts](#).

Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services

*Tanks for gasoline, diesel, aviation fuels, Diesel Exhaust Fluid (DEF), lubricants, propane, natural gas, and used fluids; mobile storage units for fuels, fluids, and gases; related hardware*

*such as pedestals, gauges, access controls, monitoring devices, complementary fuel and fluid management software; and related services*



081524-ACR



081524-TAN



081524-CUL



081524-CES



081524-DVR



081524-FUD



081524-GVR



081524-JFA



081524-SYS



081524-EJW



081524-WST

#### Aftermarket Vehicle Parts and Supplies

*Aftermarket repair, replacement, and maintenance parts, supplies, and services for gasoline, diesel, compressed natural gas (CNG), propane, hybrid, and electric automobiles, sport utility vehicles (SUVs); light-, medium-, and heavy-duty trucks, vocational trucks, buses, and motorcycles*



100124-AUZ



100124-IMP



100124-GPC



100124-ORA



100124-PCP

#### Body Armor with Related Accessories, Equipment, and Services

*Body armor offering ballistic, stab, blast, or blunt force resistance and protection, including concealable and external carriers; tactical vests, hard and soft armor plates, inserts, panels, and backers; bomb or blast-resistant suits; protective gear for K-9 and other service animals; and other armor such as shields, helmets, ballistic blankets, and backpacks, with related accessories, equipment, and services*



091924-ADS



091924-ALH



091924-BBS



091924-GAL



091924-GHA



091924-HCM



48 091924-URM

How can we help?

For more information about Sourcewell or our contracts, reach out to your government accounts team member.

Natalie Morgan  
218-541-5360  
[Email Natalie >](#)



[sourcewell-mn.gov](https://sourcewell-mn.gov)



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**LIVONIA PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
July 21, 2025**

**TOPIC:**                                   **Approval of i-Ready Diagnostic Purchase**

**RECOMMENDATION:**

Move that the Board of Education of the Livonia Public Schools School District approve the recommendation to purchase math and reading i-Ready Diagnostic Licenses for kindergarten through eighth grade students from Curriculum Associates, in North Billerica, MA for a total cost of \$107,353.40. The total reflects a discount of \$26,838.40 in reduced pricing per license.

**RATIONALE:**

The purchase of i-Ready Diagnostic Assessments will provide all kindergarten through eighth grade students with a State of Michigan approved benchmark assessment three times a year. This will provide teachers with information about their students' strengths and weaknesses in reading and math.

**BUDGETARY INFORMATION:**

The funds for this purchase is the Assessment Budget which has been supported by the Wayne County Enhancement Milage and the Benchmark Assessment Grant.

**RESOURCE PERSONNEL:**

Jennifer Keatts, Director Of Human Resources

**EXHIBITS:**

Attachment

# Curriculum Associates®

**Prepared For:**

Theresa O'Brien  
Livonia Public Schools  
15125 Farmington Rd,  
Livonia, MI 48154

5/7/2025

Dear Theresa O'Brien,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2025-2026    Quote ID: 407867.2    Quote Valid through: 12/31/2025

Product	List Price	Net Price
i-Ready	\$134,192.00	\$107,353.60
	List Total:	\$134,192.00
	Savings:	\$26,838.40
	Shipping/Tax/Other:	\$0.00
	Total:	\$107,353.60

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Jeffrey Tompkins  
(313) 316-0141  
jtompkins@cainc.com

**Please submit this quote with your purchase order**

# Curriculum Associates®

Quote ID: 407867.2

Date: 5/7/2025

Quote Valid through: 12/31/2025

**Prepared For:**

Theresa O'Brien  
 Livonia Public Schools  
 15125 Farmington Rd,  
 Livonia, MI 48154  
 tobrien@livoniapublicschools.org

**Your Representative:**

Jeffrey Tompkins  
 (313) 316-0141  
 jtompkins@cainc.com

**i-Ready**

Product Name	Item #	Qty	List Price	Net Price	Total
i-Ready Assessment Math Per Student License 1 Year	13086.0	8387	\$8.00	\$6.40	\$53,676.80
i-Ready Assessment Reading Per Student License 1 Year	13088.0	8387	\$8.00	\$6.40	\$53,676.80
i-Ready Subtotal:					\$107,353.60
<b>Total</b>					
				List Total:	\$134,192.00
				Savings:	\$26,838.40
				Merchandise Total:	\$107,353.60
				Voucher/Credit:	\$0.00
				Estimated Tax:	\$0.00
				Estimated Shipping:	\$0.00
<b>Total:</b>					<b>\$107,353.60</b>

**Special Notes**

All i-Ready purchases require professional development.  
 20% discount applied to i-Ready based on scope of quote.  
 For budgeting purposes only, final quote needed with updated quantities

F.O.B.: N. Billerica, MA 01862

Shipping: Shipping based on MDSE total

Terms: Net 30 days, pending credit approval

Fed. ID: #26-3954988

**Please submit this quote with your purchase order**

Y18

# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)

**Fax:** 1-800-366-1158

**Mail:**

ATTN: CUSTOMER SERVICE DEPT.

Curriculum Associates LLC

153 Rangeway Rd

North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$500/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$400/shipment location
- Freight Storage \$600 /shipment location
- Freight Carrier Redelivery \$100/pallet

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing [AR@cainc.com](mailto:AR@cainc.com).

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

For any non-print products - your subscription may be terminated and you may request a pro-rata refund for unused services within 90 days of license start date. For Professional Learning services, you may request a refund for unused services within 90 days of purchase date. After 90 days, your non-print products and Professional Learning purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.