



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

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Organizational Meeting  
January 10, 2022 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823



## Agenda

### **I. Opening of Meeting**

A. *Call to Order*

B. *Roll Call*

C. *Mission: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

*Motion: The Board of Education approve the agenda of the January 10, 2022 regular meeting, as presented.*

E. *Approval of Minutes*

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*Motion: The Board of Education approve the minutes of the December 13, 2021 regular meeting and the January 5, 2022 special meeting, as presented.*

F. *Election of Officers*

*Motion: The Board of Education approve the nomination of the following officers.*

- Election of President
- Election of Vice President
- Election of Treasurer
- Election of Secretary

### **II. Recognition**

### **III. Student Representative Report**

### **IV. Superintendent's Report**

### **V. Public Hearing**

A. *Opening of Public Hearing - Policy 5207 Anti-Bullying Policy.*

B. *Comments on Anti-Bullying Policy 5207.*

C. *Close Public Hearing.*

### **VI. Consent Agenda**

**Motion: The Board of Education approve the consent agenda to include the following item:**

A. *Financial Institutions in which District funds may be deposited:*

13

- Comerica Bank

- Huntington National Bank
- Michigan Liquid Asset Fund (MILAF)

VII. **Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VIII. **Board Discussion**

IX. **Action Items**

- |  |           |
|--|-----------|
| <b>A. <u>2022 Board of Education Meeting Schedule</u></b>  | <b>14</b> |
| <i>Motion: The Board of Education approve the 2022 Board Meeting schedule, as presented.</i>   |           |
| <b>B. <u>Adoption of Anti-Bullying Policy 5207</u></b>   | <b>15</b> |
| <i>Motion: The Board of Education adopt Anti-Bullying Policy 5207, as presented.</i>   |           |
| <b>C. <u>Food Service Truck Bid</u></b>  | <b>21</b> |
| <i>Motion: The Board of Education award the food service truck bid to Signature Ford in the amount of \$52,021.</i>                            |           |
| <b>D. <u>CM and Architect professional service fees for extension of bond services and synthetic turf field and tennis courts projects</u></b> | <b>29</b> |
| <i>Motion: The Board of Education approve the professional service fee proposals from Clark Construction and GMB, as presented.</i>            |           |
| <b>E. <u>High School Principal amended contract</u></b>  | <b>37</b> |
| <i>Motion: The Board of Education approve the amended high school principal contract, as presented.</i>  |           |

X. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee

XI. **Announcements**

XII. **Adjournment**

***Respectfully Submitted,***

***Dori Leyko  
Superintendent***

## I. Opening of Meeting

### I.A. Call to Order

Board President Terah Chambers called the meeting to order at 7:04 p.m.

### I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Kate Powers:	Present
Ms. Debbie Walton:	Present
Student Representatives:	
Elisabeth Beer	Absent
Anne McIlhagga	Present
Ms. Dori Leyko	Present

Present: 9. Absent: 1

### I.C. Mission: *Nurturing Each Child, Educating All Students, Building World Citizens*

### I.D. Approval of Agenda

Motion: 21-22/051: The Board of Education approve the agenda of the December 13, 2021 regular meeting, as presented.

This motion, made by Ms. Kate Powers and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

### I.E. Approval of Minutes

Motion 21-22/052: The Board of Education approve the November 22, 2021 regular meeting minutes, as presented.

This motion, made by Ms. Debbie Walton and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

## II. Recognition

- Twenty-nine Model UN students went to the Lansing Center this past weekend. There were five award winners:
  - Edith Pendell representing China and Jack McGuire representing Saudi Arabia took top honors.
  - Sydney Zaagman representing Argentina, Amelia Pauly representing Croatia, and Marie Adele Grosso representing United Kingdom took second honors.
  - Over 200 students participated in the conference from around the Midwest.
- Congratulations to the East Lansing Varsity football players who received all state recognition:
  - All State Dream Team – Evan Sunderman (punter)
  - Division 1-2 All State Honorable Mention: Asher Gregory (RB) and Mason Woods (WR).
- The EL Bands had 13 students audition to be invited to participate in the MSBOA All-State ensembles in January. This recognition is one of the highest honors a high school instrumentalist can earn. Congratulations to:
  - John Ahlin – Trumpet/Cornet
  - Peter Ahlin – Trumpet/Cornet
  - Zora Alfredson – French Horn
  - Benjamin Cook – Honorable Mention – Trombone
  - Michael Cyrul – French Horn
  - Johnny Danziger – Honorable Mention – Tuba
  - Annie Walton – Trumpet/Cornet
- The East Lansing High School Wind Ensemble and Symphonic Strings students came together to record the playing of the Oxford High School Fight Song.  
<https://youtu.be/UhG2SqGOWIM>

## III. Student Representative Report

- Musical auditions for Cinderella began this week;
- UNICEF club participated in a Flockey tournament for Relief for Afghanistan;
- Basketball started for boys and girls, teams are having a great start to the season, student sections are filled;
- Deadline to order a yearbook before the pay increases;
- Spirit Week being held this week before students leave for winter break;
- Finals will be begin after winter break;
- Dual enrollment students have finals this week;
- Booster shots are available for ages 16 – 17;
- East Lansing High School students held a walkout in honor of the Oxford High School students killed in the school shooting, Anne read what she said during the walkout.

## IV. Superintendent's Report

**No School December 20 – 31**

Just a reminder that we have no school from December 20 – 31. Staff and students will return Monday, January 3.

**COVID Reporting Updates**

As of today (12/13/21), ELPS is reporting the following COVID data for school-related cases:

School	Active cases (students and/or staff)	Number of individuals currently in quarantine as a result of school-related cases*	Cumulative cases for 2021-22
Donley Elementary	3	0	12
Glencairn Elementary	0	0	31
Marble Elementary	1	3	8
Red Cedar Elementary	0	2	12
Robert L. Green Elementary	3	2	14
Whitehills Elementary	0	0	10
MacDonald MS	0	0	15
East Lansing HS	2	0	36

**Second ELPS COVID-19 Vaccination Clinic Held for Children Ages 5 - 11**

ELPS held its dose 2 clinic this past Saturday for our second round of vaccinations for children ages 5 – 11. This wraps up our on-site clinics for now, and we encourage families to seek out appointments at the health department, pharmacies, grocery stores, their doctors’ offices or any other location providing the COVID-19 vaccine.

**MI Backpack Home Test Program - GREAT NEWS!**

We are pleased to be able to offer another COVID-19 testing opportunity to our families and staff - the MI Backpack Home Test Program! This program provides a limited number of free, at-home COVID-19 antigen tests to students and staff in Michigan’s schools during the 2021-2022 school year. This pilot program offers one more tool—in addition to in-school testing, masking, ventilation, and other strategies—to create a safer environment for students, staff, and families.

Thanks to the Michigan Department of Health and Human Services, we have enough test kits to send home with EVERY STUDENT and EVERY STAFF MEMBER! Each box contains two tests and directions for administration. These tests can be used at your discretion, but we see this as a great opportunity to prevent increased transmission following winter break. We ask that you utilize one of your antigen tests the day before or the morning of our return to school Monday, January 3. This way, we can be a little more confident that we are not bringing the virus back into our school buildings. I will send out a reminder Sunday, January 2 in my updates.

The test kit boxes will be sent home with students later this week by each building - please watch your child's backpack for a small sealed box of testing supplies (swab, reagent liquid and

small cardboard test card). Feel free to reach out to your building administrator, our school nurse or me if you have any test administration questions.

### **Holiday Giving Opportunity to Support ELPS Families - UPDATE & LAST CALL**

We've had over 100 (yes, yesterday it was 70+) families request support for the two-week winter break and will do our best to provide every family with food, personal items and/or gift cards - to this point, we've collected approximately \$2000 and want to thank our generous community. For convenience, we've added one more way to donate - Venmo. Every dollar collected will be redistributed to ELPS families.

**To make a donation via Venmo - please use the address Dori-Leyko.**

**To make a Donation via check** - Please write the check to ELPS and send to the address below or drop off at any school main office.

**To Donate a Gift Card** – Purchase a gift card(s) from the list provided below in any increment, and we will get these in the hands of our families while doing our best to match these gift cards to our families' needs and wishes. Please write the amount on the gift card. Send to the address below or drop off any school main office.

**Donations and gift cards will need to be received by the end of the day December 14<sup>th</sup> so we have time to distribute items to families before break.**

## **V. Consent Agenda**

Motion: 21-22/053: The Board of Education approve the consent agenda to include the following items:

V.A. Hiring of **Kelsey Biddle**, 1.0 FTE Marble Elementary Teacher at BA Step 3.5 level effective December 14, 2021.

This motion, made by Ms. Kate Powers and seconded by Dr. Kath Edsall, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

## **VI. Presentations**

### **VI.A. *Teacher Grant Awards* - East Lansing Educational Foundation**

Julie Thomas-Beckett presented a check in the amount of \$47,591.47 to East Lansing Public Schools from the ELEF for the 2021-22 Teacher Grants.

### **VI.B. *Curriculum Update*, Glenn Mitcham, Assistant Superintendent**

Discussion followed.

**VII. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Renee Knake Jefferson - ELHS tennis court improvements
- Iris Zink - Plans for increased school safety
- James P. Barger - Robotics Team Grant opportunity
- Michael Barger - Experiences in Robotics club/Grant
- David Fort - Robotics club/Grant
- Mike Conlin - Tennis courts
- Kristin Pennock – Tennis courts
- Sara Kalt - Tennis courts
- Jackie Hawthorne - Tennis courts
- Christopher Title - Robotics club

### VIII. Board Discussion

- Trustee Walton – Robotics Grant;
- Trustee Fink – Ways parents can be involved in the district;
- Ms. Leyko – Parent Councils (changed their names to Community Council), equity team, District Parent council, volunteering in the classroom;
- Trustee Martin – Responded to comments about tennis courts – supports the idea of 10 courts but does not want to jeopardize the project is it is not feasible.

### IX. Closed Session

*Motion 21-22/054: The Board of Education meet in closed session pursuant to Section 8(c) of the Open Meetings Act related to collective bargaining agreement.*

#### Roll Call Vote

Dr. Terah Chambers:	Yes
Dr. Kath Edsall:	Yes
Ms. Monica Fink:	Yes
Dr. Elizabeth Lyons:	Yes
Mr. Chris Martin:	Yes
Ms. Kate Powers:	Yes
Ms. Debbie Walton:	Yes
Ms. Dori Leyko	Yes

Dr. Chambers declared Board back in open session at 9:46 pm.

## X. Action Items

### X.A. **Takeover Agreement related to termination of contract with Midwest Wall Company, LLC for RLG and Whitehills building projects.**

*Motion 21-22/055:* The Board of Education authorize the Superintendent, or designee, to sign the attached Takeover Agreement as presented.

This motion, made by Ms. Kate Powers and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

### X.B. **ELESPA (Paraprofessionals) TA 1-1-22 to 6-30-24**

*Motion 21-22/056:* The Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Educational Support Association (ELESPA) covering the period of January 1, 2022 through June 30, 2024 as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

### X.C. **Adoption of New Policy Manual**

*Motion 21-22/057:* The Board of Education adopt the Policy Manual with the exception of Policy 5207 Anti-Bullying, as presented.

This motion, made by Dr. Kath Edsall and seconded by Ms. Monica Fink, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

## XI. Committee Reports

### XI.A. Academic and Technology Committee

- No report

### XI.B. Facilities Committee

- No December meeting;
- Will touch base with current committee members re: tennis courts.

### XI.C. Finance Committee

- Next meeting this Thursday at 3:00 pm.

XI.D. Intergovernmental Relations

- No report

XI.E. Personnel Committee

- No report

XI.F. Policy Committee

- Meeting scheduled for January 19 at 4:00 pm.
- Subject to new committee members: continuing work on outstanding policies as district transitions to new policy manual;
- Racial equity policy

**XII. Announcements**

- Ms. Fink - Parent Councils (many renamed) are looking for new members; go to website - Parents/Students - information on meeting dates; looking to start a council at Red Cedar.
- Dr. Edsall - if no action/consent items for a meeting in the future, may consider canceling a meeting with notice to the public.

**XIII. Adjournment**

Meeting adjourned at 10:12 pm.

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President

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Secretary

## I. Opening of Meeting

### I.A. Call to Order

The meeting was called to order by President Terah Chambers at 12:00 p.m.

### I.B. Roll Call

Dr. Terah Chambers: Present  
Dr. Kath Edsall: Present  
Ms. Monica Fink: Present  
Dr. Elizabeth Lyons: Present  
Mr. Chris Martin: Present  
Ms. Kate Powers: Present  
Ms. Debbie Walton: Present  
Ms. Dori Leyko Present

Present: 8.

### I.C. Approval of Agenda

Motion 21-22/058: The Board of Education approve the agenda of the January 5, 2022 special meeting, as presented.

This motion, made by Ms. Kate Powers and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

## II. Appointment of Hearing Officer

Motion 21-22/059: The Board of Education move to appoint attorney Lisa Swem as acting Hearing Officer for the discipline hearing.

This motion, made by Dr. Kath Edsall and seconded by Ms. Kate Powers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

**III. Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

No public comment

#### **IV. Discipline Hearing for Student 1009154**

Motion 21-22/060: The Board of Education meet in closed session pursuant to Section 8(b) of the Open Meetings Act.

This motion, made by Dr. Kath Edsall and seconded by Ms. Debbie Walton, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

The Board may convene in closed session for the purpose of conducting a student discipline hearing if requested by the student's parents or guardian.

IV.B. Comments from acting Hearing Officer Lisa Swem.

IV.C. Comments from the district.

IV.D. Comments from the student's family/representative.

IV.E. Opportunity for Board members to ask questions.

IV.F. Administrative Recommendation to the Board of Education.

#### **V. If the meeting is closed - return to open meeting**

The meeting returned to open session at 12:52 p.m.

#### **VI. Disciplinary Action**

Motion 21-22/061: The Board of Education approve the resolution of disciplinary action for Student 1009154 as prepared by legal counsel.

This motion, made by Dr. Kath Edsall and seconded by Ms. Kate Powers, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Ms. Kate Powers: Aye, Ms. Debbie Walton: Aye

Aye: 7, Nay: 0

**VII. Adjournment**

The meeting adjourned at 12:52 pm.

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President

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Secretary



## MEMORANDUM

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**TO:** ELPS Board of Education & Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Consent Agenda Item – Designation of Depositories

**DATE:** January 5, 2022

Recommendation:

It is recommended that the Board of Education approve the following financial institutions in which District funds may be deposited:

- Comerica Bank
- Huntington National Bank
- Michigan Liquid Asset Fund (MILAF)

Background:

Per Board policy 3203 the Board shall annually designate financial institutions in which District funds will be deposited.

**Comerica Bank:**

- General Fund – Checking and Payroll
- Food Service Fund – Checking
- Student/School Activity Fund – Checking
- Custodial Fund – Checking
- 2015 Debt Retirement Fund – Money Market
- 2017 Debt Retirement Fund – Money Market
- 2020 Debt Retirement Fund – Money Market
- Sinking Fund – Money Market
- 2019 Sinking Fund – Checking
- 2020 Capital Projects Fund – Interest Checking

**Huntington National Bank:**

- Debt Service paying agent accounts

**Michigan Liquid Asset Fund (MILAF):**

- 2020 Capital Projects Fund – Investments



East Lansing Public Schools

**SCHOOL DISTRICT OF THE CITY OF EAST LANSING  
INGHAM AND CLINTON COUNTIES, MICHIGAN**

509 Burcham Dr  
East Lansing MI 48823  
517.333.7424

Lower level of East Lansing High School  
7:00 pm

**NOTICE OF REGULAR MEETING OF THE  
EAST LANSING BOARD OF EDUCATION**

Please take notice that the regular meetings of the East Lansing Public Schools Board of Education will be held according to the following schedule.

**January 2022 – January 2023**

January 10, 2022 (organizational)	August 8, 2022
January 24, 2022	August 22, 2022
February 14, 2022	September 12, 2022
February 28, 2022	
March 14, 2022	October 3, 2022
March 28, 2022	October 24, 2022
April 11, 2022	November 14, 2022
April 25, 2022	November 28, 2022
May 9, 2022	December 12, 2022
May 23, 2022	
June 13, 2022	January 9, 2023 (organizational)
June 27, 2022	
July 25, 2022	

*Upon request to the Office of the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.*

Policy 5207 Adoption

East Lansing Public Schools

County[ies] of Ingham and Clinton, State of Michigan (the East Lansing Public Schools)

A regular meeting of the Board of Education (the “Board”) was held in the Board Room, within the boundaries of the East Lansing Public Schools, on the 24 day of December, 2022, at 7:00 o’clock in the p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present:

Absent:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

**WHEREAS**, on December 13, 2021 the Board repealed the Board’s then-existing policies, bylaws, and administrative guidelines, and adopted the Thrun Law Firm Policy Manual (“Policy Manual”), except that the Board retained its Board policy [insert number], concerning student bullying, pending a statutorily required public hearing on proposed Policy 5207 (Anti-Bullying) in the Policy Manual; and

**WHEREAS**, consistent with Revised School Code Section 1310b, MCL 380.1310b, the Board held a public hearing on January 10, 2022 concerning proposed Policy 5207 (Anti-Bullying), which would replace the Board’s existing policies, bylaws, and administrative guidelines concerning student bullying; and

**WHEREAS**, the Board has carefully considered proposed Policy 5207 (Anti-Bullying), the Administration’s recommendation, and information and comments provided during the public hearing.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board accepts the Administration’s recommendation to adopt Policy 5207 (Anti-Bullying).
2. Policy 5207 (Anti-Bullying) is hereby adopted and replaces all existing Board policies, bylaws, and administrative guidelines concerning student bullying.
3. The Board’s adoption of Policy 5207 will take immediate effect.
4. The Administration shall promptly review East Lansing Public Schools publications and forms that may reference the now-repealed student bullying policy and revise those publications and forms as necessary to align with the newly adopted Policy 5207 within 90 calendar days after this resolution.

Policy 5207 Adoption

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes:

Nays:

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of East Lansing Public Schools, County[ies] of Ingham and Clinton, State of Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 10, 2022, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

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Secretary, Board of Education

## Series 5000: Students, Curriculum, and Academic Matters

### 5200 Student Conduct and Discipline

#### 5207 Anti-Bullying Policy

[Note: Before adopting this Policy, the Board must hold a public hearing about the Policy. The hearing may be part of a regular Board meeting.]

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability 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 substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize,

and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written

materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

**Training.** The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

**Educational Programs.** The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

## H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder,

receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised:



East Lansing  
Public Schools

## MEMORANDUM

---

**TO:** ELPS Board of Education & Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action Item – Food Service Truck Bid

**DATE:** December 29, 2021

Recommendation:

It is recommended that the Board of Education award the food service truck bid to Signature Ford in the amount of \$52,021.

Background:

The business office contacted MDE on the status of their review of the equipment request and they indicated that food service trucks are on the pre-approved list. Attached is the email correspondence. Also, it is anticipated to take at least six months for the truck to be delivered.

***From the 12-13-2021 BOE packet:***

The District has two food service trucks (model year 2009 and 2012) that are used to transport food from East Lansing High School to the other school buildings. Attached is a bid for a new 2023 food service truck in the amount of \$52,021. The bid is from the State of Michigan contract #071B7700180.

Purchasing equipment out of the Food Service Fund requires approval from MDE if the equipment is not on a pre-approval list. The business office has submitted the request to MDE for their approval. Should MDE approve the purchase it will be brought forward to the Board of Education for approval. Both of the current food service trucks have been fully depreciated and have a zero book value. The oldest truck (2009) will be repurposed for grounds and maintenance use.



November 24, 2021

East Lansing Public Schools  
Attn: Michael Stahlmann  
501 Burcham Drive  
East Lansing, MI 48823

Dear Michael Stahlmann:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County  
Contract# 21-18 Bid:

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**2023 Ford E450 Cutaway Van w/Aluminum Van Body in White                      \$52,021.00 ea**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

**Order Cutoff Date: TBD.**

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 30-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 30 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

## 2023 E-Series Cutaway E-350(E3F) SRW & DRW E-450(E4F) DRW Major Standard Equipment

**POWERTRAIN**

- 7.3L V8 Premium-rated engine
- 6-Speed Transmission O/D w/Tow Haul w/Auxiliary Cooler

**FUNCTIONAL**

- Alternator – 210 Amp
- Battery – heavy-duty 78 amp-hr
- Brakes – 4-wheel disc brakes with Tracktion Control
- Horn – dual-note
- Shock Absorbers – Heavy-duty
- Steering – Power
- Steering gear – heavy-duty
- Tachometer
- Windshield wipers – interval
- Air conditioning – front only
- Bluetooth-capable AM/FM stereo w/clock display. USB input and 2 speakers
- Axle
  - Front, Twin I-beam
  - Rear – Full Float
- Embedded Modem
  - Fleet Telematics Modem
- Interior Power
  - Dual USB Ports in Instrument Panel
  - PowerPoint – 1x12V PowerPoint
- Stabilizer Bars
  - Front Stabilizer Bar – E350 SRW Only
  - Front and Rear Stabilizer Bar – E350/E450 DRW Only

**EXTERIOR**

- Auxiliary
  - Fuel Port
  - Transmission oil cooler
- Ford Oval on grille
- Glass – solar
- **Mirror Delete**
- Bumper – black painted, front w/lower black plastic valence and Under-Bumper Air Dam
- Headlamps with Autolamp – Dual Sealed-beam with Fixed Lens
- Fuel tank – 40 Gallon (aft-of-axle) (E-350)
- Fuel tank – 55 Gallon (E-450)

- Tires – LT245/75R16E BSW All Season (SRW)
- Tires – LT225/75R16E BSW All Season (DRW)
- **Spare Tire & Wheel Delete**
- Steel valve stems (DRW Only)
- 16” x 6” Wheels – Painted White Steel (DRW)
- 16” x 6” Wheels – Painted Gray Steel (SRW)

● **Wheel Trim Delete**

**INTERIOR**

- Console – Color-keyed w/dual Bin Stowage & (3) cup holders
- Dash sound absorber
- Floor covering – front, black vinyl
- Glove Box with Auxiliary 12V PowerPoint
- Key-in-ignition warning chime
- Seats – Dual High-back Vinyl Bucket
- Step Well Pads – Black Plastic
- Sun visors – Vinyl
- Interior Lighting
  - Courtesy light switch – front-door
  - Front dome light
- **Rearview Mirror Delete**
- Steering wheel – Tilt & Telescoping
- Modified Vehicle Wiring Kit
- Light & Convenience Group
- Trim
  - Driver and Passenger A-pillar grab handle
  - Driver and Passenger Black Cowl Trim Panels
  - Front, Molded Vinyl Faced Headliner
  - Headliner – Front, Molded Vinyl Faced
  - Instrument panel – Medium Flint
  - Medium Flint with Single Stowage Area Door-trim Panels

**SAFETY/SECURITY**

- Dual Airbags – 2<sup>nd</sup> Generation
- Electronic Stability Control (ESC)
- Safety belts – Medium Flint w/height-adjustable D-ring
- Traction Control
- Tire Pressure Monitoring System (TPMS) – Standard on SRW models

**DRIVERS ASSIST FEATURES**

- Hill Start Assist

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**Base Price Single Rear Wheel**

[ ]	Base Price E-350 138” WB, CA 80” SRW, GVWR 10,050	\$28,194.00
[ ]	Base Price E-350 158” WB, CA 100” SRW, GVWR 10,050	\$28,482.00

**Base Price Dual Rear Wheel**

[ ]	Base Price E-350 138” WB, CA 80” DRW(T68), GVWR 11,500	\$28,463.00
[ ]	Base Price E-350 158” WB, CA 100” DRW(T68), GVWR 11,500	\$28,682.00
[ ]	Base Price E-350 176” WB, CA 118” DRW(T68), GVWR 12,500	\$29,172.00
[x]	Base Price E-450 158” WB, CA 100” DRW, GVWR 14,500	\$30,480.00
[ ]	Base Price E-450 176” WB, CA 118” DRW, GVWR 14,500	\$31,129.00

<u>Available Options</u>	<u>Option Code</u>	<u>Price</u>
<input checked="" type="checkbox"/> <b>Bucket Dual Vinyl High Back Standard on this vehicle</b>	<b>211</b>	<b>Standard</b>
<input type="checkbox"/> Bucket Dual Cloth High Back Seat	CE/211	N/C
<input type="checkbox"/> Manual Pedestal, not Inc. w/47M & 47B packages	21D	20.00
<input type="checkbox"/> Driver Captain Chair w/Trim	ME/21T	85.00
<input type="checkbox"/> Driver Seat Power	90P/21A	545.00
<input type="checkbox"/> Spare Tire & Wheel	51A	270.00
<input type="checkbox"/> 16" Sport Wheel Cover (SRW only) N/A with alum. wheels (64F)	614	120.00
<input checked="" type="checkbox"/> <b>Alternator HD 240 Amp</b>	<b>63O</b>	<b>160.00</b>
<input type="checkbox"/> Dual Alternator – 240/157 Amp	63N	850.00
<input type="checkbox"/> Dual 78 Amp Heavy-Duty Batteries	634	245.00
<input type="checkbox"/> Engine block heater	41H	75.00
<input type="checkbox"/> Axle Limited Slip	X	270.00
<input type="checkbox"/> Front One-Up GAWR, E-350 only	672	40.00
<input type="checkbox"/> 12500 GVWR, E-350 DRW(158" Wheelbase Only)	20C	350.00
<input type="checkbox"/> License Plate Bracket Front	153	N/C
<input type="checkbox"/> Power Windows & Locks	903	465.00
<input type="checkbox"/> Power Windows & Locks w/Remote Keyless Entry	948/903	715.00
<input checked="" type="checkbox"/> <b>Mirrors Telescopic Trailer Tow</b>	<b>54D</b>	<b>125.00</b>
<input type="checkbox"/> Mirrors Telescopic Trailer Tow-Power Equip Required (903)	54E	230.00
<input checked="" type="checkbox"/> <b>B-Pillar Trim Kit. Includes unique, full LH/RH B-pillar trim</b>	<b>92B</b>	<b>100.00</b>
<input type="checkbox"/> Running Boards-LH/RH door Length	688	250.00
<input type="checkbox"/> Alternate Lateral Frame- 6 lateral all WB Incl. 559 Frame pucks	554	130.00
<input type="checkbox"/> Standard pattern Frame- 4 long/2 lateral w/138" & 158" WB, 4 lateral/2 long w/176"WB	557	140.00
<input checked="" type="checkbox"/> <b>Pucks- Frame (isolators)</b>	<b>559</b>	<b>50.00</b>
<input type="checkbox"/> Auxiliary Heater Connector Package	57L	100.00
<input type="checkbox"/> Auxiliary Heater/AC Connector Package w/Rear controls	57X	110.00
<input type="checkbox"/> Instrument Panel Electronic Message Center	60J	190.00
<input type="checkbox"/> Tamper Proof Odometer	87A	30.00
<input type="checkbox"/> 110V AC Outlet	901	180.00
<input type="checkbox"/> 4 Speaker Upgrade Pkg.	874	30.00
<input type="checkbox"/> Inside Rearview Mirror	625	25.00
<input type="checkbox"/> Cruise Control	525	240.00
<input type="checkbox"/> <b>Insulation Package</b> (Front cloth headliner and sunvisors)	<b>552</b>	<b>85.00</b>
<input type="checkbox"/> <b>Exterior Upgrade Package (Front chrome bumper &amp; Grill)</b>	<b>18A</b>	<b>105.00</b>
<input type="checkbox"/> <b>Interior Upgrade Package</b> (Front cloth headliner, High-series door trim panels, Dual Cloth Captain's Chairs (21A), Cloth sunvisors, Power door locks and windows (903), and Insulation Package (552)	<b>18C</b>	<b>940.00</b>
<input type="checkbox"/> <b>Shuttle Bus Prep Package (Includes:</b> Front chrome bumper and Chrome grill, Manual Pedestals, seats not included (21W), Power door-locks and windows 903 (Not available w/RH door delete 60X), Engine block heater, Frame pucks (isolators), Front license plate bracket, Exterior Mirror Delete (54F). <b>Deletes:</b> Front vinyl floor covering, Front headliner, and Front dome lamp)	<b>47B</b>	<b>460.00</b>
<input type="checkbox"/> Auxiliary Heater Connector Package w/Rear Fan Controls	57J	25.00
<input type="checkbox"/> Engine Console Cover <b>Delete</b>	41X	(-15.00)
<input type="checkbox"/> Trailer Towing Package (Class I)	534	135.00
<input type="checkbox"/> Review Camera Kit (Includes Review Mirror w/Camera Display)43C		440.00
<input type="checkbox"/> User Defined Switches (4) on the Instrument Panel	52S	85.00
<input type="checkbox"/> Upfitter Interface Module	66A	310.00
<input type="checkbox"/> Daytime Running Lights	942	45.00
<input type="checkbox"/> Ambulance Prep Package	47A	1860.00

28130 GROESBECK HWY.  
ROSEVILLE, MI. 48066

**NBC**  
TRUCK EQUIPMENT CO.

(ROSEVILLE) PHONE: 800 774-0627  
(ROSEVILLE) FAX: 586 774-1280

**(LANSING) PHONE: 517 349-1252 FAX: 517 347-7933**  
**(LANSING) CELL PH: 517 303-4001 (JOHN OLK)**

**SALES QUOTATION: SF-ELPS-CUT12GATE-2022RP**

**DATE: 11/22/2021**

CUSTOMER PO# .  
DLR. STOCK #: .

CUSTOMER: SIGNATURE FORD  
PERRY, MI  
CONTACT: BILL CAMPBELL

WO#  
SALESMAN: JOHN OLK  
TERMS: NET WHEN PD.

USER: E.L. PUB. SCHOOLS

**TRUCK: E-350 SD CUTAWAY CAB CHASSIS**

**VIN:**

**ENGINE: GAS**

**WB: 158" DRW**

**ETA**

**COLOR: WHITE**

**INFO: DROP SHIP DIRECT TO ROCKPORT FACTORY-ELKHART IN.**

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**ROCKPORT MODEL RP129690 ALUMINUM CUTAWAY VAN BODY**

**DIMENSIONS: 12' LONG X 90 HIGH A 96" WIDE**

**STANDARD SPECIFICATIONS:**

HD SERIES FLOOR & UNDERSTRUCTURE:

5" TUBULAR STEEL LONGSILLS  
3" STEEL FORMED C-CHANNEL CROSSILLS ON 12" C/L  
FLAT LAMINATED HARDWOOD FLOOR  
UNDERCOAT TYPE TREATMENT OF UNDERSTRUCTURE

**REAR DOOR AREA:**

DIAMOND COMPOSITE PREMIUM ROLL UP REAR DOOR WITH SIDE SEALS  
UPGRADED OVERSIZE (2") ROLLERS & TRACK  
STAINLESS STEEL DOOR RIVETS  
STEEL DOOR FRAME - 84" DOOR OPENING  
TWO REAR GRAB HANDLES

**BODY SHELL CONSTRUCTION AND LIGHTING:**

1/2" CORE FRP FRONT WALL  
OMIT CAB ACCESS DOOR  
ONE PIECE ALUMINUM ROOF  
PRE-PAINTED WHITE ALUMINUM SKINS  
LED CLEARANCE LIGHTS  
LED DOME LAMP WITH REAR SWITCH AND CAB PILOT LIGHT  
1/2" PLYWOOD LINING ON SIDE WALLS  
INSTALLATION @ ROCKPORT FACTORY WITH NBC FLAPS

SEE PG. 2

**PLUS ROCKPORT UPGRADES:**

- UPGRADE FLOOR AND UNDERSTRUCTURE
- REINFORCE REAR DOOR AREA TO ACCEPT 2000# RAILIFT GATE
- PROVIDE SET BACK BULKHEAD FOR FULL SEAT EXTENSION
- OMIT REAR STEP BUMPER (R-PORT RAILIFT GATE INSTALL)
- OMIT OVAL STT LIGHTS IN REAR POSTS
- OMIT CAB ACCESS DOOR
- HD UPGRADE ON ROLLUP REAR DOOR
- REAR GRAB HANDLES INSTALLED ON SIDES OF REAR DOOR FRAME
- FURNISH ½” PLYWOOD LINING ilo STANDARD 3/8”
- 12 GA. GALVANIZED SMOOTH STEEL SKUFF UP 24” – SIDES AND FRONT
- TWO ROWS SURFACE MOUNTED HORIZONTAL – E-TRACK- SIDES & FRONT
- LOCATE TRACK: 18” & 36” FLOOR TO C/L OF TRACK

NOTE: BOTTOM ROW OF TRACK WILL BE INSTALLED ON SKUFF LINING

**SPECIAL SHELVING:**

- THREE ROWS OF **FRP SHELVING** ON FRONT WALL
- 20” DEEP FLAT LOAD SURFACE WITH 1” TILT TOWARDS FRONT WALL
- ALUMINUM ANGLE SUPPORT CONSTRUCTION (OR SIMILAR)
- FRONT SHELF SUPPORT ANGLE TO POINT DOWNWARD TOWARDS FLOOR  
(PROVIDING A FLAT LOAD APPROACH)
- LOCATE FRONT SHELVES @ 8”, 24”, AND 42” FROM FLOOR TO AVOID E-TRACK

**ROCKPORT INSTALLED RAILIFT GATE:**

- TOMMYGATE MODEL 89-16AEA55 RAILIFT GATE
- 1600# RATED CAPACITY
- 89 X 55 +12 EXTRUDED ALUMINUM PLATFORM
- POWER OPEN & CLOSING
- STD LICENCE PLATE HOLDER
- STD. 150A CIRCUITY BREAKER
- STD. SINGLE TOMMYGATE CONTROL ON CURBSIDE
- STD. SAFETY TRIP BAR
- LED STOP TAIL LIGHTS IN REAR CROSS PANEL
- INSTALL ROCKPORT GRAB HANDLES ON SIDES OF REAR DOOR FRAME

PRICE FOB DEALERSHIP ..... \$ 21,106.00

**PLEASE NOTE:**

DUE TO CONTINUING STEEL & ALUMINUM PRICE INCREASES WE ASK YOU TO VERIFY ANY PRICE QUOTATIONS OVER 30 DAYS OLD PRIOR TO ORDERING.

SUBMITTED BY:

ACCEPTED BY:

JOHN OLK

DATE

\_\_\_\_\_

## Richard Pugh

---

**From:** MDE-Fiscal <MDE-Fiscal@michigan.gov>  
**Sent:** Tuesday, December 28, 2021 12:52 PM  
**To:** Scott David Baker Young  
**Cc:** Richard Pugh  
**Subject:** RE: Equipment and Capital Expenditure Request Form

**CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.**

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Hi Scott

It looks like the notification did not go out regarding the equipment approval. I apologize for that we have been having problems with the notifications going out when approval request are not required. After reviewing the request seems you do not need pre-approval to purchase a food service vehicle. Food service vehicle's are included on the [Pre-Approved Food Service Equipment List](#), therefore no additional approval is required. You still need to make sure you follow a proper procurement procedures as outlined in the Administrative memo #5 [When do you Need Pre-Approval for Food Service Equipment Purchases](#) –

If you have additional questions please don't hesitate to contact us.

Thank you,  
Brenda Sweatman  
(517) 335-6617  
[www.michigan.gov/mde-fast](http://www.michigan.gov/mde-fast)

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**From:** MDE-Fiscal  
**Sent:** Tuesday, December 28, 2021 10:07 AM  
**To:** Scott David Baker Young <[scott.baker@elps.us](mailto:scott.baker@elps.us)>  
**Cc:** Richard Pugh <[richard.pugh@elps.us](mailto:richard.pugh@elps.us)>  
**Subject:** RE: Equipment and Capital Expenditure Request Form

Hi Scott,

I'll check the status of the request and get right back with you.

Thanks

---

**From:** Scott David Baker Young <[scott.baker@elps.us](mailto:scott.baker@elps.us)>  
**Sent:** Tuesday, December 28, 2021 10:04 AM  
**To:** MDE-Fiscal <MDE-Fiscal@michigan.gov>  
**Cc:** Richard Pugh <[richard.pugh@elps.us](mailto:richard.pugh@elps.us)>  
**Subject:** Equipment and Capital Expenditure Request Form

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

Good morning.

On December 3, 2021, East Lansing Public Schools completed and submitted the on-line Equipment and Capital Expenditure Request form, in an effort to secure MDE permission of a Food Truck purchase for our Food Service department. We have not received any written notification about the status of our request. At present, the on-line request has a status of "SUBMITTED". Can you please let me know the status of our request and when we can expect to receive a response?

Please contact me with any questions, and thanks again.

Scott Baker-Young  
Accountant  
East Lansing Public Schools  
(517) 333-7432

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## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action Item – CM and Architect professional service fees for extension of bond services and synthetic turf field and tennis courts projects

**DATE:** December 22, 2021

Recommendation:

It is recommended that the Board of Education approve the professional service fee proposals from Clark Construction and GMB, as presented.

Background:

***From the 12-13-2021 BOE packet:***

The district is continuing to work with Clark Construction and GMB on the design and construction management of the remaining bond projects (primarily outdoor learning areas) as well as the synthetic turf field and tennis courts projects. Attached are their respective professional service fee proposals.

The following is a summary of each proposal using an estimated construction cost of \$5,500,000 (\$3 million remaining elementary bond funds and \$2.5 million for synthetic turf field and tennis courts). The actual fees will be based on actual construction costs.

Summary of Clark Construction's proposal:

- 1.75% fee \$96,250
- CM Staffing \$276,665 (through September 2022)
- CM estimated reimbursables \$6,756

Summary of GMB's proposal:

- 6.25% fee for turf and tennis courts \$156,250
- 5.80% fee for elementary bond \$174,000
- Architect estimated reimbursables \$15,000

Administration negotiated both proposals. Approval is recommended.

October 25, 2021



Richard Pugh, Director of Finance  
East Lansing Public Schools  
509 Burcham Dr.  
East Lansing, MI 48823

Re: East Lansing Public Schools 2017 Bond Program  
Construction Management Extension of Services

Dear Mr. Pugh,

Clark Construction Company is honored to provide additional Construction Management services for the East Lansing Public Schools 2017 Bond Program.

The following is our proposal costs for additional services required to accomplish the construction work associated with work in 2022. Our proposal fee is based on a construction value of \$5,500,000.

Proposed Cost

• CM Fee (1.75 x \$5,500,000)	\$ 96,250
• CM Staffing (Staffing plan and hourly rates below)	\$ 276,665
• CM Reimbursable Expense (Itemized list below)	\$ 6,756
<b>Total</b>	<b>\$379,671</b>

Construction Manager Hourly Staff Rates

<u>Position</u>	<u>Hourly Rate</u>
Senior Project Manager	\$ 87.78
Project Manager	\$ 79.78
Estimator	\$ 73.23
Superintendent	\$ 89.42
Safety Manager	\$ 82.04
Cost Accountant	\$ 45.92

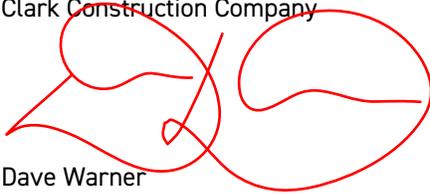
Construction Management reimbursable expense items included in CM proposal

<u>Description</u>	<u>Amount</u>
Office Supplies	\$ 220
Copy Machines	\$ 800
Telephones	\$ 2,151
Mileage	\$ 3,585

We look forward to serving East Lansing Public Schools. Please Contact me with any questions.

Sincerely,

Clark Construction Company

A handwritten signature in red ink, appearing to read "DW", is written over the text "Clark Construction Company".

Dave Warner  
Senior Project Manager

cc: File



Clark Construction Staffing Plan																				
East Lansing Public Schools Summer 2022																				
Preliminary Staffing Plan																				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov								
		2022										Clark Construction Company Staffing Hours/Cost								
	Hours to Date	Pre-Constr.			Construction							Hours			Billing			Totals		
	0.00%	1	2	3	4	5	6	7	8	9	10		Pre Con	Constr.	Total	Rate	Pre Con	Const.	Total	
Position																				
<i>Estimating</i>																				
<i>Sr. Project Manager</i>		120											120		120	\$73.23	\$ 8,787	\$ -	\$ 8,787	
Dave Warner		16	16	16	16	16	16	16	16	16	16		160	160	\$87.78	\$ -	\$ 14,045	\$ 14,045		
<i>Project Manager</i>																				
Ihane Lounsberry		173	173	173	173	173	173	173	173	173			1,557	1,557	\$79.78	\$ -	\$ 124,224	\$ 124,224		
<i>Project Engineer I</i>																				
<i>Intern</i>													0	0	\$57.64	\$ -	\$ -	\$ -		
<i>Superintendent I</i>													0	0	\$26.56	\$ -	\$ -	\$ -		
Off Pulpit		173	173	173	173	173	173	173	173				1,384	1,384	\$89.42	\$ -	\$ 123,795	\$ 123,795		
<i>Safety Manager</i>																				
Justin Bailey					8	8	8	8	8				40	40	\$82.04	\$ -	\$ 3,282	\$ 3,282		
<i>Purchasing/Accounting</i>																				
Lynn Dekam					8	8	8	8	8	8			56	56	\$45.92	\$ -	\$ 2,572	\$ 2,572		
<b>Total Monthly Hours</b>		482	362	362	370	378	378	378	378	205	24	0	120	3,197	3,317		\$ 8,787	\$ 267,878	\$ 276,665	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		Total Pre Check	3,317				\$ 276,665	
		2022																		
														0						



December 6, 2021

Mr. Richard Pugh  
Director of Finance and Operations  
**East Lansing Public Schools**  
501 Burcham Dr.  
East Lansing, MI 48823

**RE: Proposal for Professional Services  
Tennis Court & Synthetic Turf Project**

Dear Rich,

GMB Architecture + Engineering is pleased to continue our work with East Lansing Public Schools (ELPS) on your sinking fund projects. Please find following our proposal for professional services.

#### **SCOPE OF WORK**

GMB understands that the scope of work for this project includes all design and engineering work associated with replacing the existing asphalt tennis courts with post-tension concrete courts. The courts will be reconstructed in their current location.

Additionally, this project includes all design and engineering work associated with removing the existing grass field at ELPS's Stadium and replacing it with new synthetic turf, turf graphics, associated drainage base material, coordinated locations for owner-provided or GMB specified equipment, and conduits for owner-provided electrical or sound equipment.

GMB will assist ELPS with submitting the necessary documentation to the plan review agencies, answering Requests for Information (RFIs) during bidding and construction, processing submittals, and making regular site visits during construction. GMB will also assist in creating a punch list and other project closeout activities. It is understood that ELPS will contract with Clark Construction to provide construction management services, including bidding support, preparation of front-end documents (including contracts and bidding requirements), solicitation of bids, conducting a pre-bid meeting, conducting post-bid interviews, conducting a pre-construction meeting, issuing contracts, and conducting regular progress meetings.

#### **PROJECT TIMELINE**

GMB understands that ELPS would like to have this work constructed during the Summer of 2022. GMB plans to issue bid documents to Clark Construction by January 13<sup>th</sup>, 2022.

#### **FEE**

GMB proposes a fee of **\$184,980** (One Hundred Eighty-Four Thousand Nine Hundred Eighty Dollars) to provide the scope of services as outlined above. This fee is **6.25%** of the construction related costs, based on the conceptual estimate of \$2,959,676 by Clark Construction dated June 29, 2021 (line items 006 & 007).



In addition, GMB proposes to extend our current agreement as defined by the AIA B132 Contract for all remaining bond projects in the Summer of 2022 at a rate of **5.8%** of construction related costs. The estimated lump sum fee for this work is approximately **\$155,000** (One Hundred Fifty-Five Thousand Dollars).

For informational purposes, we present the following:

**STANDARD HOURLY RATES**

Executive	\$220.00
Principals / Practice Leaders	180.00
Senior Professional	180.00
Registered Professionals	150.00
Professionals	135.00
Construction Administration	120.00
Design Technicians	95.00
Administrative / Clerical / Intern	85.00

**ADDITIONAL COSTS**

Typical additional costs include travel expenses beyond the project area, surveys, special investigations beyond the scope of this proposal, scanning of existing drawings, special consultants, special reports, models, laser scans, printing, 3D printing, CADD file conversions, photographs, audio-visual work, state permit fees, and similar expenses beyond the scope of everyday A/E operations are invoiced at cost, with no-mark up.

GMB anticipates reimbursable costs to include plan review fees, survey fees, geotechnical engineering fees, local agency fees, printing, plotting and plan room hosting fees. We recommend that ELPS hold an allowance of \$15,000 for the reimbursables identified above.

GMB does not charge for clerical support, phone calls, miscellaneous copying, etc. Additional costs shall be charged and shall cover items for which the Architect/Engineer, in pursuit of the objectives of your project, incurs expense.

**OWNER'S RESPONSIBILITIES**

The Owner, East Lansing Public Schools, shall provide on a timely basis all of the necessary and pertinent information relevant to the Architect/Engineer for use in completing the project, as well as provide reasonable access to the facility and site as needed for the work.

GMB is not responsible for identification of any hazardous substances (e.g. asbestos or lead containing materials or mold) during the execution of this project. If the existence of any hazardous substances is suspected or determined during the period of this project, the identification and removal of such is the responsibility of the Owner.

**TERMS**

In the event of a dispute, liability to GMB for errors or omissions is limited to our fee. Any disputes must be solved by mediation per the American Council of Arbitration guidelines.



Termination of the terms agreed to shall occur when the project is complete or the project is officially abandoned by East Lansing Public Schools, whichever occurs first. In either case, all costs owed to the Architect/Engineer for daily and hourly charges and additional costs will be due and payable within thirty days of their final billing.

Thank you for the opportunity and we look forward to continuing our relationship with East Lansing Public Schools.

Sincerely,

**GMB**

A handwritten signature in black ink, appearing to read 'Jeff Hoag'.

Jeff Hoag, AIA, LEED AP  
K-12 Practice Leader

A handwritten signature in black ink, appearing to read 'David Bolt'.

David Bolt, AIA, LEED AP, NCARB  
Chief Executive Officer

**PROPOSAL ACCEPTANCE:** To accept this proposal, please sign, date, and return to Jeff Hoag at [jeffh@gmb.com](mailto:jeffh@gmb.com).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Proposal: East Lansing Public Schools - Tennis Court & Synthetic Turf Project



East Lansing  
Public Schools

## MEMORANDUM

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**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Richard Pugh, Director of Finance

**SUBJECT:** Action Item – High School Principal amended contract

**DATE:** January 4, 2022

Recommendation:

It is recommended that the Board of Education approve the amended high school principal contract, as presented.

Background:

Attached is the redlined high school principal amended contract. The change increases Mr. Wells retirement incentive, paragraph 5e, from 25% to 35%. The cost increase, including FICA, is approximately \$11,200.

Approval is recommended.