



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

---

Regular Meeting  
January 26, 2026 - 7:00 PM  
MacDonald Middle School Auditorium  
1601 Burcham Dr  
East Lansing, MI 48823



## Agenda

### I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

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

D. *Approval of Agenda*

*Motion: I move that the Board of Education approve the January 26, 2026, regular meeting agenda, as presented.*

E. **Approval of Minutes**

**Motion: I move that the Board of Education approve the minutes of the following meetings:**

1. January 12, 2026, regular meeting

2

East Lansing Public Schools Regular Meeting January 12, 2026 7:00 PM	MacDonald Middle School Auditorium 1601 Burcham Dr East Lansing, MI 48823
--	---

- I. Opening of Meeting
  - I.A. Call to Order  
The meeting was called to order at 7:00 pm by President Martin.
  - I.B. Roll Call  
Attendance Taken at 7:00 PM. Chambers: Present, Edsall: Present, Faris-Hylen: Present, Lyons: Present, Martin: Present, Torrez: Present, Tykocki: Present.  
  
Student Representative Dijagah – absent  
Student Representative Meghea – present  
Superintendent Leyko - present
  - I.C. Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens  
The mission statement was read by Trustee Faris-Hylen.
  - I.D. Approval of Agenda  
Motion: 25-26/060: I move that the Board of Education approve the agenda for the January 12, 2026, organizational meeting.  
  
This motion, made by Torrez and seconded by Faris-Hylen, Passed.  
  
Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye  
  
Aye: 7, Nay: 0
  - I.E. Election of Officers
    - I.E.1. Election of President  
Motion: 25-26/061: I move to nominate Elizabeth Lyons for President.  
  
This motion, made by Martin and seconded by Chambers, Passed.  
  
Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye  
  
Aye: 7, Nay: 0
    - I.E.2. Election of Vice President  
Motion: 25-26/062: I move to nominate Tali Faris-Hylen for Vice President.  
  
This motion, made by Tykocki and seconded by Edsall, Passed.  
  
Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye  
  
Aye: 7, Nay: 0

I.E.3. Election of Treasurer

Motion: 25-26/063: I move to nominate Kath Edsall for Treasurer.

This motion, made by Faris-Hylen and seconded by Martin, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

I.E.4. Election of Secretary

Motion: 25-26/064: I move to nominate Chris Martin for Secretary.

This motion, made by Faris-Hylen and seconded by Edsall, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

I.F. Approval of Minutes

Motion: 25-26/065: I move that the Board of Education approve the minutes of the following meeting:

I.F.1. December 8, 2025, regular meeting

This motion, made by Edsall and seconded by Martin, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

II. Recognition

No recognition.

III. Student Representative Report

Student Representative Meghea reported:

- Students are preparing for finals this week.
- There is a lot to celebrate across our athletic programs.
- The gymnastics team won their most recent meet and is having an excellent season.
- Varsity boys' basketball remains undefeated, and KJ Tolbert was named Player of the Game in the last game.
- Girls basketball continues to perform well and has a home game tomorrow at 7:00 p.m.
- EL girls wrestling placed 11th out of 25 teams at the DeWitt tournament. Mya Terranova finished first in her weight class, and Aniyah Adams won her first match.
- We are also looking forward to the upcoming Multicultural Assembly and Fair. The Fair is a new event, organized by MSAN and Student Council. It will celebrate student diversity through cultural attire, performances, dancing, and singing.

IV. Superintendent's Report  
Click [here](#) for the Superintendent's Report

Superintendent Leyko mentioned there will be three students who will be recognized at the annual Martin Luther King, Jr luncheon held at the Lansing Center.

Trustee Edsall asked if the students will be at a future board meeting. Superintendent Leyko said we haven't in the past but they are acknowledged during the Recognition portion of the meeting.

V. Consent Agenda  
*Motion: 25-26/066: I move that the Board of Education approve the consent agenda to include the following:*

V.A. New Hire

V.A.1. Hiring of Alexis Schankowski — 1.0 FTE School Social Worker at Marble Elementary at MA Step 9 effective January 26, 2026.

This motion, made by Edsall and seconded by Martin, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

VI. Public Comment

This is the opportunity to address the Board. Speakers are limited to five minutes. If a speaker requires more time, additional time may be granted after all others who have requested to speak have done so. The Superintendent or other district staff may comment to clarify or prevent significant misunderstandings.

No Public Comment

VII. Board Discussion

No Board Discussion

VIII. Action Items

**VIII.A. Proposed Board Meeting Calendar for 2026**

*Motion: 25-26/067: I move that the Board of Education adopt the proposed Board Meeting calendar for 2026, as presented.*

This motion, made by Tykocki and seconded by Faris-Hylen, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

Trustee Martin commented on how there was an issue last year and had to schedule some meetings off cycle due to holidays and observances that take place in the fall. Glad to see those dates work better for the board meeting schedule.

VIII.B. **Furniture, Fixtures and Equipment (FFE) for ELHS**

*Motion: 25-26/068: I move that the Board of Education award the following bids related to the FFE bid package for East Lansing High School.*

**NBS Commercial Interiors: \$60,663.66**

**DBI: \$88,711.41**

**Total: \$149,375.07**

This motion, made by Edsall and seconded by Tykocki, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

Superintendent Leyko commented that there will be one more bid package with the replacement of door hardware for both buildings, carpet and a couple other things.

Trustee Edsall asked if there was enough in the contingency budget to cover the overage.

Superintendent Leyko responded that this came in under budget.

VIII.C. **Boiler Tube Replacement**

*Motion: 25-26/:069 I move that the Board of Education award the bid to furnish and install new boiler tubes for the Johnston South Boiler at the high school to Myers Plumbing and Heating, Inc., in the amount of \$63,654.00.*

This motion, made by Tykocki and seconded by Edsall, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Aye, Lyons: Aye, Martin: Aye, Torrez: Aye, Tykocki: Aye

Aye: 7, Nay: 0

IX. **Committee Reports**

IX.A. **Academic and Technology Committee**

- No report

IX.B. **Facilities Committee**

- No report

IX.C. **Finance Committee**

- No report
- Looking to schedule a meeting on February 2

IX.D. **Intergovernmental Relations**

- No report

IX.E. **Personnel Committee**

- No report

IX.F. Policy Committee

- No report

IX.G. Ingham School Officers Association (ISOA)

- Next meeting will be February 4 at 8:00 am

President Lyons will send out an email shortly to ask members for their choices for committee assignments.

X. Announcements

X.A. The next regular scheduled meeting of the Board of Education is January 26, 2026. This meeting will be held at MacDonald Middle School. A delay in the new administration building due to a delay in getting the power connected. Power is supposed to be hooked up next week. Most likely the first meeting in February will still be at the middle school.

X.B. Trustee Edsall mentioned that the bond to rebuild Beekman Center and remodel Heartwood is moving ahead and the election will be May 5. There are resources available with FAQ's or reach out to Trustee Edsall or Trustee Tykocki.

XI. Adjournment

The meeting adjourned at 7:25 pm.

---

President

---

Secretary

2. January 16, 2026, special meeting

8

I. Opening of Meeting

I.A. Call to Order

President Lyons called the meeting to order at 8:09 a.m.

I.B. Roll Call

Attendance Taken at 8:09 AM. Chambers: Present, Edsall: Present, Faris-Hylen: Absent, Lyons: Present, Martin: Absent, Torrez: Present, Tykocki: Present.

I.C. Approval of Agenda

*Motion: 25-26/070: I move that the Board of Education approve the agenda for the January 16, 2026, special meeting as presented.*

This motion, made by Edsall and seconded by Chambers, Passed.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Absent, Lyons: Aye, Martin: Absent, Torrez: Aye, Tykocki: Aye

Aye: 5, Nay: 0, Absent: 2

II. 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

III. Action Items

III.A. **East Lansing Educational Support Personnel Association and District Tentative Agreement**

*Motion: 25-26/071: I move that the Board of Education approve the changes to the agreement between the East Lansing Board of Education and the East Lansing Educational Support Association (ELESPP) covering the period July 1, 2025 through June 30, 2027 as presented.*

This motion, made by Chambers and seconded by Tykocki, Passed.

Discussion: Rulesha Glover-Payne outlined the substantive changes to the contract.

Chambers: Aye, Edsall: Aye, Faris-Hylen: Absent, Lyons: Aye, Martin: Absent, Torrez: Aye, Tykocki: Aye

Aye: 5, Nay: 0, Absent: 2

IV. Announcements

There were no announcements.

---

President

V. Adjournment

President Lyons adjourned the meeting at 8:14 am.

---

Secretary

## II. Recognition

## III. Student Representative Report

## IV. Superintendent's Report

## V. 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.

## VI. Board Discussion

## VII. Action Items

### A. MacDonald Middle School Roof Bids

10

*Motion: I move that the Board of Education award the bid for the replacement of the MacDonald Middle School roof to **Royal West Roofing** in the amount of **\$843,000** and approve **RS Consultants** to provide construction management and quality assurance services for the project for **\$36,250**.*



## MEMORANDUM

---

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

**FROM:** Lisa Allen, Director of Finance

**SUBJECT:** Action Item- MacDonald Middle School Roof Bids

**DATE:** January 26, 2026

Recommendation:

It is recommended that the Board of Education award the bid for the replacement of the MacDonald Middle School roof to **Royal West Roofing** in the amount of **\$843,000** and approve **RS Consultants** to provide construction management and quality assurance services for the project for **\$36,250**.

Background:

*From 1/12/2026 Board of Education Packet*

The roof at MacDonald Middle School has been deteriorating. The District has completed multiple temporary repairs; however, continued patching is no longer sufficient. Replacement is necessary to prevent water intrusion and potential damage to the building.

The District worked with **RS Consultants** to assist with the bid process and conduct pre-bid meetings with prospective contractors. RS Consultants will also provide part-time construction management and quality assurance services for the project. On prior projects, they have always met the specifications and deadlines.

The District received three qualified bids for the project:

- **Royal West Roofing** – \$843,000
- **Division 7 Building Contractors** – \$1,089,900
- **Renovation Roofing** – \$1,526,132

Royal West Roofing submitted the lowest qualified bid. Based on pricing, qualifications, and responsiveness, the administration recommends awarding the bid to Royal West Roofing. A bid recommendation letter is attached for Board review.

If approved, the project and associated construction management services will be funded from the **Sinking Fund**.

December 3, 2025

Mr. Billy Hastings  
East Lansing Public Schools  
Director of Facilities  
501 Burcham  
East Lansing, MI 48823

RE: 2026 Roof Program  
Bid Recommendations

Dear Mr. Hastings:

On Tuesday, December 2, 2025, RS Consultants was present for the Bid Opening conducted at the East Lansing Public Schools for the 2026 Roof Renovation Program.

A total of four paper bids were received and one bid was received via email. The bid received by email was not opened and the contractor was advised that emailed bids were not allowed. Of the four paper bids received, the apparent low bidder was Damschroeder Roofing. However, No Bid Bond was included in the bid. The Project Specifications were very clear on the requirement of inclusion of a Bid Bond with the bid. This contractor was also advised that his bid would be disqualified. Therefore, the low bidder who met all bidding requirements was Royal West Roofing with a bid of \$843,000. A list of bidders is attached.

We have worked with Royal West Roofing on many projects in the past including at Williamston, Haslett and Holt Schools and found their work and performance to be acceptable. We therefore recommend that Royal West Roofing be awarded the Contract in the amount of \$843,000.

## **CONSTRUCTION MANAGEMENT PROPOSAL**

RS Consultants proposes to provide Construction Management and Quality Assurance services for this project on a part time basis, as we have in the past. We will attend any required meetings, including a pre-construction and punchlist reviews. We will review, approve, and prepare, if necessary, any Field Change Orders, Bulletins and requests for payment. RS Consultants will submit daily observation reports and weekly summaries. We propose a cost of \$36,250 for Construction Management Services.



**19115 12 Mile Rd  
Battle Creek, MI 49014  
(269) 966-7417  
(269) 967-8558**

If you have any questions regarding this information, please feel free to contact our office.

Sincerely,



Daniel A. Strowbridge  
RS Consultants

# EAST LANSING PUBLIC SCHOOLS

## 2026 ROOF PROGRAM BID TABULATION

Bid Opening December 2, 2025, 1:00 pm

<u>COMPANY</u>	<u>BASE BID</u>	<u>BID BOND</u>
Renovation Roofing	1,526,132.00	X
Royal West Roofing	843,000.00	X
Damschroeder Roofing	815,791.00	****
Division 7 Building Contractors	1,089,900.00	X

\*\*\*\*Bid was disqualified due because required Bid Bond was not submitted.

**B. High School Germany Trip in the Summer of 2027**

**15**

*Motion: I move that the Board of Education approve the trip request from Robert Filter and Adam Orange for a high school trip to Germany in the summer of 2027.*



East Lansing  
Public Schools

## MEMORANDUM

---

**TO:** ELPS Board of Education

**FROM:** Mark Dobson

**SUBJECT:** Action Item: High School Germany Trip in the Summer of 2027

**DATE:** January 20, 2026

**Recommendation:**

It is recommended that the Board approve the trip request from Robert Filter and Adam Orange for a high school trip to Germany in the summer of 2027.

**Background:**

In short, the trip will allow students to explore and experience the German language and culture beyond the classroom setting. It is designed to offer a wide range of meaningful and enriching learning experiences for participating students.

In keeping with district practice, bids from three tour companies, as well as other required information was provided within the information packet to the Board.

EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM

**IMPORTANT:** all out-of-state and overnight field trips require the approval of the East Lansing Board of Education. Per Board Policy 2340.01, "The Board may approve extended educational field trips for student groups under school sponsorship. Each trip requires separate approval and must be approved annually. An extended educational field trip exceeds one (1) school day and is directly related to the subject matter being taught in the district." For further details, please refer to ELPS BOE Policy 2340.01, included in the Field Trip Application Packet. All requirements must be satisfied before the Board will act on Extended Educational Field Trip requests.

Required documents must be attached to this request form:

1. Letter to ELPS Board of Education, requesting approval of this trip
2. Detailed itinerary
3. 3 tour company bids, if a commercial carrier is providing service
4. Certificate of liability insurance, if a commercial carrier is providing service
5. Copy of parent consent form (customize using provided template)

Name and position of staff person requesting trip:

BOB FILTER - TEACHER, ADAM ORANGE - TEACHER

Trip destination and dates: (please attach detailed itinerary to this form)

GERMANY - JUNE 24 - JULY 15, 2027

Purpose for trip and relationship to district curriculum:

PROVIDE GERMAN STUDENTS OPPORTUNITIES

TO LEARN LANGUAGE, CULTURE, & HISTORY

IN AN AUTHENTIC ENVIRONMENT

Grade level of student participants, and number expected to participate:

9-12 GRADES, APPROX. 25-30

Cost to students and fundraising/scholarship plans:

\$ 5312 - Scholarships & Financial Aid

available to all participants from World Strides.

Names of chaperones, plus total number committed:

Bob Filter, Adam Orange, Amy Sayers

**EAST LANSING PUBLIC SCHOOLS  
EXTENDED EDUCATIONAL FIELD TRIP REQUEST FORM**

**Method of transportation:** (Important: please note 3 tour company bids must be obtained and attached to this paperwork. One bid must be from a local company.)

WorldStrides - Airline & Bus travel

**Liability insurance:** if using a private tour group or transportation company, a certificate of insurance from the outside company with a minimum of \$2,000,000 liability coverage naming East Lansing Public Schools as "additional insured" is required. Liability insurance form must be attached to this request.

Name of liability insurance company and amount of coverage:

Willis Towers Watson Southeast, Inc. \$10,000,000

**Signature of staff person requesting trip:**

- I acknowledge responsibility for the accuracy of all submitted information.
- I acknowledge responsibility for holding an orientation session with students and chaperones, including expectations for chaperones, students, and staff. Session will include review of rules and procedures with parents.
- I acknowledge responsibility for appointing a second trip leader, and agree to familiarize him/her with all trip management details.
- I recognize it is my responsibility to ensure all student participants and their parents provide required documentation, including:
  - Field trip consent form with parent and student signatures
  - Rules acknowledgement form, with parent and student signatures
  - Medical authorization forms
- I acknowledge responsibility for leaving copies of all required documentation and forms with the building principal before leaving on the trip.

17

I have read and agree to all responsibilities listed above.

Robert P. Feltz  
Staff Member Signature      Dec. 4, 2025  
Date

I have discussed these plans with the staff member planning this trip. I believe the trip meets ELPS Board Policy requirements for Extended Educational Field Trips.

[Signature]  
Building Principal Signature      12-4-25  
Date

December 5, 2025

To the ELPS School Board:

This is a formal request to the East Lansing Board of Education to approve next summer's German Exchange Program. As you may know, East Lansing High School has participated in an exchange program with Siebold Gymnasium, (German secondary school) in Würzburg, Germany for over 40 years. The 2025 summer trip to Germany and Switzerland was an incredible experience for the students who participated. We plan to hold informational meetings this winter, but we have already had many students and families inform us of their interest in our 2027 Program.

The goals of the exchange are to provide the students who have been studying German the ability to use and improve their German, to experience German culture and geography and understand German history outside the classroom experience. This experience also creates world citizens and fosters friendships and lifelong ties with families in other countries.

We have contacted 3 companies and asked them to provide comparison bids for this trip. We are including these bids in the extended field trip packet. We will be travelling from June 24 through July 15, 2027. Since this is an exchange and not merely a trip, students will have the opportunity to spend almost two weeks in a home stay, resulting in a 3 week in-country experience. In September 2027 the students at ELHS will have the opportunity to reciprocate the home stay experience to their German "brothers and sisters," when they come live with our families here in East Lansing.


18

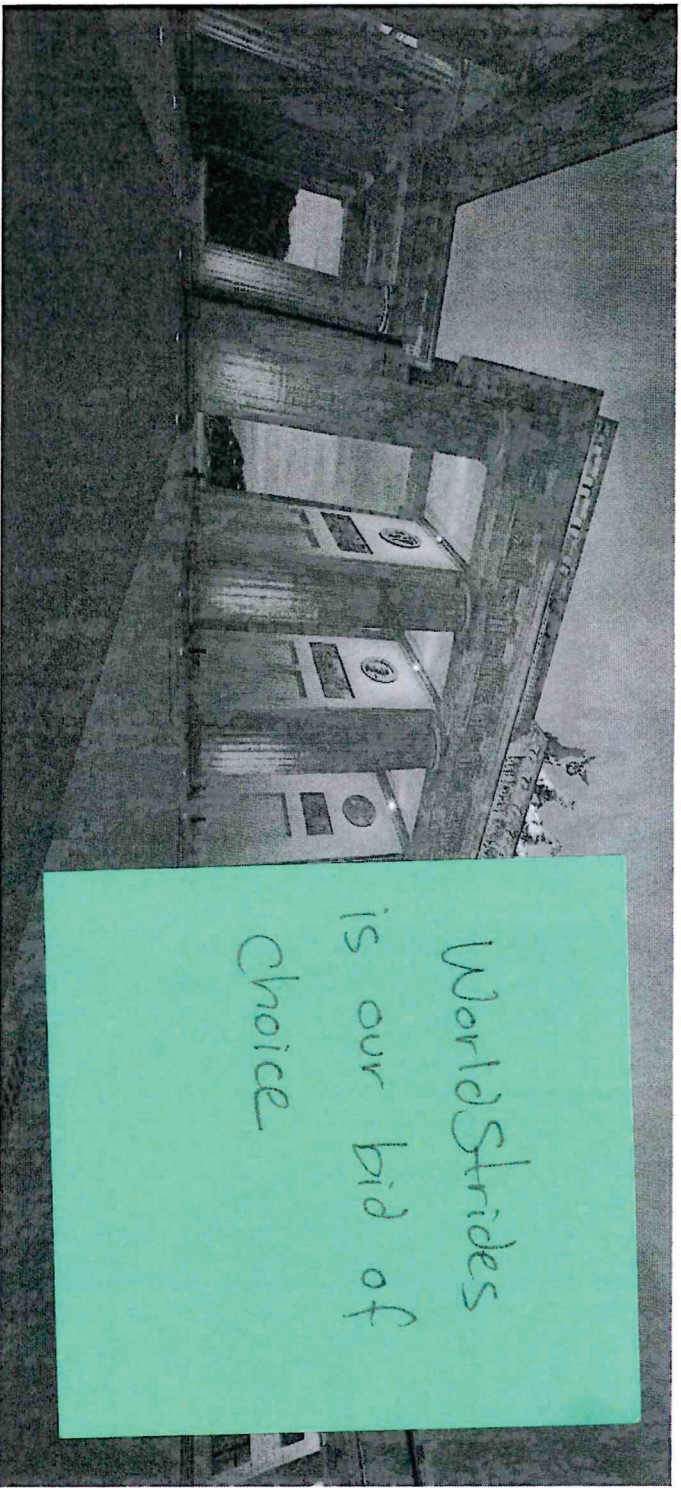
We are responsible for the planning of this trip. I anticipate at least 3 adult chaperones, (one for every 6 students) depending on the size of the group. WorldStrides, our travel company of choice, provides fundraising activities, scholarship opportunities, and financial aid for students.

We thank you in advance for your consideration.

Sincerely,

  
Bob Filler

  
Adam Orange



## Berlin and Bavaria

educationaltravel.com/Eastlansing-2027

June 24 - July 15, 2027

**Day 1 Overnight Flight to Germany (Berlin)**

**Day 2 Guten Tag Berlin**

Meet your tour director and check into hotel

**Day 3 Berlin landmarks**

Berlin guided sightseeing tour: Checkpoint Charlie, Potsdamer Platz, Berlin Wall, Brandenburg Gate  
 Pergamon Museum visit  
 LEAP Ich bin ein Berliner  
 Cooking class and dinner

**Day 4 Berlin--Dresden**

Travel to Dresden via Potsdam  
 Sanssouci Palace apartments visit

**Day 5 Dresden**

Dresden guided sightseeing tour : Church of Our Lady (Frauenkirche), Dresden Castle visit  
 Grunes Gewolbe: New Green Vault visit

**Day 6 Dresden--Munich**

Travel to Munich via Bayreuth  
 Bayreuth Tour Director-led sightseeing tour  
 LEAP Debate the Great

**Day 7 Munich**

Munich guided sightseeing tour: Marienplatz, Frauenkirche, Residenz, BMW Welt showroom visit, 1972 Olympia Park  
 Dachau Concentration Camp & Memorial visit  
 LEAP Bask in Bavarian Arts!

**Day 8 Munich**

Garmisch-Partenkirchen excursion

**Day 9 Munich--Wurzburg (Homestay)**

**Day 10** Group stay behind

**Day 11** Group stay behind

**Day 12** Group stay behind

**Day 13** Group stay behind

**Day 14** Group stay behind

**Day 15** Group stay behind

**Day 16** Group stay behind

**Day 17** Group stay behind

**Day 18** Group stay behind

**Day 19** Group stay behind

**Day 20** Group stay behind

**Day 21** Group stay behind

**Day 22** Group stay behind

# Reserve your spot!

MyTrip ID: Eastlansing-2027

Registration deadline: December 11, 2025

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare and other transportation described in the itinerary
- Basic Medical, Dental, Emergency Evacuation Insurance during trip
- Up to three college credits upon course completion (grades 9-12) or high school credit (grades 6-12)
- Centrally located three- and four-star hotels
- Plentiful daily breakfast to start the day energized and ready to go
- Appetizing, culturally representative, three-course dinner daily
- Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
- Local guide at sites and on city tours as described in the itinerary
- LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
- Entrances and transportation to sites and activities described in your itinerary
- Local guide and local bus driver tips; see note regarding other important tips
- 24/7 On Tour Emergency Support
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, any required passport or visa fees, optional excursions, or recommended Tips for the Tour Director or multi-day Bus Drivers. Optional excursions, optional pre-paid tips, or other individual/group customizations will be listed as separate line items in the total trip cost, if included.

## Tour investment

Students (travelers under the age of 23): \$5,312

Adults (age 23 and over): \$5,752

Price reflects savings of \$400 scholarship. Sign up by 12/11/2025 and enter code Travel6T in order to take advantage of this limited-time offer!

## Automatic monthly payment plan

Pay just \$99 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of November 14, 2025, your monthly payment would be just \$306.65.

## Travel protection

We recommend covering your educational investment with one of our two comprehensive travel protection plans offered through Trip Mate. For details, visit [worldstrides.com/travel-protection-plans](http://worldstrides.com/travel-protection-plans).

Enroll online,  
by phone, or by mail



Visit [educationaltravel.com/Eastlansing-](http://educationaltravel.com/Eastlansing-2027)

2027



20

Use Eastlansing-2027 to register



1.800.771.5353

Mail in your paper application to:

WorldStrides Programs  
Attn: Participant Services  
701 E. Water Street, Suite 200  
Charlottesville, VA 22902



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2  
DATE (MM/DD/YYYY)  
12/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> TWW Certificate Center <b>PHONE (A/C No. Ext):</b> 1-877-945-7378 <b>E-MAIL ADDRESS:</b> certificates@twco.com	<b>FAX (A/C No.):</b> 1-888-467-2378
--	---	--------------------------------------

<b>INSURED</b> Lakeland Tours, LLC DBA WorldStrides and Its Subsidiaries 701 E Water Street, Suite 200 Charlottesville, VA 229025062	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A: Arch Insurance Company	11150
	INSURER B: HDI Global Specialty SE	B0783
	INSURER C: National Fire Insurance Company of Hartford	20478
	INSURER D: Texas Insurance Company	16543
	INSURER E: Transportation Insurance Company	20494
	INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: W42063722

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TPAP0196147-04	09/30/2025	09/30/2026	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 10,000,000 \$ 2
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT \$ 10,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA/LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTIONS \$ <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		18BX4524	09/30/2025	09/30/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		70402225396	09/30/2025	09/30/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OT+ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		TPAP0196147-04	09/30/2025	09/30/2026	Each Negligent Act or Negligent Omission \$10,000,000 Each Occ/Agg \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Trip Date: 2027

As of the effective date noted above, certificate holder is included as an additional insured but only with respect to the operations of the Named Insured in connection with the travel and/or tour services provided, as required by written contract and per the terms and conditions of the policy.  
SEE ATTACHED

### CERTIFICATE HOLDER

East Lansing High School  
509 Burcham Drive  
East Lansing, MI 48823

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_

AGENCY  
Willis Towers Watson Southeast, Inc.

NAMED INSURED  
Lakeland Tours, LLC DBA Worldstrides and Its Subsidiaries  
701 E Water Street, Suite 200  
Charlottesville, VA 229025062

POLICY NUMBER  
See Page 1

CARRIER  
See Page 1

NAIC CODE  
See Page 1

EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Texas Insurance Company

NAIC#: 16543

POLICY NUMBER: BESGLXTVA011501\_170557\_02

EFF DATE: 09/30/2025

EXP DATE: 09/30/2026

TYPE OF INSURANCE:  
Excess Liability

LIMIT DESCRIPTION:

LIMIT AMOUNT:  
See Excess  
Program Attached

INSURER AFFORDING COVERAGE: Transportation Insurance Company  
POLICY NUMBER: 7040225401

EFF DATE: 09/30/2025

EXP DATE: 09/30/2026

NAIC#: 20494

TYPE OF INSURANCE:  
Workers Compensation - CA  
& Employers Liability  
Per Statute

LIMIT DESCRIPTION:

E.L. Each Accident  
E.L. Disease Pol Lmt  
E.L. Disease Ea Empl

LIMIT AMOUNT:

\$1,000,000  
\$1,000,000  
\$1,000,000

## Excess Program Structure

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/25 to 9/30/26	HDI Global Specialty SE	18EX4524	\$5,000,000	\$5M Primary
9/30/25 to 9/30/26	Texas Insurance Company	BESGLXTVA011501_1 70557_02	\$5,000,000	\$5M x \$5M
9/30/25 to 9/30/26	Westchester Surplus Lines Insurance Company	G72597734 004	\$10,000,000	\$10M x \$10M
9/30/25 to 9/30/26	Everest National Insurance Company	XC3EX00425-251	\$5,000,000	\$5M x \$20M
9/30/25 to 9/30/26	Navigators Insurance Company	22HVZBT3DJN	\$5,000,000	\$5M x \$25M
9/30/25 to 9/30/26	HDI Global Specialty SE	HDHX003701612	\$5,000,000	\$5M x \$30M
9/30/25 to 9/30/26	Allianz Global Corporate & Specialty SE	RMHX004900181	\$5,000,000	\$5M x \$35M
<b>Total Limits</b>			<b>\$40,000,000</b>	

Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability

## *Named Insured Matrix*

This intends to outline the main named insureds and DBAs currently affiliated with Lakeland Tours, LLC DBA WorldStrides.

Lakeland Tours, LLC dba WorldStrides  
Christian Discoveries  
Capstone Programs  
Accent Travel Group  
Travel MBA  
New Century Tours  
American High School Theatre Festival  
Worldpass Travel Group  
USA Student Travel  
Music America  
GET TRAVEL  
Adventures America  
Lakeland Holdings, LLC  
Lakeland Finance, LLC  
Lakeland TOPCO Holdings, LLC  
Heritage Education and Festivals, LLC  
Americas Travel Centre  
Bowl Games of America  
Skys The Limit  
Classic Festivals  
Field Studies Center of New York  
Field Studies International  
Backstage Theatre Tickets  
WorldStrides International, LLC  
National Educational Travel Council, LLC  
NETC  
International Discovery Programs  
Casterbridge Tours, Ltd  
Lakeland Seller Finance, LLC  
WorldStrides Holdings, LLC  
WH Blocker, Inc.  
WS Purchaser, Inc.  
WorldStrides Management TopCo Holdings 2025, LLC  
WS Holdings Acquisition, Inc.  
WS Holdings, Inc.  
WorldStrides Travel Information Consulting (Shanghai) Co., Ltd.  
WorldStrides PTY LTD  
Snowman Property Management PTY LTD  
Tinogra PTY LTD  
Trakset Travel  
Group Travel  
Get Sports  
Excel International Sports  
Excel Group

Excel Sports  
Oxbridge Academic Programs  
CBL International Management, Ltd  
CBL International Academic Education, Ltd  
Global Education Group Holdings, Ltd.  
CBL International Oxbridge Programmes, Ltd.  
International Studies Abroad, LLC and subsidiaries  
E.L.E. Asesores Lingüísticos, S.L  
Explorica, LLC and subsidiaries  
Explorica Travel, LLC  
Explorica S. de R.L. de C.V.  
Explorica Merida Holdings, LLC  
The Education Abroad Network (TEAN)  
Leadership Platform Acquisition, LLC dba Envision EMI LLC  
WorldStrides Camp (Shanghai) Education Technology Co., Ltd.  
WorldStrides Global Camps  
Worldstrides Ple. Ltd.  
Brightspark Travel, LLC  
Travel Turf, LLC dba World Class Vacations  
WorldStrides Canada, Inc. and all registered trade names (to be provided)  
Les Tours Jumpstreet Tours Inc.  
G.E.T Educational Tours Pty Ltd



# Tour Price Quote

Experience Germany

Prepared For  
Bob Filler

Prepared On  
November 12, 2025

Your Tour Number  
2855314HA

Your Tour Website  
www.efours.com/2855314HA

## Your travel details

Total Length  
22 days

Departing From  
Detroit (MI)

Requested Travel Dates  
Wednesday, June 23, 2027 - Wednesday, July 14, 2027



## Your experience includes

**An All-Inclusive Tour**  
Round trip airfare, hotels with private baths, regional-style meals, on-hour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.efours.com/2855314HA](http://www.efours.com/2855314HA).

**Full-time Tour Director**  
Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-hour logistics.

**Expert Local Guides**  
Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

**Personalized Learning Support**  
Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

**Continuous Support**  
Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

**Worldwide Presence**  
EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

**24-hour Emergency Service**  
Travelers and their families can count on EF's dedicated emergency service team.

**Peace of Mind Program**  
Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [efours.com/peaceofmind](http://efours.com/peaceofmind).

## Your Tour Consultant



Malia Rummel  
505-349-0340  
[malia.rummel@ef.com](mailto:malia.rummel@ef.com)

## Lowest Price

Price valid for travelers enrolled November 12, 2025 - November 30, 2025\*

Student  
**\$4,609**

Adult  
**\$5,339**

or \$251 / 18 mos

or \$292 / 18 mos

### Price Breakdown

Program Price **\$4,469**

Single Departure Date Request **\$200**

13 Day Stay Behind (Flights Only) **\$100**

Chocolate Making Workshop **\$40**

Early Enrollment Discount **-\$200**

Protect your travelers with the Global Travel Protection Plan for \$190. Ask your Tour Consultant for details.

\*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [efours.com/baggage](http://efours.com/baggage). All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit [efours.com/bc](http://efours.com/bc).



Questions? I'm available. Just let me know.



*Malia Rummel*

 **GET IN TOUCH**

### Requested travel dates

Jun 23, 2027 – Jul 14, 2027

✈ Depart from Detroit (MI)

Program price valid on the date of creation only and is subject to change 11/30/2025

**STUDENT**  
**\$4,609**  
or \$251/ 18 mos

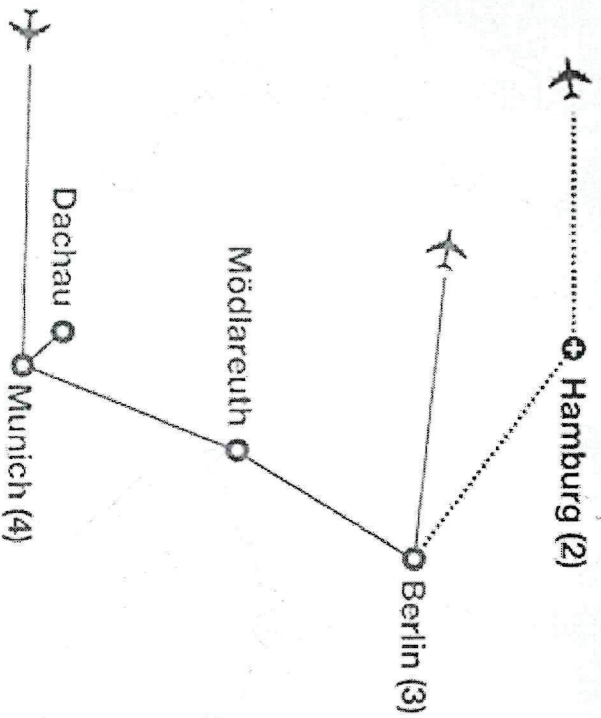
**ADULT**  
**\$5,339**  
or \$292/ 18 mos

28

**YOUR TOUR**

**TEAM & SUPPORT**

**PRICE DETAILS**



Meet your Tour

Take a walking

- With your Tour!
- Munich Ca
  - New Town
  - Hofbräuha

DAY 1

Fly overnight to Germany

Take a guided t

With your exper

- Olympic St
- Residenz
- Marienplatz

Take an excursion to Dachau

Visit the Dachau Concentration Camp Memorial Site

Travel to Munich

Visit the BMW Museum

Take an excursion to Linderhof

Visit Linderhof Palace

Enjoy dinner at a bräuhaus

Travel via Mödlareuth to Berlin

Visit the Mödlareuth open air museum

Take a walking tour of Berlin

Take a guided tour of Berlin

With your expert local guide you will see:

- Brandenburg Gate
- Kurfürstendamm
- Remains of the Berlin Wall

See Checkpoint Charlie

Visit the Topography of Terror Museum

Participate in a panel discussion about the Cold War



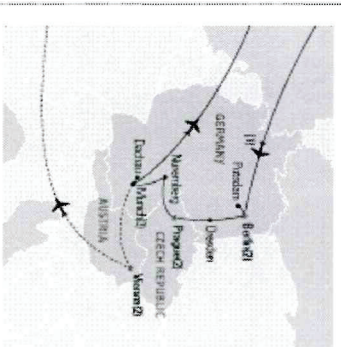
by WorldStrides®

# Berlin, Prague & Munich

## GROUP INFORMATION

**Departing:**  
June 24, 2027

**Returning:**  
July 2, 2027



## BEST PRICE guaranteed

**Total Fee: \* \$4,202.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee\* \$4,402.00  
 \*\* 2027EarlySavings \$ -200.00

**Total Fee\* \$4,202.00**

OR 17 monthly payments of \$244.24  
 After initial payment of \$50.00  
 \* Last day for this Tour Fee is Dec 11, 2025.  
 \*\* Only valid with voucher code  
 2027EarlySavings

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement \$125.00  
 Twin Room Upgrade \$315.00

Additional Adult Fee \$440.00

### Free Chaperones

6 Travelers = 1 Free Chaperone

Your free place ratio is such that your group will fully contribute towards 2 free place(s), and partially contribute to an additional free place. We reimburse this partial contribution to you as a Cash Stipend.

2 Free Chaperones

### Explorica Extra Rewards

Days on Berlin, Prague & Munich Itinerary 9

Paying Participants x 18  
 Travel Points 162

For signups before February 28, 2026 x 3

**Total Travel Points 486**

## TOUR ITINERARY

### Day 1 Overnight Flight to Germany (Berlin)

### Day 2 Guten Tag Berlin

Meet your tour director and check into hotel  
 Berlin city walk  
 Alexanderplatz, TV Tower, Neptune Fountain, Rotes Rathaus

### Day 3 Berlin

Berlin guided sightseeing tour  
 Checkpoint Charlie, Potsdamer Platz, Berlin Wall, Brandenburg Gate  
 Topography of Terror visit  
*Optional Potsdam excursion \$80*  
 Neues Palais guided visit, Sanssouci Palace gardens, The Russian Colony

### Day 4 Berlin--Prague

Travel to Prague via Dresden  
 Zwinger Museum visit  
 Prague city walk  
 Mala Strana, Jewish Quarter

### Day 5 Prague

Prague guided sightseeing tour  
 Old Town Square, Astronomical clock, Charles Bridge, John Lennon Peace Wall, Prague Castle

### Day 6 Prague--Munich

Travel to Munich via Nuremberg  
 Nazi Party Rally Grounds Museum visit  
 Bavarian bratwurst dinner

## TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary

**EXAMPLE**

**Siebold Gymnasium USA Exchange 2025**

**Program for the American Exchange Partners from East Lansing, Michigan from  
Saturday June 28th – July 9th, 2025**

**✓ Saturday, June 28th, 2025 – Arrival and Family Weekend**

Midday: Pick-up of the American exchange partners in front of the Siebold Gymnasium. The arrival time is between 12:00 PM and 1:00 PM! The exact time will be announced via the WhatsApp group! (USA / GER / Schneider / Boegel / Parents)

Saturday has no official program and is therefore free for host families to schedule activities with their guests.

**✓ Sunday, June 29th, 2025 – Family Weekend**

Sunday has no official program except for the evening event and is therefore time for host families to schedule activities with their guests.

Evening: 6:00 PM Barbecue: Welcome Party (Details to follow!) (USA / GER / Schneider / Boegel / Parents)

**✓ Monday, June 30th, 2025 – Getting Acquainted with Würzburg**

8:00 AM Joint breakfast and official welcome by the headmaster (OSID H. Binsteiner) in the cafeteria of the Siebold Gymnasium. (USA / GER / Schneider / Boegel / Binsteiner)

9:30 AM City tour with Marienberg Fortress (USA / Mais)

1:30 PM Meeting point with the German exchange partners at the Vierröhrenbrunnen (Four Pipes Fountain) and free time (USA / GER)

**✓ Tuesday, July 1st, 2025 – Merkers and Point Alpha**

7:00 AM Meeting point at the Siebold Gymnasium (USA / GER / Schneider / Boegel)

7:15 AM Departure by bus to the memorial / border museum "Point Alpha"

9:00 AM Guided tour "Point Alpha"; afterwards continue to Merkers

12:00 PM - Lunch break during the journey (REWE in Vacha)

1:30 PM Entry and guided tour in the Merkers Adventure Mine (2.5 - 3 hours)

4:30 PM Return journey by bus to Würzburg 6:00 PM Arrival in Würzburg at the Siebold Gymnasium (Pick-up by parents)

✓ **Monday, July 7th, 2025 – Bamberg**

- 8:00 AM Meeting point at the Siebold Gymnasium (USA / Boegel)
- 9:07 AM Departure by train from Würzburg Central Station to Bamberg (RB 53)
- 10:30 AM Visit to the historic old town and the cathedral city Visit to the university, possibly the natural history museum Lunch break in the city and free time
- 3:26 PM Return journey by train to Würzburg (RE 54)
- 4:21 PM Arrival in Würzburg at the Central Station (Pick-up by parents)

✓ **Tuesday, July 8th, 2025 – Hike to Veitshöchheim**

- Morning: Today, our guests will accompany their German partners in class for the first 2 hours and thus get to know our daily school life. (USA / GER / Schneider)
- 9:30 AM Meeting point at the Siebold Gymnasium, then hike to Veitshöchheim; Veitshöchheim Palace, picnic, ice cream, etc.
- Afternoon: 1:50 PM Return journey to Würzburg
- 2:30 PM Arrival in Würzburg at the 'Alter Kranen' (Old Crane) (Pick-up by parents) (USA / GER / Schneider / Boegel)
- Evening: 6:00 PM Farewell dinner: Farewell Party (Details to follow!) (USA / GER / Schneider / Boegel / Parents)
- ✓ **Wednesday, July 9th, 2025 – Siebold Gymnasium**
- Today we say goodbye to our guests.
- 5:00 AM Meeting point at the Siebold Gymnasium (USA / GER / Schneider / Boegel)
- 5:30 AM Departure by bus to Frankfurt Airport (USA)

The exact itinerary for the homestay portion of the trip in 2027 is not yet available. It will likely be very similar to this 2025 example.

PERMISSION

We (I) understand that our (my) child is going to participate in a three week trip to Europe. We (I) understand that our (my) child will spend nine days traveling on a tour conducted by WorldStrides through Germany and Switzerland, in addition to spending eleven days living with German families in Würzburg, Germany.

We (I) give permission for our (my) son/daughter/student \_\_\_\_\_ to go on a trip to Germany with Mr. Robert Filter, Mr. Adam Orange, and Ms. Amy Sayers from June 24 – July 15, 2027.

We also give permission to Mr. Robert Filter, Mr. Adam Orange, and Ms. Amy Sayers to obtain emergency medical care for our son/daughter/student \_\_\_\_\_ for the duration of the trip.

We also understand that Mr. Robert Filter, Mr. Adam Orange, and Ms. Amy Sayers will accompany and co-chaperone the group June 24 – July 15, 2027. On arrival in Würzburg, the students will live with host families. Mr. Robert Filter will accompany the students to Detroit Metropolitan Airport on July 15, 2027.

Parent or Guardian Signatures:

\_\_\_\_\_  
(Father / Legal Guardian ) (Date)

\_\_\_\_\_  
(Mother / Legal Guardian) (Date)

**\*PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY\***

RELEASE FORM

In conducting the trip to Germany this summer, Mr. Robert Filter, Mr. Adam Orange, and Ms. Amy Sayers will make every effort to protect the welfare and safety of each participant. However, Mr. Robert Filter, Mr. Adam Orange, and Ms. Amy Sayers, nor East Lansing Public Schools is able to assume responsibility for damage, destruction, or loss of property, personal illness, or injury, or death while a participant is in the program. The program begins at such time when the parents or guardians drop their children off, and are accounted for under our supervision at the Detroit Metropolitan Airport, until such time when each participant is picked up by his or her parent or guardian, either in Germany or at the Detroit Metropolitan Airport (June 2 - July 15, 2027). We require each participant, and his/her/their parents or guardians to sign and have notarized the following statement as an indication that this position is understood, accepted and is a binding waiver as to any claim or cause of action of any kind in connection with said trip against Mr. Robert Filter, Mr. Adam Orange, Ms. Amy Sayers, and/or East Lansing Public Schools.

I hereby release Mr. Robert Filter, Mr. Adam Orange, Ms. Amy Sayers, and East Lansing Public Schools from any and all claims, and causes of action for damages of any kind or destruction of property, personal illness or injury, or death arising out of any event, incident, travel activity, recreation activity, or any act of God, of any kind, arising out of the program (see above) conducted by or under the care of Mr. Robert Filter, Mr. Adam Orange, Ms. Amy Sayers, and/or East Lansing Public Schools.

Parent or Guardian Signatures

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Participant's (student's) Signature

**\*PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY\***

## POLICY ON DRIVING, DRINKING AND DRUGS

### I. Driving

There shall be no driving of any motor vehicle (including motorcycles, boats, and mopeds) by student participants in the German Exchange Program. This policy is designed to comply with insurance restrictions, and strict adherence is therefore essential.

### II. Drugs

The use, sale, or possession of illegal drugs, including marijuana, by any program participant is forbidden. Using, selling, or possessing illegal drugs will trigger the participant to be sent home immediately at the expense of the student's family. Participants should be aware that they are subject to the laws of the country which they are visiting and may be prosecuted by the local authorities for the use, sale, or possession of illegal drugs, including marijuana.

### III. Alcohol

The drinking age in Germany is 16, therefore, students may find themselves in situations where others their age are consuming alcohol. You need to speak with your child about this. While traveling with the ELHS German Exchange Program a student MAY NOT consume any alcohol.

We do not have control of your children once they are living with their German families. In Germany it is quite common to have wine or beer served with a meal. German teenagers also have many more freedoms than their American counterparts do. It is not uncommon for German teens to go to establishments where alcohol is served. Because alcohol is not prohibited, most Germans take it for granted and do not abuse it. American teenagers who are not accustomed to this freedom have been known to abuse this privilege. We expect our students to handle themselves with the utmost care and we will not tolerate any drunkenness. Anyone who has been drinking or is drunk may be sent home at his/her/their family's expense.

I have spoken with my son/daughter about the drinking age and he/she/they understands and agrees that they will not abuse alcohol during their three week stay in Europe. He/she/they also understand that Mr. Robert Filter, Mr. Adam Orange, Ms. Amy Sayers have the power to send him/her/them home at his/her/their family's expense if they deem he/she/they has broken any of the above mentioned rules.

Parent or Guardian Signatures:

Date

---

---

Student Signature:

Date

---

---

**\*PLEASE HAVE THIS NOTARIZED BY A PUBLIC NOTARY\***



**C. Fiber Infrastructure Maintenance Agreement**

**39**

*Motion: I move that the Board of Education approve the annual Fiber Maintenance Agreement with FIBERLINK for \$28,000.*



509 Burcham Drive, East Lansing, MI 48823  
Technology & Media Services Department  
(517) 333-7418 Phone (517) 333-7404 Fax

**East Lansing**  
Public Schools

January 14, 2026

To: Board of Education  
From: Christian Palasty, Director of Technology & Media Services

**Subj: ACTION ITEM – FIBER INFRASTRUCTURE MAINTENANCE AGREEMENT**

**MOTION: MOVE TO APPROVE THE ANNUAL FIBER MAINTENANCE AGREEMENT WITH FIBERLINK FOR \$28,000**

We are seeking approval to enter into a contract with FiberLink for annual maintenance, as needed. This is a non-obligation contract with the \$28,000 as a 'do not exceed' amount for maintenance related to the ELPS fiber network.

ELPS will pay no more than 20% or \$5,600 for fiber maintenance work that will fall under this one-year agreement.

ELPS has participated in the E-Rate program for almost 20 years and has maintained a fiber maintenance agreement with FiberLink for over 30 years.



**East Lansing**  
Public Schools

**509 Burcham Drive, East Lansing, MI 48823**  
**Technology & Media Services Department**  
**(517) 333-7418 Phone**

December 17, 2025

It is the intent of the East Lansing Public Schools to contract with Fiber Link Inc SPIN #[143049070](#) for FY26 Fiber Maintenance. It is understood that the final confirmation is dependent upon E-Rate funding approval. The final bid amount is for 75 block hours of estimated annual routine maintenance based on the Fiber Link bid. The breakdown is as follows:

Hour block to include repairs and emergency call outs	\$17,500.00	40
Estimated cost of replacement parts	\$7,500.00	
Miss Dig On-Site Locating	\$3,000.00	
Total	\$28,000.00	

This document along with the signed contract represents the contract between East Lansing Public Schools and Fiber Link Inc for fiber maintenance as it occurs throughout FY26.

Christian Palasty  
Director of Technology & Media Services  
East Lansing Public Schools

# 1 Year - Maintenance Agreement

## FACILITY MAINTENANCE AND LOCATING AGREEMENT – FIBER LINK, INC. and East Lansing Public Schools

THIS INDEPENDENT CONTRACTOR AGREEMENT ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 202\_ , by and between the East Lansing Public Schools, 509 Burcham Drive, East Lansing, MI 48823 and Fiber Link, Inc., a Michigan corporation, of 3529 West Genesee Road, Suite 6, Lapeer, MI 48446.

### Statement of Facts

East Lansing Public Schools wishes to retain Fiber Link, Inc. as an independent contractor under the terms and conditions of this Agreement. Fiber Link, Inc. wishes to accept this appointment under the terms and conditions described below.

### Agreement

41

In consideration of the facts stated above and the mutual covenants contained in this Agreement, East Lansing Public Schools and Fiber Link, Inc. agree as follows:

1. **Services.** Fiber Link, Inc. agrees to provide East Lansing Public Schools with the following services (the "Services"):

(a) **Network Drawings and Scope of Work** – East Lansing Public Schools agrees to provide Fiber Link, Inc. with the maps and/or all known updates thereto reasonably necessary to locate its underground facilities. East Lansing Public Schools also agrees to provide Fiber Link, Inc. with the maps and/or all known updates thereto to all above-ground and building entrance facilities as applicable within the scope of this contract for use in emergency and scheduled maintenance activity. Any such maps, drawings, sketches, or other technical information either oral, written or otherwise furnished or disclosed to or obtained by Fiber Link, Inc. in the performance of this Contract shall remain the property of East Lansing Public Schools. All copies of such information shall be returned to East Lansing Public Schools upon written request or at the completion of the Contract unless such materials were previously known to Fiber Link, Inc. free of any obligation to keep them confidential, or subsequently been made public by East Lansing Public Schools. All such materials shall be kept confidential by Fiber Link, Inc., its agents, servants, and employees, and shall be used only in the performance of this Contract and may not be used for other purpose except upon such terms as may be agreed upon by East Lansing Public Schools in writing. This obligation of confidentiality shall survive the termination of the Contract. Fiber Link, Inc. shall be liable to East Lansing Public Schools for any breach of the covenant by any of its agents, servants or employees.

(b) **Locating Labor, Materials, and Equipment** - Fiber Link, Inc. shall furnish all labor, materials, and equipment necessary to perform the obligations contained herein including marking paint and marking flags (marked with "WARNING – Fiber Optic Cable"). East Lansing Public Schools will provide maps and/or drawings required to be

furnished by East Lansing Public Schools in Section (a) of the Services portion of this Contract.

(c) **“MISS DIG” Ticket Management and Locating Services** - Fiber Link, Inc. shall turn new routes into the Michigan underground locating organization (“MISS DIG”) as they are designed and completed by Fiber Link, Inc. or made available by East Lansing Public Schools, screen locate tickets, field locate applicable tickets, and be present at “joint meetings” as called for through MISS DIG. Fiber Link, Inc. personnel shall also be available for “after-hours” emergency call-outs. Facility locating services will be performed according to industry standard practices and local requirements. Pricing for the above-mentioned services are described in **Exhibit A**.

(d) **Annual Network Ride-out** – A Fiber Link, Inc. technician will visually inspect the entire East Lansing Public Schools outside plant fiber optic network on an annual basis as requested. The technician shall provide a report of any network damage, necessary preventative maintenance, road or pole-line projects, or other areas of potential impact to the performance of the East Lansing Public Schools outside plant fiber optic network. This report will be in a format mutually agreed upon by Fiber Link, Inc. and East Lansing Public Schools. This report will be submitted to East Lansing Public Schools within 10 days of the ride-out. Fiber Link, Inc. and East Lansing Public Schools representatives will jointly agree upon a course of action to remedy the findings of the network ride-out, as necessary. Pricing for the above annual network ride-out is described in **Exhibit A**.

42

(e) **Routine Maintenance** – Fiber Link, Inc. will field and act on routine OSP maintenance requests as determined by the Fiber Link, Inc. field employees, observances of East Lansing Public Schools personnel, or notification by relevant ROW owners or their agents. Fiber Link, Inc. will coordinate and schedule with East Lansing Public Schools personnel for any routine maintenance and required scheduled network outages, which is mutually acceptable and within industry standards per project. Fiber Link, Inc. will appoint a “point person” to the East Lansing Public Schools account. Routine Maintenance issues shall consist of Power Company transfer and reroute requests, structure rehabilitation, underground relocation requests, road projects, house moves, and other routine maintenance items. Actual construction material and labor will be invoiced under the terms of this agreement.

(f) **Unscheduled, Urgent, or Emergency Maintenance and Repair** – During the Term, Fiber Link, Inc. shall perform all required Unscheduled Maintenance of the East Lansing Public Schools Backbone Fiber Network as described below. Non-routine maintenance and repair of the East Lansing Public Schools Backbone Fiber Network that is not included above, as Scheduled Maintenance shall be referred to herein as “Unscheduled Maintenance.” Unscheduled Maintenance will consist of:

1. “Emergency Unscheduled Maintenance” in response to an alarm identification, notification by East Lansing Public Schools or notification by any Third Party of any failure, interruption or impairment in the operation of the East Lansing Public Schools Backbone Fiber Network, or any event or circumstances imminently likely to cause the failure, interruption or impairment in the operation of the East Lansing Public Schools Backbone Fiber Network.

2. "Non-Emergency Unscheduled Maintenance" in response to any potential service-affecting situation that is reasonably likely to result at some point in the future in any failure, interruption or impairment in the operation of the East Lansing Public Schools Backbone Fiber Network, and that is not covered by Scheduled Maintenance.
  
3. Fiber Link, Inc. will hire or contract trained and qualified maintenance personnel that will be available for dispatch twenty-four (24) hours a day, seven (7) days a week. Subject to delay caused by Force Majeure, Fiber Link, Inc. shall respond to any Emergency Unscheduled Maintenance required for the East Lansing Public Schools Fibers within three (3) hours after becoming aware of the need for it. Fiber Link, Inc. shall use commercially reasonable efforts to complete any Emergency Unscheduled Maintenance within six (6) hours after repair personnel arrive at the problem site and have access to the damaged cable. In order to accomplish such objective, it is acknowledged that the repairs so affected may be temporary in nature. In such event, promptly after completion of any such Emergency Unscheduled Maintenance, Fiber Link, Inc. will commence its planning for permanent repair, and thereafter promptly implement such permanent repair within an appropriate time thereafter. Splicing of fibers in Emergency Unscheduled Maintenance shall be performed on a rotational basis throughout the Cable without discrimination in favor of the strands of East Lansing Public Schools, or any other authorized user of East Lansing Public Schools Backbone Fiber or any Third Party. Fiber Link, Inc. shall use commercially reasonable efforts to complete any Non-Emergency Unscheduled Maintenance within ten (10) business days after becoming aware of the need for it. East Lansing Public Schools acknowledges that Fiber Link, Inc.'s access to the East Lansing Public Schools Backbone Fiber Network to perform Unscheduled Maintenance is subject to the terms and conditions of the Pole Attachment Agreements, MTA right of way permits and other permit or contractual agreements existing for the East Lansing Public Schools Backbone Fiber Network. Fiber Link, Inc.'s representatives that are responsible for initial restoration of a cut Cable will carry in their vehicles the typically appropriate equipment that would enable a temporary splice, with the objective of restoring operating capability in as little time as possible. East Lansing Public Schools will maintain and supply an inventory of spare Cable in one or more storage facilities supplied and maintained by Fiber Link, Inc. at such locations that Fiber Link, Inc. in its reasonable judgment deems appropriate to facilitate timely restoration.

43

(g) **Notice and Cooperation.** Fiber Link, Inc. shall provide a call-out list (Exhibit C) that East Lansing Public Schools may call should failure, interruption, or impairment of the East Lansing Public Schools Fibers occur. Such call-out list will be staffed on a 24-hour basis, 7 days a week, including holidays, by an employee with authority (or the ability to contact a supervisor with authority) to make decisions and implement emergency repair services under this Agreement. The supervisor on duty will initiate restoration service and coordinate restoration activity. Fiber Link, Inc. shall use

commercially reasonable efforts to provide East Lansing Public Schools with a report of progress or lack thereof in restoring operation of the East Lansing Public Schools Fibers at four-hour intervals. East Lansing Public Schools shall cooperate with Fiber Link, Inc.'s efforts to effect an emergency restoration. East Lansing Public Schools acknowledges that Fiber Link, Inc. has no obligation to maintain any electronic monitoring that would deliver an alarm to Fiber Link, Inc. upon a cut of the East Lansing Public Schools Fiber. Such monitoring will be maintained by East Lansing Public Schools to notify its own operating personnel of a likely fiber outage.

2. **Duration.** The duration of this Agreement shall run yearly from \_\_\_\_\_ and be renewable with the mutual consent of both parties. Notwithstanding the preceding sentence, at any time either party may terminate this Agreement by providing the other party with ninety (90) days' prior written notice of termination. In the event of termination, Fiber Link, Inc. shall be paid up to the date of termination for all services rendered by it to East Lansing Public Schools.

3. **Compensation.** Fiber Link, Inc. shall invoice East Lansing Public Schools for the above-mentioned materials and services from the fee schedule as described in **Exhibit B**. Such invoices shall be due and payable thirty (30) days from date of invoice. If the invoice charges as billed are not paid in full by the due date, Fiber Link, Inc. will assess late payment charges to East Lansing Public Schools equal to the lesser of one and one-half percent (1-1/2%) per month or the maximum rate allowed by law of the balance due, until the amount due, including late payment charges, is paid in full.

44

4. **Materials and Equipment.** Fiber Link, Inc. shall furnish all installation equipment, vehicles, tools, and supplies necessary to carry out the terms of this Agreement. Fiber Link, Inc. shall provide an itemized invoice to East Lansing Public Schools for all labor and materials used to carry-out the terms of this agreement.

5. **Relationship between the Parties.** Fiber Link, Inc. is an independent contractor under the terms of this Agreement. Fiber Link, Inc. is not an agent, partner or employee of East Lansing Public Schools and is not entitled to the benefits or liability coverage provided by East Lansing Public Schools to its employees. Nothing in this Agreement shall be construed to hold East Lansing Public Schools responsible for any worker's compensation, FICA, withholding tax, unemployment compensation, or any other payment for which Fiber Link, Inc. must provide or answer on behalf of Fiber Link, Inc.

6. **Repair Obligation.** Should the Services or products furnished under this Agreement fail to meet reasonable industry standards or contain defects in materials or workmanship and be reported to Fiber Link, Inc. within sixty (60) days of the date the Services or products were last provided, Fiber Link, Inc. shall promptly re-perform the nonconforming Services, and repair or replace the nonconforming products within a reasonable time frame not to exceed 15 days. Such re-performed work and replaced products will be completed and provided at the sole cost of Fiber Link, Inc.

7. **General Limitation of Liability.** East Lansing Public Schools remedies, other than pursuant to Paragraph 9 below, for Fiber Link, Inc.' liability shall be limited in accordance with this Paragraph 7. Fiber Link, Inc.'s liability for any and all

losses and damages to East Lansing Public Schools resulting from any breach of any warranty by which East Lansing Public Schools may be bound, delay or failure to deliver Services, breach of agreement or any other cause whatsoever, including the negligence of Fiber Link, Inc., shall in no event exceed the consideration for the particular Services with respect to which defects, losses or damages are claimed. IN NO EVENT SHALL EAST LANSING PUBLIC SCHOOLS OR ANY OF EAST LANSING PUBLIC SCHOOLS CUSTOMERS OR ANY END USERS BE ENTITLED TO RECOVER ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY COMMERCIAL LOSS OR INJURY TO ANY PERSON, WHETHER OR NOT SAID DAMAGES ARE CAUSED, IN WHOLE OR IN PART, BY ANY DELAY, FAILURE, NONPERFORMANCE OR NEGLIGENCE OF FIBER LINK, INC., OR THE BREACH BY FIBER LINK, INC. OF ANY OF THE TERMS OF SALE CONTAINED HEREIN OR ANY OTHER TERM OR CONDITION MADE A PART OF THE CONTRACT BETWEEN FIBER LINK, INC. AND East Lansing Public Schools.

8. **Nondiscrimination**. Fiber Link, Inc. shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, disability, height, weight, marital status, or political affiliation that is unrelated to the individual's ability to perform the duties of a particular job or position,. Fiber Link, Inc. shall adhere to all applicable Federal, State and local laws, ordinances, rules, regulations, and policies prohibiting discrimination, including, but not limited to, the following:

45

- (a) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
- (b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended;
- (c) Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted there under;
- (d) The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended.

9. **Indemnification**. Each party to this Agreement ("Indemnifying Party") shall Indemnify and hold the other party, its agents and employees ("Indemnified Party") harmless from and against any and all claims and causes of action brought against the Indemnified Party and from any and all damages, losses, expenses, attorney fees, costs and liabilities sustained by the Indemnified Party in which the Indemnified Party is named as a result of the negligent, grossly negligent or intentional acts or failure to act by the Indemnifying Party, its employees or agents, while performing its obligations hereunder, which result in death, personal injury, or tangible property damage, or arising out of any claimed defect in the Services or breach of any provision of this Agreement. This indemnification is contingent upon the Indemnified Party providing the Indemnifying Party with prompt written notice of such claim, information, reasonable assistance in the defense of such action, and sole authority to defend or settle such claim.

10. **Insurance.**

(a) Each party shall, at its own expense, obtain and keep in full force and effect at all times for the duration of this Agreement, with a carrier or carriers reasonably satisfactory to the other party, insurance policies of the following kinds and in the following amounts. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance companies acceptable to the other Party and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).

(i) Workers' Disability Compensation insurance including Employers Liability Coverage in accordance with all applicable laws;

(ii) Employer's liability insurance with limits for employer's liability of \$500,000 per accident;

(iii) Comprehensive bodily injury and property damage liability insurance, including automobile insurance, contractual liability insurance, products and completed operations, independent contractors coverage and broad form general liability endorsement or equivalent, in at least the following amounts:

46

Bodily injury to any one person	\$1,000,000
Bodily injury aggregate per occurrence	\$1,000,000
Property damage in any one accident	\$1,000,000
Property damage aggregate per occurrence	\$1,000,000

Upon request of a party, the other party shall furnish certificates of such insurance and/or copies of the applicable policies and each policy shall provide that no change or cancellation shall become effective except upon twenty (20) days' prior notice of such change or cancellation. In the event of any change or cancellation not acceptable to a party, the party may demand replacement coverage. Upon the failure to obtain replacement coverage within twenty (20) days after such demand, the demanding party may obtain replacement coverage and deduct all premiums therefore from amounts otherwise due the other party or demand and receive immediate payment of all such premium costs.

(b) Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured's": East Lansing Public Schools, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

11. **Force Majeure.** In no event shall East Lansing Public Schools have any claim or right against Fiber Link, Inc. for any failure of performance due to causes beyond its control, including but not limited to: acts of God, fire, explosion, vandalism, terrorism, cable cut, storm, flood or other similar occurrences; any law, order, regulation, direction, action or request of the United States Government, or of any other government,

including state and local governments having or claiming jurisdiction over Fiber Link, Inc. or of any department, agency, commission, bureau, corporation, or other instrumentality of any federal, state, or local government, or of any civil or military authority; national emergencies; unavailability of materials or rights-of-way; insurrections; riots, wars; or strikes, lock-outs, work stoppages, or other labor difficulties, supplier failures, shortages, breaches or delays.

12. **Remedies.** The parties hereto shall have all rights and remedies specified herein in addition to those provided by the laws of the State of Michigan. All such rights and remedies are cumulative. No delay or failure by either party to exercise any right or remedy shall impair in any manner whatsoever any of such rights or remedies or be construed to be a waiver of any breach or acquiescence therein, and any single or partial exercise of any such right or remedy shall not preclude other or further exercise thereof or the exercise of any other right or remedy.

13. **Authority of Agents.** No agent, employee or representative of Fiber Link, Inc. has any authority to bind Fiber Link, Inc. to any affirmation, representation or warranty concerning the Services, other than the affirmations and representations specified in this Agreement. Any affirmation, representation or warranty is hereby expressly excluded and deemed to be unenforceable irrespective of when the same may be made.

47

14. **Confidentiality.** Each party acknowledges that they may be disclosing certain confidential and proprietary information to each other in connection with the Services, including, but not limited to, prints, specifications, pricing, methods and processes (the "Confidential Information"). Both parties agree not to use the Confidential Information for their own purposes or benefit or to provide access to the Confidential Information to any third party for a period of five (5) years from the date of termination of the contractual agreement between Fiber Link, Inc. and East Lansing Public Schools.

15. **Attorney Fees.** In the event suit is brought or an attorney is retained by any party to this Agreement to enforce the terms of this Agreement or to collect any money as due hereunder or to collect any money damages for breach hereof, the prevailing party shall be entitled to recover, in addition to any other remedy, the reimbursement for reasonable attorney fees, court costs, cost of investigation and other related expenses incurred in connection therewith.

16. **Successors and Assigns.** Except as provided in this paragraph, East Lansing Public Schools shall not assign this Agreement to any other party without the prior written consent of Fiber Link, Inc. which consent shall not be unreasonably withheld; provided, however, that without such consent, East Lansing Public Schools shall have the right to assign, sublet or otherwise transfer this Agreement, in whole or in part, to any parent, subsidiary or affiliate of East Lansing Public Schools or to any person, firm or corporation which shall control, be under the control of, or be under common control with East Lansing Public Schools, or any corporation or entity into which East Lansing Public Schools or a subsidiary of East Lansing Public Schools may be merged or consolidated or which purchases all or substantially all of the assets of East Lansing Public Schools or a subsidiary of East Lansing Public Schools.

17. **Entire Agreement.** This Agreement, and any agreement to which it refers, contains all of the terms of the agreement between the parties with respect to this subject matter and may be amended only by a writing signed by all of the parties to this Agreement.


18. **Severability.** The unenforceability of any provision of this Agreement shall not affect the enforceability of the remaining provisions of this Agreement.

19. **Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first written above.

This Agreement is entered into as of the date of the Signature and is executed in at least two original copies, one of which is to be delivered to the Contractor and one to the Owner.

48

Attn:	Tina M Snoblen , President
Contractor's Name:	Fiber Link, Inc., Inc.
Contractor's Address:	3529 West Genesee Road, Suite 6
	Lapeer, MI 48446
Signature:	 Date: 12-11-2025

Attn:	Christian Palasty, Director of Technology
School District Name	East Lansing Public Schools
School District Address	509 Burcham Drive
	East Lansing, MI 48823
Signature:	Date:

Signature:	Date:

**EXHIBIT A**

**DETAILED SPREADSHEET FOR REPORTING UNIT COSTS**

<b>VENDOR BID SUMMARY</b>			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNITS</b>	<b>TOTAL</b>
A	ANNUAL STAKE AND LOCATE SERVICE, INCLUDING "LOCAL CALL BEFORE YOU DIG" PARTICIPATION	1 TIME SET UP	\$950.00
B	ANNUAL NETWORK "INSPECTION" AND SURVEY	YEARLY	\$8,000.00
C	IF ANY, FIXED FEE FOR RETENTION OF SERVICE	0	N/A
D	MISS DIG MARKING COSTS	PER 1 LOCATION	PER CONTRACT PRICING

A-1:

MISS DIG REGISTRATION WILL REQUIRE THE DEVELOPMENT OF COMPLETE AND ACCURATE "AS-BUILT" DOCUMENTS IN ORDER TO VERIFY THE LOCATION OF BURIED FACILITIES. FOR ALL CABLE FACILITIES INSTALLED BY OTHER VENDORS

B-1:

THE FEE IS BASED UPON PERFORMING THE SURVEY WITH ACCURATE "AS-BUILTS" BASED ON THE NUMBER OF MILES OF THE FIBER OPTIC CABLE NETWORK. THIS ITEM DOES NOT INCLUDE THE COST OF REPAIRS. THE SYSTEM SURVEY IS PERFORMED BY STAFF WITH ENGINEERING, DESIGN AND CONSTRUCTION CODE EXPERTISE. AFTER THE SURVEY IS COMPLETED A DETAILED COST SPREADSHEET WILL DETERMINE THE ADDITIONAL COSTS OF REPAIRS NEEDED.

C-1 N/A

D-1

MISS DIG MARKING COSTS ARE INVOICED MONTHLY AND BASED PER TICKET/LOCATION WHEN DETERMINED THEY ARE NEEDED – SEE MISS DIG MONITORING AND LOCATING FEE SHEET EXHIBIT C

**EXHIBIT B**

**CALL OUT LIST – FIBER LINK, INC., INC**

<b>FIBER LINK, INC., Inc.</b>	<b>CALL-OUT No's</b>	
<b>24-7 Contact Number:</b>	<b>800-313-2891</b>	
	<b>Office: 810-667-2891</b>	
	<b>Fax: 810-667-3120</b>	
<b>Contact Person</b>	<b>Phone Number</b>	<b>Email</b>
<b>Tina M Snoblen</b>	810-441-4866	tsnoblen@fiberlinkinc.com
<i>President</i>		
<b>Chad Langworthy</b>	810-730-1876	chadl@fiberlinkinc.com
<i>Technical Services Manager</i>		
<b>Joel Jarvis</b>	810-358-4160	jjarvis@fiberlinkinc.com
<i>Technical Services Manager</i>		
<b>Tom Heyworth</b>	810-441-3038	
<i>Technical Services Manager</i>		
<b>Scott Bennett</b>	810-620-6779	
<i>Technical Services Manager</i>		

**EXHIBIT C**

**Miss Dig Fees**

Our fees and a description of services are as follows:

1. Set Up fee – a one-time fee of \$950.00 This covers our cost to review all underground locations and check for locate wire to verify locations can be marked properly and to work with Miss Dig to transfer all Miss Dig locations for the continued enrollment. That would include cable in the public right of way as well as cable buried on your property.
2. Monthly Fee - a per Miss Dig ticket fee of \$9.75. This covers the cost to monitor all Miss Dig notifications received at our office and to determine if a network cable is in the area of the notification. We then respond to each notification to either clear the notification ticket, or schedule a site visit to the area. If it is likely that a network cable is in the notification area, we inform Miss Dig accordingly and dispatch one of our locate staff members to the area and mark the cable path. We provide a monthly log of all notifications with our monthly invoice.
3. Monthly Fee - a per hour charge of \$82.00 minimum 1.5 hours – per onsite locate. Weekdays outside of business hours of 7:30am to 4:00pm and all day Saturday are invoiced at time and a half – Sundays/Holidays are invoiced at double time. This covers the cost to have our locate Tech visit the area and locate the cable. Please note that the majority of notifications (about 95%) will not require an on-site visit.

51

Our service includes a 24/7 notification and response capability, which is included in the above pricing.

**Fiber Link, Inc., Inc. – Miss Dig Procedure:**

We are setup with a 24/7 monitoring system through Miss Dig. Miss Dig receives a call from a contractor/resident doing work at a particular location. Miss Dig maps the location and gets a grid number that the location is associated with. With this grid number, Miss Dig can then determine which member codes have underground utilities in the area and send them a locate request via email. If it is after hours and an emergency locate, then they will call our on call phone and relay the details. After we received the ticket request, we determine which member/members are in this area and search our mapping database to determine if an on-site locate is necessary. If no on-site locate is necessary, we then clear the ticket for the member with Miss Dig through their positive response system. If an on-site locate is necessary, we visit the site and locate the underground fiber cable, with paint and flags. We then submit the marked location to Miss Dig through their positive response system.

You will receive a monthly invoice from Fiber Link, Inc., Inc. that will vary each month depending on number of tickets received and number of on-site tickets that are completed. This invoice will include two separate amounts: total for number of tickets received and total for number of on-site locates completed.

Miss Dig System will directly invoice their fees annually

**D. Fiber Installation**

**54**

*Motion: I move that the Board of Education approve the Fiber Installation contract with Laketec in the amount of \$45,797.50.*



509 Burcham Drive, East Lansing, MI 48823  
Technology & Media Services Department  
(517) 333-7418 Phone (517) 333-7404 Fax

**East Lansing**  
Public Schools

January 14, 2026

To: Board of Education  
From: Christian Palasty, Director of Technology & Media Services

**Subj: ACTION ITEM – FIBER INSTALLATION**

**MOTION: MOVE TO APPROVE THE FIBER INSTALLATION CONTRACT WITH LAKETEC IN THE AMOUNT OF \$45,797.50**

In November, ELPS requested quotes for the upgrade of fiber optic cable in the high school and middle school buildings through the Federal E-Rate program. This work would allow both buildings to utilize increased bandwidth.

We are seeking approval to enter into a contract with Laketec, the contractor with the lowest cost bid. This is a non-obligation contract contingent upon funding from USAC.

ELPS will pay no more than 20% or \$9,159.50 of this bid.

ELPS has participated in the E-Rate program for almost 20 years and follows all federal bidding and compliancy requirements.



**East Lansing**  
Public Schools

**509 Burcham Drive, East Lansing, MI 48823**  
**Technology & Media Services Department**  
**(517) 333-7418 Phone**

January 6, 2026

Please accept this letter as a notice of our intent to accept the Laketec bid for our E-Rate Category 2 Fiber Upgrade project. This project involves the installation of 12 strands of dedicated single mode fiber to the wiring closets as identified by the 470 application. Further, this contract assumes that all other requirements as identified in the 470 application are included in the total cost of \$45,797.50. It is understood that the final confirmation is dependent upon E-Rate funding approval and Board of Education approval.

55

This document represents the intent of East Lansing Public Schools to work with Laketec for the project identified in Form 470 #260005840.

Christian Palasty  
Director of Technology & Media Services  
East Lansing Public Schools

Tim Clark  
Laketec  
E-Rate Specialist



# E-Rate Category 2 Proposal

Form 470 Application # 260005840

Created by:  
**Laketec Communications, Inc.**  
SPIN # 143023462  
FY 2026

Prepared for:  
**East Lansing School District**

## WHY LAKETEC

**36**

YEARS IN  
BUSINESS

**35+**

LOCAL  
ENGINEERS

**98%**

CUSTOMER  
RETENTION

The **customer-partner** relationship is very important. So, why choose Laketec?

- One of the top E-Rate Partners in Ohio
  - #1 E-Rate Services Provided in 2017
- Core value driven, local company in Northeast Ohio
- One of the most trusted Aruba Platinum Partners in Ohio
- 25 hands-on, local engineers carrying highest level certifications in networking, wireless, server/storage, firewall security and voice

We have an extensive background in the partner procurement and support model as well as a flexible Managed Service program.

Reach out to find out how we can mold this program to **fit your organization.**

## Featured Clients



## WHY LAKETEC CABLING SERVICES?

- **Expertise in Various Systems:** Skilled in all aspects of low-voltage systems, including data networks, low-voltage cabling, fiber optics, security cameras, access control, audio/video distribution, paging, and more.
- **Technical Proficiency:** Experienced in cable termination, proper cable routing, and installation techniques to ensure optimal system performance. Industry-leading equipment such as Fluke testers and certifiers is utilized to maintain high standards.
- **Industry Certifications & Warranties:** Certified by Leviton and Panduit, demonstrating competency in the field. These certifications allow for manufacturer warranties of up to 25 years.
- **Design Capabilities:** Proficient in designing low-voltage systems based on project requirements, considering cable runs, equipment placement, and network topology.
- **Compliance with Codes:** Well-versed in local electrical codes, safety standards, and holds Class 1 general contractor license.
- **Customer Service Focus:** Strong communication skills ensure technical concepts are clearly explained to clients, with responsiveness to customer needs as a top priority.
- **Proven Track Record:** A history of successful projects backed by positive client testimonials highlights reliability and quality workmanship.
- **Continuous Learning:** Committed to staying updated with emerging technologies and industry best practices.
- **Project Management Skills:** Efficient in managing project timelines, budgets, and coordination with other trades on construction sites.



## Leviton Authorized Network Installer Certification

### ***Integrator:* Laketec Communications - North Olmsted, OH**

The ***Integrator*** has met Leviton's Certification Program selection criteria and has successfully completed the program certification requirements. Therefore, the ***Integrator*** is hereby certified as a Leviton Authorized Network Installer. Installations performed by the ***Integrator*** that are compliant with ANSI/TIA and/or ISO requirements are eligible to receive Leviton Network Solutions Extended Product and Performance System Limited Warranties.

The ***Integrator*** has agreed to conform to all Leviton specified, ANSI/TIA and/or ISO compliant installation practices in force at the time of installation. In addition, the ***Integrator*** agrees to install Leviton approved products and category compliant cabling in compliance with program policies and related industry standards.

TIA/568 Series and ISO standards compliant links and channels are covered under Leviton Network Solutions Extended Product and Performance Warranties when installed by Authorized Network Installers.

The ***Integrator*** agrees to adhere to the Terms & Conditions of Leviton Network Solutions certified contractor program, and the Terms & Conditions of the programs Extended Product and Performance System Limited Warranties for the duration of their participation in the program. In no event shall Leviton be liable for special, indirect, incidental, consequential or punitive damages (regardless of the form of action, whether in contract or in tort, including negligence, gross negligence and strict liability), including, without limitation, lost profits, lost revenue, loss of data, technology, rights or services, interruption of business, costs of procurement of substitute products or other economic damage arising from the failure of a system installed by a Leviton certified contractor.

**0012147**

Certification Number

A handwritten signature in black ink that reads "Asef Baddar".

Asef Baddar, RCDD, DCD  
Certification Programs Manager

**01/22/2015**

Certified Installer Since

**12/31/2027**

Expiration Date



infrastructure for a connected world

**PANDUIT CORP.**  
HEREBY RECOGNIZES

**Laketec Communications Inc**  
**North Olmsted, Ohio (United States)**

As a Registered Company, authorized to Deploy Panduit® Network Infrastructure Solutions and participate in the Certification Plus<sup>SM</sup> System Warranty Program for a specific pre-approved project only.

Partner Since: 11-13-2024

Date Printed: 11-21-2024

\*This certificate is only valid, and a Certification Plus System Warranty will only be issued, if the required number of company employees are current in their Panduit trainings at all times. It is the responsibility of the company to ensure their employees renew their training certifications at the required intervals. The company has access to all employee training certifications and expiration dates. This certificate can extend no longer than 2 years from the date it is printed.

## HEAR FROM OUR CUSTOMERS



### SOUTH EUCLID-LYNDHURST LOCAL SCHOOLS



We slowly started using Aruba Wi-Fi in 2015 starting with wireless upgrades followed quickly by installation of **Aruba Network Switch and instantly saw improvements in network performance for our district.** To manage and secure all of these pieces and parts, we adopted ClearPass for our authentication and AirWave+IMC for our network management. With automated device profiling in ClearPass, we can take any device and plug it into any port; the Aruba switch profiles it, determines what kind of device it is and assigns the correct network segment and application priority settings. Now, we have the same dynamic networking experience for both our wired and wireless network making our network extremely efficient for our small IT staff to manage.

Changing manufacturers can be very challenging, but, **LaketeC supplied a very detailed map and plan to complement our infrastructure of Cisco infrastructure with what LaketeC was representing, Aruba Access points.**

We were assured by the LaketeC staff that the Aruba Airwave software would allow all hardware work together and that we would have coverage throughout the School District. We worked very hard with the LaketeC engineers to make sure all staff, faculty, and appropriate students got the access they needed. The entire team of LaketeC is responsive and easy to do business with. We are happy that we selected them as our partner.



### VERMILION LOCAL SCHOOLS



LaketeC was introduced to Vermillion Local School District in 2009 because of the need for a thin client solution throughout the district. Our relationship continued to grow which lead to a complete Aruba Wireless Infrastructure Solution across campus in 2010. During the Fall of 2018 it was finally time to update their wireless infrastructure. **Because of the longevity of the original Aruba deployment, Vermillion chose Aruba once again as their manufacturer of choice.** LaketeC designed and deployed Aruba Wave 2 AP-325's in the High School and Middle School buildings to provide high speed network access to students, staff and guests.

With an enrollment of approximately 8,300 students, the Canton City School District is the largest in Stark County and one of the eight largest urban school systems in Ohio. It is also one of the largest employers in Stark County. As part of their goal to implement the best technology possible to support their students,

**Canton City schools engaged LaketeC to install new Aruba switching and reconfigure part of their existing Cisco wired infrastructure across 28 schools.**

Completed in phases, LaketeC then implemented Aruba wireless and Palo Alto firewalls in several of the schools. This new network now provides high speed and reliable network access to students and staff across the district.



# PRICING

PART #	QTY	DESCRIPTION	UNIT PRICE	SUBTOTAL
<b>CABLING MATERIALS</b>				
Cabling Materials	1	Cabling Materials - 12 strand Armored Single Mode Plenum Rated Part Number: PDPK012AB0707 Manufacturer: Berk-Tek	\$15,939.00	\$15,939.00 62
Cabling Materials	50	Cabling Materials - LC LC Allen Tel SM 3m patch cords Part Number: GBLC2-D1-03 Manufacturer: Allen Tel	\$21.75	\$1,087.50
Cabling Materials	24	Cabling Materials - Leviton SM Adapter Panels Part Number: 5F100-2LL Manufacturer:	\$79.00	\$1,896.00
Cabling Materials	11	Cabling Materials - Leviton Rack Mount 1U Enclosure Part Number: 5R1UL-F03 Manufacturer: Leviton	\$116.00	\$1,276.00
Cabling Materials	1	Cabling Materials - Leviton Rack Mount 4U Enclosure Part Number: 5R4UH-F12 Manufacturer: Leviton	\$495.00	\$495.00
				<b>\$20,693.50</b>
<b>PROFESSIONAL SERVICES</b>				
Labor - Cabling	1	Professional Services - PER RFP & WALKTHROUGH See Scope of Work Below	\$21,954.00	\$21,954.00
Labor - PM	1	Professional Services - Project Management <i>Optional - if not selected no Project Manager will be assigned</i>	\$3,150.00	\$3,150.00
				<b>\$25,104.00</b>
<b>Total</b>				<b>\$45,797.50</b>

## SCOPE OF WORK

### Scope of Work:

Installation of 12 strand SM armor rated fiber extending from the Main Server Room at the HS to the following IDF closets (A, B, C, D, E, F, G, H)

Please note:

Assumes conduit in the crawl space is in good shape and is usable

Assumes high reach if needed will be provided by the school

Assumes work to be completed during normal business hours 6am – 5pm M-F

63

Installation of 12 strand SM armor rated fiber extending from the Main Server Room at the MS to the following IDF closets (A, B)

Please note:

Assumes conduit in the crawl space is in good shape and is usable

Assumes high reach if needed will be provided by the school

Assumes work to be completed during normal business hours 6am – 5pm M-F

Labor cost includes demo of the original fiber cable

**Outage window to be communicated in advance to avoid any major disruptions**

## Contact Us!

If you have any questions regarding the hardware and software included in this proposal, please reach out directly using the contact information below.

**Tim Clark - E-Rate Specialist**

tclark@laketec.com

440-575-6018

**Tim Bergan - E-Rate Inside Team**

insideteam@laketec.com

440-575-6018

**E. Purchase of UPS Devices**

**65**

*Motion: I move that the Board of Education approve the purchase of UPS hardware from MOSS in the amount of \$84,554.72.*



509 Burcham Drive, East Lansing, MI 48823  
Technology & Media Services Department  
(517) 333-7418 Phone (517) 333-7404 Fax

**East Lansing**  
Public Schools

January 14, 2026

To: Board of Education  
From: Christian Palasty, Director of Technology & Media Services

**Subj: ACTION ITEM – Purchase of UPS Devices**

**MOTION: MOVE TO APPROVE THE PURCHASE OF UPS HARDWARE FROM MOSS IN THE AMOUNT OF \$84,554.72**

ELPS published pricing requests for the upgrade of the elementary building UPS's and the devices being replaced were purchased in 2012 using funds from the Technology Bond project.

We are requesting approval to purchase from MOSS in the amount of \$84,554.72. The E-Rate program will pay for 80% of the project, leaving ELPS eligible for \$16,910.94.



**East Lansing**  
Public Schools

**509 Burcham Drive, East Lansing, MI 48823**  
**Technology & Media Services Department**  
**(517) 333-7418 Phone**

December 17, 2025

MOSS  
561 Century Avenue S.W.  
Grand Rapids, MI 49503

Please accept this letter as a notice of our intent to accept the MOSS bid for our E-Rate Category 2 UPS Upgrade project. We have opted for the Lithium line-interactive bid for \$70,154.72 and \$14,400.00 for installation. It is understood that the final confirmation is dependent upon E-Rate funding approval and Board of Education approval. 66

This document represents the intent of East Lansing Public Schools to work with MOSS for the project identified in Form 470 #260005597.

Christian Palasty  
Director of Technology & Media Services  
East Lansing Public Schools

Ron Spencer  
Chief Sales Officer  
MOSS

VENDOR	BRAND	MODEL	NIC MGMT	PROJ MGMT	TRAVEL	FREIGHT	INSTALLATION	MATERIAL	TOTAL
MOSS	VERTIV	PS15 1500/2200					\$14,400.00	\$70,154.72	\$84,554.72
VECTOR	N1C	LX SERIES					\$9,600.00	\$92,944.00	\$102,544.00
ROWAN IT SOLUTIONS	VERTIV	GXT5	YES		\$1,375.00	\$325.00	\$7,680.00	\$177,280.00	\$186,660.00
	VERTIV	GXT5	NO		\$1,375.00	\$325.00	\$7,680.00	\$160,000.00	\$169,380.00
SENTINEL	VERTIV						\$30,618.00	\$89,552.00	\$120,170.00
DOF	ORION	RT1L					\$9,600.00	\$76,944.32	\$86,554.32
CONCOURSE	APC					\$1,489.77	\$20,250.00	\$116,113.16	\$137,852.93
DELTA NETWORK	EATON		YES				\$8,400.00	\$95,001.12	\$103,401.12
	EATON		NO				\$8,400.00	\$79,499.52	\$87,899.52
OPTIMUS	N1C	L SERIES	YES			\$2,500.00	*	\$126,593.60	\$129,093.60
	VERTIV	PS15/GXT5	NO			\$2,500.00	*	\$149,472.00	\$151,972.00
	APC		NO			\$2,500.00	*	\$167,892.00	\$170,392.00
ELECTRONACA	VERTIV	GXT5			\$1,250.00	\$250.00	\$7,920.00	\$200,000.00	\$209,420.00
DCW	VERTIV	GXT5	YES				*	\$75,232.00	\$75,232.00
AMCOMM	VERTIV						\$15,635.04	\$187,362.24	\$202,997.28
LAKETEC	VERTIV	PS15					*	\$92,812.80	\$92,812.80
QUESTIVITY	VERTIV	PS15					*	\$87,148.80	\$87,148.80

## **ERate 2026 Category 2 Services - UPS Replacements**

68

QUOTE #347022134 V1

**PREPARED FOR**  
East Lansing Public Schools

**PREPARED BY**  
Ron Spencer

December 10, 2025

---

**ERate 2026 Category 2 Services - UPS Replacements**

**Quote #347022134 v1**

**Prepared For:**  
**East Lansing Public Schools**  
 Christian Palasty  
 501 Burcham Dr  
 East Lansing, MI 48823-2782

**Prepared by:**  
**MOSS**  
 Ron Spencer  
 561 Century Ave SW  
 Grand Rapids, MI 49503

**Date Issued:**  
**Dec 10, 2025**  
**Expires:**  
**Jan 5, 2026**  
**ERate SPIN #:**  
 143004924  
 Special Contract Ref. #:

**P:** (517) 333-7418  
**E:** Christian.Palasty@elps.us

**P:** (616) 726-7035  
**E:** ron.spencer@mosstele.com

Line Interactive - Lithium-Ion Batteries				
Part #	Description	Price	Qty	Ext. Price
PSI5-1500RT120LI	Vertiv Liebert PSI5 1500, 1350W, 120VAC, Lithium-Ion, RT	\$1,241.31	32	\$39,721.92
PSI5-2200RT120LI	Vertiv Liebert PSI5 2200, 1350W, 120VAC, Lithium-Ion, RT	\$1,902.05	16	\$30,432.80
<i>Note: Each unit ships with a 4-post Mounting Kit. Other mounting options are available as an optional add on as required.</i>				
<i>Note: Standard warranty is 5-years for both the UPS and Battery</i>				
			<b>Subtotal:</b>	<b>\$70,154.72</b>

69

Unit Pricing - Optional 2-post Rack Mount Kit				* Optional
Part #	Description	Price	Qty	Ext. Price
2POSTRMKIT	Vertiv Liebert UPS 2-Post Rack Mount Kit	\$122.68	1	\$122.68
<i>Note: additional mounting options available. Please see the UPS datasheets for additional detail.</i>				
			<b>* Optional Subtotal:</b>	<b>\$122.68</b>

Installation and Removal Services				
Part #	Description	Price	Qty	Ext. Price
1_NetworkLabor	Removal of Existing Tripp-Lite UPS System and Installation of a new Vertiv UPS System	\$300.00	48	\$14,400.00
<i>Note: after removal, MOSS will bring all units to a customer designated staging area to allow for proper disposal by the owner.</i>				
			<b>Subtotal:</b>	<b>\$14,400.00</b>

Quote Summary	Amount
Line Interactive - Lithium-Ion Batteries	\$70,154.72
Installation and Removal Services	\$14,400.00
<b>Total:</b>	<b>\$84,554.72</b>

*Optional Expenses	One-Time
Unit Pricing - Optional 2-post Rack Mount Kit	\$122.68
<b>Optional Subtotal:</b>	<b>\$122.68</b>

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

E-Signature Confirmation

MOSS

East Lansing Public Schools



Ron Spencer

Signature / Name

12/10/2025

Date

Christian Palasty

Signature / Name

Initials

1/1/0001 12:00:00 AM

Date

## Purchase Terms and Conditions

East Lansing Public Schools of 501 Burcham Dr, East Lansing, MI 48823-2782 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified due to a change in MOSS's costs, unless there is written agreement of both parties to extend the initial pricing. In addition, MOSS may assess storage and transportation fees if you do not take or accept delivery within 90 days of product availability. MOSS may also update this quote or above pricing due to duties, freight, tariffs, supplier pricing, surcharges, or exchange rate fluctuations.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.

**F. Hiring of Dorcas Shumake as Associate Principal, East Lansing High School**

**73**

*Motion: I move that the Board of Education approve the contract for Dorcas Shumake as Associate Principal at East Lansing High School, effective January 27, 2026.*

CONTRACT OF EMPLOYMENT

SCHOOL ADMINISTRATOR

It is hereby agreed by and between the Board of Education of the School District of the City of East Lansing (*hereinafter* "Board") and **Dorcas Shumake** (*hereinafter* "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board employs the said **High School Associate Principal** for a period commencing on January 27, 2026 and ending on June 30, 2027, according to the terms and conditions as described and set forth below. Any extension of this Contract requires the express approval of the Board.

**A. COMPENSATION**

The Administrator shall be paid at an annual (52 work weeks) salary rate of Ninety-Six Thousand dollars (**\$96,000**) for Contract year 2025-2026 and One Hundred Thousand, Eight Hundred dollars (**\$100,800**) for Contract Year 2026-27 in consideration of their performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent and as scheduled by the Superintendent.

1. The annual salary shall be prorated in proportion to the actual time worked in the position.
2. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments, beginning with the commencement of the Contract year (July 1 - June 30) or the Administrator may elect to have the annual salary paid in equal bi-weekly installments, on established payroll pay dates, over the Administrators work year calendar.
3. The Board retains the right to adjust the Administrator's annual salary during the term of this Contract. Any such salary adjustment shall not reduce the annual salary below the minimum annual salary prescribed above.
4. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment, and when executed by the Administrator and the Board, shall become a part of this Contract. Unless expressly stated in writing, any such salary adjustment amendment shall not be considered a new Contract or an extension of the Contract's termination date.
5. Consistent with Section 1250 of the Revised School Code, the Administrator's job performance and job accomplishments as evaluated under Paragraph 4 will be a significant factor in determining any adjustment to the Administrator's compensation. The Administrator shall not receive compensation increases for Contract years 2025-2026 and 2026-27, if the Administrator's subsequent year's evaluation rating is other than Highly Effective or Effective.
6. If the Administrator has received a PhD or EdD they shall receive an additional Four Thousand Dollars (\$4,000) per Contract year.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### **B. DUTIES**

The Administrator shall perform the duties as prescribed by the Board pursuant to the School Code of the State of Michigan as may be established and as described in the job description for said position as may be modified and/or amended from time to time by the Superintendent.

1. The Administrator's assigned position is for Two Hundred Sixteen (216) work days per Contract Year.
2. The Administrator agrees to faithfully perform those duties assigned by the Board and under the supervision and direction of the Superintendent.
3. The Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to their responsibilities and directions related thereto.
4. The Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent.

#### **C. QUALIFICATIONS**

The Administrator represents that they possess and will maintain all certificates, credentials, and qualifications required by law, including Revised School Code Sections 1246 and 1536, applicable administrative regulations, and those required by the Board to serve in the position assigned.

1. As a condition of their continued employment, the Administrator also agrees to meet all certification and continuing education requirements for the position assigned, as may be required by law or by the Michigan State Board of Education, and/or the Michigan Superintendent of Public Instruction.
2. If at any time the Administrator fails to maintain all certificates, credentials, continuing education requirements, or qualifications required for the assigned administrative position, this Contract shall automatically terminate and the Board shall have no further contractual obligations.

#### **D. PERFORMANCE**

The Administrator agrees to devote their talents, skills, efforts, and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned, including compliance with the directives of the Board and Superintendent to carry out the Board's policies and educational programs.

1. The Administrator agrees to comply with and fulfill all responsibilities and tasks for which they are responsible as required by state and federal law, Board policies, regulations, directives and those directives issued by the Superintendent.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

2. The Administrator pledges to use their best efforts to maintain and improve the quality of District operations and to constantly promote efficiency in all areas of their responsibility.
3. The Administrator agrees to perform their responsibilities with diligence and competence on behalf of the District, using their best efforts to maintain and improve the quality of the District's programs and services.

#### **E. TAX-DEFERRED ANNUITY**

At the Administrator's option and as solely paid for by the Administrator, the District will deduct premium payments from the Administrator's wages and remit same to a District-approved tax-deferred annuity company pursuant to IRS Section 403(b) or 457.

#### **F. EVALUATION**

The Administrator's performance shall be evaluated by the Board or its designee annually or biennially, not later than June 30<sup>th</sup> of each year. The evaluation shall comply with Section 1249 of the Revised School Code (or its successor provisions).

#### **G. WORK SCHEDULE**

The Administrator's assigned position is for Two Hundred Sixteen (216) work days during a fiscal/contract year (July 1 – June 30) as scheduled by the Superintendent.

#### **H. FLEX DAYS**

An Administrator with a work year of less than Two Hundred Sixty (260) days shall have the option to earn and use flex days, which are defined as trading a workday for a non-workday (excluding weekends) as follows:

1. The Administrator may use up to ten (10) flex days per Contract year, with a maximum of five (5) flex days, including three (3) consecutive flex days, for use when students are in session.
2. The Administrator's earning and use of a flex day requires approval from the Superintendent or designee.

#### **I. EARNED SICK TIME (EST) LEAVE**

1. The Administrator will receive 12 days (96 hours) of earned sick time per school year subject to proration if the Administrator is hired after the start of the contract year or works part-time. The Administrator may access and use Earned Sick Time before it is earned through actual hours worked.
2. If the Administrator is hired after the contract year begins or is a part-time Administrator, a prorated amount will be made available to the them.

Sick leave time accrued and unused as of June 30, 2025, will be converted to Earned Sick Time hours and credited to the Administrators' Earned Sick Time leave bank.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

4. An Administrator that ends employment, prior to the end of the school year, will have to repay the District for days used that are not proportionate to the time worked. The Employer may deduct the amount equivalent to any used but unearned Earned Sick Time from the Administrator's final paycheck, to the extent permitted by law.
5. Earned Sick Time must be used in increments of at least 1 hour. If a substitute is required for the position, the Administrator must use time off in ½ day increments.
6. Unused earned sick leave days shall accumulate from year to year without limitation.
7. The Administrator may use earned sick time for any ESTA purpose, and earned sick time is subject to terms and conditions specified in ESTA and the District's ESTA policy, as that policy may be adopted and amended from time to time. The Administrator may use earned sick time for the following reasons:
  - a. the Administrator's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the Administrator's mental or physical illness, injury, or health condition; or preventative medical care for the Administrator;
  - b. for the Administrator's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the Administrator's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the Administrator;
  - c. if the Administrator or the Administrator's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
  - d. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
  - e. for closure of the Administrator's place of business by order of a public official due to a public health emergency, for an Administrator's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the Administrator's or Administrator's family member's presence in the community would jeopardize the health of others because of the Administrator's or family

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

member's exposure to a communicable disease, whether or not the Administrator or family member has actually contracted the communicable disease.

8. An Administrator who is unable to perform their duties due to illness or disability shall notify their supervisor before the start of the workday or as soon as practicable. If an illness or disability extends beyond the first absence day, the Administrator and the Administrator's supervisor may decide the notice frequency for the continued illness or disability.
9. If the Administrator's need to use leave time is foreseeable, the Administrator must provide notice to the District of the Administrator's intent to use earned sick time at least 7 days prior to the date leave is to begin.
10. For leave of more than five (5) consecutive days, upon District request, the eligible Administrator must provide the District, within 15 days after the request, reasonable documentation that earned sick time was used for an ESTA purpose.
11. An Administrator who has exhausted earned sick time leave and still not able to return to work may be paid for any unused vacation days.
12. Unused earned sick leave days may accumulate without limit and be compensated as per Addendum A.

#### J. **PERSONAL BUSINESS DAYS**

The Administrator shall also receive three (3) personal business days (24 hours) each contract year, subject to proration if the Administrator is hired after the start of the contract year or works part-time. Those days, if not used, will be added to the earned sick bank at the end of each contract year.

#### K. **BEREAVEMENT LEAVE**

The Administrator shall be entitled to up to five (5) days of paid bereavement leave per occurrence in the event of the death of an immediate family member. For this section, "immediate family" is defined as the Administrator's current spouse, domestic partner, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, or son-in-law. This leave will not be charged against Administrator's earned sick time leave/vacation allowance.

#### L. **JURY SERVICE AND SUBPOENA**

1. Any absence for jury service or subpoena will not be charged against the Administrator's earned sick time leave allowance and shall be granted if the criteria below is met:
  - a. When an Administrator is summoned for jury service, compensation for jury service in combination with the Board pay shall not exceed the Administrator's regular rate of pay.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

- b. On days in which the Administrator is required to report for jury service, the Administrator is not required to report to work.
- c. Substantiation of payment and attendance will be required in accordance with District's processing procedures.
- d. Court appearance as a witness in a case related to employment or the school, or whenever Administrator is subpoenaed to attend proceedings where they are required to provide information on behalf of the District. However, this shall not apply to any proceeding brought by the Administrator against the district or in which the Administrator is testifying against the district.

#### **M. VACATION**

An Administrator assigned to a Two Hundred Sixty (260) day work year shall receive twenty-five (25) vacation days per Contract year.

1. The Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of District business. All vacation scheduling is subject to the approval of the Superintendent or designee.
2. Vacation days must be used within the Contract year for which they are made available and shall not accumulate beyond the Contract year.
3. Any unused vacation days at the end of a Contract year shall be transferred to the Administrator's Earned Sick Time Leave Bank.

#### **N. HOLIDAYS**

Consistent with the District's calendar, the Administrator is entitled to the following holidays for which no service to the District is required: Labor Day, Thanksgiving and the Day after Thanksgiving, Christmas Eve Day and Christmas (or the two days surrounding December 24 and 25 if they fall on a non-work day), New Year's Eve Day and New Year's Day, Martin Luther King, Jr. Day, National Presidents' Day, Memorial Day, Juneteenth, and Independence Day (260 work day Administrator only).

#### **O. REIMBURSED EXPENSES**

Consistent with Board Policy 4110, the District shall reimburse the Administrator for all reasonable expenses resulting from the performance of their duties as a District Administrator, including mileage (at the current IRS rate), meals, and lodging in accordance with per diem expense and reimbursement procedures established by the Board.

Any expense to be incurred by the Administrator for out-of-district travel in excess of 50 miles shall be submitted in advance for review and approval by the Superintendent. The Administrator shall be required to present an itemized accounting of their reasonable and necessary expenses.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

**P. AUTOMOBILE**

Mileage for travel outside the Tri-County (Clinton, Ingham, Eaton) boundaries will be paid at the then-current IRS mileage rate upon submission of documented mileage forms.

**Q. PROFESSIONAL DEVELOPMENT**

Subject to prior approval by the Superintendent or designee and consistent with Board Policy 4111, the Administrator shall be provided a maximum budget of Two Thousand dollars (\$2,000) per Contract year, toward payment for conference attendance, professional memberships and dues. Conference approval/attendance must appropriately support the Administrator's role. Further, college coursework may be reimbursed upon completion provided the grade received is a 2.5 or higher and transcript(s) are submitted to Human Resources for processing. Any amount exceeding the Two Thousand dollars (\$2,000) allotment is subject to prior approval by the Superintendent.

An Administrator may be absent for participation in professional development activities as approved by the Superintendent or designee.

**R. MENTOR**

A mentor may be assigned for the first year to an Administrator who is new to the District in a new assignment. The mentor will provide collegial professional support, guidance, and consultation. Upon request of the mentor/mentee and with the approval of the Superintendent or designee, the District will make available reasonable release time for the mentor and mentee to work together during the regular work day. A mentor shall be compensated at the rate of Fifty Dollars (\$50) an hour for mentoring duties for up to thirty (30) hours per Contract year.

**S. INSURANCE PREMIUM PAYMENTS**

Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third-party Administrator, the Board shall make premium payments on behalf of the Administrator and eligible dependents for the insurance programs as provided in Addendum A.

The Employer will make premium contributions, on behalf of each unit Administrator who works thirty (30) hours or more per week and the Administrator's eligible dependents for the following insurance programs:

1. The Employer premium and health savings account contributions, as specified in this Article, shall be pro-rated for Administrators regularly scheduled to work at least seventeen and one-half (17.5) hours per week but less than thirty (30) hours per week.
2. Administrators working less than seventeen and one-half (17.5) hours per week are not eligible to participate in any insurance benefit programs at Employer expense.
3. All premium or premium equivalent amounts for which the Administrator is responsible will be payroll deducted.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### **T. INSURANCE CARRIERS**

The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party Administrator for the insurance programs as provided in Addendum A, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the insurance benefits.

1. The Board shall not be required to remit premiums for any insurance coverage for the Administrator and their eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party Administrator.
2. The terms of any contract or policy issued by any insurance company or third-party Administrator shall be controlling for all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters.
3. The Administrator is responsible for ensuring completion of all forms and documents needed to receive the above-described insurance coverage.
4. The Board, by payment of the premium payments required to provide insurance coverage for the programs as provided in Addendum A, shall be relieved from all liability with respect to insurance benefits.

#### **U. PROFESSIONAL DEVELOPMENT/CONFERENCES**

1. Participation in work-related professional development activities or conferences shall be subject to prior approval. Upon approval by the Superintendent or designee, the District may authorize attendance and pay for eligible costs.
2. Attendance at a work-related professional development activities or conferences will not be charged against Administrator's earned sick time leave/vacation allowance.

#### **V. SCHOOL-RELATED INJURY/LITIGATION**

The Administrator's temporary absence from duties resulting from a school-related assault or litigation arising from the scope of the Administrator's duties at the East Lansing Public Schools shall not be charged to the Administrator's Earned Sick Time Leave as long as the Administrator did not engage in misconduct or gross negligence as determined by the Superintendent. Further, this provision does not apply to any proceeding brought by the Administrator against the District or for a proceeding in which the Administrator is testifying against the District.

#### **W. DISABILITY or INCAPACITY**

In the event of the Administrator's mental and/or physical incapacity to perform the duties of their office, they shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated Earned Sick Time and accrued vacation time. The balance of the ninety (90) work day period shall be paid under the District's short-term disability plan (60%). Health plan premium payments shall be made on behalf of the Administrator during

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

this interval to the extent required by law. Upon utilizing leave under this provision, the Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by the Administrator, it may require a second opinion, at Board expense.

The Administrator may request a ninety (90) work day unpaid leave extension in the event of their physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that the Administrator will be able to resume their duties at the end of the extended leave interval. Medical certification shall be supplied by the Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to or does not resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), their employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, the Administrator shall provide to the Board a fitness for duty certification from the Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

#### X. MEDICAL EXAMINATION

The Administrator shall submit to such medical examinations (including drug or alcohol tests, as well as psychological or psychiatric evaluation), supply such information, and execute such documents as may be required by any underwriter, policyholder, or third party administrator providing insurance programs specified under this Contract, or as may be directed by the Board to determine the Administrator's ability to perform the essential job functions required by her assignment, with or without reasonable job accommodation(s).

1. Upon request of the Board or Superintendent, the Administrator shall authorize the release of medical information necessary to determine if the Administrator is capable of performing the essential job functions required by their assignment, with or without reasonable job accommodation(s).
2. Any medical examination or disclosure of such information required of the Administrator by the Board shall be job-related and consistent with business necessity.
3. Any medical examination under this section shall be at Board expense and shall be conducted by appropriate medical personnel of the Board's choice.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

4. Any information obtained from medical examinations or inquiries shall be confidential. The Administrator may receive the results of Board-ordered tests and examinations upon written request.

#### **Y. ERRORS AND OMISSIONS INSURANCE**

The Board agrees to pay the premium amount for errors and omissions insurance coverage for the Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of their authority. The policy limits for this coverage shall be not less than Five Million Dollars (\$5 million).

1. The terms of the errors and omissions insurance policy shall control the Administrator's defense and indemnity. The Board's sole obligation shall be limited to the payment of premium amounts for the above errors and omissions coverage.
2. If such insurance coverage cannot be purchased in the above amounts or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall notify the Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense or indemnification to the Administrator as authorized under MCL 691.1408 and MCL 380.11a(3)(d).

#### **Z. TENURE**

The Administrator agrees that they shall not be deemed to be granted continuing tenure in the administrative position initially assigned or to which they may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled by virtue of this Contract or any employment assignment requiring certification with the District.

#### **AA. LAYOFF**

This Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days' notice of termination before the effective date of layoff. In the event of layoff, the Board has no further obligation under this Contract.

#### **BB. RETIREMENT**

Within sixty (60) days of separation from employment with the District for purposes of retirement pursuant to the Michigan Public School Employees Retirement Act, the Administrator will receive payment of One Hundred Dollars (\$100) for each accumulated sick leave day up to a maximum of Twelve Thousand Five Hundred Dollars (\$12,500).

1. Proof of retirement application is required for this payment.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

2. In the event of the Administrator's death, this benefit will be paid to the beneficiary designated in writing by the Administrator or according to the priorities specified in MCL 408.480 if the Administrator has given proper notice of retirement.
3. The Administrator must have a minimum of ten (10) years of service with the district to be eligible for this payment.

#### **CC. NONRENEWAL**

The Board's decision not to continue or renew the Administrator's employment for any subsequent period in any capacity (other than as a classroom teacher as may be required by the Michigan Teachers' Tenure Act) shall not be deemed a breach of this Contract or a discharge or demotion under the Michigan Teachers' Tenure Act.

#### **DD. TERMINATION**

The Board is entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that the Administrator has engaged in any act of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, or if the Administrator materially breaches the terms and conditions of this Contract, or for any other reason determined to be sufficient by the Board.

1. The foregoing standards for termination of this Contract during its term do not apply to nonrenewal of this Contract at the expiration of its term, of which decision is discretionary with the Board and are governed by Section 1229 of the Revised School Code, MCL 380.1229.
2. If the Board undertakes to dismiss the Administrator during the term of this Contract, the Administrator shall be entitled to written notice of charges and an opportunity for a hearing before the Board.
3. If the Board terminates the Administrator's employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further contractual obligation to the Administrator.

#### **EE. ARBITRATION**

If a dispute relating to the Administrator's termination arises during the term of this Contract, the parties agree to submit such dispute to binding arbitration. Selection of the arbitrator and the arbitration proceedings shall be conducted under the National Rules for the Resolution of Employment Disputes of, and administered by, the American Arbitration Association, and shall comply with the Michigan Uniform Arbitration Act, MCL 691.1681 et seq.

1. The parties intend that this process of dispute resolution shall include all contract and statutory claims advanced by the Administrator arising from their termination during the term of this Contract, including (but not limited to) claims of unlawful discrimination and all claims for damages or other relief. However, this agreement to arbitrate does not restrict the

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

Administrator from filing a claim or charge with any state or federal agency (such as the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights), and does not apply to any claims for unemployment compensation or workers' compensation which may be brought by the Administrator. Instead, this agreement to arbitrate claims applies to those matters which would otherwise be subject to state or federal court proceedings.

2. This agreement to arbitrate means that the Administrator is waiving their right to adjudicate discrimination claims in a judicial forum and is instead opting to arbitrate those claims. In any such arbitration proceeding, the Administrator has the right to representation by counsel of their choice, the right to appointment of a neutral arbitrator, the right to reasonable discovery, and the right to a fair hearing. However, the Administrator, through this agreement to arbitrate such claims, does not waive any statutory rights or remedies in the context of such arbitration proceedings.
3. The arbitrator's fee and the costs imposed by the American Arbitration Association shall be shared equally by the Board and the Administrator, subject to the Administrator's right to seek to tax such fees as costs against the Board.
4. Any claim for arbitration under this provision must be filed with the American Arbitration Association, in writing, and served on the Board within one hundred eighty (180) days of the effective date of the Administrator's termination during the term of this Contract. The arbitrator's Decision and Award shall be final and binding on the parties. Judgment thereon may be entered in a court of competent jurisdiction.

#### **FF. LIMITATIONS**

The Administrator agrees that any claim or suit for breach of this Contract or otherwise arising out of the Administrator's employment with the Board must be filed no more than six (6) months after the date of the act or omission that is the subject of the claim or suit. The Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by this contractual six (6) month limitations period and waives any statute of limitations to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a lawsuit, it is the parties' intent that the court will enforce this provision to the extent possible and declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

#### **GG. ENTIRE AGREEMENT**

This Contract contains the entire agreement and understanding between the Board and the Administrator as to the employment of the Administrator. Prior or current representations, promises, contracts, or understandings (written or oral) not contained in this Contract have no effect.

**CONTRACT OF EMPLOYMENT**

**SCHOOL ADMINISTRATOR**

1. Any prior agreement (written or oral) pertaining to, connected with, or arising in any manner out of the employment of the Administrator by the Board, are terminated and shall have no effect. Provided, however, that this Contract is voidable under the Revised School Code’s provisions pertaining to criminal history and records checks.
2. No change or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board as reflected in its minutes, and signed by the Superintendent.
3. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provisions of this Contract at such time or at any other time.

**HH. SEVERABILITY PROVISION**

If any provision of this Contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Contract shall continue in full force and effect without said provision(s).

**AUTHORIZATION**

This Contract is executed on behalf of the School District pursuant to the authority granted by the Board of Education of the City of East Lansing pursuant to Board action taken on July 14, 2025.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their respective names and in the case of the Board of Education and School District, by its President, Secretary and Superintendent.

\_\_\_\_\_ By: \_\_\_\_\_  
Date Administrator

EAST LANSING PUBLIC SCHOOLS

\_\_\_\_\_ By: \_\_\_\_\_  
Date Superintendent

\_\_\_\_\_ By: \_\_\_\_\_  
Date President of the Board of Education

\_\_\_\_\_ By: \_\_\_\_\_  
Date Secretary of the Board of Education

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### ADDENDUM A

Insurance premiums paid by the district on behalf of the Administrator and their eligible dependents include:

#### HEALTH INSURANCE

The Administrator shall have the option to enroll in the available health insurance plans offered by the Board. The annual limit the Board shall contribute for healthcare on behalf of the Administrator and their eligible dependents shall be eighty percent (80%) of the annual cost for the lowest premium health care plan option and the approved Health Savings Account (HSA) contribution. Should the Administrator select the lowest premium healthcare plan, they will be responsible for the remaining twenty percent (20%).

Should the Administrator elect coverage with a premium higher than the Board's eighty percent (80%) contribution, the Administrator shall be responsible for paying the difference between the Board's contribution and the total cost of their selected plan.

Note: Insurance benefits are available on a pro-rata basis if the Administrator works less than full-time. The District will pay the premium cost represented by the Administrator's then-current percentage of time working for the District; the remaining portion of the insurance cost will be paid by the Administrator through payroll deduction.

#### HEALTH SAVINGS ACCOUNT (HSA)

If the Administrator elects to enroll in a High Deductible Health Plan (HDHP), the Board shall deposit an amount equal to 70% of the minimum annual deductible as established by the IRS for the applicable plan year. This contribution will be based on the coverage level selected by the Administrator (self-only or family coverage). The Board's contribution shall be deposited into the Administrator's Health Savings Account (HSA) to assist with eligible medical expenses incurred under the HDHP.

#### CASH-IN-LIEU (CIL)

If the Administrator does not elect medical coverage, they shall receive a \$243 monthly CIL benefit, provided the Administrator signs the District's Waiver of Medical Coverage form and proof that another qualified plan covers them.

#### DENTAL INSURANCE

The Board shall provide, at no cost during the life of this Agreement, a dental insurance program covering 100% of Class I benefits, 80% of Class II benefits, and 80% of Class III benefits, with an annual maximum of \$1,500. Additionally, the program includes an 80% orthodontics benefit with a lifetime maximum of \$1,500.

## CONTRACT OF EMPLOYMENT

### SCHOOL ADMINISTRATOR

#### VISION INSURANCE

The Board shall provide, at no cost to the Administrator, the MESSA Vision Services Plan 3 (VSP-3).

#### TERM LIFE INSURANCE

The District shall provide without cost to the Administrator group life insurance protection at a rate two (2) times the sum of the Administrator's current contracted salary; said insurance policy is payable to the Administrator's designated beneficiary thereof with provisions for double indemnity in the event of accidental death (AD&D). Group life insurance protection shall not exceed \$225,000.

#### SHORT TERM/LONG-TERM DISABILITY

The Board shall provide the Administrator with an insured income continuation plan for disability extending the Administrator's income from the tenth (10th) working day following the exhaustion of sick days and continuing for ninety (90) calendar days. At this time, the long-term disability (LTD) policy will activate. The benefits of this plan are summarized per MESSA's "Negotiated LTD Plan Highlights" document.

VIII. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee
- G. Ingham School Officers Association (ISOA)

IX. **Announcements**

- A. The next regular scheduled meeting of the Board of Education is February 9, 2026.

X. **Adjournment**

*Respectfully Submitted,*

*Dori Leyko  
Superintendent*