

Board of Education Mary Gebara President, 2022-2023	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.

7:00 PM

**MEETING AGENDA
Monday, January 22, 2024**

Community Conference Rm

CALL TO ORDER

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andrew Phelps and Jayme Taylor

WELCOME AND MEETING FORMAT (2 Min)

Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There are two opportunities for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting, as well as near the end of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board’s secretary prior to the start of the agenda item. Virtual participants must submit their name and address in a message through the chat box located in Zoom’s meeting controls prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card or chat message and that individual’s microphone will be un-muted for their comments.

RECOGNITION –24 Years of Service

The board will recognize the following employees who have attained 24 years of service: **Kelly Carrier**, Science Teacher at Okemos High School; **Stacy Christensen**, Art Teacher at Chippewa Middle School; **Jennifer Eddy**, Gifted & Talented Coordinator for the District; **Rachel Freeman-Baldwin**, English Teacher at OHS; **Susan Gidener**, Food Service Worker for the District; and **Marie Smith**, 2nd Grade Teacher at Bennett Woods Elementary.

PRESENTATION - OPM Building Review

Superintendent Hood will provide an overview of facility upgrades funded through the district's sinking fund, 2019 bond, and 2022 bond.

DISCUSSION MOVED FORWARD: Technology Purchase

Technology Director Tom Isom will present information regarding a technology purchase to be funded through the 2022 Bond.

CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that that may or may not be part of the evening’s agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening’s agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

HIGH SCHOOL STUDENT REPORTS/REQUESTS (5 Min)

The high school student representative will highlight events and issues of interest and take questions from the board.

SUPERINTENDENT REPORTS/REQUESTS (10 Min)

The superintendent will highlight events and issues of interest and take questions from the board.

BOARD REPORTS/REQUESTS (10 Min)

The board will acknowledge receipt of correspondence.

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

ACTION ITEMS

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

CONSENT AGENDA (5 Min)

In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

That the board approve items 1 and 2 for immediate implementation and appropriate action. Item 1: Approval of the minutes of the Regular Meeting of January 8, 2024; and Item 2: Approval of the minutes of the Special Meeting of January 10, 2024.

OTHER ACTION ITEMS

The Other Action Items require additional discussion prior to board action.

Issuance and Sale of Bonds Resolution

On November 8, 2022 voters approved the ability for Okemos Public Schools to borrow up to \$275,000,000 by issuing general obligation unlimited tax bonds. The district will be issuing the bonds in four series over the next seven years.

That the board waive the reading and adopt the resolution authorizing the issuance and delegating the sale of the second series of bonds to be designated 2024 School Building and Site Bonds, Series II, which were approved by the voters at the November 8, 2022 election (Roll Call).

OHS New Course Recommendation

The board has reviewed the proposals for new courses at Okemos High School. These courses have also been approved by the district's advisory committee.

That the board approve the following new high school courses to be offered beginning with the 2024-2025 school year: Music Appreciation (music elective); Exploring Songs as Poetry (language arts elective); World Languages & Culture (world language elective); Astronomy (science elective); AI Assisted-Programming (computer elective); Statistics (math elective).

Board Policy First Reading

The board's policy committee has been engaged in the implementation process of Thrun's board policies. The committee is submitting several policies that have been reviewed and/or revised: 3105 Visitors and Volunteers; 3108 Service Animals; 3109 Curricular Animals; 3209 Debit/Credit Cards; 3303 Gifts and Donations; 3308 Distribution of Printed Material and Advertising in School; 3401 School Cancellation, Delay, and Early Dismissal; 3402 Drills, Plans, and Reports; 3502 Record Retention; 4101 Non-Discrimination; 4108 Union Activity and Representation; 4207 Third-Party Contracting of Non-Instructional Support Services; 4404 Performance Based Compensation; 4407 Discipline; 4408 Termination; 4504 Performance Based Compensation for Administrators/Supervisors; 5102 Lockers; 5103 Search and Seizure; 5105 Collaboration with Outside Entities;

and 5201 Investigations, Arrests, and Other Law Enforcement Contact. The committee is recommending a July 1st effective date for these policies. Policies given first reading by the board are posted on the district website for thirty days for public review. Policies not given first reading are returned to the committee for further review and editing.

That the board waive the reading and adopt first reading of board policies 3105 Visitors and Volunteers; 3108 Service Animals; 3109 Curricular Animals; 3209 Debit/Credit Cards; 3303 Gifts and Donations; 3308 Distribution of Printed Material and Advertising in School; 3401 School Cancellation, Delay, and Early Dismissal; 3402 Drills, Plans, and Reports; 3502 Record Retention; 4101 Non-Discrimination; 4108 Union Activity and Representation; 4207 Third-Party Contracting of Non-Instructional Support Services; 4404 Performance Based Compensation; 4407 Discipline; 4408 Termination; 4504 Performance Based Compensation for Administrators/Supervisors; 5102 Lockers; 5103 Search and Seizure; 5105 Collaboration with Outside Entities; and 5201 Investigations, Arrests, and Other Law Enforcement Contact.

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The board's policy committee has been engaged in the implementation process of Thrun's board policies. The committee is submitting several policies that have been reviewed and/or revised: 4402-R Placement; 4403-R Performance Evaluation; 4405-R Reduction in Force and Recall; 4409-R Non-Renewal; 4503-R Performance Evaluation. Policies given first reading by the board are posted on the district website for thirty days for public review. Policies not given first reading are returned to the committee for further review and editing.

That the board waive the reading and adopt first reading of board policies 4402-R Placement; 4403-R Performance Evaluation; 4405-R Reduction in Force and Recall; 4409-R Non-Renewal; 4503-R Performance Evaluation.

DISCUSSION ITEMS

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

PHASE Curriculum (10 Min)

Assistant Superintendent Stacy Bailey will present information regarding proposed Personal Health and Sexuality Education curriculum for use by elementary special education students. The proposed curriculum has already been previewed and unanimously approved for use by the PHASE (Personal Health and Sex Education) board.

Montessori School of Choice Openings

The board will discuss potential School of Choice openings to be advertised (February 18th) for the Pre-K through 8th grade Montessori program. The numbers being proposed will reflect available seats while maintaining the district's ability to accommodate resident students.

Start Times Update

Superintendent Hood will provide an update from the start times committee regarding a potential model for consider by the board and community.

COMMENTS FROM THE PUBLIC

At this time in the meeting, citizens have an opportunity to address the board regarding any item(s) of interest. Individual comments at this time will be limited to three minutes but may be extended at the discretion of the board president. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment; however, our meeting format does not allow the board to engage in conversation with speakers. Questions or

concerns may be assigned for follow-up by the board or the administration at a later date.

OTHER MATTERS (5 Min)

ADJOURN

OKEMOS PUBLIC SCHOOLS

DRAFT

Central Montessori Improvements

2022 Bond Program
2019 Bond Program
District Sinking Fund

January 22, 2024

TowerPinkster
Architecture · Engineering · Interiors

CHRISTMAN
BUILDING SINCE 1894

 **VERIDUS**
GROUP



Agenda

- Introductions
- OPM Facility Improvements
 - 2019 Bond Funds
 - 2022 Bond Funds
 - Other Improvements (Sinking Fund)
- Communication Plan
- Next Steps





Veridus Group

- Allison Duncan - Project Executive

Tower Pinkster

- Ed Talaga - Senior Project Manager

The Christman Company

- Rob Crowe - Vice President



2022 BOND PROGRAM

The district is reviewing the scope of the entire 2022 bond as we focus on the costs of our major projects and the escalation of inflation and supply costs. During this review, we will be prioritizing health, safety, and student impact as we work to meet as many needs as possible.





Sinking Fund Improvements

- **Carpet Replacement as Needed**
- **Roof Repairs**
- **Gym Floor Refinished**
- **Mezzanine Exhaust Fans Repaired**
- **Painted Cafeteria**
- **Carline Improvements - Recoating/Striping Parking Lot**
- **Other Maintenance Updates**



2019 Bond Improvements

- Security (Window Film)
- HVAC Improvements -
 - Air Conditioning (HUVs)
- Fire Alarm System Upgrades
- Remodel Common Bathroom Areas
- Technology Infrastructure
- Flexible Student Furniture
- Lunch Tables
- Student Lockers
- PA & Audio System
- Interactive Monitors



2022 Bond Improvements - COMPLETED (2023)

- **Secure Vestibule & Exterior Doors**
 - Security Cameras, Door Access, Integrated Security Platform
 - Main Office Improvements - Health Room, Reception Area, Principal's Office
- **Staff Toilet Rooms - Renovated Existing / Added Toilet Rooms**
- **Gymnasium Remodel**



2022 Bond Improvements - In Progress (2024)

- **Update Security Camera & Access Control**
 - **Integrated Security Platform**
- **Update Wireless Access Points, Servers**
- **Infrastructure Improvements**
 - **Sewer, Stormwater Improvements, Soffit/Fascia**
 - **Reduce water infiltration**
- **Mezzanine - HVAC**



Flexible Furniture





2022 BOND IMPROVEMENTS

New Secure Vestibule





2022 BOND IMPROVEMENTS

New Main Office & Reception Area





2022 BOND IMPROVEMENTS

New Health Room & Principal's Office





2022 BOND IMPROVEMENTS

New & Updated Staff Toilet Rooms





2022 BOND IMPROVEMENTS

New Exterior Doors & Gymnasium Remodel





SINKING FUND IMPROVEMENTS

New Carpet





SINKING FUND IMPROVEMENTS

New Gym Floor & Lockers





2022 Bond Improvements - Future Planned (2025)

- Gymnasium Audio System
- Integrated Clock System
- Classroom Refresh

** All future district bond projects are dependent on fluctuating market conditions, costs associated and bond funds available.*



Future Improvements - Sinking Funds

- Other improvements and repairs as needed
- Roof - \$480,000 estimate
 - Scheduled for 2025/26



Total Bond Investments Committed

- 2019 Bond - \$1,519,507
- 2022 Bond (Complete)- \$1,582,000 **VERIFYING #s**
- 2022 Bond (2024 Estimate)- \$2,056,000

New Elementary School \$50-\$60M

- 85,000SF *Assuming similar size to new cornell
- \$580 - \$700/SF *Assuming escalation



Recent OPM Upgrades

Built in 1948

OPM received upgrades over the summer as part of the 2019 and 2022 Bond. More projects are scheduled.

TOTAL COST SO FAR: More than \$1 million, with \$860,000 from 2022 Bond

Upgrades included:

- New secure vestibule
- Remodeled bathrooms
- Additional new bathroom
- Remodeled gymnasium
- Repainted cafeteria
 - New lockers
 - Flex furniture
- New student health room
- Remodeled office
- Added air conditioning





Community Bond Steering Committee (4/2021)

- **Future plan for Central building and Montessori Program**
 - Building needs addresses short term
 - Evaluate: size of program, access for more Okemos students
 - Equity (transportation)
 - Next big rock



Next Updates

March 11, 2024 - Informational Update

- BP3 - New Chippewa - Design Development Update
- BP4 - Pressing Needs/Secure Vestibules - Bid Results
 - High School, Central Montessori, Hiawatha

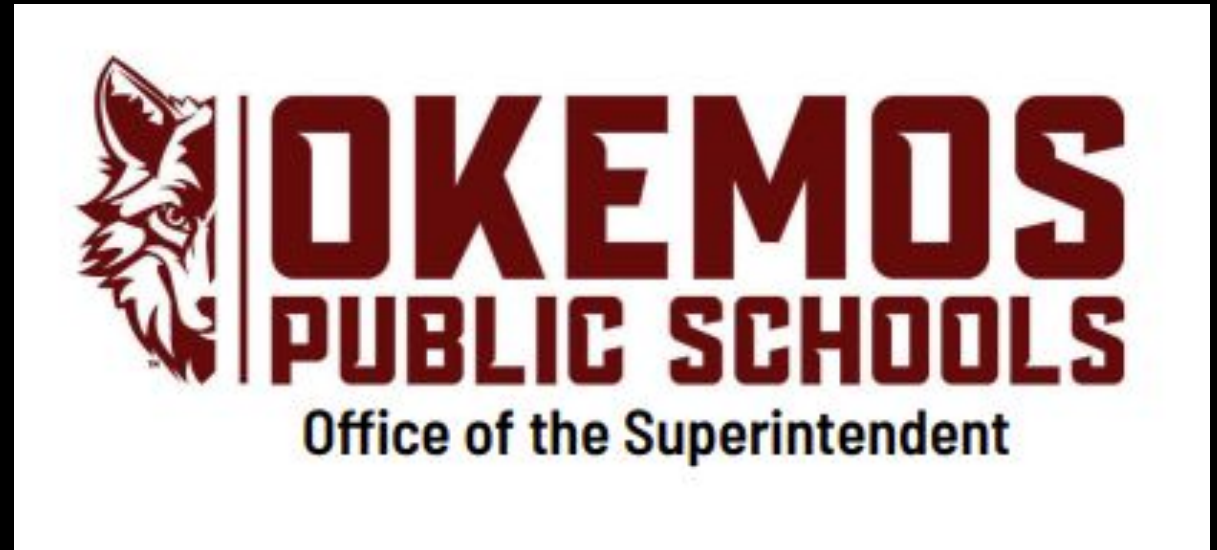
March 18, 2024 - Board Action & Informational Update

- BP4 - Pressing Needs/Secure Vestibules - APPROVE BIDS
- Overall Bond Program Update



Communication Plan

- Board of Education
- Community
 - Bond Website
 - Email Newsletters
- OPS District Employees
 - Leadership Council
 - Staff





QUESTIONS

QUESTIONS

Prioritizing Big Rocks

New/Major Renovation to Central/Montessori



- Serves smaller group of PK-4 students
 - Controlled growth
- Creates new agile future ready space
- Building with FCI > 100%, but received recent investments
- Would need to address circulation, safety challenges - (the site would accommodate)



BIG ROCKS CRITERIA

Student Equity



Agility



Sustainability



Site Desirability

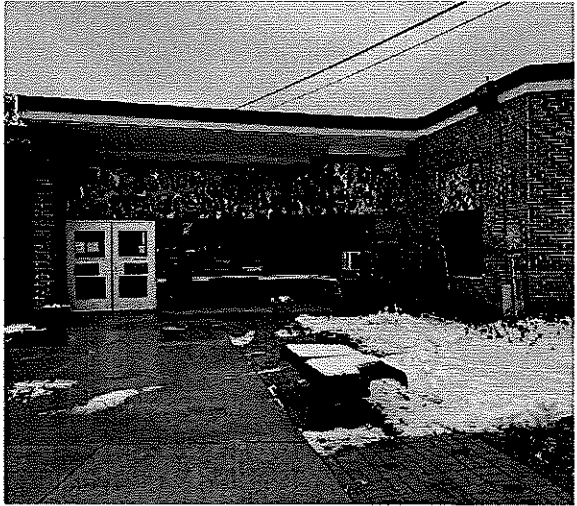


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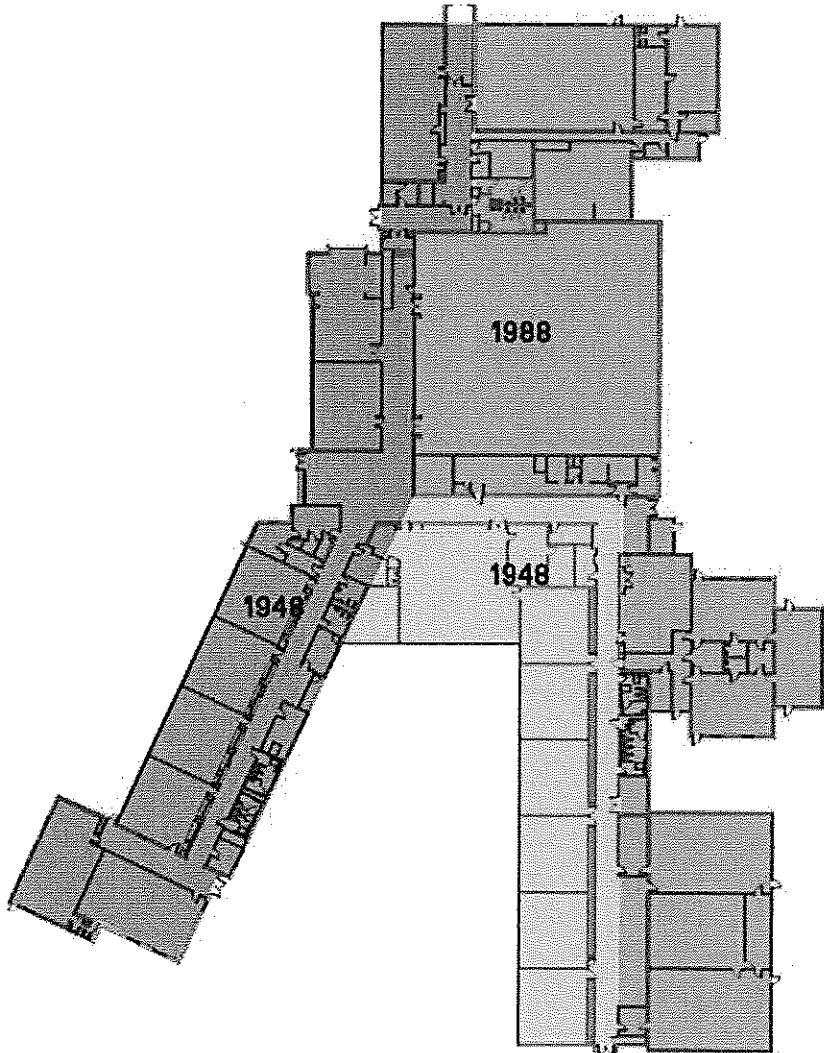
**CENTRAL
MONTESSORI
SCHOOL /
DISTRICT
ADMINISTRATION**

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

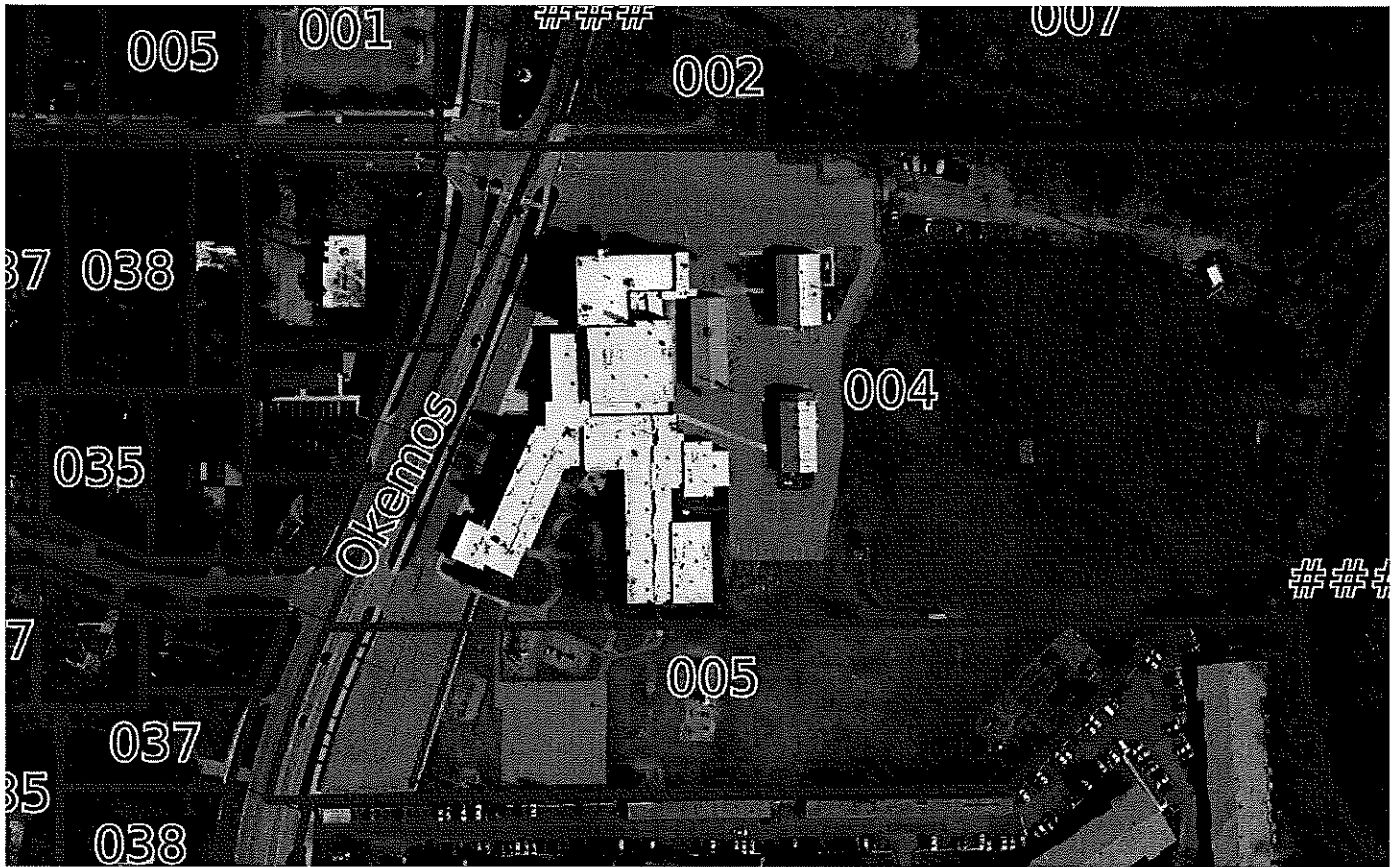
Use:	PK-4
Built:	1948
Additions + Renovations:	1963 / 1988
Total Building Area:	68,400 SF
Site Area:	28 Acres
Enrollment:	345 students
Square Footage per Student:	145.1* sf/student
Renovation Cost:	\$18,257,287
Current Replacement Value (CRV):	\$21,888,000
Facility Condition Index (FCI):	83%



* Calculation based on school building's square footage only.



06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION



06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

OBSERVATION HIGHLIGHTS

SITE

Student drop-off is located at the back of the building. This circulation is convoluted and conflicts with the adjacent Operations/Tech/Grounds functions. Dumpsters are scattered along the north side of the building, including adjacent to the main student drop-off. Current construction in progress at Okemos and Mt. Hope intersection. This intersection serves as the main exit for the Central Elementary and Administration buildings.

ARCHITECTURE

At the Montessori school, most exterior windows, entrance canopies, upper metal soffits and fascia are all in need of upgrades. Most exterior doors and frames have been upgraded to aluminum thermally broken products and are in good shape. The auxiliary entrance on the north end of the Montessori school, which provides access to the building elevator needs to be upgraded. Currently, visitors must call the main office from the exterior for access inside. Exterior chimney at the Administration building should be removed and taken out of service. North entrances to ground level kitchen and cafeteria are below grade, access from the north parking lot is down a set of exterior stairs. Water infiltration, snow and ice are a challenge at these locations for maintenance staff to monitor and control. Current masonry on exterior walls at the Administration building is in decent shape, no significant signs of deterioration. The exterior windows and aluminum framing should be considered for replacement based on age and current performance of non-thermally broken products.

INTERIORS

Toilet room updates have been performed at most locations in the Administration building. Toilet room upgrades needed at the Montessori Elementary. Flooring and ceilings should be considered for upgrades and replacement. Most interior doors and frames throughout the campus are in decent shape. Current mezzanine space adjacent to the gym being used as classroom space needs to be evaluated for ADA compliance with entrance and egress. Lockers in the Montessori Elementary need to be removed and upgraded. The students from the Montessori school proceed from their classrooms, through the corridors to use the kitchen and cafeteria located on the ground floor of the Administration building. Another item to consider are the current handrails used in the Administration building stairwells. These will need to be addressed, overall height from finish floor to top of handrail too low and current pipe used as the handrail not acceptable per current building codes.

MECHANICAL

Add cooling to the Elementary office. Provide controls to existing finned-tube. Replace air-handling units [2-3,500 cfm] and the rooftop unit (8.5-ton). All exhaust fans should be replaced. Replace partial pneumatic controls with new DDC and upgrade the balance of the DDC controls. The two tunnel sumps, all plumbing fixtures, sanitary, and domestic piping need to be replaced.

ELECTRICAL

Interior and exterior lighting fixtures are fluorescent or in poor condition and need to be replaced. Exit signs have faded lettering and need to be replaced. All interior lighting controls are toggle switches and need to be updated to modern controls and better energy efficiency. The majority of the panelboards are in good shape and do not need to be replaced.

TECHNOLOGY

The MDF is a shared space with storage and should be a dedicated space. Fiber optic cabling between IT rooms is antiquated and needs updating. Synchronized clock system does not exist. Paging system needs to be upgraded. Gym & cafe need new AV systems. Security cameras & VMS needs updating.

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

RECOMMENDATION SUMMARY

This building is not a good candidate for significant investment in the existing facility. Significant renovations are required at this facility to bring it up to an overall "good" condition rating. This is the oldest building in the facility inventory and does not lend itself to easily accept improvements, modifications, or additions. Taking this building offline in the near to mid-range planning should be considered.

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

DATA SHEETS

Facility Assessment

Building Name Central Montessori/District Admin

Good = Item meets current and future needs, no recommendation for improvement for the next 10 years

Fair = item meets current use, showing signs of age and should be replaced in the next 10 years

Poor = item is nearing the end of it's useful life, current need, should be replaced in the next 3-5 years

SITE				comments
	Good	Fair	Poor	
Drainage		x		There is a drainage issue at the south-west corner of the building, water pools at this location during heavy rains.
Asphalt Parking/ Drives	x			Asphalt pavement in good condition throughout.
Sidewalks		x		Some cracking along main drop-off location.
Adequate Parking		x		Parking is scattered throughout
Bus Loop				N / A - no bus service
Playgrounds		x	x	Playground equipment is showing its age and should be replaced in the near term.
Student Drop off Area			x	Student drop-off is located at the back of the building. This circulation is convoluted and conflicts with the adjacent Operations/Tech/Grounds functions.
Landscaping			x	
Irrigation Systems				N/A - no irrigation present
Athletic fields		x		Athletic fields are low and general hold water.
Fencing			x	
Signage			x	
Dumpster Location			x	Dumpsters are scattered along the north side of the building, including adjacent to the main student drop-off.

ARCHITECTURAL				comments
	Good	Fair	Poor	
Building Shell				
Roofing		x		Central Elementary 2005 Single-ply membrane. New roofing installed in 2016 Firestone single-ply membrane. District reports no issues.
Exterior Windows		x		Administration: original aluminum windows with interior blinds and vision and spandrel glass to be replaced. Integral frames with mech louvers present. School: aluminum windows should be replaced.
Positive Drainage		x		Administration: (2) ground floor doors allow water to enter cafeteria and kitchen area during heavy rains. Trench drains to be added at bottom of exterior stairs. School: Classrooms on the south end of each major wing have tunnel access with sump pumps to remove overflow rain from large rain events.
Defined Entry		x		Canopy at the Administration entrance on the north side. School entrance is identifiable on the west side of building but there is no parking adjacent to the entrance.

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

ARCHITECTURAL (CON'T)	Roof / Fair / Door			comments
	Roof	Fair	Door	
Accessibility			x	ADA accessibility poor. Administration entrance (north entrance) is not barrier free accessible. The only barrier free access is at the west entrance, away from both administration and school main entrances. There is no barrier free parking near the accessible entrance. Many level changes in the building. Need to review barrier free emergency egress from all levels. Corridor to west entrance on lower level is too narrow for barrier free access and egress. The classroom located in the old gym mezzanine does not have barrier free access.
Fascia/Soffits			x	Canopy at north entrance should be removed and replaced. Wood fascia and soffits at the school building should be replaced with prefinished metal trim.
Brick / CMU		x		Brick masonry at administration and school exterior in good condition. Cleaning/joint care/tuckpointing/some small repairs and replacements could be completed. Consider removal of "chimney" on roof of administration. Administration walls not energy efficient. CMU at school to be repainted.
Wall panels			x	Wall panels at window infill to be replaced.
Caulk Joints				
Water Stains		x		Admin building - can be seen on cast stone pieces. Central Mont - can be seen on CMU (south elevation of wings) and some of the roof edge metal around the perimeter of the building
Exterior Doors		x		Decent aluminum frames/electronic locksets present. Not all entrances have barrier free access and snowmelt concrete should be considered at all locations.
Vestibule Entries			x	Not present at most locations including Administration building. Main entrance to Central Montessori has exterior secure entrance doors but no secure vestibule entrance
Glass Block			x	Found in some locations of the Admin building - should be considered for removal and replacement with windows.
Chimney			x	Remove Chimney (not sure if still functional) on Admin building.
Transite Panels			x	Located around Central Mont windows and could be removed and replaced with larger window frames.

INTERIORS / FINISHES	Roof / Fair / Door			comments
	Roof	Fair	Door	
Corridors				
Lights			x	Upgrade - old/performance/bulb retrofits/lighting controls.
Flooring			x	Replace all flooring (carpet & VCT). Terrazzo floor in fair condition.
Ceiling/Walls			x	Replace 2x4 grid/pads/lights in Administration, Some school ceilings are in fair condition - selective replacement. Plaster walls in Administration (minor cracks to be repaired.), brick in good condition, wood walls need to be refinished.
Lockers			x	Built-in lockers in school corridors. School would like them removed and new installed. Build in metal lockers in CMU walls (extensive work)
Doors			x	Building received electronic locking hardware upgrades (district wide). Administration office doors are in good condition but door knobs should be replaced with levers. Doors in lower level of Administration should be replaced (childcare, cafeteria, gym). Old/no door closers/some doors in Admin building have 'knob' hardware.
Size of Corridor	x			Most buildings have 'good' adequate corridor size (overall width). works with traffic flow, free egress, emergencies. District did not report any issues here or at any other buildings in regards to this
Flow of Corridor	x			No issues with flow reported. Central Montessori has two major wings connected by passageway at main office.

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

INTERIORS / FINISHES (CON'T)	Condition			Comments
	Good	Fair	Poor	
Emergency Egress	x			Egress provided in corridor, some classrooms have egress doors. Admin building has 3 major entrances/exits. Central Mont. school has 6 major entrances/exits.
Vestibule				not present
Cabinets at Building Entrances			x	Replace at Central Mont.
Stairs		x		Administration stair handrails and guardrail height do not meet today's code requirements
Elevator			x	One - located in southwest corner of administration building - old/estimated install in 1980's. It cannot be accessed from the administration or school entrances.
General Note				Ground floor of Administration Building - located on east end south of CAFE - narrow (24" wide). Provides access to kitchen back of house and Admin mech rooms.
Classrooms				
Flooring		x		classroom carpet and VCT to be replaced
Ceiling		x		Many classrooms have newer 2x4 grid and fixtures.
Egress Windows			x	Most window do not have labels, but windows should be removed and replaced.
Casework			x	Casework to be replaced
Marker/Chalkboards		x		Have whiteboards - ready for upgrade.
Heat		x		Received new VUV units with last bond cycle.
Air-Conditioning		x		Received new VUV units with last bond cycle.
Daylight		x		ok - but exterior windows and doors need to be considered for replacement. Room for large openings available - could be a big impact for each classrooms
Overall Size		x		No issues reported, school was full (every classroom occupied) when we were onsite for tour.
Doors			x	Upgrade doors (just replaced hardware electronic locksets with last bond cycle).
Lighting			x	Upgrade fixtures/controls.
Dividing Partition Walls			x	Replace - Present in east wing of school, in 2 locations separating 4 classrooms (other classrooms received CMU walls)
Toilet Rooms				
Fixtures Operational	x			Most (not all) toilet rooms were updated. Staff toilet rooms to be updated.
Toilet Partitions	x			
Walls	x			
Floors	x			Epoxy floor with integral cove base used at bathrooms recently updated (district wide update).
Floor Drains		x		Some comments from district about tree roots/floor drain conflicts at this building. Inspection should be recommended.
Lighting	x			
Hand Dryers				not present.
Ceilings/Walls	x			gyp board ceilings with new light fixtures/diffusers
Mirrors		x		new framed mirrors installed.
ADA Accessible	x			in compliance at new bathrooms. Some staff bathrooms in Central Mont need to be upgraded/updated.
Adequate Size	x			no issues reported.
Gymnasium				
Flooring		x		Flooring being maintained and upgrade by district at winter break 2021.

06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

INTERIORS / FINISHES (CON'T)				comments
	Good	Fair	Poor	
Lights	x			recent fixture updates (district wide at gyms).
HVAC		x		Recent upgrades (no A/C typical district wide).
Daylight			x	none - no exterior windows.
Gym Equipment			x	Hoops are fixed but in good condition. Poor acoustics and no wall padding - should be addressed.
Doors			x	Remove, replace, upgrade.
Size	x			nice gym.
Bleachers			x	Remove and replace wood bleachers
Egress		x		no issues present - exterior and interior entrances.
Walls/Ceilings		x		trusses/new light fixtures/tectum roof deck present. Repaint walls and ceiling.
General Note				North of Gym - a classroom - confirm emergency egress. Also, 9x9 floor tile - hazardous materials.
Cafeteria				
Flooring			x	Rubber sheet vinyl over old gym flooring not performing well - should be replaced
Ceilings/Walls			x	Ceiling needs to be replaced. walls need new patch/paint. Walls have wall protection installed from floor to 4' AFF which also needs to be replaced
Accessibility		x		Acceptable but no ideal (tight/compact).
Lighting			x	Update fixtures.
Seating		x		Grade school K-4 ages. Tables and chairs ok - overall space ok. Room needs updates (open area up - doors/windows).
size		x		ok - no issues reported from Okemos. Central school age students walk from school through building (stairs - not Adah friendly) into Admin ground floor to enter cafeteria.
Air-Conditioning	x			present with recent unit updates to Admin building.
Daylight	x			ok - exterior windows (up high on walls) due to ground floor location.
Doors			x	remove and replace.
Egress			x	located on ground floor of administration building. Exterior entrance (stairs up to parking lot level). Main entrance located on west elevation of room to corridor. Other egress through kitchen.
Heating	x			Admin building mechanical unit updates recently performed, not issues noted during site visit. Inefficient exterior perimeter windows.
Offices				
Flooring			x	Replace all flooring in Administration and school offices..
Furniture			x	
Ceilings			x	Administration ceilings (2x4 grid with sagging tiles) to be replaced. Fair to good condition - new ceilings would make a large impact. New light fixtures, may become necessary since campus does not have fire suppression system.
Paging			x	Upgrade
Master Clock			x	Upgrade
Phone System			x	Upgrade
Lighting			x	Upgrade
Copy/Work Room			x	School office workroom inefficient and small - not functional, Teacher workroom located in former locker room
Meeting Rooms			x	Small individual rooms scattered around main office - need to update / reconfigure.
Boardroom			x	Dated, all finishes and casework to be replaced.
Coffee Break Area			x	Do not have in Administration.
Bathroom(s)			x	Staff bathrooms in corridor outside main office were not updated with other restrooms

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INTERIORS / FINISHES (CON'T)	Food	Hall	Room	Comments
Visibility			x	Poor visibility to both the school entrance and administration entrance
Health Room w/Toilet			x	Present at Central Mont main office near main entrance. Entire main office needs to be upgraded and redesigned.
Accessibility			x	No
Child Care Center	x			large room located on ground floor of Administration building.
Staff Lounge			x	Located in East Wing of school, minimal natural light.
Media Center				
Size			x	No limitations reported. IT added room configured within footprint of Media Center.
Flooring			x	Carpet.
Lighting	x			2x4 fixtures - ok condition/no building controls other than wall switches. No dimming capacity.
Office Space				No media center offices - Adjacent meeting rooms used for general building use. Be aware of ceiling types in these rooms (different condition and should be removed and replaced).
Ventilation	x			
Doors		x		
Ceilings			x	2x4 grid/lights/projector/clean.
Acoustics	x			no issues - ceiling height 11' and CMU painted walls
Seating	x			furniture ok
Auxiliary Spaces				
Mechanical Room			x	Mechanical room at the Administration building is small, crowded and difficult to access.
Kitchen				
Program				Kitchen/Cafeteria located in ground floor of Admin building (original High School footprint). 300 meals daily to Central Montessori Elementary students.
Equipment		x		JRA to provide list for selecting new equipment. Large 3 compartment sink, range with oven and old hood, (4) free standing coolers (one is residential), prep tables. Serving space in separate room adjacent to kitchen.
Ceilings			x	Replace 2x4 tiles and grid in serving area. Replace and upgrade lights/diffusers/grilles. Kitchen has hard lid gyp ceiling - remove and replace.
Cooler/Freezer				Walk-in units not present.
Floors		x		4x4 quarry tile and rubber base present in kitchen and serving area.
Delivery Space			x	All are through west school entrance (no canopy) to elevator - down to ground floor and through cafeteria to kitchen. No receiving area. There are (2) exterior doors on the north side with steps up to the parking lot elevation.
Storage Space			x	Storage room present - between kitchen and mechanical area. Concrete floor (tunnel access here) / CMU walls/ gyp lid.
Kitchen Hood			x	Old large hood above range and coolers. Remove and replace.
Serving Line		x		Serving space in separate room adjacent to kitchen. Floor ok, CMU and Gyp walls, replace ceiling. No fire suppression or fire alarm present.
Electrical		x		No issues noted - such as too few outlets/location/breaker capacity.
Lighting		x		Upgrade light fixtures.
Heating	x			Administration building just received new HVAC units to serve all (3) floors. Heating and A/C.
Fire Suppression/FA			x	No fire suppression present. Fire alarm present.
Overall				Final preparations and serving to elementary students. Not a fully functional licensed kitchen. Materials delivered from food service and high school.

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MECHANICAL				comments
	Good	Fair	Poor	
Heating Source and Condition	X			Building is served by (4) PK heating hot water boilers, 2,000 MBH each installed around 2003. Two of the boilers have been abandoned that used to serve the Facilities out buildings.
Heating Pumps and Piping	X			Building is served by (2) B&G base mounted pumps (320 gpm @ 90' HD) installed around 2003. No known issues for piping.
Cooling Source and Condition	X			Individual DX cooling. Administration building and classrooms have cooling. Cafeteria and Gym does not have cooling.
Cooling Pumps and Piping				N/A.
Terminal Devices	X			Classrooms are served by (23) horizontal unit vents with remote condensing units were installed within the last 5 years. Finned-tube have Danfoss valves not on BMS. Window air conditioning units serve the Elementary offices.
AHUs and RTUs	X			The (2) 3,500 cfm dual duct AHU's with remote condensing units on the roof serve the second and third floor of the Administration building were installed in 1988. The AHU with remote condensing unit on the roof serves the Cafeteria was installed in 2021. The 1,800 cfm AHU with remote condensing unit on the roof serves the first floor of the Administration building and was installed in 2021. There is a 8.5-ton RTU that serves the Boardroom in the Administration Building installed in 1988. There are (2) AHU's that serve the Gym.
Ventilation		X		Exhaust fans are original. There is no ventilation in the conference room and office off the Board Room. (1) 3,500 cfm EF, (2) 300 cfm EF's, (1) 800 cfm EF, (1) 3,000 cfm EF, (1) 600 cfm EF, (1) 1,800 cfm EF, (2) 1,100 cfm EF's, (3) 175 cfm EF's, (4) 560 cfm EF's, (1) 690 cfm EF
Building Management System/Controls		X		Building is served by Trane BMS with partial pneumatics.
Domestic Water Piping		X		Storm and domestic piping is nearing end of life. Sanitary piping backs up a couple of times a year. There are two tunnel sumps. Tunnel floods.
Water Heaters	X			Building is served by a Bradford White water heater, 80 gallon, 200 MBH installed in 2020.
Plumbing Fixtures		X		Administration Building remodeled within last 5 years. Elementary fixtures are original.
Fire Protection				N/A.
Pool equipment				N/A.

ELECTRICAL				comments
	Good	Fair	Poor	
Transformer size	X			
Primary/Secondary Service	X			Wiring is original, lacking receptacles throughout building
Generator				No generator.
Occupancy Sensors				N/A
Lighting Control System			X	Toggle switches. Needs updating.
Panels	X			Majority of panels are in good shape.
Panel Clearance	X			Need to remove storage items.
Fire Alarm	X			Upgraded in the last 5 years. Future upgrades could include voice activation (district wide)
Interior Lighting			X	Fluorescent fixtures throughout need to be replaced.
Exit Signs			X	Exit signs are very old and letters are dim.

TECHNOLOGY				comments
	Good	Fair	Poor	
IT Rooms	X			Shared storage space. Unused equipment needs to be removed.

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TECHNOLOGY (CON'T)				comments
	Good	Fair	Poor	
Fiber Optic Cabling (between buildings/IT rooms)		x		Older single mode fiber between buildings, multimode between IT rooms, some CAT6 tie lines between racks.
Data Cabling (within buildings)	x			CAT 6 cabling. Switches were upgraded recently.
Bells/Paging System			x	Need to update paging for the district. Paging speakers not loud enough in the gym.
Clock System			x	There is no synchronized clock system. Some satellite clocks and digital signage running software to display time.
Classroom Audio/Video Systems	x			Standard throw projectors being replaced with 75" interactive displays. Plan to replace Lightspeed audio with Audio Enhancement systems.
Large Space Audio/Video Systems			x	Gym needs to audio system and installed projector. Admin boardroom/conference room need AV systems to support virtual and in-person.
Security Camera System			x	Need to update Sony cameras and VMS (currently exacqvision software)
Access Control System		x		Axis intercom at main entrance. Card readers at priority doors. Vanderbilt SMS.

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Water Stains	Admin building - can be seen on cast stone pieces. Central Mont - can be seen on CMU (south elevation of wings) and some of the roof edge metal around the perimeter of the building		I	LS	\$	10,000.00	\$	10,000
Exterior Doors	Decent aluminum frames/electronic locksets present. Not all entrances have barrier free access and snowmelt concrete should be considered at all locations.		I	ALLOW	\$	75,000.00	\$	75,000
Snow melt	Add snow melt system			excluded				
Vestibule Entries	Not present at most locations including Administration building. Main entrance to Central Montessori has exterior secure entrance doors but no secure vestibule entrance		I	LS	\$	75,000.00	\$	75,000
Exterior Lighting	Building mounted lighting		I	LS	\$	20,000.00	\$	20,000
Glass Block	Found in some locations of the Admin building - should be considered for removal and replacement with windows.		I	LS	\$	50,000.00	\$	50,000
Chimney	Remove Chimney (not sure if still functional) on Admin building.		I	LS	\$	25,000.00	\$	25,000
Transite Panels	Located around Central Mont windows and could be removed and replaced with larger window frames.		I	LS	\$	100,000.00	\$	100,000
INTERIORS								
Walls	Paint/refresh entire building	68,400	SF		\$	1.50	\$	102,600
Corridors	Corridors	10,222	SF				\$	-
Lighting	Upgrade - old/performance/bulb retrofits/lighting controls.	10,222	SF		\$	7.50	\$	76,665
Flooring	Replace all flooring (carpet & VCT)-assume 25% corridor area. Terrazo floor in fair condition.	283.94	SY		\$	63.54	\$	18,042
Flooring	Terrazzo repair allowance	7,225.50	SF		\$	20.00	\$	144,510
Ceilings/Walls	Replace 2x4 grid/pads/lights in Administration. Some school ceilings are in fair condition - selective replacement. Plaster walls in Administration (minor cracks to be repaired.), brick in good condition, wood walls need to be refinished.	10,222	SF		\$	12.00	\$	122,664
Heating	Add diffuser and grilles with new ceilings	10,222	SF		\$	0.50	\$	5,111
Lockers	Built-in lockers in school corridors. School would like them removed and new reinstalled. Build in metal lockers in CMU walls (extensive work)	450	EA		\$	750.00	\$	337,500
Doors	Building received electronic locking hardware upgrades (district wide). Administration office doors are in good condition but door knobs should be replaced with levers. Doors in lower level of Administration should be replaced (childcare, cafeteria, gym). Old/no door closers/some doors in Admin building have 'knob' hardware.	59	EA		\$	2,000.00	\$	118,000
Size of Corridor	Most buildings have 'good' adequate corridor size (overall width), works with traffic flow, free egress, emergencies. District did not report any issues here or at any other buildings in regards to this					assume work not required	\$	-
Flow of Corridor	No issues with flow reported. Central Montessori has two major wings connected by passageway at main office.					assume work not required	\$	-
Emergency Egress	Egress provided in corridor, some classrooms have egress doors. Admin building has 3 major entrances/exits. Central Mont. school has 6 major entrances/exits.					assume work not required	\$	-
Vestibule Entries	not present						\$	-
Cabinets at Building Entrances	Replace at Central Mont.	25			\$	750.00	\$	18,750
Stairs	Administration stair handrails and guardrail height do not meet today's code requirements	I	LS		\$	35,000.00	\$	35,000
Elevators	One - located in southwest corner of administration building - old/estimated install in 1980's. It cannot be accessed from the administration or school entrances.	I	LS		\$	20,000.00	\$	20,000
General Note	Ground floor of Administration Building - located on east end south of CAFE - narrow (24" wide). Provides access to kitchen back of house and Admin mech rooms.						\$	-
Interior Signage	Interior signage	68,400	SF		\$	0.55	\$	37,620
Classrooms	Classrooms	15,665	SF				\$	-
Flooring	classrooms could use carpet and VCT upgrade.	1,740.56	SY		\$	63.54	\$	110,595
Ceilings	Many classrooms have newer 2x4 grid and fixtures.		SF				\$	-
Egress Windows	Most window do not have labels, but windows should be removed and replaced.	I	LS		\$	50,000.00	\$	50,000
Casework	Casework to be replaced	1,000	LF		\$	450.00	\$	450,000
Marker/Chalkboards	Have whiteboards - ready for upgrade. Assume 3 each classroom (8' H/each MB)	20	RMS		\$	3,360.00	\$	67,200
Heating	Received new VUV units with fast bond cycle.					assume work not required	\$	-
Air-Conditioning	Received new VUV units with fast bond cycle.					assume work not required	\$	-
Daylight	ok - but exterior windows and doors need to be considered for replacement. Room for large openings available - could be a big impact for each classrooms					see extelor windows	\$	-
Overall Size	No issues reported, school was full (every classroom occupied) when we were onsite for tour.						\$	-

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Doors	Upgrade doors (just replaced hardware electronic locksets with last bond cycle).	17	EA	\$ 1,000.00	\$ 17,000
Lighting	Upgrade fixtures/controls.	15,665	SF	\$ 7.00	\$ 109,655
Heating					\$ -
Dividing Partition Walls	Replace - Present in east wing of school, in 2 locations separating 4 classrooms (other classrooms received CMU walls)	1,920	SF	\$ 45.00	\$ 86,400
Special Education	Rooms are located with east wing of Central Mont. Could not inspect - in use during site walk-through. Be aware of use/functionality here. Should meet with staff to discuss function and updates.				\$ -
Toilet Rooms	Toilet Rooms	1,517	SF		\$ -
Fixtures Operational	Most (not all) toilet rooms were updated. Staff toilet rooms to be updated.	2	LOC	\$ 35,000.00	\$ 70,000
Toilet Partitions				assume work not required	\$ -
Walls				assume work not required	\$ -
Floors	Epoxy floor with integral cove base used at bathrooms recently updated (district wide update).			assume work not required	\$ -
Floor Drains	Some comments from district about tree roots/floor drain conflicts at this building. Inspection should be recommended.	1	LS	\$ 6,000.00	\$ 6,000
Lighting				with item above staff toilets	\$ -
Hand Dryers	not present.			excluded	\$ -
Cellings/Walls	gyp board ceilings with new light fixtures/diffusers			with item above staff toilets	\$ -
Mirrors	new framed mirrors installed.			with item above staff toilets	\$ -
ADA Accessible	In compliance at new bathrooms. Some staff bathrooms in Central Mont need to be upgraded/updated.			with item above staff toilets	\$ -
Adequate Size	no issues reported.				\$ -
Gymnasium	Gymnasium	9,915	SF		\$ -
Flooring	Flooring being maintained and upgrade by district at winter break 2021.			work by owner	\$ -
Lighting	recent fixture updates (district wide at gyms).			assume work not required	\$ -
HVAC	Recent upgrades (no A/C typical district wide).			assume work not required	\$ -
Daylight	none - no exterior windows.			assume work not required	\$ -
Gym Equipment	Hoops are fixed but in good condition. Poor acoustics and no wall padding - should be addressed.	750	SF	\$ 41.00	\$ 30,750
Doors	Remove, replace, upgrade.	6	EA	\$ 3,500.00	\$ 21,000
Size	nice gym.				\$ -
Bleachers	Remove and replace wood bleachers	1,000	EA	\$ 185.00	\$ 185,000
Egress	no issues present - exterior and interior entrances.				\$ -
Locker Rooms					\$ -
Walls/Ceilings	trusses/new light fixtures/tectum roof deck present. Repaint walls and ceiling.	9,915	SF	\$ 4.00	\$ 39,660
General Note	North of Gym - a classroom - confirm emergency egress. Also, 9x9 floor tile - hazardous materials. Add new egress stair and barrier free elevator access to 2nd floor classroom	1	LS	\$ 650,000.00	\$ 650,000
Cafeteria	Cafeteria	2,478	SF		\$ -
Flooring	Rubber sheet vinyl over old gym flooring not performing well - should be replaced	2,478		\$ 15.00	\$ 37,170
Ceilings/Walls	Ceiling needs to be replaced. walls need new patch/paint. Walls have wall protection installed from floor to 4' AFF which also needs to be replaced.	2,478	SF	\$ 12.00	\$ 29,736
Accessibility	Acceptable but not ideal (tight/compact).				\$ -
Lighting	Update fixtures.	2,478	SF	\$ 8.50	\$ 21,063
Seating	Grade school K-4 ages. Tables and chairs ok - overall space ok. Room needs updates (open area up - doors/windows).				\$ -
size	ok - no issues reported from Okemos. Central school age students walk from school through building (stairs - not ADA friendly) into Admin ground floor to enter cafeteria.				\$ -
Air-Conditioning	present with recent unit updates to Admin building.			assume work not required	\$ -
Daylight	ok - exterior windows (up high on walls) due to ground floor location.				\$ -
Overall Size					\$ -
Doors	remove and replace.	5	EA	\$ 3,500.00	\$ 17,500
Egress	Located on ground floor of administration building. Exterior entrance (stairs up to parking lot level). Main entrance located on west elevation of room to corridor. Other egress through kitchen.				\$ -
Heating	Add diffuser and grilles with new ceilings	2,478	SF	\$ 0.50	\$ 1,239
Heating	Admin building mechanical unit updates recently performed, not issues noted during site visit. Inefficient exterior perimeter windows.			assume work not required	\$ -

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Offices		Offices	3,420	SF		\$ -
Flooring	Replace all flooring in Administration and school offices. Includes renovation for office area		3,420	SF	\$ 125.00	\$ 427,500
Furniture						\$ -
Ceilings	Administration ceilings (2x4 grid with sagging tiles) to be replaced. Fair to good condition - new ceilings would make a large impact. New light fixtures, may become necessary since campus does not have fire suppression system.				with item above	\$ -
Paging	Upgrade				in elec below	\$ -
Master Clock	Upgrade				in elec below	\$ -
Phone System	Upgrade				in elec below	\$ -
Lighting	Upgrade		3,420	SF	\$ 8.00	\$ 27,360
Heating	Add diffuser and grilles with new ceilings		3,420	SF	\$ 0.50	\$ 1,710
Copy/Work Room	School office workroom inefficient and small - not functional, Teacher workroom located in former locker room				with item above	\$ -
Meeting Rooms	Small individual rooms scattered around main office - need to update / reconfigure.				with item above	\$ -
Boardroom	Dated, all finishes and casework to be replaced.				with item above	\$ -
Coffee Break Area	Do not have in Administration.					\$ -
Bathroom(s)	Staff bathrooms in corridor outside main office were not updated with other restrooms				with item above	\$ -
Visibility	Poor visibility to both the school entrance and administration entrance					\$ -
Health Room with Toilet	Present at Central Mont main office near main entrance. Entire main office needs to be upgraded and redesigned.				with item above	\$ -
Accessibility	No					\$ -
Child Care Center	Large room located on ground floor of Administration building.					\$ -
Staff Lounge	Located in East Wing of school, minimal natural light.					\$ -
Media Center		Media Center	1,500	SF		\$ -
Size	No limitations reported. IT added room configured within footprint of Media Center.		1	LS	\$ 35,000.00	\$ 35,000
Flooring	Carpet.		166.67	SY	\$ 63.54	\$ 10,590
Lighting	2x4 fixtures - ok condition/no building controls other than wall switches. No dimming capacity.		1,500	SF	\$ 11.00	\$ 16,500
Office Space	No media center offices - Adjacent meeting rooms used for general building use. Be aware of ceiling types in these rooms (different conditions should be removed and replaced).					\$ -
Ventilation						\$ -
Doors						\$ -
Ceilings	2x4 grid/lights/projector/clean.		1,500	SF	\$ 12.00	\$ 18,000
Heating	Add diffuser and grilles with new ceilings		1,500	SF	\$ 0.50	\$ 750
Acoustics	no issues - ceiling height 11' and CMU painted walls					\$ -
Seating	furniture ok					\$ -
Auxiliary Spaces		Auxiliary Spaces				\$ -
Mechanical room	Mechanical room at the Administration building is small, crowded and difficult to access.		1	LS	\$ 75,000.00	\$ 75,000
General Note						\$ -
General Note						\$ -
Kitchen		Kitchen	1,309	SF		\$ -
Program	Kitchen/Cafeteria located in ground floor of Admin building (original High School footprint). 300 meals daily to Central Montessori Elementary students.					\$ -
Equipment	JRA to provide list for selecting new equipment. Large 3 compartment sink, range with oven and old hood, (4) free standing coolers (one is residential), prep tables. Serving space in separate room adjacent to kitchen.		1	LS	\$ 265,500.00	\$ 265,500
Ceilings	Replace 2x4 tiles and grid in serving area. Replace and upgrade lights/diffusers/grilles. Kitchen has hard lid gyp ceiling - remove and replace.		1,309	SF	\$ 15.00	\$ 20,355
Cooler/Freezer	Walk-in units not present.					\$ -
Floors	4x4 quarry tile and rubber base present in kitchen and serving area.					\$ -

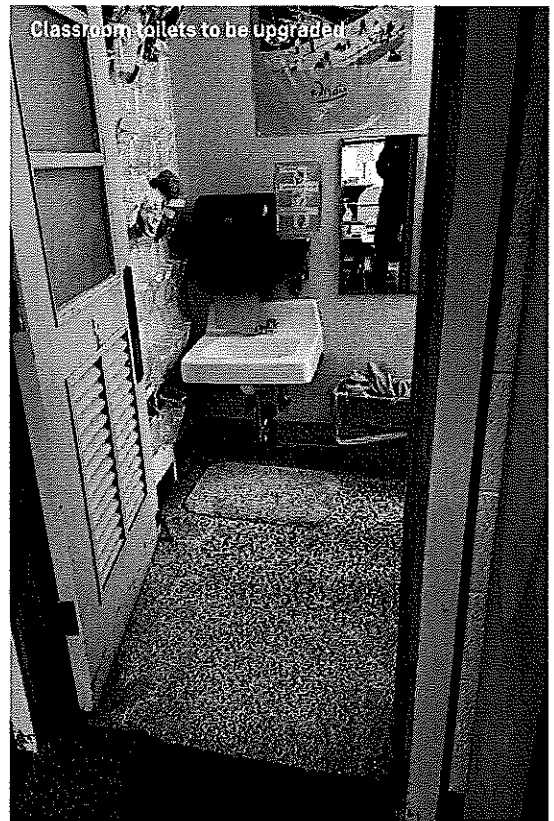
06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION

Panel Clearance	Need to remove storage items.				\$	-	
Fire Alarm	Upgraded in the last 5 years. Future upgrades could include voice activation (district wide)	68,400	SF	\$ 0.75	\$	51,300	
Lighting	Fluorescent fixtures throughout need to be replaced.			in areas above	\$	-	
Exit Signs	Exit signs are very old and letters are dim.			in areas above	\$	-	
Clocks		68,400	SF	\$ 0.25	\$	17,100	
Paging		68,400	SF	\$ 0.60	\$	41,040	
Phone System		68,400	SF	\$ 2.00	\$	136,800	
Branch		68,400	SF	\$ 2.00	\$	136,800	
TECHNOLOGY						\$	-
IT Rooms	Shared storage space. Unused equipment needs to be removed.				Included in "Phone System" above	\$	-
Fiber Optic Cabling (between buildings/IT rooms)	Older singlemode fiber between buildings, multimode between IT rooms, some CAT6 tie lines between racks.				Included in "Phone System" above	\$	-
Data Cabling (within buildings)	CAT 6 cabling. Switches were upgraded recently.				included in "Phone System" above	\$	-
Bells/Paging System	Need to update paging for the district. Paging speakers not loud enough in the gym.				included in "Paging" above	\$	-
Clock System	There is no synchronized clock system. Some satellite clocks and digital signage running software to display time.				included in "Mater Clock" above	\$	-
Classroom Audio/Video Systems	Standard throw projectors being replaced with 75" interactive displays. Plan to replace Lightspeed audio with Audio Enhancement systems.				assume no work required	\$	-
Large Space Audio/Video Systems	Gym needs to audio system and installed projector. Admin boardroom/conference room need AV systems to support virtual and in-person.		1 LS	\$ 35,000.00	\$	35,000	
Security Camera System	Need to update Sony cameras and VMS (currently exaccqvision software)					\$	-
Access Control System	Axis intercom at main entrance. Card readers at priority doors. Vanderbilt SMS.				assume no work required	\$	-
						\$	-
						\$	-
Direct Trade		68,400			\$ 119.93	\$ 8,202,967	

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Playground



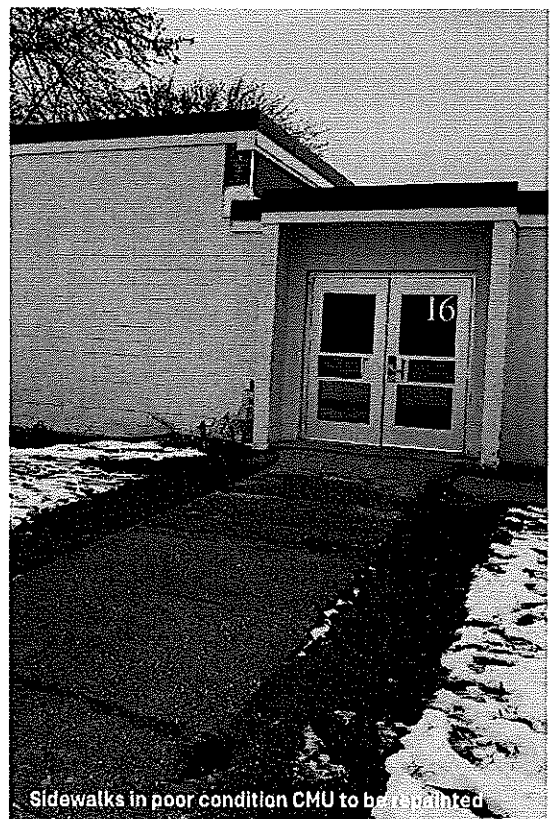
Classroom toilets to be upgraded



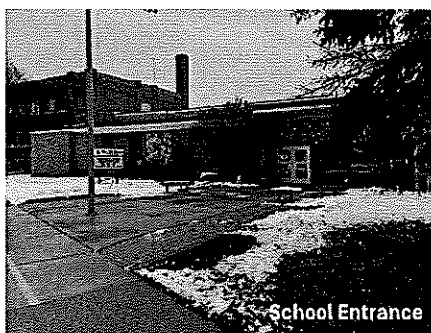
Parent Drop-off + service building conflict



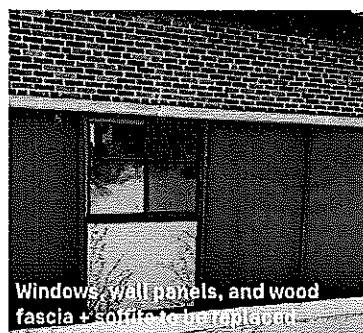
Barrier free entrance



Sidewalks in poor condition CMU to be repainted

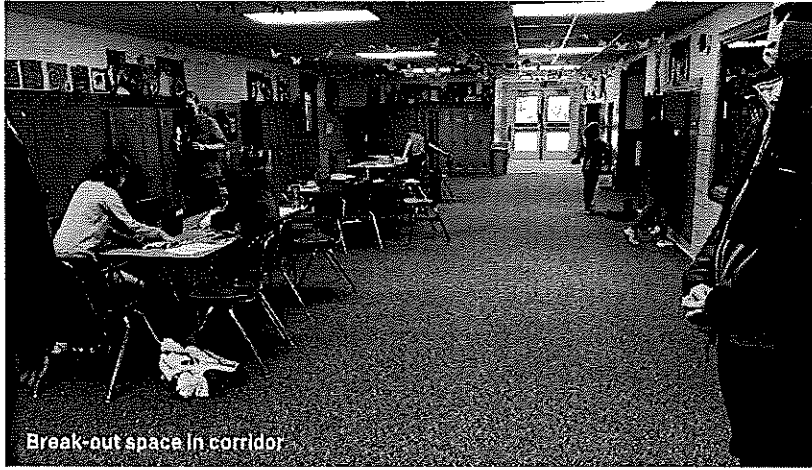


School Entrance

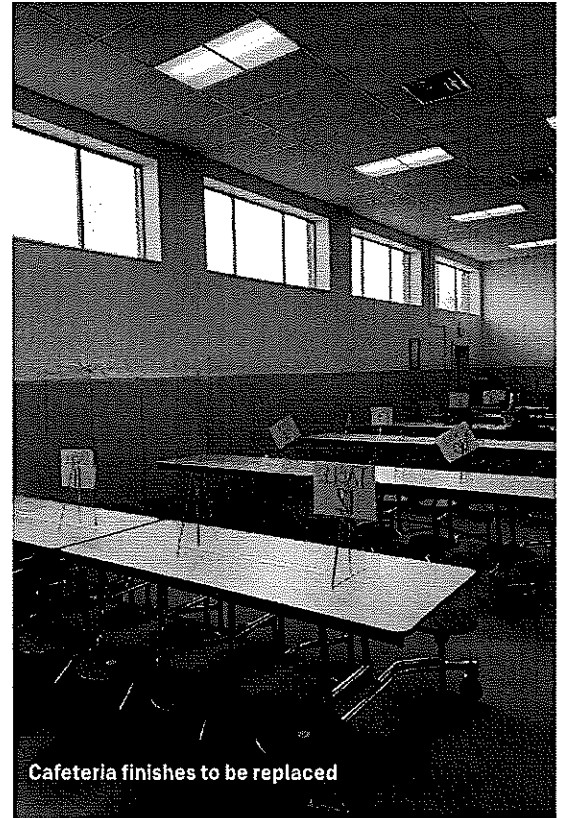


Windows, wall panels, and wood fascia + concrete to be replaced

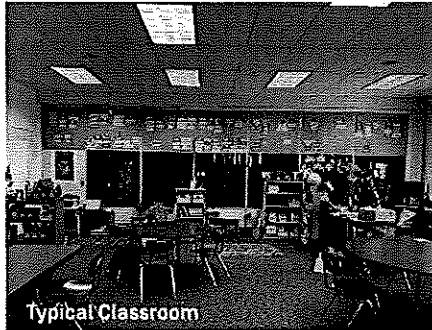
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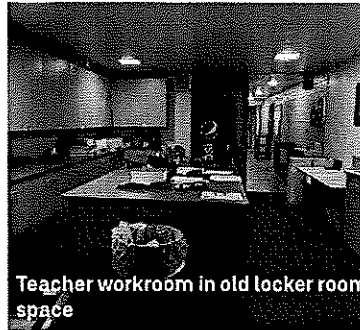
Break-out space in corridor



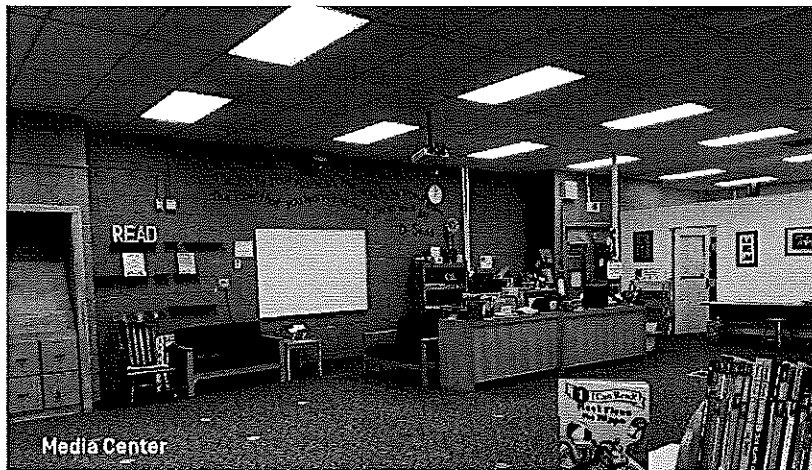
Cafeteria finishes to be replaced



Typical Classroom



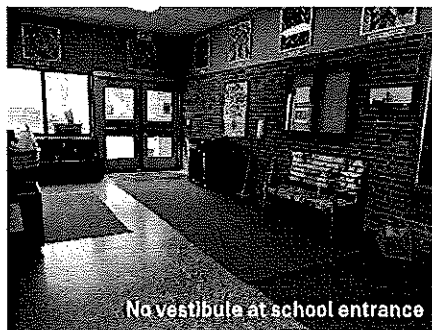
Teacher workroom in old locker room space



Media Center



School office workroom / copy room

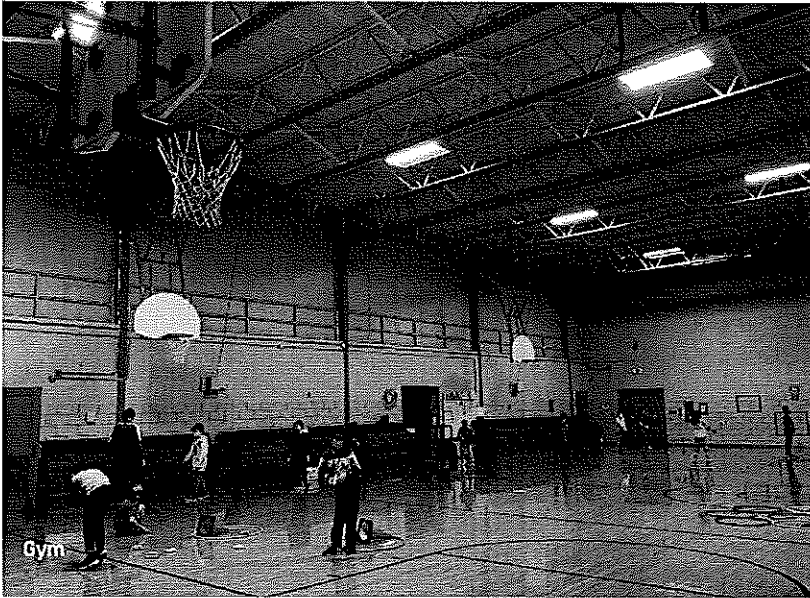


No vestibule at school entrance



School lockers to be replaced

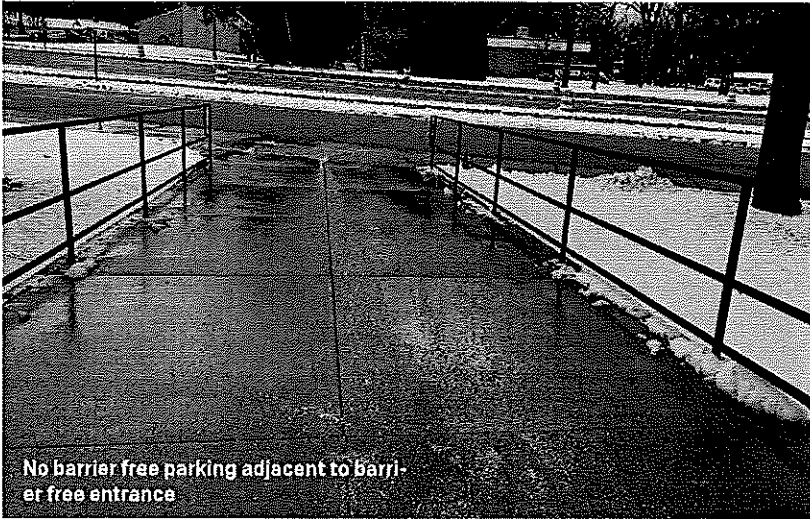
06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION



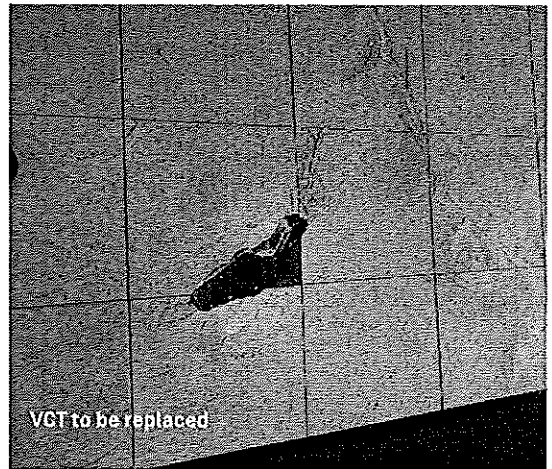
Gym



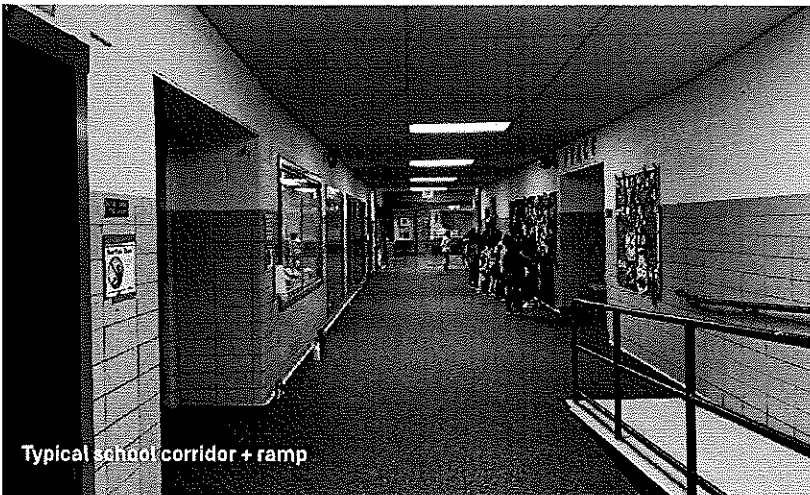
Wood paneling to be refinished



No barrier free parking adjacent to barrier free entrance



VCT to be replaced



Typical school corridor + ramp

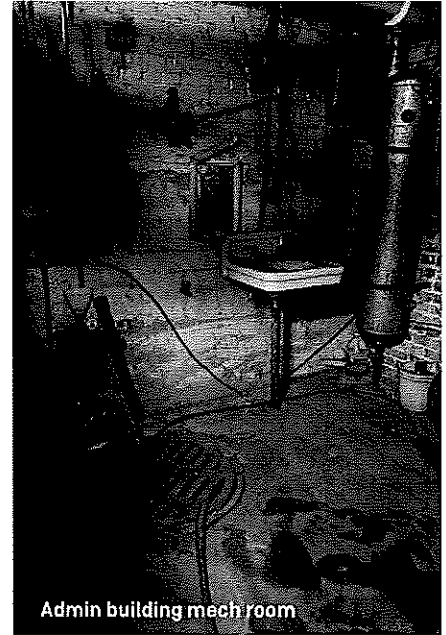


Kitchen

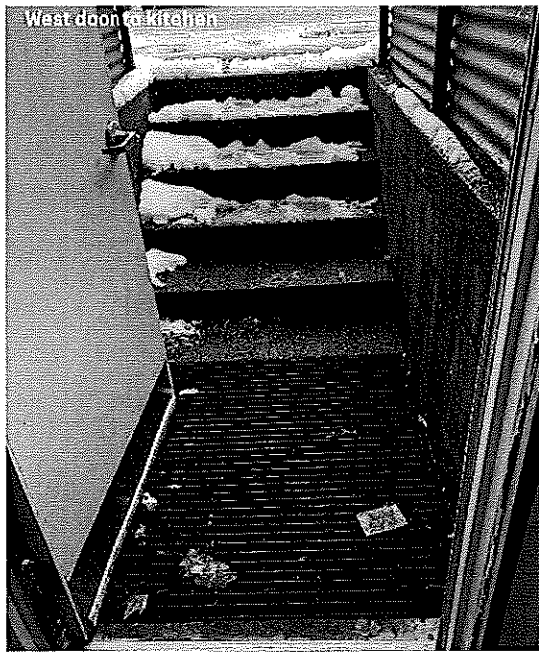
06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION



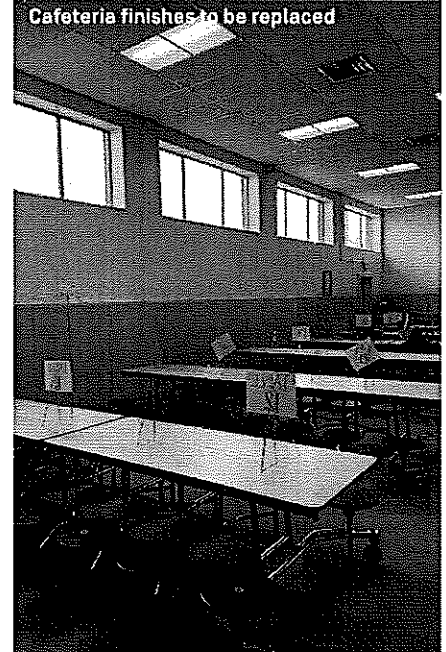
Typical childcare classroom



Admin building mech room



West door to kitchen



Cafeteria finishes to be replaced

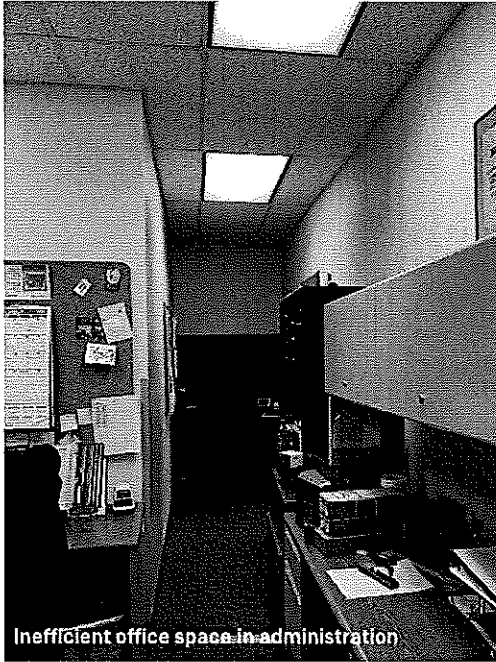


Administration entrance

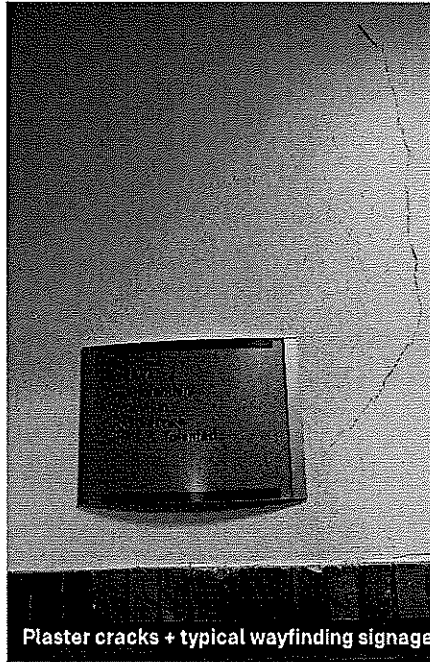


Boardroom

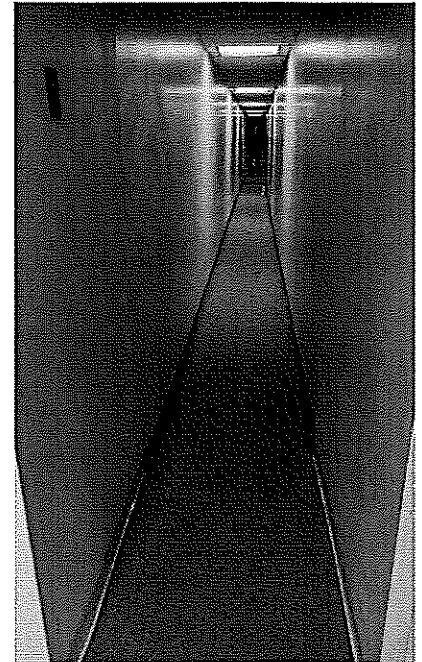
06 CENTRAL MONTESSORI / DISTRICT ADMINISTRATION



Inefficient office space in administration



Plaster cracks + typical wayfinding signage



School office workroom / copy room



Admin stair handrails do not meet code requirements



Administration office

BID AWARD RECOMMENDATION

DATE OF ISSUANCE: January 18, 2024
PROJECT: Okemos Public Schools – District Wide Network Upgrades – Bid Pack ST2
OWNER: Okemos Public Schools
ARCHITECT’S PROJECT NO.: 22-130.40
ORIGINAL BID ISSUE DATE: December 13, 2023

[BID CATEGORY 1 & 2 – ETHERNET SWITCHES](#)

[BID CATEGORY 2 – WIRELESS ACCESS POINTS](#)

[E-RATE INFORMATION](#)

[SUMMARY](#)

Bid Categories 1 – Ethernet Switches

Basis of Design – Cisco Solution

Number of Bids received: 4

Bidder	Price	Solution
Moss	\$624,717.67	Aruba
People Driven Technology	\$462,854.20	Juniper
Sentinel	\$668,691.85	Cisco
Vector Tech Group	\$466,903.90	Ruckus

RECOMMENDATION: Award Bid Category 1 to Sentinel for \$668,691.85

Sentinel is recommended for the following reasons:

1. Their solution is the District’s preferred solution (Cisco).
2. Sentinel provided a robust solution with a well-established manufacturer of network gear.
3. OPS IT Staff has received Cisco training with the plans to have more of the team attend training.

Moss // People Driven Technology – Recently, Aruba had lead times of almost 1-2 years for their equipment due to the chip shortage. Aruba is currently owned by HPS and Juniper is currently being purchased by HPS. This causes concern that the Aruba & Juniper solutions may be subjected to product discontinuation, significant product changes and lack of support. Due to these concerns, it is not recommended to pursue an Aruba or Juniper solution.

Vector Tech Group – OPS has worked with VTG in the past. VTG provided the Ruckus wireless solution years ago and there are regular failures of the equipment. In addition, the service & support provided by VTG has been difficult considering VTG does not call or email back to OPS. Due to this, it is not recommended to pursue the Ruckus solution with Vector Tech Group.

Bid Category 2 – Wireless Access Points

Basis of Design – Cisco Solution

Number of Bids received: 4

Bidder	Price	Solution
Moss	\$358,348.59	Aruba
People Driven Technology	\$427,309.10	Juniper
Sentinel	\$459,920.00	Cisco
Vector Tech Group	\$449,969.88	Ruckus

RECOMMENDATION: Award Bid Category 2 to Sentinel for \$459,920.00.

Sentinel is recommended for the following reasons:

1. Their solution is the district’s preferred solution (Cisco).
2. Sentinel provided a robust solution with a well-established manufacturer of network gear.
3. OPS IT Staff have received Cisco training with a plan to have more of the team attend training.

Moss // People Driven Technology – Recently, Aruba had lead times of almost 1-2 years for their equipment due to the chip shortage. Aruba is currently owned by HPS and Juniper is currently being purchased by HPS. This causes concern that the Aruba & Juniper solutions may be subjected to product discontinuation, significant product changes and lack of support. Due to these concerns, it is not recommended to pursue an Aruba or Juniper solution.

Vector Tech Group – OPS has worked with VTG in the past. VTG provided the Ruckus wireless solution years ago and there are regular failures of the equipment. In addition, the service & support provided by VTG has been difficult considering VTG does not call or email back to OPS. Due to this, it is not recommended to pursue the Ruckus solution with Vector Tech Group.

E-Rate Information

The FCC's E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund (fcc.gov/general/universal-service-fund), E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries.

The contracts being proposed here between the contractors and OPS will be for the larger amount. The E-Rate program will reimburse the district for up to 40% of that cost. OPS will be billed by the contractor for the full base bid amount. OPS will then be reimbursed by E-Rate. E-Rate has historically been quick to reimburse the expected amounts, reducing the time of expenditure of the larger amount. There is a maximum that E-Rate will reimburse for the district within a given time. The amounts included here are within those limits.

Summary

	Total	*E-Rate Eligible	Estimated E-Rate Funding	Estimated OPS Funding
Bid Category 1 - Ethernet Switches	\$668,691.85	\$601,822.67	\$240,729.07	\$427,962.78
Bid Category 2 - Wireless Access Points	\$459,920.00	\$413,928.00	\$165,571.20	\$294,348.80

*E-Rate eligible is the total less 10% due to not all items being reimbursable. 10% is an estimate and will be finalized by OPS E-Rate consultant.

Base Bid Sub-Total	\$1,128,611.85
Estimated E-Rate Reimbursement	\$406,300.27
Estimated OPS Funding	\$722,311.58

Total Amount Requested for Board Approval	\$1,128,611.85
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Bid Release: December 13, 2023

Bid Opening: January 12, 2024

Invited Bidders: 11

Prebid Attendees: 4

Bids Submitted: 4



OKEMOS MEDIA & TECH

CYBER SECURITY

*OKEMOS PUBLIC SCHOOLS
MEDIA & TECHNOLOGY DEPARTMENT*



CYBER SECURITY

- *Cyber security refers to all aspects of protecting an organization and its employees & assets against cyber-attacks*



WHAT ARE CYBER ATTACKS?

- **MALWARE** - *Malicious software that gains access, changes, or destroys sensitive information on your systems*
- **RANSOMWARE:** *Extortion for money (systems and/or data held up from being able to be used)*
- **DENIAL-OF SERVICE ATTACKS (DoS):** *interruption of normal business processes by attacking the network to slow/stop network*
- **PHISHING:** *Techniques to entice a victim to share sensitive information or to download a malicious file with a virus*



HOW ARE WE PROTECTING AGAINST CYBER ATTACKS CURRENTLY?

- Firewall
- Antivirus software
- Content and web filtering system
- Email Filtering and Phishing training



PLANNED UPGRADES – SUMMER '24

New: EDR & MDR application & services (\$117,000)

- Endpoint (device/hardware) Detection & Response
(enhanced anti-virus that provides metrics & isolates suspect devices before issues arise) – SentinelOne
- Managed (network) Detection & Response
(monitoring software of our network with notification and action to stop potential threats with a live security team on call 24/7/365) – Arctic Wolf

** Future insurability ramifications if we don't implement*



ANY QUESTIONS?



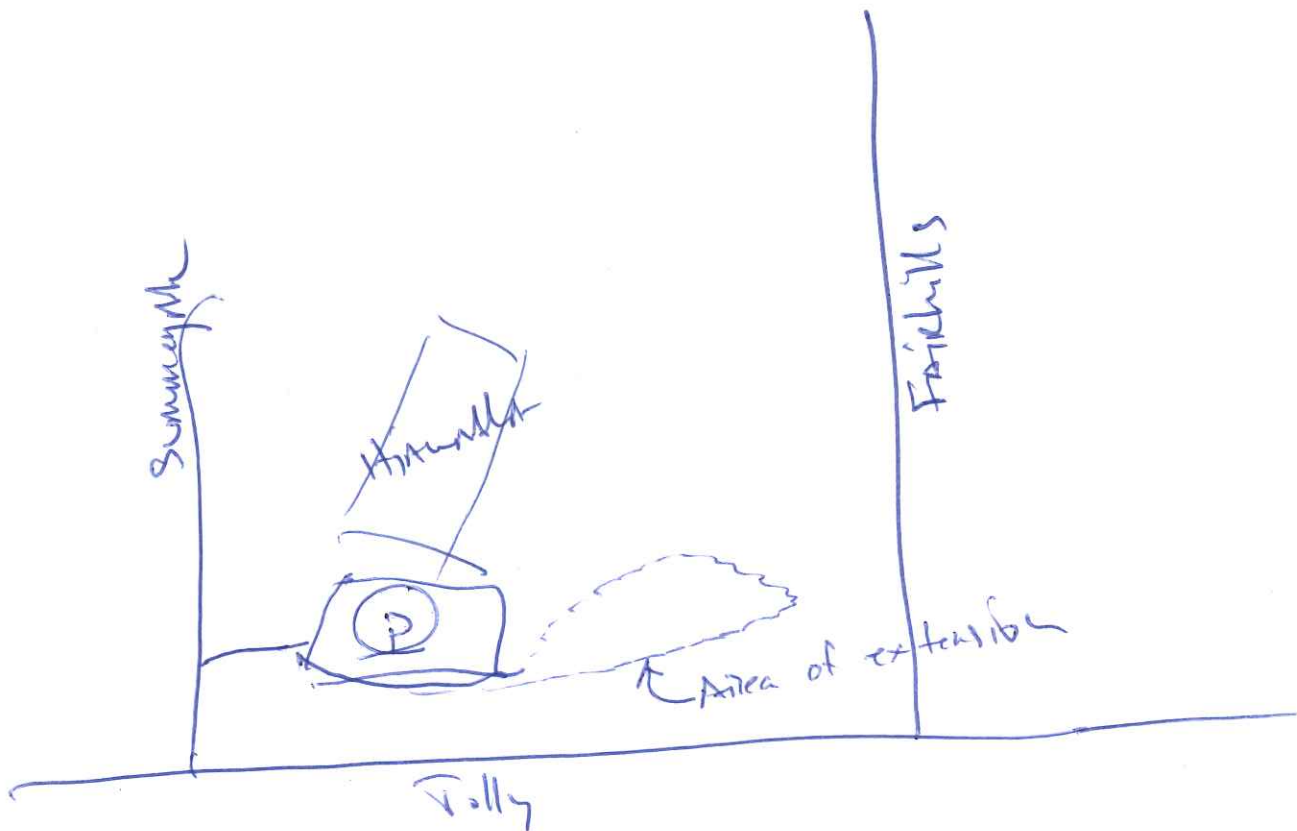
of students of choice?

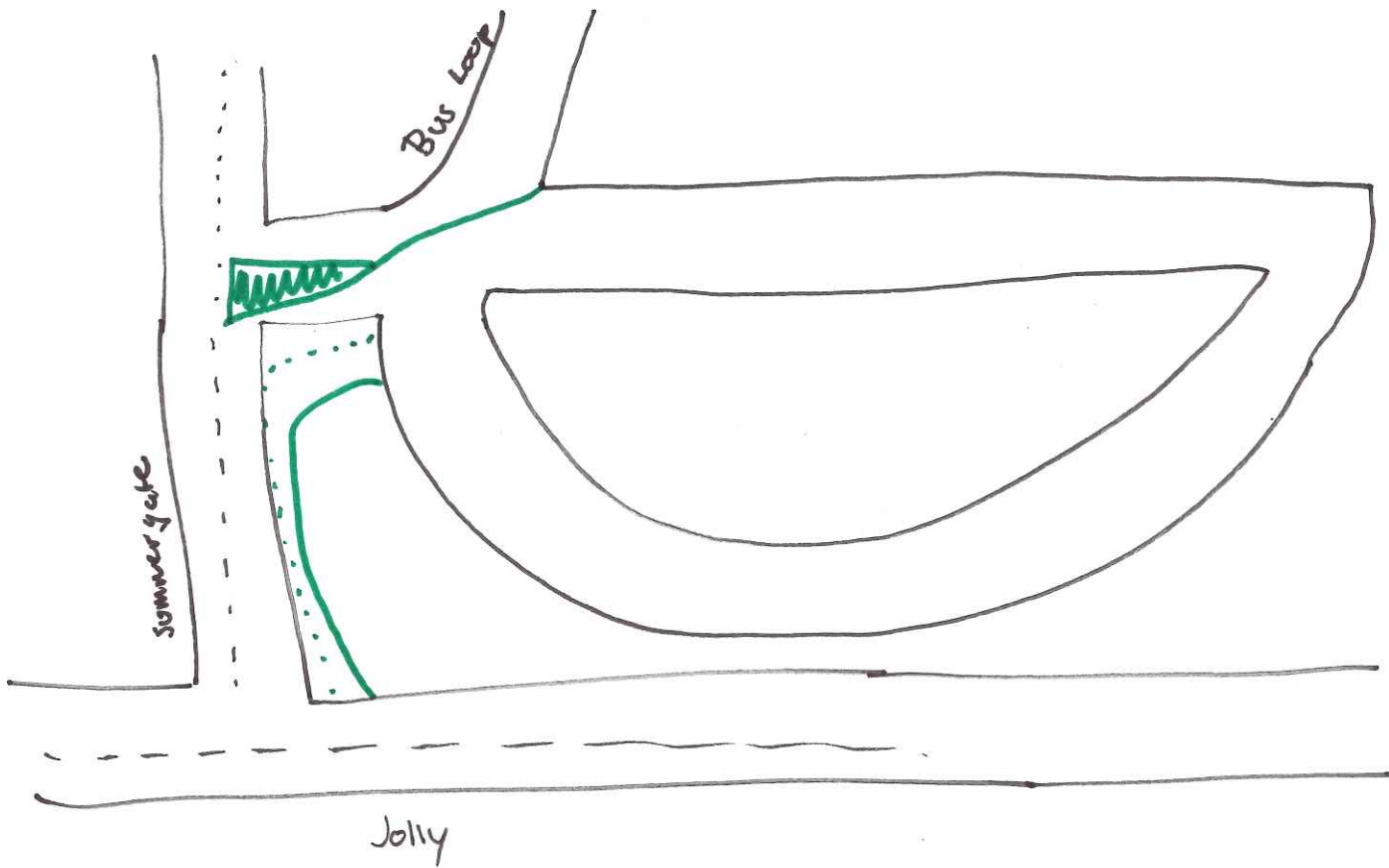
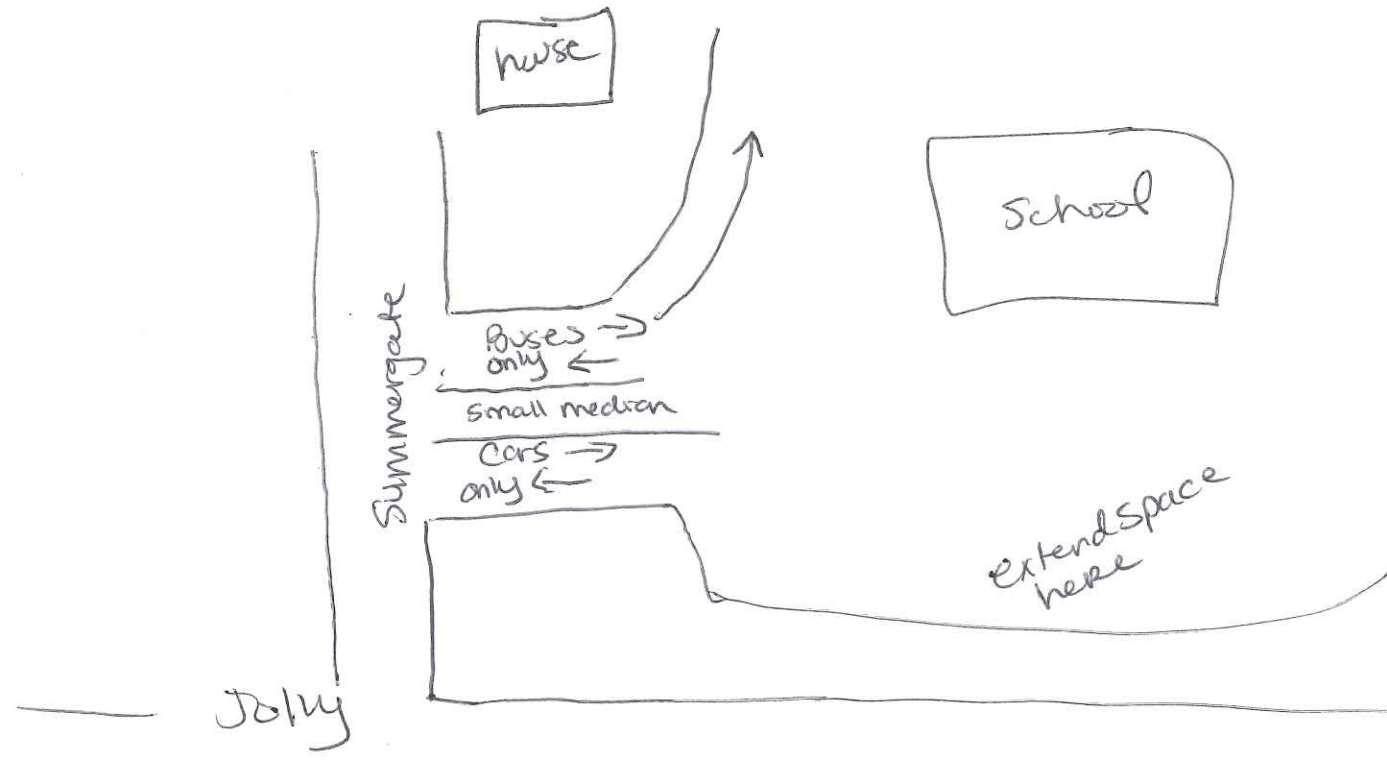
Add another lane South of the existing driveway



Special event parking - Boo Hoo

~~TRAD~~ → Get rid of the "calming" lane - It is a RAGE Lane. I have had 2 near head on collisions while waiting to take a left onto Fairhills from Jolly (heading east).





Boxes to tick:

- Problem: Show this is a problem that needs a solution
- Busing: Address why we can't bus from 1 mile radius, hire more drivers, etc.
- Wetlands: Have an expert officially designate the land as a wetland
- Emergency vehicle access: Have another entrance or one designated for emergencies
- Greenspaces: Protect the playground area
- Safety: Maintain (not increase) traffic volume through the neighborhood/Fairhills
- Safety: Plan for walk/bike students getting to and from school
- Safety: Avoid Jolly/Fairhills intersection
- Sense of community: Maintain Spring Lake property values and quality of life
- Meridian Township: Create a school zone
- ICRC: Share traffic study
- ICRC: Lower speed limit on Jolly
- ICRC: No left turns during drop off and pick up

Proposed Alternatives:

- One way in from Summergate, out on Jolly
- Purchase nearby farm land to build a skywalk over Jolly
- Emergency lane off Jolly
- Expand/widen current entrance
- Entrance on Jolly
- Extend the north loop of the school (to the east of the parking lot, or into the woods along Jolly)
- Bus only off of Fairhills
- Expand parking
- Jolly Road entrance with traffic light

From January 10 Board Meeting:

Don't see a problem to fix. Not convinced this is a problem. Problem is exaggerated. Show data on how this is a problem. Why are we doing this? What is the compelling need? Is it truly dangerous? Who is supporting this when there is no public support at board meetings? No need to proceed at this time. A lot of money to not completely solve the problem. Why is the experience of kids who go to Hiawatha not the #1 criteria. This isn't even listed. Who cares about parking spaces? Waste of resources. Special event parking – boo hoo. Solution for a non-problem. Is a 2nd entrance a must? A study to find out if this is actually a problem. Special events aren't really an issue. Start with signage, see if more is needed.

Busing/Walking/Biking. Encourage students to walk or bike. Don't allow parents to drop off or pick up within a half-mile or a third of a mile from the school. Shorten busing boundaries to 1 mile. Have bus drivers become OPS employees to make the job more enticing. "Tuition" bus for those within the 1.5 mile boundary. More buses than personal cars. Resume bus service to Briarwood. More buses. Increase bus distance. Increase bus transportation. Pay bus drivers more. Change the ability to take the bus to 1 mile. Decrease busing limit to 1 mile. Purchase multiple electric buses. Increase sidewalks from Fairhills to encourage walking.

Wetlands designation. Woods on Jolly are not wetlands per Meridian Township. No wetlands on property. Wetlands? Meridian claimed no. Not a high quality wetland. Get a good wetland consultant. No wetlands. "It's probably a wetland" is inconsistent with the concept of "expert." This is critical when school board decisions are based on expert advice. Provide wetlands information. Stop saying there are wetlands when there are no wetlands.

Emergency vehicle access. A priority. Connection between bus loop and car line in case of emergency. Creating another access point for emergency vehicles should be at the top of the priorities. Could there be a separate emergency only entrance/exit

ICRD. speed limit lowered to 35 mph on Jolly. No left turn on Jolly during drop off and pick up. Get rid of "calming" lane. It is a RAGE lane. 2 near head-on collisions while waiting to take a left onto Fairhills from Jolly heading east. Limited sight lines at Fairhills/Jolly. Traffic light issue on Jolly. Traffic patterns/backups with new proposal (making left turn onto Jolly from Fairhills). Provide traffic study data. Traffic light. Speed reduction with a traffic/ticket camera to enforce and auto-ticket violators. Fairhills/Jolly intersection has not been studied and needs to be sight lines not sufficient. Convert back to 4 lanes of road. Right turn only from southbound Summergate to Jolly. Please explain why a traffic light at the Jolly road entrance is not considered as a viable solution.

Meridian Township. School zone. Create school zone. Please make it a 15mph speed limit and enforce it on Beech Tree lane, spring lake de, and Fairhills Dr. enforce with cops or speedometer. "No parking" signage in the neighborhoods

Safety. Unsafe hazards. Sight lines at Fairhills are insufficient. Fast moving traffic and hill makes for a dangerous situation. No left turn (lane) onto Jolly. Traffic increase. Safety and security. Will create traffic nightmares. Increased risk with sight lines and speed on Jolly. Safety at Fairhills and Jolly. Safety of students. Safety of students is (Hood) priority, but it is also the safety of people getting to and from school. Safety of Fairhills/Jolly. Safety of students and neighborhood. Increases traffic greatly through neighborhood streets. Increased risk to children walking to school; which may exceed risk reduction from reducing congestion. The turn to Fairhills from Jolly is already difficult due to the blind spot. Safety of Fairhills and Jolly. Safety issue to remove berm. Clean sidewalks and bike path when poor weather, this discourages neighbors to walk to school. My concerns are those of safety. The danger of the oncoming traffic on Jolly westbound at over 60mph as well as the fact that there is a blind spot will be extremely dangerous to drivers. Additionally the neighborhood will be flooded with traffic, making it difficult for those who choose to walk to school.

Green space: Green space destruction. Save the playground for the children, not a road. If must come in off of Fairhills, as close to Jolly as possible and not so long of a loop through the playground Do not have cars driving through the playground. Too much concrete with new proposal. Possible flooding onto Elk Lane.

Community: Effect on property values. New problems in neighboring subdivision. Don't use \$ card. Congestion of neighborhood. Will increase traffic through the neighborhood exponentially. It is not fair to Spring Lake subdivision to make this big of a change, decreases our property values and

impacts our quality of life. We are paying for these school improvements and we don't want this drive.

New Course Proposals

Board of Education
January 8, 2024



New Course Proposals

Process:

1. Submitted by teacher
2. Approval by department chair and building administrator
3. Approval by District Advisory Committee
4. Recommendation to Board of Education for future approval

- **Music Appreciation**
 - Elective (9th-12th)
 - Content includes: music history, music theory, ethnomusicology, music in dance, music in political and social movements, music and technology, history of jazz, music in movies, music in careers, musical theatre and 20th/21st century music
 - \$1600 yearly for subscription for 22 students
- **Exploring Songs as Poetry**
 - Elective (11th, 12th)
 - Content includes: poetic analysis, historical context, comparative studies, songwriting and expression, performance and interpretation
 - No additional cost
- **World Languages & Culture**
 - Elective (5th-12th)
 - Content includes: introduction to multiple languages (French, German, Spanish, along with Arabic, Chinese, or other Asian languages), exploration of various cultures around the world
 - Open-source, online resources

New Course Proposals

Process:

1. Submitted by teacher
2. Approval by department chair and building administrator
3. Approval by District Advisory Committee
4. Recommendation to Board of Education for future approval

- **Astronomy**
 - Elective (10th-12th)
 - Content includes: night sky, the history of astronomy, spaceflight, deeper exploration of solar system and stars
 - Telescopes needed
- **AI- Assisted Programming**
 - Elective (9th-12th)
 - Content includes: enriches existing programming curriculum, develops adaptability, enables flexible learning pace
 - No additional costs
- **Statistics**
 - Elective (11th, 12th)
 - Content includes: analyzing one and two variable data, collecting data, probability, random variables
 - No additional costs

Questions?

Series 3000: Operations, Finance, and Property

3 3100 General Operations

3105 Visitors and Volunteers

Visitors and volunteers, including parents/guardians, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.
2. A person visiting a school building during instructional hours must first report to the building's main office. At the Superintendent's or building administrator's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and may be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.
3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.
4. The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

B. Volunteers (This sections does not apply to carpooling arranged by individuals outside of district organized travel.)

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.
2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.
3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or

designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

4. Volunteer Drivers

- a. A volunteer may only drive a District vehicle with approval of the Superintendent or designee and in compliance with all applicable laws. For purposes of this subsection B.4, a "District vehicle" is a vehicle owned or leased by the District, including a school bus, and a "private vehicle" is any vehicle that is not a District vehicle.
- b. Except in an emergency, before a student rides in a private vehicle, the driver must have permission from the student's parent/guardian to transport the student to or from the school or applicable event. Permission must be in writing if the driver is using a vehicle with a manufacturer's rated seating capacity of 11 or more passengers.
- c. A volunteer driver must:
 - hold a valid driver's license appropriate for the vehicle;
 - if required by law, hold a valid chauffeur's license; and
 - for a private vehicle, provide to the Superintendent or designee's satisfaction proof of insurance, and proof of the vehicle's lawful registration.
- d. A volunteer driver is responsible for any loss, damage, cost, and liability related to the driver's operation of a District vehicle or private vehicle.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3108 Service Animals

The District will permit a person with a disability to be accompanied by a service animal in all areas of the District's facilities where members of the public, invitees, or participants in District services, programs, or activities are permitted.

A. Definition

A "service animal" means any dog that is individually trained to perform tasks for the benefit of a person with a disability. A dog whose sole purpose is to deter crime or whose mere presence is to provide emotional support or comfort to the person with a disability is not a service animal.

Except as provided by law, other animals are not service animals for purposes of this definition. Under certain circumstances, the District will permit a person with a disability to be accompanied by a miniature horse in District facilities if the horse has been individually trained to perform tasks for the benefit of the person with a disability.

The work or tasks performed by a service animal must be directly related to the person's disability. The service animal must be trained to take a specific action when needed to assist the person with a disability. Examples of work or tasks include, but are not limited to:

- assisting blind or low vision persons with navigation and other tasks;
- alerting deaf or hard of hearing persons to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting a person during a seizure;
- alerting persons to the presence of allergens, the onset of a seizure, or high/low blood sugar levels;
- retrieving items such as medicine or a telephone;
- providing physical support and assistance with balance and stability to persons with mobility disabilities; and
- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

B. Admission of Service Animals

A student or employee with a disability who desires to be accompanied by a service animal at school is encouraged, but is not required, to notify the District in writing at least 10 school days or as soon as is practicable before bringing the service animal to school. The District may provide a form for this purpose.

If a student or employee desires to be accompanied by a service animal during school or work and the student or employee will not be the animal's handler, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler. The District will permit the person with a disability to be accompanied by a service animal in District facilities without that handler.

C. Inquiries

District officials may ask the person with a disability or the service animal's owner or handler the following questions to the extent the answers to the questions are not readily apparent:

- Is the service animal required because of a disability?
- What type of work or task has the service animal been trained to perform?

District personnel will not inquire about the nature or extent of the person's disability. District personnel also may not require documentation that the service animal is certified, trained, or licensed as a service animal, nor may District personnel require the service animal to demonstrate its task or work.

If a local ordinance or the public health department requires that dogs be vaccinated, registered, or licensed with the county or other authority, the District may require proof that a service animal meets those requirements.

D. Charges, Fees, and Liability

The District may not ask or require a person with a disability to pay the District to be accompanied by a service animal on District property. The District may charge the service animal's owner for damages to District property caused by the service animal to the extent it charges other persons for damages caused to District property.

The owner of the service animal is solely responsible and liable for any damage to District property or injury to persons caused by the animal.

E. Care and Supervision of Service Animal

The person with a disability or the service animal's handler is responsible for the care and supervision of the service animal at school, including, toileting, feeding,

grooming, veterinary care, and exercising. The District is not responsible for supervising or otherwise caring for a service animal unless required by law.

F. Control of Service Animal

A service animal must be under the control of its handler at all times. A service animal must be on a harness, leash, backpack, or other tether unless the person's disability prevents the use of the device or the device interferes with the service animal's safe and effective performance of work or tasks. In this case, the person with a disability or the handler must use voice, signal, or other effective means to maintain control of the service animal.

G. Exclusion of Service Animal

The District may exclude a service animal from District property or functions if:

- the animal is out of control and the handler does not take effective action to control it;
- the animal is not housebroken;
- the animal poses a direct threat to the health or safety of others; or
- the animal's presence fundamentally alters the nature of the District's programs, services, or activities.

If District officials determine that the service animal should be excluded from District facilities for one of the above reasons, the person with a disability (or the parent/guardian of a student with a disability) will be notified of the determination, asked to remove the service animal immediately, and given an opportunity to respond to the District's concerns. If a District official determines to exclude a service animal, he or she shall notify the owner in writing and provide a copy of the District's Section 504/ADA grievance procedures. The person with a disability shall be given the opportunity to participate in the District service, program, or activity without the service animal.

H. Allergies

Allergies to pet dander and the fear of dogs are not valid reasons to exclude a service animal from District facilities. A person who has a concern about a service animal's presence in District facilities should contact the building administrator or the District's Section 504/ADA Coordinator.

I. Denial of Access and Grievance

If a District official denies a request for access of a service animal, the person with a disability or his/her parent/guardian may file a written grievance with the District's Section 504/ADA Coordinator.

Nothing in this Policy diminishes any right a person with a disability may have to be accompanied by a service animal or other assistance animal in District facilities or at District events under other federal or state laws.

J. Non-Service Animals

Animals on District property that are not service animals as defined by the ADA, such as pets or emotional support animals, are not covered by this Policy. See Policy 3109.

Legal authority: 28 CFR 35.136; MCL 287.291

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3109 Curricular Animals

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

B. Therapy Dogs

1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy. Therapy dogs are those that have been:

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and
- c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school.

2. Standards and Procedures for Therapy Dogs

- a. The District may, from time to time, engage the use of therapy dogs in school. The decision to use therapy dogs and the selection of a therapy dog provider is solely at the discretion of the Board. The Superintendent or designee are responsible for verifying that the therapy dog has the proper training and certification requirements. The Superintendent or designee must verify that the therapy dog is clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.
- b. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.

3. Exclusion or Removal from School

A therapy dog may be excluded from District property in the sole discretion of the Superintendent or designee.

4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

A. Emotional Support Animals

An "emotional support animal" is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not "service animals" under the ADA or Board Policy.

An emotional support animal is not allowed on District property except as otherwise required by law.

Legal authority: 28 CFR 35.136

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3209 Debit/Credit Cards

The Board approves the use of a debit/credit card (credit card) program for the purchase of goods and services on behalf of the District. The Board will determine the type of credit card(s) used in the program and will contract with a third-party provider as provided by law. The Superintendent or designee is responsible for issuing credit cards to authorized users, accounting for and monitoring credit card usage, retrieving credit cards when appropriate, and generally overseeing compliance with this Policy. The total combined authorized credit limit of all credit cards may not exceed 5% of the District's budgeted expenditures for the applicable fiscal year.

A. Authorized Users

The Board or designee may assign a credit card to an employee. An authorized credit card user is responsible for the protection and custody of the credit card and must immediately notify the Superintendent or designee if the credit card is lost or stolen. A person issued a credit card must return the credit card upon placement on administrative leave, disciplinary suspension, or termination of employment or service with the District.

B. Authorized Purchases

An authorized user may use a credit card to charge actual, necessary, and reasonable travel expenses in connection with official District business. Otherwise, the credit card may only be used to purchase goods and services approved by the Board or the Superintendent or designee.

C. Documentation

An authorized user must submit to the Superintendent or designee an itemized receipt. The itemized receipt must include the name of the business, the date of purchase, a description of each item and its purpose, and the price. A non-itemized receipt alone is not sufficient.

D. Suspension or Termination of Privileges

The Superintendent or designee may suspend or terminate the credit card privileges of any person who violates this Policy or for any other lawful reason. The person must promptly return the credit card to the Superintendent or designee. A person who misuses a credit card or violates this Policy may be subject to discipline, including discharge and reimbursing the District for any unauthorized purchase.

E. Reward Points or Rebates

Any reward points, rebates, or other benefits received from a third-party credit card company are the District's property.

F. Purchase Review Procedures

The Superintendent or designee will conduct an independent review of credit card expenses, or a sample of these expenses, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the credit card user's attention. Upon request, the Superintendent or designee must provide the Board with the documentation submitted pursuant to this Policy or a summary of that documentation with a description sufficient to give the Board reasonable notice of the items purchased. The outstanding balance, including interest, will be paid by the District within 60 days after the initial statement date.

Legal authority: MCL 129.241 et seq.; MCL 380.1254; MCL 750.491

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303 Gifts and Donations

The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions ("Donations") from individuals, companies, parent/guardian support groups, the community, and other donors.

The District requests that substantial Donations be accompanied by Form 3303-F Gifts and Donations. All Donations made for a particular purpose must be accompanied by Form 3303-F.

A. Accepting Donations

1. Donations must be lawful and support an educational purpose.
2. Donations accepted by the District will become public funds or public property unless an exception is provided under applicable law.
3. The Board authorizes the Superintendent or designee to accept Donations of personal property on behalf of the Board with an estimated fair market value under the bid limit established annually on October 1 by MDE. The Board retains authority, in its discretion, to accept Donations of personal property with a fair market value exceeding the current MDE bid limit amount referenced above.
4. The Board must approve all Donations of real property, regardless of value.
5. Donations accepted by the District will be used for any specific purpose identified by the donor provided the purpose is lawful and consistent with the District's interests and objectives. A donor may identify the specific purpose of the Donation and any other lawful conditions using the District 3303-F.
6. Except as required by law, the District does not have an obligation to replace a Donation that is lost, destroyed, or becomes obsolete.

B. Soliciting Donations

1. The District may solicit donations in accordance with law, which may include pursuing an exemption from registration under the Charitable Organizations and Solicitations Act.
2. Any individual wishing to solicit donations on behalf of the District must obtain prior written approval from the Superintendent or designee before representing any affiliation with the District. Unless otherwise agreed by the Superintendent or designee, the individual will be responsible for all costs and liability related to the solicitation and all received donations will become the District's property.

C. Scholarships are governed by Policy 3207.

D. A donor is solely responsible for any tax consequences related to a Donation.

Legal authority: MCL 123.905; MCL 400.271, et seq.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3308 Distribution of Printed Material and Advertising in School

District facilities may be used to advertise or distribute printed information for commercial or promotional purposes ("Advertisement") in accordance with this Policy. An approved Advertisement does not reflect the District's approval or endorsement of any product, organization, service, or issue referenced in the Advertisement. An Advertisement does not include public recognition or commemoration of District or student organization donors and sponsors.

A. General Restrictions on Advertisements

1. No Advertisement may:

- violate law or Policy or urge a violation of law or Policy;
- lie or mislead;
- advocate the use, or advertise the availability, of tobacco (including e-cigarettes), alcohol, cannabis/marijuana, illegal drugs, or related paraphernalia;
- contain a statement or image that describes or displays profanity, pornography, sexual activity, nudity, violence, serious injuries, or corpses;
- incite violence or advocate the unlawful use of force;
- invade a person's privacy;
- violate a trademark, copyright, patent, or other intellectual property right;
- include material inappropriate for the maturity level of the students exposed to the Advertisement; or
- create a likelihood of a material and substantial disruption.

2. The District may regulate Advertisement content within legally permitted parameters.

3. The District may determine the size, location, and times of display of all Advertisements.

B. Student Group Advertisements

1. A student group is 1 or more students participating in District-sponsored curricular or extracurricular activities supervised by District personnel, such as an athletic team, student council, academic team, or student club.
2. A student group may use District facilities for that group's Advertisements with the prior approval of the applicable building principal or designee.
3. A non-student group Advertisement that appears within materials produced or distributed by a student group (e.g., yearbooks, student newspapers, and athletics or student club publications) is considered a non-student group Advertisement.

C. Non-Student Group Advertisements

1. A non-student group Advertisement is any Advertisement that is not considered a student group Advertisement or District speech.
2. A non-student group Advertisement must:
 - include a statement explaining that the group is not affiliated with, or endorsed by, the District;
 - receive prior approval from the Superintendent or designee; and
 - be subject to a written contract with the District describing each party's obligations and rights.
3. A non-student group Advertisement may not reference a political candidate or ballot question.
4. A non-student group Advertisement, if approved, is intended to generate revenue and does not create a forum for speech or expression.

D. School Bus Advertisements

1. An Advertisement may not appear on the exterior of a school bus.
2. The District may allow an Advertisement in a school bus interior to the extent consistent with MDE's "Advertising Inside School Buses" guidelines: https://www.michigan.gov/documents/mde/Advertising_Inside_School_Buses_325476_7.pdf. A school bus Advertisement is otherwise subject to the same restrictions and approval procedures as other Advertisements.

E. District Speech

An Advertisement does not include material used to promote, inform, or collect funds for a product or service the District uses or authorizes in the performance of its educational operations, regardless of whether the product or service is provided by a non-student group. That material is considered the District's speech. Examples include, but are not limited to, material distributed by District

vendors whose products or services the District uses or encourages students or staff to use.

Legal authority: MCL 257.1833

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3401 School Cancellation, Delay, and Early Dismissal

The Superintendent may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others. The Superintendent will endeavor to timely and accurately notify persons affected by schedule alterations.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3402 Drills, Plans, and Reports

The Board will take reasonable steps to provide a safe and secure learning environment to protect students and employees.

- A. **Emergency Drills.** The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.
- B. **Cardiac Emergency Response Plan.** The Board will develop, adopt, and provide for annual review a cardiac emergency response plan as required by law.
- C. **Cooperation.** The Superintendent or designee will act as liaison to work with the School Safety Commission and the Office of School Safety, including to identify model practices for determining school safety measures.
- D. **Safety and Emergency Plans.** The Board will comply with the statewide school information policy, and the Superintendent or designee will provide all reports, information, and notices required by that policy. If the policy does not satisfy the requirements of Revised School Code Section 1308b(3), the Board will develop and adopt an emergency operations plan with public input and participation by at least 1 law enforcement agency having jurisdiction over the District. The statewide school information policy or the emergency operations plan, as applicable, will be reviewed every 2 years in conjunction with at least 1 law enforcement agency having jurisdiction over the District. The Board will notify MDE within 30 days after completing a required review.
- E. **Reporting Incidents of Crime.** Each building principal will collect and update information at least weekly on incidents of crime in the applicable building. At least annually, the Board will post information on its website about incidents of crime in the District and will make this information available to parents and guardians on a per-building basis. Within 24 hours after an incident occurs, the Superintendent or designee will report to the Michigan State Police crimes and attempted crimes identified in MCL 380.1310a(2).

Legal authority: MCL 29.19; MCL 380.1241, 380.1308, 380.1308a, 380.1308b, 380.1310a

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3500 FOIA Requests and Record Retention

3502 Record Retention

A “public record” means a writing prepared, owned, used, in the possession of, or retained by the District in the performance of an official function, from the time it is created.

The District will comply with all federal and state record retention requirements and with Michigan’s general record retention schedules. Regardless of format, the District will make public records accessible for the applicable retention period.

A. The District will store its public records in a secure and stable environment, whether digital or physical, and protect them from tampering and damage.

B. Disposal of Records

1. Once a public record has been retained for the duration required by law, the District may dispose of the public record unless the disposal or preservation of a public record is mandated by law or Policy.
2. The District will not destroy a public record responsive to a FOIA request received before the date the record is destroyed until the District has produced the public record or determined it is exempt from disclosure.

C. Litigation, Investigation, or Audit Holds

The Superintendent or designee will issue a hold directive to all persons suspected of having records that may relate to the potential issues in a reasonably anticipated or pending litigation, investigation, or audit. A hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation, investigation, or audit hold has been lifted.

Legal authority: MCL 15.231-246; MCL 399.811; MCL 750.491; *General Retention Schedule Nos. 1, 2, 23, 26, 30, 31*

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 Non-Discrimination

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace discrimination, unlawful harassment, and unlawful retaliation based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits unlawful retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including gender identity and sexual orientation);
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;
- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in

employment, public service, public accommodations, and telecommunications;

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information;
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex; and
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization.
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state,

local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes they have been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in Policy 4104. If Title IX sexual harassment is alleged, the procedures set forth in Policy 3118 should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s).

Board members, administrators, and supervisors must promptly report incidents of unlawful discrimination and retaliation. This duty to report applies to unlawful discrimination and retaliation that the Board member, administrator, or supervisor observes or about which they receive information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate discrimination and retaliation complaints.

The District may also provide discrimination and retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4108 *Union Activity and Representation*

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because they have given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration, unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4207 Third-Party Contracting of Non-Instructional Support Services

The Board may contract on a continuing or temporary basis with a third party as the Board determines necessary to provide specialized services.

The Board may contract with a third party for 1 or more non-instructional support services currently performed by a bargaining unit if the affected bargaining unit is given the opportunity to bid on the contract for those services on an equal basis as other bidders.

If a third party contractor is selected, the third party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 423.215(3)(f)

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4404 Performance Based Compensation

The Superintendent or designee may implement a performance based compensation system for Professional Staff. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
 - a. Nonrenewal of a probationary teacher; or
 - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
 - a. the seriousness of the offense;
 - b. the Professional Staff member's prior disciplinary and employment record;
 - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
 - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
 - e. applicable federal or state law;
 - f. the Professional Staff member's acceptance of responsibility;
 - g. the likelihood of recurrence; and
 - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
 - a. warning;
 - b. reprimand;
 - c. unpaid suspension;
 - d. financial penalty; or
 - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:

- a. the discharge of a Professional Staff member; or
- b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

Series 4000: District Employment

4400 Professional Staff

4408 Termination

This Policy must be implemented consistent with Policy 1101.

A. Probationary Teachers

For purposes of this Policy, the "termination" of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher's employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board's decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

C. Non-Teaching Professionals

Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional may be terminated by the Board, Superintendent or designee for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4504 Performance Based Compensation for Administrators/Supervisors

The Superintendent or designee may implement a performance based compensation system for Administrators, Supervisors, and Directors. This Policy must be implemented consistent with Policy 1101.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5100 Student Rights

5102 Lockers

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

Legal authority: MCL 380.1306

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5100 Student Rights

5103 Search and Seizure

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.

The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, noncurricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.

This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

Legal authority: MCL 380.1306, 380.1313(2)

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5100 Student Rights

5105 Collaboration with Outside Entities

Nothing in these Board Policies, including, without limitation, protocols for student searches and seizures, student discipline, interrogation of students, and seclusion and restraint, may be interpreted to interfere with any rule, regulation, or policy imposed by an outside entity with which the District cooperates or collaborates, except as otherwise prohibited by law.

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5201 Investigations, Arrests, and Other Law Enforcement Contact

The Board desires to maintain a positive working relationship with law enforcement agencies while protecting student rights and educational needs.

“Law enforcement officer” means a county sheriff or deputy sheriff; an officer of a city, village, or township police department; a city, village, or township marshal; a constable; a Michigan State Police officer; a federal law enforcement officer; an investigator of the state Department of Attorney General; a U.S. Immigration and Customs Enforcement (ICE) agent; a Federal Bureau of Investigations (FBI) agent; or any other person who has the legal authority to investigate criminal activity or to effectuate an arrest.

A. Student Records

District personnel may only share personally identifiable information from a student’s education record with law enforcement officers pursuant to Policy 5309 and state and federal law.

B. Reporting to Law Enforcement

A District administrator may contact a law enforcement officer any time the administrator suspects criminal activity; activity that threatens the health or safety of a student; or activity that disrupts or potentially disrupts the school environment.

C. School Related Criminal Activity

School related criminal activity is alleged or suspected criminal activity that occurs on school grounds, at a school-sponsored activity or athletic event, or in a vehicle owned or used by the District.

Law enforcement officers may contact and question students at school about school-related criminal activity as provided below.

A law enforcement officer must notify the building principal or designee before questioning a student at school. The building principal or designee must request the law enforcement officer’s identification before allowing the student to be questioned.

The building principal or designee will make reasonable attempts to contact a student’s parent/guardian before the student is questioned by law enforcement. If the student is 18 years or older or is emancipated, the building principal will make reasonable attempts to contact the student’s parent/guardian, if requested by the student. If a parent/guardian cannot be reached after reasonable attempts, the student may be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal

or designee will be present for the questioning. The student will be questioned in a private room and out of sight of others as much as practicable.

The law enforcement officer has the responsibility to advise the student of all applicable rights, including the right against self-incrimination.

If at any time the building principal or designee believes that the law enforcement officer's questioning is being conducted in an inappropriate manner, the building principal or designee will request that the questioning cease.

D. Non-School Related Criminal Activity

Unless specifically authorized by law, a law enforcement officer may not question a student at school about non-school related criminal activity without parent/guardian consent or an appropriate warrant or court order.

E. Taking a Student into Custody

A law enforcement officer seeking to take a student into custody must contact the building principal or designee. If practicable, the building principal or designee will request that the law enforcement officer provide a copy of the warrant, written parent/guardian consent, court order, or other document authorizing the officer to take the student into custody. If the law enforcement officer takes a student into custody, the building principal or designee will obtain and record the officer's name, badge number, and law enforcement agency; the date, time, and reason for the arrest; and the location to which the student is reportedly being taken.

Whenever practicable, a student should be taken into custody in a manner that minimizes observation by others and disruption to the educational environment.

When a law enforcement officer removes a student from school, the building principal or designee will take immediate steps to notify the student's parent/guardian about the student's removal and the location to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse or neglect.

F. Notification to Superintendent or Designee

The building principal or designee will promptly notify the Superintendent any time a law enforcement officer seeks or takes a student into custody, or removes a student from school.

G. Child Abuse and Neglect

This Policy does not govern child abuse and neglect investigations. See Policy 5701.

Nothing in this Policy limits the authority of District personnel to question a student about suspected misconduct or investigate suspected misconduct at school.

Legal authority: MCL 380.11a

Date adopted:

Date revised:

Thrun has recommended this “set” of board policies to bring the district into compliance with new legislative changes to the Michigan Public Employment Relations Act (“PERA”), the State School Aid Act (“SSAA”), the Revised School Code (“RSC”), and the Teachers’ Tenure Act (“TTA”). Thrun strongly recommended the timeline below for implementation to align with changes to the law.

The OEA has expressed concern and disappointment over the adoption of policies for items that are now negotiable. Adopting policies does not prevent the district from negotiating these topics in the future, should the Board be open to changes.

Policies below -R should go into effect after our public comment and not wait until July 1.

- **Policy 4402-R Placement (formerly Assignment and Transfer):** These changes address PERA amendments making teacher placement decisions a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher placement decisions.
- **Policy 4403-R Performance Evaluation:** These changes address the PERA amendments making teacher evaluations a mandatory bargaining subject and RSC Section 1249 amendments regarding teacher evaluation.
- **Policy 4405-R Reduction in Force and Recall:** These changes address PERA amendments making teacher layoff and recall a mandatory bargaining subject and RSC Section 1248 amendments requiring clear and transparent procedures for teacher layoff and recall decisions.
- **Policy 4409-R Non-Renewal:** These changes are intended to address the RSC Section 1249 amendments regarding amendments to TTA.
- **Policy 4503-R Performance Evaluation (Administrator):** These changes are intended to address RSC Section 1249 and 1249b amendments regarding administrator evaluation.

Policies below without the -R can wait until July 1, 2024 implementation.

- **Policy 4108 Union Activity and Representation:** These policy changes address PERA amendments that repealed a prohibition on the voluntary deduction of union dues, service fees, and contributions to political action committees from employee wages. The policy includes optional language concerning the charging of administrative fees.
- **Policy 4207 Third-Party Contracting of Non-Instructional Support Services:** These policy changes address PERA amendments that removed third-party contracting of non-instructional support services and intergovernmental contracts from the prohibited bargaining subjects.
- **Policy 4404 Performance Based Compensation:** These changes address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.
- **Policy 4407 Discipline:** These changes address PERA amendments that make teacher discipline a mandatory bargaining subject.

- **Policy 4408 Termination:** These changes are intended to address amendments to TTA.
- **Policy 4504 Performance Based Compensation (Administrator):** These changes are intended to address the repeal of RSC Section 1250 and amendment to SSAA Section 164h regarding teacher merit pay.

Series 4000: District Employment

4400 Professional Staff

4402-R Placement

This Policy must be implemented consistent with Policy 1101.

A. Teacher as Defined by Revised School Code Section 1249

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 4405.

1. Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:
 - a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
 - b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
 - c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
 - d. Teacher placement decisions will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and

M) Other relevant factors as determined by the Superintendent or designee.

e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 4205. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.

2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted:

Dated revised:

Series 4000: District Employment

4400 Professional Staff

4403-R Performance Evaluation

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

A. Teachers as Defined by Revised School Code Section 1249

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
 - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
 - b. the teacher's performance; and
 - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
 - a. all probationary teachers;
 - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
 - c. teachers rated needing support or developing; or
 - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the teacher is not rated as effective on one of the biennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4405-R Reduction in Force and Recall (Effective July 1, 2024)

This Policy must be implemented consistent with Policy 1101.

A. Reduction in Force and Recall for Classroom Teachers

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

1. General Provisions

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent will recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 4403.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
 - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.
 - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
 - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
 - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
 - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
 - B) Credentials needed for District, school, or program accreditation;
 - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
 - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
 - E) Disciplinary record, if any;
 - F) Length of service in a grade level(s) or subject area(s);
 - G) Recency of relevant and comparable teaching assignments;
 - H) Previous effectiveness ratings;
 - I) Attendance and punctuality;
 - J) Rapport with colleagues, parents, and students;
 - K) Ability to withstand the strain of teaching;
 - L) Compliance with state and federal law; and

- M) Other relevant factors as determined by the Superintendent or designee.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
 - A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
 - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
 - C) Failure to maintain current contact information may negatively impact the teacher's recall.
 - v. Teacher reductions and recalls are by formal Board action.
 - vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
 - vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
 - viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
 - i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
 - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
 - iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy 4402 unless the

Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and all other factors distinguishing those teachers from each other are equal, seniority (as established by the most recent seniority list for the bargaining unit to which the teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

At least 30 calendar days' notice of reduction in force will be provided, absent extenuating circumstances.

2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for 12 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy 4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
 - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy 4402; or
 - ii. Post the vacancy and consider all applicants if the Superintendent determines that:
 - A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and qualification standards for the position, considering the factors in Policy 4402; or
 - B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.

- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
- f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
- g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.

B. Reduction in Force and Recall of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

C. Unemployment Compensation

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus the adjusted annual salary rate will be equal to the annual rate of salary the employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532; MCL 423.215

Date adopted:

Date revised:

Series 4000: District Employment

4400 Professional Staff

4409-R Non-Renewal (Effective July 1, 2024)

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

A. Probationary Period

1. A probationary teacher rated developing, or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated effective (after July 1, 2024) or highly effective (before July 1, 2024) on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.

B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.
2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent’s or designee’s recommendation for non-renewal and the time, date, and place of the Board meeting at which the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.
3. The probationary teacher must receive written notice of Board action to non-renew the teacher’s contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher’s anniversary date of hire.

4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
- D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
- E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4503-R Performance Evaluation

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy must be implemented consistent with Policy 1101.

A. Building Level and Central Office Instructional Administrators

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;
9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;

10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;
11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
12. website posting of required information pertaining to the evaluation tool;
13. appropriate training for evaluators; and
14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

B. Non-Instructional Administrators, Supervisors, and Directors

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted:

Date revised:

OKEMOS PUBLIC SCHOOLS
John J. Hood, Superintendent

TO: Board of Education

FROM: John J. Hood

DATE: January 19, 2024 DRAFT

January is the time of year the school of choice process is initiated for the Okemos Public Schools K-8 Montessori program as it allows parents who are considering a Montessori program for their children to consider Montessori options across the area before committing to a specific school. Our timing intentionally aligns with registration processes implemented at other area Montessori schools to allow parents this consideration.

It is our intent to advertise school of choice openings in the Lansing State Journal in February 2024. To adhere to that timeline, the administrative recommendation is being brought to the board for discussion on January 22rd and board action on February 12th.

The following considerations guided our review:

- Elementary class sizes limits established at 27 for PPK-K; 30 for grades 1-4.
- Class sizes for 5th -6th and 7th-8th shall not exceed 32 students.
- Maintain enough seats at the kindergarten level to accommodate most or all of the Okemos residents interested in a Montessori approach.
- Establish the number of kindergarten enrollments at a level that will ensure the “controlled growth model”.
- Utilize the information received from parent surveys regarding intent for the next school year prior to final Board action.
- The district can always take more than the number of school of choice vacancies advertised, but we cannot take less if there are applications that meet the criteria.
- At higher level grades, Montessori experience will be required.

Please note that the recommendations below will not result in hiring additional teaching staff. Our school of choice numbers are utilized to “fill in the gaps” within our existing program, while currently enrolled Montessori students are promoted between grade levels. As always, within the advertisement, we encourage new families to indicate their interest in the program despite the limited number of openings listed.

After reviewing and analyzing current enrollments, the administration is tentatively recommending the following number of openings to be advertised for Montessori school of choice:

Kindergarten = 2 openings

Grades 1 and 2 = 1 opening

Grades 3 and 4 = 0 openings

Grades 5 and 6 = 10 openings

Grades 7 and 8 = 10 openings

Once approved by the board, the school of choice window would be established for 15 days at the beginning of March.

If you have specific questions, please let me know.

Flip Flop - Barriers and Strategies

District Department Or School Area	Barrier	In Our Control Y or N?	Potential Strategies/Solutions (Resources)	Notes
Childcare	Childcare hours will change Adjust childcare hours No need for before care at Kinawa: drop in hours for staff	Yes	Adjust times for childcare to maintain offerings and staffing	
Food Service	Staffing breakfast at Elementary schools - Would need 8 people who are able to work a shift that early as opposed to only needing 2 at OHS. Many of our employees are from out of district and have to get their children to school on time at area schools.	Yes	Possibly hiring people who only work breakfast shift (1 hr shift each day). Increased staffing to accommodate this would incur increased cost.	Worker shortage is of concern in adding staffing.
	Reduced time to prepare elementary lunches from OHS	Yes	Hire additional staff	
Transportation	K-6 students will be walking to bus stops in the dark.	No		
	K-6 students will be arriving home before older students.	No		
	Schedule not aligned with WTC start and end times which affects transportation to and from WTC (8:00)(2:15)	Yes	Add bus and hire additional driver	National bus driver shortage is of concern. Open positions currently with very competitive wages and benefits.
	Elementary bus runs take longer than secondary runs and this will impact when secondary can start school. With our current fleet we would need an hour and five minutes between the elementary and secondary runs to transport students to and from school.	Yes	Extend times between bus runs or add routes; elementary takes longer and is not time bound right now	Secondary would need to start more than hour later
	When a parent is not at the bus stop for a kindergarten student in the afternoon, our drivers currently transport students back to the elementary school, which would make the bus to the high school significantly late.	No		Cannot control if someone is home, but can control where we take them to
	Elementary After School Programming transportation: If the program ends an hour after school is dismissed, busses will not be available to transport students from these programs home.	Yes	Hire additional driver	National bus driver shortage is of concern. Open positions currently with very competitive wages and benefits.
High School	Wilson Talent Center hours not aligned	Yes	bussing, will need to add a WTC route/driver	National bus driver shortage is of concern. Open positions currently with very competitive wages and benefits.
	Clubs will go later	Yes	clubs could meet in am as an option	
	Finding classroom coverage for teachers who coach	No		Substitute teachers are limited.
Chippewa	Shared Staff	Yes	coordinate schedules with other administrators	
Kinawa	First bus pick up for students at 6:40- students waiting in the dark being dropped off without families at home	Yes	Hire additional staff	Would this impact on the number of parents dropping students off in the morning or bus ridership?
	students getting out at 2:15pm would require families to find supervision for after school	No		
	Shared Staff	Yes	coordinate schedules with other administrators	
	Staff getting their own kids to school who live outside the district	No		Open up schools of choice option for all staff members students
	Overall Sleep for younger students needing to get to school so early	No		Younger students sleep impact, loss of family time in the evening
Elementary	Shared Staff	Yes	coordinate schedules with other admin	

Flip Flop - Barriers and Strategies

District Department Or School Area	Barrier	In Our Control Y or N?	Potential Strategies/Solutions (Resources)	Notes
	First pick up is very early (still dark) for young students	No		
	Increase in school breakfast needs for students due to early start time.	Yes	Increase staffing	
	All meetings would have to be moved to after school (currently IEPs, etc are before school.)	Yes	Assess meeting impact and strategize	
	Could increase the need for after school care (but decrease before care)	Yes	Providing more after school programming	
OPM	Impact parents being able to transport students at OPM	No		
Edgewood				
Special Education	Care for highest needs students (self contained program students) - district childcare options end at grade 8. Parents may now need to find care for their high needs child that attends the high school for both before and after school. The after school care challenge is something I already hear about a lot from parents. Finding morning care may be even more of a challenge.	Yes	Identify needs and explore options to offer care for this group of students.	
Special Education	potential issues for Dean Transportation	No		Driver shortage may impact Dean's ability to add or move routes.
	possible impact on community job site opportunities	No		Consideration, impact unknown.
Special Programs (Career Center, Dual Enrollment, etc)	Wilson Talent Center has hard stop/end times: AM - 8:00-10:40 PM - 11:35-2:15	No		Non-negotiable with WTC. Add district bussing.
Athletics/Extra Curriculars	Home games that start at 4 pm. (baseball/softball)	Yes	Move to a later time	Daylight will impact early games in March/April so the double headers will be limited, this will cause loss of games (allowed 38 games total). A barrier to this is the pitch counts for baseball. Solution would be to build lights so we could play later and daylight would not be a limiting factor. Another barrier is our league schudule which mandates double headers, this could be a huge barrier if we did not have lights. If we move to another date, this then snowballs into non-league games and would effect competitive levels in our teams.
	Home games that start at 4 pm. (soccer/basketball)	Yes	Split to different dates or different locations (Chippewa for 9th or Rubber gym)	Splitting these games into different sites or playing them at the same time is not possible due to the officials shortage that we are experiencing in all sports, not just soccer and basketball. Typically the officials that work the 9th grade game will roll over and work the following JV game and varsity game as well. Gate workers, and supervision for two locations provide a staffing issue and increased game worker fees. Parents that have kids on both teams will not be able to watch both kids play. The teams that use a "lesser Venue" will feel slighted that they are representing Okemos High school while playing in Chippewa Middle school. If we are being truly honestly, Chippewa middle school gym doesn't come close to the same "venue type" that the high school does. How is that equal? Also, transporation to away but home venues can be an issue as well. Not enough buses and drivers at the 3 pm time slot that is required.

Flip Flop - Barriers and Strategies

District Department Or School Area	Barrier	In Our Control Y or N?	Potential Strategies/Solutions (Resources)	Notes
	Home games that start at 4 pm (Track)	Yes	Starting time of track meets and how long a meet goes	Track Meets start at 4:30 (field events) and running at 5. We can either pull kids out of class to keep this time. In the current system a track meet ends around 9-9:30. If we delay the start of the meet, kids wouldn't get home until even later. Other schools might not agree to this as they wouldn't get home until 11 ish and these games are played during the school week. Game workers, would be another barrier. How would I get people to want to stay until 11 on a school night? The community that is next to the school would not like a loud event taking place this late on a week night.
	Home games that start at 4 pm with games that use the same field for all levels (Soccer and Basketball)	Yes	Move to a later time	If we start 9th grade basketball/soccer at 4:30 pm it would shift our games back to 4:30/6/7:30 pm. However, these games will never run on time. I would expect that our realistic times would be 4:30/6:30/8:30 pm so our families are leaving the gym around 10:30-11 pm each night. Basketball is allowed 22 games total in a season - 11 home games for the boys and girls (roughly, 50%). Soccer is allowed 16 dates - 8 home games for girls and boys. This is not great for the spring season as it's still snowing in March when we start and it's cold outside later at night - higher injury rates
	Home/Away game time changes to stay at 4 pm	Yes	Pull kids from class	Missing class time is never a good thing, this also puts teachers in the middle when kids are not making up school work when missing classes on a regular basis. Changes from student-athletes to athletes - students. Transportation issues to away games as our buses will not be available until later after they do the afternoon routes, which will push that time frame back in this model. Currently, we have a tough time with buses arriving before 4 pm for games. This model will push that back.
	Transportation to away games - earliest bus I can get is 4:30 pm in the current system. Might be around 5:15-5:30 in the proposed schedule.	No	Hire more drivers, but that has been a challenge in my option. Not as many workers	We can always look to buy more buses but hiring drivers is always the challenge.
	Increased teacher/coaches that miss 6th hour because of bussing and/or home games (4 pm start time)	No	Hire more subs in the district. Tough to find subs currently	Coaches and game workers that are teachers in the building would need more subs for coverage. We have 28 coaches that work at the high school and middle school so this could cause ALOT more subs. Additionally, all of our gate workers are OPS employees or students here at Okemos. Most impacted season would be the spring 11 coaches could miss in one day.

Flip Flop - Barriers and Strategies

District Department Or School Area	Barrier	In Our Control Y or N?	Potential Strategies/Solutions (Resources)	Notes
	Missing of 5th-6th hour	Yes	Moving the times back but you can read above those challenges	<p>Fall season - XC - leaves early for 6 dates currently, would increase the amount of instructional time missed in those 6 dates - 75 kids total in the program. Football - 4 away games (9th/JV) that would miss 6th hour - 30 kids total. Soccer (9th) - pulled out one date early, would be 9 games if moved to 3:20 dismissal - 20 kids total. Tennis - excused 3 times - in proposed system it would be 9 dates pulled early - 20 kids. Water Polo - missed one class, would miss 1-2 in new system (20 kids). Winter Season - Basketball - 9th/JV leave at 2:50 for a start time at 4 pm. In the current system they do not miss school. If moved to 3:20 dismissal they will miss 11 dates and this is both girls/boys (total 60 kids). Ski - leaves at 4:30 for practice day and game days are 2:45. They are allowed 17 game days and we have 32 athletes. Spring - Baseball/softball - leaves at 2:50 for games (allowed 38 each) - Typically do not need to miss school, but will miss 16-20 days for away games. Also, do we allow baseball/softball to leave early for home games? Field prep and proper warm up for pitchers (total kids 65). Golf - practices need to tee off by 4 pm per course and golf leagues. Would we allow our golfers to miss for practice based on course practice times available? (Total girls and boys = 54 athletes total). Soccer (girls 9th - same as boys in the fall). Tennis (girls) - same as boys. Track - 125 total, would we allow early dismissal for home events? 3 total dates.</p>
	Moving practices to later times	No	Nothing	Typically we can be done with practices around 7 pm, in the new model we would be around 8 pm. This would cut into family time. Lights, and heat in the building will have to stay on longer so more money for the district.
	Early morning practices?	Yes	Saying no	Some coaches would like to do early morning practices in this model, do we let them?
	Turf in the spring	No	Weather	Baseball/softball, girls soccer, track and boys/girls lacrosse use the same facility in March - would make those practices later and with the March weather could lead to injuries/sickness.
	Leaving early for practice/games	No	None	What if parents call students out early for practices and games? Even ones that we do not approve? Attendance is already tough to track and manage, this would be a nightmare.
	Parking Lot conflicts	No	None	Basketball starts at 4 pm here, opponents get here around 3:15 for their game. Students leaving and opponents parents coming into the parking lot. Do we allow away schools to come into the building during school hours?



Healthy Learning Hours/Start Times Superintendent Committee 2023-24

Purpose:

To review healthy learning time research and make informed recommendations, including secondary start times, that promote the overall health, well being and learning for students, staff and families.

Rationale for Study:

In support of the social, emotional, physical and academic well-being of our students, and in alignment with the social emotional goals in the district strategic plan, administration is investigating school start times. A [growing body of research](#) indicates a later start time, no earlier than 8:30 a.m., is healthier for secondary aged students. Currently, both Okemos High and Chippewa Middle Schools are not aligned with the research as they have start times of 7:45 and 8:00 a.m., respectively.

Outcomes:

- Understand current research
- Consider factors that promote healthy learning times, including start times
- Understand the past options looked at by the district
- Understand the districts' transportation system and its impact on start times
- Review survey and engage community to better understand the impacts of following two start time options that meet the research:
 - Move all start times later
 - Flip flop elementary and secondary start times
- Work one model for implementation
- Establish a timeline for the change, if one is made
- Communicate outcomes with community and seek feedback

[Committee Materials](#) (Google Drive that will be updated throughout the process.)

Tentative Process:

Fall – Overview of research, past presentations, and surveys, two models to consider

Meeting Dates:

November 1, 8-11 am
November 20, 1-4 pm
December 12, 4-6 pm

Okemos Board Room, Admin Building

Winter – Education and Feedback on Model. Negotiate approach.

Spring- Present recommendation to Board, action by Board.

Members

John J. Hood- Superintendent
Dr. Hanne Hoffman, MSU Professor, Parent
Kristen Hundt, Katie Cavanuagh, Teresita Blanca, Jane Manfredi, Jessica Savage, Corrinne Dyksen- District Parent Council
Lara Slee, DEI
Ken Hintze, Okemos Athletic Director
Dr, Dan Kemsley, OHS Principal
Andre' Ridley, CMS AP and Athletic Director
Steve Stierley, Kinawa Principal
Kelly Sundeen Elementary Principal
Corrine Karpinski, Transportation
Jody Noble, CMS Principal
Mario Martinez, Human Resources
Kim Burchman, Community Ed
Kelly Bianchi, Community Ed/Operations
Lori Mazullo, Teacher
Cori Akers, Counselor
Adam Clements, Teacher
Cory Gahsman - Teacher
Laura Kueffner - Teacher

Additional Resources:

Mark Fargo, Operations
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