

**EAST CHINA SCHOOL DISTRICT  
SPECIAL BOARD OF EDUCATION MEETING**

**Innovation Center Conference Room  
Monday, February 5, 2024  
6:00 PM**

Jeanne Frank, President  
Pat Biebuyck, Vice-President  
Todd Distelrath, Secretary  
Karen Cedar, Treasurer

Michael Westrick, Trustee  
Jessica Becker, Trustee  
Ronald Miller, Trustee  
Suzanne Cybulla, Superintendent

**AGENDA**

1. **Call to Order/Moment of Silence/Pledge of Allegiance**
2. **Bond 2020 Discussion/Action Items**
  - a. St. Clair 6-12 Campus Project
3. **Information/Discussion Item**
  - a. Michigan Association of School Boards - election of member to the MASB Board of Directors
4. **Closed Session Recommended Action: That the board of Education goes into Closed Session pursuant to section 8(a) of the Open Meetings Act (Act 267 of 1976) Board discussion connected to the discipline of an employee.**
5. **Recognition of Persons Wishing to Address the Board**

This portion of the agenda is for citizens to address any questions or comments to the Board. The Board will listen, take comments and questions under advisement, and not respond at this time. The presiding officer will refer questions to the superintendent for research and response.
6. **Action Items**
  - a. Thrun 5707 School Wellness Policy
  - b. Thrun Professional Staff Policies
    - i. Policy 4108 Union Activity and Representation
    - ii. Policy 4207 Third-Party Contracting of Non-Instructional Support Services
    - iii. Policy 4402-R Placement (formerly Assignment and Transfer)
    - iv. Policy 4403-R Performance Evaluation
    - v. Policy 4404 Performance Based Compensation
    - vi. Policy 4405-R Reduction in Force and Recall
    - vii. Policy 4407 Discipline
    - viii. Policy 4408 Termination
    - ix. Policy 4409-R Non-Renewal
    - x. Policy 4503-R Performance Evaluation (Administrator)

xi. Policy 4504 Performance Based Compensation (Administrator)

c. Purchase of Impact Resistant Film for Palms Elementary

**7. Adjournment**

**EAST CHINA SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
February 5, 2024**

**FOR ACTION: SC 6-12 Renovations and Construction services**

In order to complete the SC 6-12 renovations and construction, the following recommendations are being made for each of the various trades groups. In conjunction with TMP Architecture and Auch Construction, bid specifications were developed for the 25 different trade groups necessary to complete the building structure and interior renovations. For each group, the lowest responsive bidder was invited to conduct a post bid interview with myself, TMP and Auch. Whenever one of these bidders were deemed unresponsive, or failed to have the bid scope covered in their bid, we then added the next lowest bidder for an additional interview. The following recommendation is the final result of the post bid interviewing process.

The detailed list of each specific trade group recommendation was included in your Board book.

January 26, 2024

Mr. Kirk Grzelka  
Director of Operations  
East China School District  
1585 Meisner Road  
East China, MI 48054

Reference: Recommendation for Award  
East China School District  
St Clair 6-12 Campus BP #2 – Award Recommendation Letter

Mr. Kirk Grzelka:

AUCH Construction would like to take this opportunity again to express our appreciation to the East China School District for selecting our firm to provide Construction Management Services for the St Clair 6-12 Campus Project.

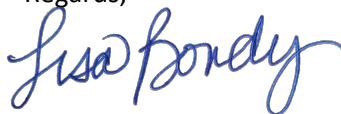
AUCH Construction has completed our review and evaluation of the prospective trade contractors in conjunction with the school district, the architects and the engineering consultants. This process ensures that the recommended trade contractors represent the low responsive bidders and that the contractors understand the project scope, safety, quality and material criteria and project specifications. They all have the experience and financial capabilities to meet the project requirements.

The Renovations and Addition proposal total is **\$19,692,195** for the trade work described in the bidding documents, with no alternates being awarded. If Alternate 1 is to be awarded we will need to review two of our contractors (Concrete Flatwork and Steel). Two different contractors will be the apparent low bidder if Alternate 1 is accepted. We have provided an attached summary of the cost breakdown of work by trade categories.

For Proposal 10.2 Locker – We are recommending to award to the second low bidder, Steel Equipment Company. The apparent low bidder excluded base bid work indicated in the scope of work, therefore their bid is incomplete.

We have also attached the bid tabulation sheets for each bid category. If you have any questions, please do not hesitate to call.

Regards,



Lisa Bondy  
Project Manager  
AUCH Construction



**East China School District  
St. Clair 6-12 Campus Bid Pack #2**

1/26/2024

Final Recommendation - Detail Breakdown

COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT
<b>DKI International, Inc.</b> 6775 Daly Rd., Ste 101 West Bloomfield, MI 48322 P: 248-538-9910 F: 248-538-9912 Contact: Freddy Yacoub Email: estimating@dkidemolition.com	Division 1 02 4100	<b>Proposal 2.1: Selective Demolition</b> CM Supplementary Conditions General Conditions General Requirements Demolition	NOTED		
			Base Bid	\$ 395,000	\$ 395,000
					\$ 395,000
<b>Albanelli Cement Contractors, Inc.</b> 12725 Fairlane Drive Livonia, MI 48150 P: 734-762-0710 F: 734-762-0711 Contact: Nick Silveri Email: nsilveri@albanelli.net	Division 1 03 3000 03 3003 07 2100 07 2600 07 9100 07 9200	<b>Proposal 3.1: Concrete Flatwork</b> CM Supplementary Conditions General Conditions General Requirements Cast In Place Concrete Cast In Place Concrete (Requirements for Floor Slabs) Thermal Insulation Vapor Retarders Preformed Joint Seals Joint Sealants	NOTED		
			Base Bid	\$ 249,600	\$ 249,600
					\$ 249,600
<b>North Channel Construction</b> 6137 Lakeshore Rd. Lexington, MI 48450 P: 810-499-7840 Contact: Dave Glowski Email: northchannelco@aol.com	Division 1 03 3000 07 9200	<b>Proposal 3.2: Concrete Foundations</b> CM Supplementary Conditions General Conditions General Requirements Cast In Place Concrete Joint Sealant (as pertinent)	NOTED		
			Base Bid Voluntary Alternate	\$ 291,405 \$ (55,000)	\$ 291,405 \$ (55,000)
					\$ 236,405
<b>Leidal &amp; Hart Mason Contractors, Inc.</b> 12100 Globe St. Livonia, MI 48150 P: 989-385-1383 Contact: Jake Fallon Email: jfallon@leidalandhart.com	Division 1 02 4100 04 2000 05 5000 07 1113 07 1900 07 2100 07 2119 07 8400 07 9100 07 9200 08 1113 08 9100	<b>Proposal 4.1: Masonry</b> CM Supplementary Conditions General Conditions General Requirements Demolition Unit Masonry Metal Fabrications Bituminous Dampproofing Water Repellent Acrylic Penetrating Sealer - Canyon Tone Thermal Insulation Foamed In Place Insulation Firestopping Preformed Joint Seals Joint Sealant Hollow Metal Doors and Frames (Install Only) Interior Arch Return Air Grilles (Masonry Opening Only)	NOTED		
			Base Bid	\$ 789,045	\$ 789,045
					\$ 789,045
<b>Howard Structural Steel</b> 807 Veterans Memorial Parkway Saginaw, MI 48601 P: 989-752-3000 F: 989-752-3048 Contact: Patrick Wilding Email: pwilding@howard-steel.com	Division 1 02 4100 05 1200 05 2100 05 3100 05 5000	<b>Proposal 5.1: Structural &amp; Miscellaneous Steel</b> CM Supplementary Conditions General Conditions General Requirements Demolition Structural Steel Framing Steel Joist Framing Metal Deck Metal Fabrications	NOTED		
			Base Bid	\$ 393,964	\$ 393,964
					\$ 393,964



**East China School District  
St. Clair 6-12 Campus Bid Pack #2**

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COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT
<b>City Renovation &amp; Trim, Inc.</b> 2685 Paldan Dr. Auburn Hills, MI 48326 P: 248-276-8908 F: 248-276-8909 Contact: Rick Smith Email: RickS@CityRenovation.com	Division 1 06 1000 06 4023 07 9200 07 9513 08 1113 08 3323 08 7100	<b>Proposal 6.1: Carpentry</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Interior Architectural Woodwork Joint Sealants Expansion Joint Cover Assemblies Hollow Metal Doors and Frames Overhead Coiling Doors Door Hardware	NOTED		
			Base Bid	\$ 613,000	\$ 613,000
					\$ 613,000
<b>KJP Roofing and Sheet Metal Inc.</b> 46958 Gratiot Ave, Ste #174 Chesterfield, MI 48051 P: 586-256-1376 Contact: Jason Prieskorn Email: jason@kjproofing.com	Division 1 02 4100 05 5000 06 1000 07 0150.19 07 2100 07 5323 07 6200 07 7100 07 9100 07 9200 07 9513	<b>Proposal 7.1: Roofing</b> CM Supplementary Conditions General Conditions General Requirements Demolition Metal Fabrications Rough Carpentry Preparation for Re-Roofing Thermal Insulation EPDM Membrane Roofing Sheet Metal Flashing and Trim Roof Specialties Preformed Joint Seals Joint Sealants Expansion Joint Cover Assemblies	NOTED		
			Base Bid	\$ 1,025,906	\$ 1,025,906
					\$ 1,025,906
<b>JD Candler Roofing Company, Inc.</b> 6111 Sterling Drive North Sterling Heights, MI 48312 P: 586-405-8080 F: 734-762-0669 Contact: Mark Becking Email: mbecking@jdcandler.com	Division 1 06 1000 07 2100 07 2119 07 4213.23 07 9100 07 9200 09 2216	<b>Proposal 7.2: Metal Panels</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Thermal Insulation Foamed In Place Insulation Metal Composite Material Wall Panels Preformed Joint Seals Joint Sealants Non-Structural Metal Framing	NOTED		
			Base Bid	\$ 103,729	\$ 103,729
					\$ 103,729
<b>Daniels Glass Inc.</b> 21250 W 7 Mile Rd. Detroit, MI 48219 P: 313-538-2746 F: 313-538-1221 Contact: Ken VanBuskirk Email: ken@danielsglassinc.com	Division 1 06 1000 07 9200 08 1612 08 3483 08 4313 08 7100 08 8000	<b>Proposal 8.1: Glass &amp; Glazing, Storefront, FRP/Aluminum Doors</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Joint Sealants FRP-Faced Aluminum Doors and Frames Fire Rated Framed Glazing Assemblies Aluminum Framed Storefronts Door Hardware (as pertinent) Glazing	NOTED		
			Base Bid	\$ 828,637	\$ 828,637
					\$ 828,637



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COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT						
<b>Diversified Construction Specialties, Inc.</b> 2141 Austin Ave. Rochester Hills, MI 48309 P: 248-293-0066 F: 248-293-0077 Contact: RJ Slaght Email: ronjr@dcsonline.net	Division 1 05 4000 06 1000 07 2100 07 2119 07 2423 07 8400 07 9100 07 9200 08 3100 09 2216 09 2900 09 5100 09 5423 09 8433 09 8436 10 2600 10 4400	<b>Proposal 9.1: Gypsum Wall Assemblies</b> CM Supplementary Conditions General Conditions General Requirements Cold Formed Metal Framing Rough Carpentry Thermal Insulation Foamed In Place Insulation Direct-Applied Finish Systems Firestopping Preformed Joint Seals Joint Sealants Access Doors and Panels Non-Structural Metal Framing Gypsum Board Acoustical Ceilings Linear Metal Soffits Acoustic Wall Panels Acoustic Ceiling Units Wall and Door Protection Fire Protection Specialties	NOTED								
			Base Bid	\$	831,820	\$	<b>831,820</b>				
			\$ <b>831,820</b>								
			<b>Continental Contracting Co., LLC</b> 23450 Telegraph Rd. Southfield, MI 48033 P: 586-822-0300 Contact: Franko Sallaku Email: franko@continentalcontractingco.com	Division 1 07 9200 09 0561 09 3000	<b>Proposal 9.2: Hard Tile</b> CM Supplementary Conditions General Conditions General Requirements Joint Sealants Common Work Results for Flooring Preparation Hard Tiling	NOTED					
						Base Bid	\$	243,500	\$	<b>243,500</b>	
						\$ <b>243,500</b>					
						<b>DF Floor Covering</b> 5242 Exchange Dr. Flint, MI 48507 P: 810-743-1201 F: 810-743-6950 Contact: Chris McLaughlin Email: Chris@dffloorcovering.com	Division 1 07 9200 09 0561 09 6500 09 6513 09 6813	<b>Proposal 9.3: Resilient Flooring &amp; Carpeting</b> CM Supplementary Conditions General Conditions General Requirements Joint Sealants Common Work Results for Flooring Preparation Resilient Flooring Resilient Base and Accessories Tile Carpeting	NOTED		
									Base Bid	\$	886,282
			\$ <b>886,282</b>								
			<b>Continental Contracting Co., LLC</b> 23450 Telegraph Rd. Southfield, MI 48033 P: 586-822-0300 Contact: Franko Sallaku Email: franko@continentalcontractingco.com	Division 1 07 9200 09 6700 09 7200 09 9100 09 9600	<b>Proposal 9.4: Painting &amp; Floor Coatings</b> CM Supplementary Conditions General Conditions General Requirements Joint Sealants Fluid-Applied Flooring Wall Coverings Painting High-Performance Coatings	NOTED					
						Base Bid	\$	478,000	\$	<b>478,000</b>	
						\$ <b>478,000</b>					
						\$ <b>478,000</b>					
						\$ <b>478,000</b>					



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Final Recommendation - Detail Breakdown

COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT
<b>DMP Sign Co.</b> 20732 Negaunee St. Southfield, MI 48033 P: 248-996-9281 F: 248-281-0334 Contact: Joseph R. Foerg Email: jfoerg@dmpsignco.com	Division 1 06 1000 07 9200 10 1400	<b>Proposal 10.1: Signage</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Joint Sealants Signage	NOTED		
			Base Bid	\$ 47,500	\$ 47,500
					\$ 47,500
<b>Steel Equipment Company</b> 837 Auburn Ave. Pontiac, MI 48342 P: 248-930-1800 Contact: David Grake Email: office@steelequipmentcompany.com	Division 1 06 1000 07 9200 10 5113 10 5129	<b>Proposal 10.2: Lockers</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Joint Sealants Metal Lockers Phenolic Lockers	NOTED		
			Base Bid	\$ 56,100	\$ 56,100
					\$ 56,100
<b>R.E. Leggette Company</b> 9335 Saint Stephens Street Dearborn, MI 48126 P: 313-584-2000 F: 313-584-6490 Contact: Matthew Fix Email: mfix@releggette.com	Division 1 07 9200 10 2113.19 10 2213 10 2800	<b>Proposal 10.3: Toilet Partitions, Wire Mesh Partitions &amp; Bathroom Accessories</b> CM Supplementary Conditions General Conditions General Requirements Joint Sealants Plastic Toilet Compartments Wire Mesh Partitions Toilet, Bath, and Laundry Accessories	NOTED		
			Base Bid	\$ 83,655	\$ 83,655
					\$ 83,655
<b>Platinum Visual Systems Inc.</b> 1451 E. 6th Street Corona, CA 92879-1715 P: 947-955-6482 F: 248-714-4860 Contact: Ceil Tomalis Email: ctomalis@pvsusa.com	Division 1 07 9200 10 1100	<b>Proposal 10.4: Visual Display Surfaces</b> CM Supplementary Conditions General Conditions General Requirements Joint Sealants Visual Display Surfaces	NOTED		
			Base Bid	\$ 85,950	\$ 85,950
					\$ 85,950
<b>FCI Group LLC</b> 3355 Lahring Rd. Linden, MI 48451 P: 810-714-3421 F: 810-714-3628 Contact: Scott Farnell Email: scott@farnellcontracting.com	Division 1 06 1000 07 9200 11 5313 12 3216 12 3553.19 12 3583 12 3600	<b>Proposal 12.1: Casework</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Joint Sealants Laboratory Fume Hoods Manufactured Plastic Laminate-Clad Casework Wood Laboratory Casework Performing Art Casework Countertops	NOTED		
			Base Bid	\$ 735,800	\$ 735,800
					\$ 735,800
<b>Triangle Window Fashions</b> 2625 Buchanan St SW Wyoming, MI 49544 P: 616-538-9676 Contact: Shane Feirick Email: Shanef@twfmi.com	Division 1 06 1000 07 9200 12 2400	<b>Proposal 12.2: Window Treatments</b> CM Supplementary Conditions General Conditions General Requirements Rough Carpentry Joint Sealants Window Shades	NOTED		
			Base Bid	\$ 32,837	\$ 32,837
					\$ 32,837



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COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT
<b>Absolute Fire Protection</b> 235 Church Street Mt. Clemens, MI 48043 P: 586-469-2969 F: 586-469-2880 Contact: Jack Shea Email: jack@absolutefp.net	Division 1 07 8400 07 9200 Division 20 21 1100	<b>Proposal 21.1: Fire Suppression</b> CM Supplementary Conditions General Conditions General Requirements Firestopping Joint Sealants Common Mechanical Requirements Fire Suppression System	NOTED		
			Base Bid	\$ 41,065	\$ 41,065
					\$ 41,065
<b>Contrast Mechanical Inc.</b> 24546 21 Mile Rd. Macomb, MI 48042 P: 586-786-1200 F: 586-786-1205 Contact: Paul Bowers Email: Paul.Bowers@ContrastMechanical.com	Division 1 02 4100 03 3000 07 8400 07 9200 Division 20 Division 22 23 1123	<b>Proposal 22.1: Plumbing</b> CM Supplementary Conditions General Conditions General Requirements Demolition Cast In Place Concrete Firestopping (as pertinent) Joint Sealants Common Mechanical Requirements Plumbing Fuel Gas Piping	NOTED		
			Base Bid	\$ 837,000	\$ 837,000
					\$ 837,000
<b>Watson Brothers Service Company</b> 3433 Electric Ave. Port Huron, MI 48060 P: 810-985-8173 Contact: David Dahnke Email: david@watsonbros1898.com	Division 1 02 4100 03 3000 07 8400 07 9200 08 9100 Division 20 22 6653 Division 23 Division 26	<b>Proposal 23.1: HVAC Mechanical</b> CM Supplementary Conditions General Conditions General Requirements Demolition Cast In Place Concrete Firestopping Joint Sealants Interior Architectural Return Air Grilles Common Mechanical Requirements Chemical-Waste Piping Heating, Ventilating and Air Conditioning (HVAC) Electrical (Reference for Temperature Controls Power Wiring)	NOTED		
			Base Bid	\$ 6,163,150	\$ 6,163,150
					\$ 6,163,150
<b>Brenner Contracting DBA Brenner Electric</b> 887 Degurse Ave. Marine City, MI 48039 P: 810-531-2086 Contact: Tom Glaeser Email: tom.glaeser@brennerelectric.org	Division 1 02 4100 03 3000 07 8400 07 9200 10 2800 11 6843 Division 26 28 3100	<b>Proposal 26.1: Electrical</b> CM Supplementary Conditions General Conditions General Requirements Demolition Cast In Place Concrete Firestopping Joint Sealants Toilet Accessories Exterior Scoreboard Electrical (Complete) Fire Alarm	NOTED		
			Base Bid	\$ 3,450,000	\$ 3,450,000
			Voluntary Alternate	\$ (61,000)	\$ (61,000)
					\$ 3,389,000



**East China School District  
St. Clair 6-12 Campus Bid Pack #2**

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Final Recommendation - Detail Breakdown

COMPANY	SPECIFICATION SECTION	TRADE	ADDENDA	AMOUNT	CONTRACT AMOUNT
<b>Cortis Brothers Trucking &amp; Excavating</b> 6052 Starville Rd. Marine City, MI 48039 P: 810-459-9425 Contract: Paul Muscat Email: pmuscat@cortisbros.com	Division 1 Division 31 31 1012 31 2000 Division 32 32 1216 32 1313 32 1373 32 1415 33 4100 Division 33	<b>Proposal 31.1: Sitework &amp; Utilities</b> CM Supplementary Conditions General Conditions General Requirements Earthwork Fine Grading Earth Moving Exterior Improvements Hot-Mix Asphalt Concrete Paving Cement Concrete Pavement, Curbs and Gutters Concrete Paving Joint Sealants Pavement Marking Storm Sewers, Underdrains and Drainage Structures Utilities	NOTED		
			Base Bid \$ 638,000 Voluntary Alternate \$ (15,500)		\$ 638,000 \$ (15,500)
					<b>\$ 622,500</b>
<b>Asphalt Specialists LLC</b> 1780 E. Highwood Pontiac, MI 48340 P: 248-334-4570 F: 248-334-0134 Contact: Katelyn Watson Email: kwatson@asipaving.com	Division 1 31 1012 31 2000 32 1216 32 1313 32 1373 32 1415	<b>Proposal 32.1: Asphalt Paving &amp; Site Concrete</b> CM Supplementary Conditions General Conditions General Requirements Fine Grading Earth Moving Hot-Mix Asphalt Concrete Paving Cement Concrete Pavements, Curbs and Gutters Concrete Paving Joint Sealants Pavement Marking	NOTED		
			Base Bid \$ 522,750		\$ 522,750
					<b>\$ 522,750</b>
<b>TOTAL TRADE CONTRACT COST:</b>					<b>\$ 19,692,195</b>

**Trade Proposal: Proposal 2.1 - Selective Demolition**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:  Lisa Bondy

Witnessed by:  Kirk Grzelka

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost	
<b>DKI Inc. / West Bloomfield</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$395,000</b>	
<b>Blue Star, Inc. / Warren</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$489,995</b>	
<b>North American Dismantling / Lapeer</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$850,000</b>	

**Trade Proposal: Proposal 3.1 - Concrete Flatwork**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Albanelli Cement Contractors / Livonia</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$249,600</b>	\$46,800.00	
<b>Simone Companies / Shelby Twp.</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$258,700</b>	\$25,000.00	

**Trade Proposal: Proposal 3.2 - Concrete Foundations**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>North Channel Construction / Harsens Island</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$291,405</b>	\$28,800.00	Voluntary Alternates
<b>Simone Companies / Shelby Twp.</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$256,900</b>	\$21,200.00	

**Trade Proposal: Proposal 4.1 - Masonry**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Albaugh Masonry Stone, and Tile Inc. / Pontiac</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,043,800</b>	\$126,500.00	
<b>HMC Mason Contractors / Shelby Twp</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,349,200</b>	\$98,800.00	
<b>Leidal &amp; Hart Mason Contractors / Livonia</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$789,045</b>	\$70,800.00	

**Trade Proposal: Proposal 5.1 - Structural & Miscellaneous Steel**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Casadei Steel, Inc. / Sterling Heights</b>	5% Bid bond	1 and 2	X	X	X	<b>\$622,136</b>	\$37,372.00	clarifications
<b>Cass Erectors &amp; Fabricators / Livonia</b>	5% Bid bond	1 and 2	X	X	X	<b>\$567,200</b>	\$41,100.00	clarifications
<b>Campbell &amp; Shaw Steel Fab. Inc. / Marysville</b>	5% Bid bond	1 and 2	X	X	X	<b>\$402,650</b>	\$37,500.00	clarifications
<b>Howard Structural Steel, Inc. / Saginaw</b>	5% Bid bond	1 and 2	X	X	X	<b>\$393,964</b>	\$65,145.00	clarifications
<b>Men of Steel / Marlette</b>	5% Bid bond	1 and 2	X	X	X	<b>\$400,000</b>	\$35,000.00	clarifications
<b>Rohmann Iron Works / Flint</b>	5% Bid bond	1 and 2	X	X	X	<b>\$535,000</b>	\$44,000.00	
<b>Zak Welding / Detroit</b>	5% Bid bond		X	X	X	<b>\$435,000</b>	\$39,350.00	

**Trade Proposal: Proposal 6.1 - Carpentry**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>City Renovation &amp; Trim, Inc. / Auburn Hills</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$613,000</b>	\$21,500.00	
<b>Wally Kosorski &amp; Co. Inc. / Clinton Twp</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$667,200</b>	\$9,710.00	

**Trade Proposal: Proposal 7.1 - Roofing**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>KJP Roofing / Chesterfield</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,025,906</b>	\$77,000.00	
<b>Quality Roofing / Whitmore Lake</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,421,230</b>	\$500.00	clarifications
<b>Royal Roofing / Orion</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,185,825</b>	\$44,900.00	Vol. Alternates

**Trade Proposal: Proposal 7.2 - Metal Panels**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
CASS Sheet Metal / Detroit	5% Bid Bond	1 and 2	X	X	X	\$175,000	\$12,000.00	
Liberty Sheet Metal / Ray	5% Bid Bond	1 and 2	X	X	X	\$108,350	\$8,500.00	clarifications
JD Candler Roofing, Co. / Sterling Heights	5% Bid Bond	1 and 2	X	X	X	\$103,729	\$4,270.00	

**Trade Proposal: Proposal 8.1 - Glass & Glazing, Storefront, FRP/Aluminum Doors**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
Aalcor, Inc. / Detroit								
B&B Glass / Rochester Hills								
<b>Daniels Glass / Detroit</b>	5% Bid Bond	1 and 2	x	x	x	\$828,637.00	\$12,158.00	
Edward Glass / Livonia								
<b>Preferred Glass / Marine City</b>	5% Bid Bond	1 and 2	x	x	x	\$988,234	\$13,000.00	Vol . Alternate
<b>Rochester Hills Contract Glazing / Rochester Hills</b>	5% Bid Bond	1 and 2	x	x	x	\$1,100,000	\$17,000.00	
Roseville Glass Co / Warren	5% Bid Bond	1 and 2	x	x	x	\$834,000	\$12,000.00	
<b>Crystal Glass, Inc. / New Hudson</b>	5% Bid Bond	1 and 2	x	x	x	\$994,000	\$15,100.00	Vol . Alternate

**Trade Proposal: Proposal 9.1 - Gypsum Wall Assemblies**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>AM Higley / Detroit</b>	5% Bid Bond		X	X	X	<b>\$932,500</b>	\$21,700.00	clarifications
<b>Ann Arbor Ceiling and Partition / Ypsilanti</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$1,088,000</b>	\$12,670.00	clarifications
<b>City Renovation &amp; Trim, Inc. / Auburn Hills</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$890,000</b>	\$19,100.00	
<b>Diversified Construction / Rochester Hills</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$831,820</b>	\$12,100.00	clarifications
<b>Tuner Brooks / Madison Heights</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$866,849</b>	\$10,360.00	clarifications

**Trade Proposal: Proposal 9.2 - Hard Tile**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost	
Continental Contracting / Southfield	5% Bid Bond	1 and 2	X	X	X	\$243,500	Clarifications
DF Floor Covering / Flint	5% Bid Bond	1 and 2	X	X	X	\$256,292	
Eldorado Tile / Sterling Hts	5% Bid Bond	1 and 2	X	X	X	\$433,000	Clarifications / Vol. Alternates
Michielutti Bros., Inc. / Eastpointe	5% Bid Bond	1 and 2	X	X	X	\$497,900	
Omega Floorings, Inc. / Harrison Twp.	5% Bid Bond	1 and 2	X	X	X	\$350,000	
Boston Tile and Terrazzo Company / Detroit	5% Bid Bond	1 and 2	X	X	X	\$317,450	Clarifications

**Trade Proposal: Proposal 9.3 - Resilient Flooring & Carpeting**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
Continental Contracting / Sterling Heights								
Continental Interiors / Troy	5% Bid Bond	1 and 2	x	x	x	\$997,960	\$21,915.00	
DF Floorcovering / Flint	5% Bid Bond	1 and 2	x	x	x	\$886,282	\$18,820.00	
Endres Interiors / Marine City								
Flooring Edge / Kimball								
Omega Floors / Harrison Twp	5% Bid Bond	1 and 2	x	x	x	\$925,000	\$99,000.00	
Shock Brothers / Roseville	5% Bid Bond	1 and 2	x	x	x	\$978,500	\$21,650.00	
Tuner Brooks / Madison Heights	5% Bid Bond	1 and 2	x	x	x	\$986,000	\$16,690.00	

**Trade Proposal: Proposal 9.4 - Painting & Floor Coatings**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Accurate Painting / Warren</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$560,000</b>	\$3,300.00	
<b>Continental Contracting / Southfield</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$478,000</b>	\$3,200.00	
<b>Detroit Spectrum / Warren</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$773,975</b>	\$4,500.00	Clarifications
Inex Construction / Shelby Twp								
<b>Seven Brothers Painting, Inc. / Shelby Twp.</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$756,500</b>	\$2,800.00	Vol. Alt.
<b>Tom Furnari / Sterling Heights</b>		1 and 2	X	X	X	<b>\$566,449</b>	\$3,485.00	Vol. Alt.
<b>GV Painting / Clinton Twp.</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$711,400</b>	\$2,300.00	Vol. Alt.

**Trade Proposal: Proposal 10.1 - Signage**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
CKI / Grand Rapids								
<b>Curb Appeal Concepts / Shelby Twp</b>	5% Bid Bond	1 and 2	x	x	x	<b>\$61,279.32</b>	\$180.00	
<b>DMP Sign / Southfield</b>	5% Bid Bond	1 and 2	x	x	x	<b>\$47,500</b>	\$200.00	
Image 360 / Plymouth								
J L Geisler / Troy								
<b>Praise Sign Co / Grandville</b>	5% Bid Bond	1 and 2	x	x	x	<b>\$59,895</b>	\$1,755.00	

**Trade Proposal: Proposal 10.2 - Lockers**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:  Lisa Bondy

Witnessed by:  Kirk Grzelka

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
Rayhaven Equipment / Livonia	5% Bid Bond	1 and 2	X	X	X	\$36,790	\$8,565.00	Clarifications
Steel Equipment / Pontiac	5% Bid Bond	1	X	X	X	\$56,100	\$7,400.00	
Product Resource Company / Lansing	5% Bid Bond	1 and 2	X	X	X	\$88,800	\$4,200.00	

**Trade Proposal: Proposal 10.3 - Toilet Partitions, Wire Mesh Partitions & Bathroom Accessories**

Location: East China Central Office

Recorded by:     Lisa Bondy    

AUCH Job Number: 9541

Date: January 18, 2024

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost	
<b>R.E. Leggette Company / Dearborn</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$83,655</b>	clarifications
<b>Rayhaven Group / Livonia</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$108,440</b>	clarifications
<b>Steel Equipment Co. / Pontiac</b>	5% Bid Bond	1	X	X	X	<b>\$117,000</b>	
<b>Product Resource Company / Lansing</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$118,000</b>	

**Trade Proposal: Proposal 10.4 - Visual Display Surfaces**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:  Lisa Bondy

Witnessed by:  Kirk Grzelka

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Platinum Visual Systems / Bloomfield Hills</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$85,950</b>	\$2,070.00	
<b>Cig Jan Products Ltd. / Caledonia</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$133,921</b>	\$4,640.00	
<b>Product Resource Company / Lansing</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$103,200</b>	\$3,600.00	

**Trade Proposal: Proposal 12.1 - Casework**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Farnell / Linden</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$735,800</b>	\$23,000.00	
<b>Strata Design / Traverse City</b>	5% Bid Bond		X	X	X	<b>\$779,000</b>	\$20,000.00	

**Trade Proposal: Proposal 12.2 - Window Treatments**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Triangle Window Fashions / Wyoming</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$32,837</b>	\$1,668.00	
<b>Product Resource Company / Lansing</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$35,400</b>	\$2,600.00	
<b>The Sheer Shop, Inc. / Shelby Twp.</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$32,948</b>	\$3,072.00	

**Trade Proposal: Proposal 21.1 - Fire Suppression**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost	
Professional Sprinkler, Inc. / Wixom	5% Bid Bond	1 and 2	X	X	X	\$50,980	
Absolute Fire Protection / Mt. Clemens	5% Bid Bond	1 and 2	X	X	X	\$41,065	

**Trade Proposal: Proposal 22.1 - Plumbing**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Contrast Mechanical / Macomb Twp.</b>	5% Bid Bond	1 and 2	X	X	X	\$837,000	\$2,000.00	Clarifications
<b>Miller-Boldt, Inc. / Sterling Heights</b>	5% Bid Bond	1 and 2	X	X	X	\$1,425,000	\$100,100.00	
<b>Watson Brothers Company / Port Huron</b>	5% Bid Bond	1 and 2	X	X	X	\$1,014,200	\$16,000.00	Clarifications

**Trade Proposal: Proposal 23.1 - HVAC Mechanical**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Miller-Boldt, Inc. / Sterling Heights</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$7,395,000</b>	\$130,000.00	
<b>Watson Brothers Company / Port Huron</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$6,163,150</b>	\$72,000.00	Clarifications

**Trade Proposal: Proposal 26.1 - Electrical**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:     Lisa Bondy    

Witnessed by:     Kirk Grzelka    

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost		
<b>Brenner Elec / Marine City</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$3,450,000</b>	\$23,000.00	Vol. Alt
<b>J&amp;J Electric / Warren</b>	5% Bid Bond	1	X	X	X	<b>\$4,440,000</b>	\$30,000.00	Vol. Alt
<b>Metro Electric Eng. Tech. Inc. / Romeo</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$3,880,000</b>	\$56,000.00	Vol. Alt

**Trade Proposal: Proposal 31.1 - Sitework & Utilities**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:  Lisa Bondy

Witnessed by:  Kirk Grzelka

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Alternate #2	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost			
<b>Cortis Brothers Trucking &amp; Excavating / Marine City</b>	5% Bid Bond	1 and 2	X	X	X	\$638,000	\$6,500.00	\$58,670.00	Vol. Alt.
<b>Eagle Excavation, Inc. / Flint</b>	5% Bid Bond	1 and 2	X	X	X	\$811,000	\$0.00	\$83,000.00	
<b>Raymond Excavating / Marysville</b>	5% Bid Bond	1 and 2	X	X	X	\$635,041	\$2,500.00	\$59,500.00	

**Trade Proposal: Proposal 32.1 - Asphalt Paving & Site Concrete**

Location: East China Central Office

AUCH Job Number: 9541

Date: January 18, 2024

Recorded by:  Lisa Bondy

Witnessed by:  Kirk Grzelka

Contractor Name & Location	Bid Security	Bid Formality				East China School District	Alternate #1	Alternate #2	Comments / Voluntary Alternates
		ADD.	EEO	Fam. Dis.	IESA	Base Bid Cost			
<b>Asphalt Specialist, LLC. / Pontiac</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$522,750</b>	-\$33,500.00	\$66,900.00	
<b>Best Asphalt, Inc. / Romulus</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$609,500</b>	-\$29,445.00	\$68,425.00	
<b>Nagle Paving / Novi</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$748,900</b>	-\$36,000.00	\$92,900.00	
<b>Raymond Excavating / Marysville</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$702,195</b>	-\$33,474.00	\$64,411.00	
<b>T.G. Prihs Paving / Imlay City</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$649,400</b>	-\$32,000.00	\$75,100.00	
<b>Simone Contracting / Shelby Twp</b>	5% Bid Bond	1 and 2	X	X	X	<b>\$644,400</b>	\$30,000.00	\$73,900.00	



MASB  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS



**BOARD *of***  
**DIRECTORS**  
**ELECTIONS**

**2024**

## MASB Bylaws – Article IV – Membership

**Section 2.** Active Members. The board of education of any public school district in Michigan may become an active member of the Association. Active members of the Association shall be divided into eight regions. The regions shall be designated according to intermediate school district boundaries. The regions shall be as follows:

**Region 1.** Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Marquette-Alger RESA and Menominee County ISD.

**Region 2.** Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Northwest Education Services and Wexford-Missaukee ISD.

**Region 3.** Ionia County ISD, Kent ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo County RESA, Ottawa Area ISD and West Shore ESD.

**Region 4.** Bay-Arenac ISD, Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Midland County ESA, Saginaw ISD and Shiawassee RESD.

**Region 5.** Genesee ISD, Huron ISD, Lapeer County ISD, Sanilac ISD, St. Clair County RESA and Tuscola ISD.

**Region 6.** Allegan Area ESA, Barry ISD, Berrien RESA, Branch ISD, Calhoun ISD, Heritage Southwest ISD, Kalamazoo RESA, St. Joseph County ISD and Van Buren ISD.

**Region 7.** Eaton RESA, Hillsdale County ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD and Washtenaw ISD.

**Region 8.** Macomb ISD, Oakland Schools and Wayne RESA.

**Active members shall also be divided into the following seven groups based on pupil membership.**

**Group I** All intermediate districts;

**Group II** School districts with a pupil membership of 0 - 1,400;

**Group III** School districts with a pupil membership of 1,401 - 2,500;

**Group IV** School districts with a pupil membership of 2,501 - 5,000;

**Group V** School districts with a pupil membership of 5,001 - 11,000;

**Group VI** School districts with a pupil membership of 11,001 - 40,000; and

**Group VII** School districts with a pupil membership more than 40,000.

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Note: Incumbents are **bolded**

# Board of Directors' Elections—Candidate Information and Email Voting Procedures

This year, nine seats on the MASB Board of Directors are up for election.

The MASB Board of Directors is comprised of 24 members, including three at-large directors. Sixteen directors shall be elected from the eight regions, with two elected from each region; and one director per group shall be elected from Groups V, VI and VII. Directors are elected by active member school boards and, each year, several seats are up for election. The MASB President will nominate a member to serve as an at-large director, subject to Board approval.

## Board Limitations:

Article VIII, Section 6 of the MASB Bylaws permits only one director to be elected or appointed from any one local or intermediate school district board.

According to MASB Bylaws Article VIII, Section 8, if any nomination for the Board of Directors is unopposed, the Board of Directors shall declare the unopposed candidate elected without conducting an election for the uncontested group or region.

**This year, the following seats on the MASB Board are up for election (one seat each, three-year terms unless otherwise noted): Regions 1 (open seat), 2, 3 (one-year term), 4 (one-year term), 5, 6 (open seat), 7, 8 and Group V (one-year term). If you're unsure of your district's region or group, please see the list on page 2.**

- **Region 1 has a vacant seat as no nominations were received**
- **Region 2 will continue to be represented by Dawn Kaiser, Iosco RESA, (unopposed, no ballots will be sent)**
- **Region 3 will continue to be represented by Rick Dernberger, Zeeland Public Schools and Ottawa Area Intermediate School District, (unopposed, no ballots will be sent)**
- **Region 4 will continue to be represented by John Tramontana, DeWitt Public Schools, (unopposed, no ballots will be sent)**
- **Group V will continue to be represented by Stephen Hyer, Clarkston Community Schools, (unopposed, no ballots will be sent)**

**Voting in Regions 5, 6, 7 and 8** will take place via an online ballot. No local district/ISD funds can be used to campaign for anyone running for a seat. To help your board make an informed decision, the following pages contain background information and statements from each of the candidates.

Each district received ONE ballot, which was emailed to the superintendent secretary on record with MASB on Jan. 26, 2024. These ballots **CANNOT** be forwarded to anyone else. Once your board makes a decision on which candidate it wishes to vote for, please convey this information to your superintendent secretary.

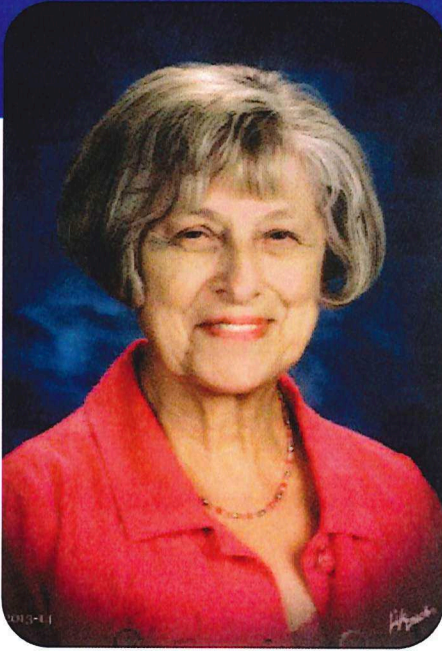
Completed ballots must be cast and confirmed by the superintendent secretary by **1 p.m. on Wednesday, March 6, 2024.**

Unofficial election results will be available on the voicemail recording at 517.327.5915 as soon as possible, but generally after 2 p.m. on the deadline date. They will also be sent out via email that afternoon. Official results will be approved at the March 22, 2024 Board of Directors' meeting, which newly elected directors should plan to attend.

To summarize:

- Ballot deadline is **1 p.m. on Wednesday, March 6, 2024.**
- MASB would like to remind all candidates for the MASB Board of Directors that no school district funds can be used for campaigning during the election. This rule prohibits a candidate from using their school district email account to send messages to other school board members. Therefore, a personal email account must be used for campaigning purposes when running for the MASB Board of Directors. If you have any questions about what may or may not constitute an expenditure of school district funds, please contact MASB's Legal Counsel Brad Banasik, J.D. at [bbanasik@masb.org](mailto:bbanasik@masb.org) or **517.327.5929.**
- An electronic file containing the physical addresses and email addresses for the voting group or region shall be made available to each candidate running for election to the board of directors. The revokable license to use the addresses shall be limited to contacting school board members to share information about the MASB Board of Directors' election.
- Have questions? Contact Cheryl Huffman at **517.327.5915** or [chuffman@masb.org](mailto:chuffman@masb.org).

# Region 5 (Three-Year Term)



**Janice Holz** INCUMBENT

**Huron Intermediate School District, Huron County**

**Time served  
on this board:**

**32** years

**Offices held:**

President, Vice  
President, Secretary  
and Treasurer

**Time served on  
another board:**

**25** years

**Offices held:**

President, Vice  
President, Secretary  
and Treasurer

**MASB Certification:**

Certified Boardmember Award  
Award of Merit  
Award of Distinction  
Master Boardmember Award  
Master Diamond Award  
Master Platinum Award  
President's Award of Recognition  
Advocacy Specialty  
Data Specialty

## Election Statement:

Public education is the foundation of our society. I have a rich knowledge base and a strong passion to maintain excellence in public education. I draw upon my years of experience as an ISD board member, as a current MASB Director and SET SEG Director to analyze and approach issues from multiple perspectives.

Many people arrive at their school board seat in different ways; the common denominator being a desire to help children and strengthen the institution of public education. We must question, listen and learn from our communities, parents, students, staff and administrators. Through curiosity and learning, we can answer the questions of how to best serve students and communities.

We must continue to learn together to address the issues facing our school districts such as: mental health, the need for more counselors in schools, prevention of suicides and other tragedies, social emotional support, artificial intelligence, student achievement, truancy, diversity, equity and inclusion, administrative and teacher shortages, etc. I will encourage and support board members to take classes and improve the member experience in accessing needed information, products and services.

I will continue to be part of the process to find solutions and continue to develop my leadership skills. I am committed to working hard for a well-governed effective public school for every Michigan student. This includes providing the necessary structure and support for every child to achieve and thrive.

I will support the mission statement of MASB – to provide high quality educational services for all Michigan Boards of Education and to advocate for an equitable and exceptional public education that leads to improved outcomes for all students. It will be my honor to continue to provide dedicated service.

# Region 5 (Three-Year Term)

## Roshawnda Williams

Beecher Community School District, Genesee County

**Time served  
on this board:**

**6** years

**Offices held:**

Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction



### Election Statement:

My name is Roshawnda Williams and I am a dedicated Beecher Board of Education Trustee who has served for six years. I am a valued community member who has lived in the Beecher School District for 15 years. I am a seasoned expert who possesses an unwavering passion for student success and achievement. My commitment to the district is evident through my extensive involvement. My goal is to make sure we deliver excellence in education while empowering students to be successful in every area of their lives.

As a board member, I am able to work with administration, teachers, school staff, students, parents and the community to make sure we provide the best ongoing educational opportunities for all students.

My dedication to the Beecher Community School District extends beyond the campus, as I aspire to represent the educational institution in both the local and state arenas. My enthusiasm for enhancing the district image aligns seamlessly with my candidacy for the MASB Board of Directors. My deep-rooted belief in transformative power of education and my commitment to advancing the district's goals make me an ideal candidate to advocate for the interests of MASB.

My motto is "Passion and positivity can make the impossible happen." You can count on me to share my passion and add to the betterment of the MASB Board of Directors. I truly believe that "We are never in the dark if we are willing to ignite the spark."

I am proud to have been nominated as a delegate and if elected, I will work to grow in my knowledge about MASB.

If you would like to further my discussion, please feel free to contact me at 810.936.1615 or

roshawnda.williams63@gmail.com.

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

### **5700 Student Health and Safety**

#### **5707 School Wellness Policy**

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

##### **A. Nutrition Promotion and Education Goals**

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

##### **B. Physical Activity Goals**

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages parents/guardians to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

##### **C. Goals for Other School-Based Activities Designed to Promote Student Wellness**

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
3. use evidence-based strategies to develop, structure, and support student wellness; and
4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.

D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to parents/guardians, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) need not be immediately removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

#### G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, parents/guardians, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

#### H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents/guardians, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

#### I. School Meal Program

##### 1. Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

## 2. Elimination of “Lunch Shaming”

The District will strive to eliminate any form of “lunch shaming.” “Lunch shaming” is the public identification or stigmatization of students who cannot pay for a school meal. In furtherance of this goal, the District prohibits the following:

- a. requiring a student who cannot pay for a school meal or who has unpaid meal charges to wear a wristband or handstamp;
- b. requiring a student to dispose of a meal after it has been served because the student cannot pay for the meal or has unpaid meal charges;
- c. communicating directly with a student about unpaid meal charges unless the District has attempted but has been unable to contact the student’s parent/guardian by telephone, e-mail, or other written or oral communication;
- d. requiring a student to perform chores or other labor to pay a student meal debt; and
- e. discussing a student’s unpaid meal charges in the presence of other students.

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 he/she has 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, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.

This Policy must be implemented consistent with Policy 1101.

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; *Janus v AFSCME*, Council 31, 138 S. Ct. 2448 (2018); *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***

This Policy must be implemented consistent with Policy 1101. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 2202 and 4205(C).

Legal authority: MCL 380.11a(3)

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4402-R Placement (Effective July 1, 2024)

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 (Effective July 1, 2024)***

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 highly effective or 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 multiple teachers and all factors distinguishing those teachers from each other are equal, the Board may approve and implement a tiebreaker mechanism using a discrete part(s) of the evaluation system. For example, if the reduction or recall decision involves more than one teacher and all factors distinguishing those teachers from each other are equal, the teacher with the higher year-end effectiveness score reflected in the evaluation rubric portion of the evaluation will have preference for reduction or recall, as applicable. If this year-end effectiveness score is also tied, seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

## 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

#### 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: (1) a Non-Teaching Professional who is not subject to the Teachers’ Tenure Act is subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after 5 years, the non-probationary Non-Teaching Professional may be terminated 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.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written 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.

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

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.
3. Unless otherwise provided by a collective bargaining agreement or individual employment contract:
  - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and
  - b. After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.

#### 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 (Effective July 1, 2024)***

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:

## **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: