

# Regular Meeting of the Board of Education

Monday, March 17, 2025 6:00 PM

Library, 333 S. Pleasant Street, Pickford, MI 49774

## I. Call to order

### I.A. Roll Call of the Board

### I.B. Pledge of Allegiance

### I.C. Adoption of the Agenda

## II. Staff & Student Recognition

### II.A. Staff Spotlight

### II.B. Student Recognition

## III. Public Comment

## IV. Communication and Board Reports

IV.A. Elementary Principal **Speaker (s):** Mr. Rairigh

IV.B. MS/HS Principal **Speaker (s):** Mr. Johnson

IV.C. Athletic Director **Speaker (s):** Mrs. Edington

IV.D. Business Manager **Speaker (s):** Mrs. Bush

IV.E. Superintendent Report **Speaker (s):** Mrs. Nettleton

### IV.F. Board Committees

IV.F.a. Negotiations Committee

### IV.G. Correspondence

## V. Action Items

### V.A. Consent Agenda

V.A.a. Regular Meeting Minutes -- February 24, 2025

V.A.b. February Invoices

V.A.c. Resignations

V.A.c.i. Garde Kangas -- Varsity Girls Basketball

V.A.c.ii. Michael Collins -- Junior Varsity & 8th Grade Girls Basketball

V.A.c.iii. Jason Firack -- 7th Grade Girls Basketball

V.A.c.iv. Kathy Jacobson -- Girls Golf

V.A.d. Hiring

V.A.d.i. Barb Loper -- Girls Varsity Softball

V.A.e. FCCLA Overnight/Extended Trip

V.B. Lawn Care RFP

V.C. Letter of Agreement -- PEA

V.D. Policy Update -- ESTA (earned Sick Time Act)  
Policies

V.E. Closed Session -- MOMA 15.286 **§8(c)**

V.F. Retirement

**VI. Board Comments & Discussion**

**VII. Future Planning & Adjournment**

**VII.A. Next regularly scheduled meeting**

**VII.B. Adjournment**

## Elementary Principal Board Report 3-17-25

### 1. Students of the month

#### a. February-Kindness

- i. Kinder- Jordan S., and Cole M.
- ii. 1st- Odin C., and Cole G.
- iii. 2nd- Aaron L., Robbie S. and Emmet K.
- iv. 3rd- Zayne M., and Willy E.
- v. 4th- Lucinda L.
- vi. 5th- Harper H., Desmond M, Sawyer S., and Brandon L..

2. Reading month- thank you Reading Month Committee, we have had a lot of fun while hopefully instilling the love and joy of reading into students!

3. Our PBIS team is planning and working on discipline data regularly. We are still on track with the Fidelity Checklist.

4. We had four 5th grade students participate in History Day at LSSU on the 14th. Thank you Mrs. Nelson for volunteering to help get the students to LSSU!

5. Elem. Girls basketball tournament is tonight! Good luck! Thank you volunteer coaches.

### 6. ELA PLC Goals- Aligned to the Common Core State Standards

- All staff complete the Literacy Essential Modules. **Complete**
- All staff get professional development about Instructional Rounds practice using them in a school setting. **Complete**
- After looking at Instructional Rounds data, Staff created a goal to increase student motivation and engagement during read-alouds. **Complete**
- Staff create a document of “Look Fors” during read-alouds to be used in Evaluations or Walkthroughs. **Complete**
- After looking at Instructional Round data (from the second time), staff asked for PD with regard to higher order thinking during read-alouds and questioning strategies. **In progress**

- Staff walk through data or other observation data could be used to see improvement with regard to read-alouds. **In progress**

7. MATH PLC Goals- Working to adopt a new math series that is

- Aligned to the Common Core State Standards
- Incorporates research based instructional strategies for math
- Provides a balance of formative and summative assessments
- Provides cognitively demanding math tasks
- Engages students regularly in making sense and solving story-based problems
- Balance of conceptual (hands-on) and relatable story based problems.

*We are piloting 2 math series at this moment.*

8. Mrs. Loper is interested in sending a survey to our community to see if there is an interest in providing a child care program during the summer. This would be a program not sponsored by the district, but her business. Please see the [Survey](#).

**PICKFORD PUBLIC SCHOOLS  
CASH FLOW STATEMENT**

**March: Estimate**

	<b>Beginning Cash Balance:</b>	<b>\$604,327.00</b>		
<b>Revenues:</b>			<b>Expenditures:</b>	
			March 7	
TAXES	\$23,785.00		PAYROLL Inc: DE; Winter Coaches	\$134,175.00
ATHLETICS:	\$1,448.00			
MISC:			<b>Total Expenditures:</b>	<b>\$134,175.00</b>
ISD: Sub Reimb				
<b>Total Revenues:</b>	<b>\$25,233.00</b>			
		<b>Cash Balance After Expenditures: \$</b>	<b>495,385.00</b>	

<b>Revenues:</b>			<b>Expenditures:</b>	
			March 21	
TAXES			PAYROLL Inc: 3% Emp Reimb	\$143,845.00
STATE AID	\$451,434.00		INVOICES	\$189,000.00
INTEREST	\$700.00		FICA	\$19,967.00
ATHLETICS:			RETIREMENT	\$72,082.00
MISC:			INSURANCE:	\$34,562.00
ISD:			EDUSTAFF	\$13,500.00
TRANSE IN OTHER FUNDS: HL			MISC AE/IC/NSF/GFS/Walmart	\$2,090.00
TRANSE IN OTHER FUNDS: ACT	\$1,161.00		UAAL PYMT	\$25,315.00
TRANSE IN OTHER FUNDS: HL FED			MPSERS One Time Payment	\$5,754.00
			STATE HL & ATH TAX	\$83.00
			TRANSFER TO OTHER FUNDS: Act	1,750.00
			TRANSFER TO OTHER FUNDS: HL	\$25,882.00
			TRANSFER TO OTHER FUND: DEBT	
<b>Total Revenues:</b>	<b>\$453,295.00</b>		<b>Total Expenditures</b>	<b>\$533,830.00</b>
		<b>Cash Balance After Expenditures: \$</b>	<b>414,850.00</b>	

<b>March</b>				
<b>MONTHLY REVENUES</b>	<b>\$478,528.00</b>		<b>MONTHLY EXPEDITURES</b>	<b>\$668,005.00</b>
Revenues Excess (Deficit) To Expense:		<b>-\$189,477.00</b>	<b>MONTH END CASH BALANCE</b>	<b>\$414,850.00</b>
			(Comparison Last Yr/Same Mo)	<b>\$871,595.00</b>

**PICKFORD PUBLIC SCHOOLS  
CASH FLOW STATEMENT**

**February:**

**Beginning Cash Balance: \$201,420.00**

**Revenues:**

TAXES \$87,353.00  
 ATHLETICS: Admissions \$4,121.00  
 MISC: Title Grants/Stem Grant/Comp Repair \$20,184.00  
 ISD: Sub Reimb \$75.00

**Total Revenues: \$ 111,733.00**

**Expenditures:**

February 7 PAYROLL \$120,708.00

**Total Expenditures: \$120,708.00**

**Cash Balance After Expenditures: \$ 192,445.00**

**Revenues:**

TAXES \$133,174.00  
 STATE AID \$518,586.00  
 INTEREST \$706.00  
 ATHLETICS: \$7,656.00  
 MISC: Computer/DE \$450.00  
 ISD: CTE Millage Reimbursements \$136,674.00  
 TRANSER IN OTHER FUNDS: HL \$12,194.00  
 TRANSER IN OTHER FUNDS: ACT \$15,357.00  
 TRANSER IN OTHER FUNDS: HL FED 47,614.00

**Total Revenues: \$872,411.00**

**Expenditures:**

February 21 PAYROLL \$119,768.00  
 INVOICES \$147,418.00  
 FICA \$17,191.00  
 RETIREMENT \$66,622.00  
 INSURANCE: \$31,054.00  
 EDUSTAFF \$17,299.00  
 MISC AE/IC/NSF/GFS/Walmart \$8,376.00  
 UAAL PYMT \$25,315.00  
 MPSERS One Time Payment \$5,754.00  
 STATE HL & ATH TAX  
 TRANSFER TO OTHER FUNDS: Act  
 TRANSFER TO OTHER FUNDS: HL \$21,732.00  
 TRANSFER TO OTHER FUND: DEBT

**Total Expenditures \$460,529.00**

**Cash Balance After Expenditures: \$604,327.00**

**February  
MONTHLY REVENUES**

\$984,144.00

**MONTHLY EXPEDITURES \$581,237.00**

Revenues Excess (Deficit) To Expense: \$402,907.00

**MONTH END CASH BALANCE \$604,327.00**  
 (Comparison Last Yr/Same Mo) **\$393,026.00**

**PICKFORD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
REGULAR MEETING MINUTES -- February 24, 2025**

**I. Call to order at 6:04 p.m. by President Tom Portice**

- A. Roll Call of the Board
  - a. Present -- Benson, Crimin, Firack, Forfinski, Portice, Snyder, and Taylor
- B. Pledge of Allegiance
- C. Adoption of the Agenda -- M/Benson, S/Forfinski to adopt the agenda. Carried 7-0.

**II. Staff & Student Recognition**

- A. Staff Spotlight: Mrs. April Brood presented on the Elementary Robotics program. One team from her classroom attended the state competition. That team included Tavia Brood, Serenity Worley, and Macie Bender. These students were in attendance at the meeting and presented their projects, as well as demonstrated the challenge that they had to compete in at the state competition. Mrs. Brood completed special training through Code.org and wrote a grant application to get the elementary robotics program started.
- B. Student Recognition -- Mr. Rairigh announced the K-5 Elementary Students of the Month, including Kinder- Hazel G., and Sawyer T.; 1st- Viktor V., and Alyza S.; 2nd- Hudson L., and Emily V.; 3rd- Evelyn S., Marklynn T., and Aiken J.; 4th- Ivy S.; 5th- Macie B., and Remi L. The elementary character focus this month was "Perseverance." Mr. Johnson announced the 6-12 Students of the Month including 6<sup>th</sup> Grade: Charlotte T.; 7<sup>th</sup> Grade: Kennedy B.; 8<sup>th</sup> Grade: Grant W.; 9<sup>th</sup> Grade: Hendrik M.; 10<sup>th</sup> Grade: Jagger A.; 11<sup>th</sup> Grade: Talya S.; 12<sup>th</sup> Grade: Jack M.

**III. Public Comment -- There were no comments from the public.**

**IV. Communication and Board Reports**

- A. [Elementary Principal](#) -- Mr. Rairigh discussed the elementary "Paw"sitive Office Referral program. Students and staff can both receive them. Awardees are then entered with a number in a drawing to get a prize. Mr. Rairigh gave a shout out to Mrs. Haske for helping to organize this program.
- B. [MS/HS Principal](#) -- Mr. Johnson shared that the middle and high school bands represented our school well at Band Festival. They earned "1" ratings from three adjudicators on their concert portion and a 1 in sight reading. Mr. Johnson congratulated Mrs. Kietzman on her band's strong performance. Mr. Johnson also announced that because of the bad weather on February 7, Snowcoming festivities carried over to the next week. It culminated in an extraordinary joint Snowcoming-Hooping for a Cure game against Rudyard on February 14. The dance had great attendance (and a bounce house for students to enjoy). Panther Media provided DJ services. Mr. Johnson expressed his congratulations to our JV and Varsity boys basketball teams on winning the conference. The JV team went undefeated and Coach Zweifel is on a 55 game winning streak. The varsity went undefeated in the conference. Mr. Johnson stated that Coach Peterson has provided great leadership to our program and he feels that our coaches are an exemplar of collaboration and the best in the U.P. Finally Mr. Johnson announced that Rudyard hosted a tour of local CTE programs on February 3-5. We had some students attend on February 4. Mr. Baker and our HVAC program participated in this event, promoting our program. The response was overwhelming. 45 students signed up for our HVAC program. We are only able to take half of that, so it is a good problem to have.
- C. [Athletic Director](#)
- D. Business Manager -- Mrs. Bush presented the Cash Flow report. [January 2025](#) ended with a cash balance of \$201,420 (January 2024 balance was \$432,009). CTE program and transportation costs were paid earlier this year than last year. February 2025 is projected to end with a cash balance of \$438,820 (February 2024 balance was \$393,026). Mrs. Bush indicated that she was expecting approximately \$124,500 in revenue by mid February for CTE billed costs.

- E. [Superintendent Report](#) -- Mrs. Nettleton highlighted the information in the legislative section of her report regarding the Governor's 2025-2025 budget proposal. She encouraged board members to review the overview that is posted by the House Fiscal Agency. Mrs. Nettleton also shared some data from the intervention program data review session that she and Mr. Rairigh conducted with the elementary intervention staff. 77% of students in the reading intervention programs have met their goals and are exited from intervention or will be exited soon. 60% of students in the Math Recovery program have shown growth that greatly surpassed expectations. Finally Mrs. Nettleton shared information on the 4H Changemakers program that Mr. St. Peter is starting with some of the middle school students. This program will provide community service by conducting workshops to teach interested community members how to use technology correctly and safely. The program will focus on supporting older adults and children.
- F. **Board Committees:** Finance-- Mr. Firack presented the District financial picture at this point in the fiscal year. He stressed the need to curb deficit spending and find ways to cut expenditures.
- G. **Correspondence** -- Mrs. Nettleton shared that the Board had received a notice of intent to bargain from MERC (Michigan Employee Relations Commission) for both the PEA and the PESPA.

V. **Action Items**

A. ***Consent Resolution***

M/Firack, S/Benson to approve the consent resolution which included Minutes of the January 20th regular meeting, Open & Closed Session; Minutes of the February 10th special meeting, Open & Closed Sessions; and January 2024 Invoices in the amount of \$186,887.36. Carried 7-0.

B. ***Board Committee Assignments*** -- Board members reviewed the listing of committee membership as presented. There were no requests for changes in committee membership.

C. ***2025-2026 School Year Calendar*** -- M/Forfinski, S/Crimin to approve the 2025-2026 School Year Calendar as presented. Carried 7-0.

D. ***Drinking Water Management Plan*** -- Highlights of the required Drinking Water Management Plan were shared with the Board. This was informational only and no action was requested.

E. ***Title IX Thrun Policy Update*** -- M/Firack, S/Forfinski to approve the Title IX Policy Update as presented. Carried 7-0.

F. ***General Fund Budget Amendment*** -- M/Firack, S/Snyder to approve Amendment #2 of the 2024-2025 General Fund Budget as presented. Carried 7-0.

VI. **Board Comments & Discussion**

Mr. Firack shared that the total for donations for the proposed fieldhouse project, sponsored by the Panther Legacy Project Foundation, is \$101,135.

VII. **Future Planning & Adjournment** -- The next regularly scheduled meeting is March 17, 2025 at 6:00 p.m. A Finance Committee meeting will be scheduled for early April to begin work on the 2025-2026 General Fund Budget. M/Benson, S/Forfinski to adjourn the meeting. Carried 7-0 at 7:09 p.m.

**FEBRUARY GENERAL FUND AP CHECK REGISTER**

<b>CHECK #</b>	<b>VOID</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
55542	V	06/06/24	HILLARY MCKNIGHT	3% INTEREST	\$ (23.94)
55542	V	06/06/24	HILLARY MCKNIGHT	3% REFUND	\$ (137.85)
56164		02/03/25	ELI MACDONALD	JH BBB ISLANDERS	\$ 100.00
56164	V	02/03/25	ELI MACDONALD	JH BBB ISLANDERS	\$ (100.00)
56165		02/03/25	MARC ANDRZEJAK	JH BBB ISLANDERS	\$ 100.00
56166		02/03/25	VERN HUYCK TRUCKING	PLOWING JANUARY	\$ 5,105.00
56167		02/04/25	KYLE RAIRIGH	JH BBB ISLANDERS	\$ 100.00
56168		02/04/25	MIKE HEYBOER	JV/V GBB BRIMLEY	\$ 150.00
56169		02/04/25	ISAIAH MAY	JV/V GBB BRIMLEY	\$ 150.00
56170		02/04/25	RUDYARD AREA SCHOOL	EDUCATOR ACADEMY X	\$ 14,119.65
56171		02/04/25	STEVE WILSON	JV/V GBB BRIMLEY	\$ 150.00
56174		02/07/25	JOSHUA ADAMS	JH BBB V ST IGNACE	\$ 100.00
56175		02/07/25	RODNEY PRISKORN	JH BBB V ST IGNACE	\$ 100.00
56176		02/07/25	JOSHUA ADAMS	JV/V BBB INSLANDERS	\$ 150.00
56177		02/07/25	MARK LAMB	JV/V BBB INSLANDERS	\$ 150.00
56178		02/07/25	RODNEY PRISKORN	JV/V BBB INSLANDERS	\$ 150.00
56179		02/10/25	JOSHUA ADAMS	JV/V BBB V NEWBERRY	\$ 150.00
56180		02/10/25	MARK LAMB	JV/V BBB V NEWBERRY	\$ 150.00
56181		02/10/25	RODNEY PRISKORN	JV/V BBB V NEWBERRY	\$ 150.00
56182		02/13/25	MARK LAMB	JV/V GBB ALANSON	\$ 150.00
56183		02/13/25	CHARLES PAQUIN	JV/V GBB ALANSON	\$ 150.00
56184		02/13/25	RODNEY PRISKORN	JV/V GBB ALANSON	\$ 150.00
56185		02/14/25	BILLIE ENNES	27M REIMBURSMENT NB	\$ 75.00
56186		02/14/25	BRITNEY MCDONALD	TRAVEL CEDARVILLE	\$ 103.18
56187		02/14/25	DAN SCHUMMER	JV/V BBB RUDYARD	\$ 150.00
56188		02/14/25	ROBERT DEPEW	JV/V BBB RUDYARD	\$ 150.00
56189		02/14/25	JAMES DEPEW	JV/V BBB RUDYARD	\$ 150.00
56190		02/14/25	TONYA BRACE	LIBRARY KIDS CORNER	\$ 92.70
56191		02/14/25	EFTPS - CENTRAL SAV	VISA JANUARY	\$ 3,939.99
56192		02/17/25	AUTORE OIL COMPANY	JAN PROPANE	\$ 13,621.80
56193		02/17/25	BASEMAN FLOORS	GYM FLOOR RESURFACE	\$ 3,610.50
56194		02/17/25	BRITNEY MCDONALD	TRAVEL CEDARVILLE	\$ 117.92
56195		02/17/25	CENTRAL MICHIGAN PA	COPY PAPER	\$ 661.20
56195		02/17/25	CENTRAL MICHIGAN PA	COPY PAPER	\$ 771.40
56195		02/17/25	CENTRAL MICHIGAN PA	COPY PAPER	\$ 551.00
56195		02/17/25	CENTRAL MICHIGAN PA	COPY PAPER	\$ 220.40
56196		02/17/25	D M BURR	FEBRUARY CUSTODIAL	\$ 15,940.00
56197		02/17/25	MACKINAC COUNTY TRE	TAX REIMBURSEMENT	\$ 1,225.22
56198		02/17/25	MARK LAMB	VGBB VS MACK ISLAND	\$ 100.00
56199		02/17/25	MASB	T FORFINSKI - WORKS	\$ 99.00
56200		02/17/25	CHARLES PAQUIN	VGBB VS MACK ISLAND	\$ 100.00
56201		02/17/25	RODNEY PRISKORN	VGBB VS MACK ISLAN	\$ 100.00

56202	02/17/25	SKINNERS GARAGE	DEF FLUID FOR BUSSE	\$	158.90
56203	02/17/25	THRUN LAW FIRM PC	FOIA RESPONSE-LEGAL	\$	167.50
56204	02/17/25	VECTOR SOLUTIONS	OSHA TRAINING	\$	192.00
56205	02/18/25	CHIPPEWA CO HEALTH	VISION/HEAR MILAGE	\$	28.00
56216	02/18/25	MESSA	INS ROUNDING	\$	(0.31)
56216	02/18/25	MESSA	SELF PAY M TAYLOR	\$	803.12
56217	02/24/25	HILLARY MCKNIGHT	3% INTEREST	\$	23.94
56217	02/24/25	HILLARY MCKNIGHT	3% REFUND	\$	137.85
56218	02/28/25	ELMER ALBRIGHT	BBB DIST ISLANDERS	\$	110.00
56218	02/28/25	ELMER ALBRIGHT	MILEAGE	\$	112.00
56219	02/28/25	VANCE BARBER	DIST BB WORKER BOOK	\$	20.00
56220	02/28/25	JAMES DEPEW	MILEAGE	\$	130.00
56220	02/28/25	JAMES DEPEW	BBB DIST ISLANDERS	\$	110.00
56221	02/28/25	ROBERT BAKER	HVAC JANUARY	\$	5,950.00
56222	02/28/25	ROGER MORRISON	DIST GAME WORK CLOC	\$	20.00
56223	02/28/25	BRIGHTSPEED	LANDLINES	\$	416.42
56223	02/28/25	BRIGHTSPEED	TRANSPORTATION LAND	\$	104.10
56224	02/28/25	CLOVERLAND ELECTRIC	ELECTRICITY	\$	6,003.55
56225	02/28/25	D M BURR	SATURDAY GAMES	\$	391.04
56225	02/28/25	D M BURR	CUSTOIDAL	\$	15,940.00
56226	02/28/25	EUP INTERMEDIATE SC	SE TRANSP SEPT-JAN	\$	37,493.10
56227	02/28/25	GENESEE ISD	CANVA	\$	4,870.00
56228	02/28/25	GFL ENVIRONMENTAL U	TRASH	\$	674.85
56229	02/28/25	KAMPER TIRE & EXHAU	B7 SHOP SUPP/TAPE	\$	12.97
56229	02/28/25	KAMPER TIRE & EXHAU	B7 HEATER/SEATS	\$	190.00
56229	02/28/25	KAMPER TIRE & EXHAU	B8 VALVE/HEATER	\$	305.00
56230	02/28/25	NAPA AUTO PARTS	BUILDING SUPP	\$	211.73
56231	02/28/25	PICKFORD BUILDING C	MAINT BUILDING	\$	256.80
56232	02/28/25	SCHOLASTIC INC	ELEM SW, SNEWS, SCI	\$	2,006.57
56233	02/28/25	VERN HUYCK TRUCKING	PLOWING FEBRUARY	\$	4,145.00
56234	03/01/25	ANTHONY IMMEL	BBB DISTRICT ISLAND	\$	110.00
56234	03/01/25	ANTHONY IMMEL	MILEAGE	\$	152.00
301019	02/04/25	WEX BANK	FUEL - JANUARY	\$	3,129.32
			TOTAL	\$	147,417.62

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

### 5500 School Sponsored and Extracurricular Activities

#### 5506 *Field Trips*

Field trips should generally be conducted during the school day.

##### A. General Conditions

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board or its designee. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

##### B. Parent Permission

Each student must submit a completed permission form signed by the student's Parent before being allowed to attend a field trip.

##### C. Supervision

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any reason that is not unlawful.

The District will not prohibit an eligible student from participating in a field trip solely because the student's Parent does not chaperone.

##### D. Student Conduct

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Date adopted: 9/23/24

Date revised:

# PICKFORD PUBLIC SCHOOLS

## REQUEST FOR Proposals: Lawn Care 2025

ISSUED: March 17, 2025

The Pickford Board of Education is requesting proposals for lawn mowing, grass trimming, and general lawn care service for the 2025 mowing season. The Pickford Board of Education (heretofore known as "The District") seeks to enter an agreement with an acceptable and capable contractor (heretofore known as "Contractor") for the provision of the aforementioned services according to the following:

### GUIDELINES

1. Lawn care services will be divided into two service areas. Interested parties may submit a proposal for either one of the areas, or both areas. The financial consideration or any proposed contract, especially if both areas are part of the proposal, must be broken down, specific to each area. The District reserves the right to establish an agreement with separate contractors for each area. The areas are described as follows:
  - a. AREA 1: Area 1 includes all areas within the school grounds except the portions specified in Area 2.  
Including:
    - area outside the baseball /softball, track and concessions stand
    - area around the school bus lot
    - area around the propane tanks and parking lot rocks
    - area around playground garden beds, playground equipment, pre-school playground
    - area for the football practice field (south of the baseball field)
  - b. AREA 2: Area 2 will be the entire grass area inside the running track including the football field, and all grass area of the baseball & softball fields including 6' outside the fenced area of the field. Area 2 will have to be mowed to a height prescribed by The District with the clippings bagged and removed from the premises. For purposes of this bid, the baseball & softball fields will only be mowed **during the athletic season**. Additional summer cutting must be preapproved by the superintendent. Baseball/softball will be considered April 14, 2025, through June 7, 2025.
2. All proposals should use as the standard for cost and service considerations a mowing season of 24 weeks, running from roughly the middle of April for the next 24 weeks. For 2025 the corresponding dates would begin the week of April 14<sup>th</sup> and run to the last Saturday of September which is the 27<sup>th</sup>. This twenty-four week minimum will be the basis for calculating a weekly rate. In the event the mowing season extends beyond the twenty-four-week period either earlier, or later into October, the contractor agrees to accept the calculated per week rate or a portion thereof as mutually agreed upon with the district.
3. Mowing frequency for Area 1 should be roughly once a week but provided as needed depending on the weather and condition of the grounds. The mowing frequency for Area 2 will be once to twice a week with some variation due to weather, watering, maintenance activity, or facility use. The contractor will need to be in weekly communication with the Athletic Director for cutting

requirements. Specifically, during the athletic seasons: Football August 4th-September 27<sup>th</sup> and Track & Baseball/Softball April 14th-June 7<sup>th</sup>.

**Trash removal prior to mowing required.**

**All areas will be trimmed at time of mowing.**

**All movable items, such as garbage cans, picnic tables will be returned to proper place after area is mowed.**

**Sidewalks and entrances will be kept clean of weeds and grass.**

4. Contractors must provide and show proof of liability coverage for themselves and/or any person utilized to perform the services as well as any necessary safety equipment such as glasses, ear protection, boots, gloves, hard hats, or clothing. Contractors, or anyone they utilize, will not be considered employees of the district and will not be covered by the District's workers compensation insurance.
5. Contractors must be willing to communicate with school maintenance and administrative staff including the athletic director. It is recommended that interested parties visit the school site prior to submitting a proposal and direct any questions or requests for clarification to the main office which can be contacted at 647-6285 for an appointment.
6. Contractors will be required to enter into an appropriate service contract which will include all conditions, pertinent terms, details, or standards. The District will reserve the right to cancel the service contract at any time with notice for failure to meet the terms of the agreement or with cause.
7. To be considered, a proposal must be presented in an acceptable, clearly understandable format which indicates the estimated net cost to the district and any specific terms or conditions requested or required by the Contractor.
8. The District reserves the right to accept or reject any or all proposals without explanation. The District reserves the right to negotiate adjustments, modifications, or clarifications to any proposal before accepting.

## **PROPOSALS**

Proposals are to be presented specific to Area 1 and Area 2

AREA 1 Proposals: Proposals for Area 1 can be presented using one of two options.

1. Option 1: The Contractor would use a district-owned mower in addition to any other equipment provided by the Contractor such as other mowers, auxiliary equipment, trimmers, etc. Use of the district-owned mower includes gas, oil, routine maintenance, and any repairs due to normal use for the district-owned mower. Repairs necessitated by reckless or negligent use would be the responsibility of the Contractor. For purposes of calculation, the District will use the figure of \$4,800 as the annual cost of using the district-owned mower.
2. Option 2: The Contractor provides ALL necessary equipment.
3. Proposal information: All proposals should include a brief description of any equipment to be provided by the Contractor for either option. ALL lawn tractors, mowers, etc. MUST have turf

tires. All proposals should include the aforementioned liability information including the company and policy number (Guideline #4)

4. Proposal calculation: Proposal calculations should be presented as the cost to the District based upon the estimated 24 weeks. For the purpose of comparison, a weekly cost will be calculated by dividing the cost by 24 weeks.
  - a. Calculations: Contractor's cost=Gross Bid/24 weeks =Gross Weekly rate (which would also be the Net Weekly rate to the District.)
  - b. Cost comparisons between Option 1 and Option 2 will be made using the respective Gross Weekly rates.

#### AREA 2 Proposals:

1. Proposals for Area 2 must be based upon equipment owned by the contractor which:
  - a. Has turf tires
  - b. Can cut to varying heights down to 2"
  - c. Can collect all trimmings for removal from the premises
2. Proposal information: All proposals should include a brief description of the equipment intended to be used. All proposals should include the aforementioned liability information including the company and policy number (Guideline#4).
3. Proposal calculation: It is advised that interested parties discuss the mowing needs of Area 2 with the District's Athletic Director before quoting a price. A price can be presented and/or broken down as the Contractor sees fit whether a seasonal net bid, a weekly amount, an hourly amount, or any combination thereof.

#### **DEADLINE**

1. It is requested that proposals be mailed to the main office of Pickford Public Schools, P.O. Box 278, 333 S. Pleasant St., Pickford, MI, 49774 by Tuesday, April 8, 2025. It is the responsibility of prospective contractors who choose to mail their proposal to make sure it is received by the District by the deadline. Envelopes containing a proposal should in some way be clearly marked "2025 Lawn Proposal". For the 2025 BID, you may also email your bid to [Angelan@eupschools.org](mailto:Angelan@eupschools.org). Pickford Public Schools reserves the right to accept or reject any or all proposals, and reserves the right to modify, amend, or alter the proposal process at any time without explanation, and reserves the right to negotiate adjustments, modifications, or clarifications to any proposal before accepting. Any questions, requests for clarification, or inquiries should be made to the District's main office either by phoning 647-6285, or by e-mailing Superintendent Angela Nettleton at [angelan@eup.schools.org](mailto:angelan@eup.schools.org).

2. Compensated at the substitute rate for the unused sick leave days in excess of one hundred thirty-six (136) days, but not exceeding twenty (20) days.
- E. Jury Duty – Teachers who are called to serve on juries or subpoenaed to serve as a witness shall be granted the difference in daily rate of pay over and above the amount paid by the court. The teacher must provide a court payment voucher. This amount shall be paid at the earliest payroll date.
- F. The Board retains the right to advance or loan individual teachers additional sick leave days in exceptional cases. The teacher must request the additional days in writing to the Superintendent for subsequent consideration by the Board of Education.
- G. A sick bank for the benefit of teachers shall be established based on the following conditions:
  1. To initially establish the sick leave bank, current members of the teaching staff who wish to participate shall donate two (2) leave days to the bank.
  2. Whenever the bank reaches the minimum of two (2) times the number of full-time teachers, it shall be replenished by each teacher contributing one (1) day sick leave to the bank. Such replenishment shall take place only once in a fiscal year.
  3. Whenever a teacher joins the staff, he/she shall contribute one (1) day to the sick leave bank.
  4. In the event that the bank is exhausted, teachers may donate additional days on a volunteer basis.
  5. The maximum number of days that may be accumulated in the bank shall be two hundred (200). This maximum shall not apply to contribution of new teachers.
  6. The maximum number of days that any teacher shall be able to draw from the sick bank will be sixty (60) days for a tenure teacher and twenty (20) days for a probationary teacher.
  7. A teacher may draw up to, but not exceeding, ten (10) days from the sick bank for maternity leave.
  8. A teacher shall not be eligible to draw from the central bank until his own personal sick leave has been expired for a period of five (5) working days. If the application is approved, the loan will be extended to cover the five- (5) day grace period.
  9. In succeeding years, a teacher who has borrowed from the bank shall replace one-half (1/2) of his/her accumulated sick leave at the end of each year into the central bank until he/she has replaced the loan.
  10. Should a borrower not come back to work and pay off the loaned days he/she shall reimburse the PEA for any days owed at the going rate of substitute pay. If circumstances warrant, the committee may waive pay back provision.
  11. The sick leave bank shall be administered by a committee of four (4) persons: Two (2) persons appointed by the Superintendent of Schools and two (2) persons appointed by the Association. Teachers shall make application to this committee for a loan from the central bank.
  12. The applicant for a loan shall provide proof from a physician stating that he/she is unable to return to work before a loan shall be granted.
  13. Decisions of the Central Bank Committee shall not be subject to the grievance procedure.
  14. Any teacher choosing not to contribute to the bank will not be eligible to apply for days from the bank. Should a teacher who contributes to the bank decide to no longer belong to the plan, he/she will not be reimbursed for contributed days.