

Board of Education Meeting

Liberty School Board Room

April 8, 2025, at 6:30 PM



AGENDA

Mission

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.

OPENING

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **SUPERINTENDENT'S RECOGNITION**

Saline High School Bands

Director, Nate Lampman

4. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting. Please note that students will be given priority to speak on any topic. The first public participation portion of the meeting will be limited to one-half hour (30 minutes) normally and limited to agenda items. A second public participation portion will be offered at the end of the agenda to allow for any other comment.

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board Member, District Employee, or Student.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

5. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

6. **REVISIONS/APPROVAL OF AGENDA**

Items may be added or deleted from the meeting agenda, and/or the order of items may be changed, at the request of an individual Board member or the Superintendent. The agendas must be approved before proceeding further.

RECOMMENDED MOTION . . . move to approve the agenda as printed/revised.

7. **STUDENT SHOWCASE**

DECA

Presenters: Ava Stripp and Kiren Sankaran / Advisors: Cherie Mailloux & Amanda Warren

8. **ACTION ITEMS**

A. RECOMMENDED MOTION ... to approve the purchase of (1) 2026 F-750 Gas Reg Cab from Brondes Ford Inc. at a cost of \$72,227.50, and a 10'x96" Stainless Steel Dump Box from Cobra Truck & Fabrication at a cost of \$47,426.66 for a total of \$119,654.16 as submitted by Rex Clary, Executive Director of Operations.

B. RECOMMENDED MOTION ... move to approve the furniture purchases for the Saline High School STEM Addition as recommended and provided by Kingscott Associates totalling \$291,000.23 as submitted by Rex Clary, Executive Director of Operations.

Individual vendor payments will go to the following:

VS America - \$30,730.80

NBS Commercial Interiors - \$29,653.46

Dew-El - \$4,458.67

ISCG - \$83,543.53

KI - \$126,142.06

(and a 6% Contingency of \$16,471.71)

C. RECOMMENDED MOTION ... to approve the purchase of MS Auditorium & Music Storage Equipment in the amount of \$103,306.80 (includes a 5% contingency fee) from Wegner Corporation as submitted by Rex Clary, Executive Director of Operations. This will be purchased through the OMNIA Purchasing Cooperative.

D. RECOMMENDED MOTION ... to approve the recommendation as submitted by Lecole Planners to award the Saline High School Roof Integration Solar Roof Mount Solar Array Installation bid to YellowLite, Inc. in the amount of \$1,152,461.82

- E. RECOMMENDED MOTION** ... to approve the recommendation from Clark Construction Company in conjunction with Kingscott Associates that Saline Area Schools enter into Contracts with the recommended Trade Contractors as listed in Bid Pack #4 for the Saline Middle School Interior Renovations Project. Payments will be made as follows:

Clark Construction - \$7,199.854 for subcontractors & Contingencies

Clark Construction - \$164,812 for Field

Kingscott Associates - \$526,700 for Construction Design & Reimbursables

Kingscott Associates - \$34,340 for FF&E Design

- F. RECOMMENDED MOTION** ... to approve the textbooks and associated ebook digital licences for Kindergarten, 1st and 2nd grades from University of Florida Literacy Institute as submitted by Kara Davis, Executive Director of Teaching & Learning.

- G. RECOMMENDED MOTION** ... to approve the Closed Session Minutes of March 11, 2025 for the purpose to: (1) For a school board to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff under Section 8(k) (2) Superintendent Evaluation under Section 8(a) and (3) Discuss matters under Attorney/Client Privilege that are exempt from disclosure pursuant to state and federal law under Section 8(h).

9. SCHEDULED REPORT

- A. Michigan Integrated Continuous Improvement Process (MICIP)**
Presenter: Teaching & Learning Team

10. DISCUSSION ITEMS

- A. Finance Committee Update**
Chair, Brad Gerbe

- B. Policy Committee Update**
Chair, Lauren Gold

Policy Updates 5540 - Interrogation of Students (1st reading)

Policy Updates 5517.02 - Transgender and Nonbinary Students (1st reading)

11. ADMINISTRATION / BOARD UPDATES

12. CONSENT AGENDA

The Consent Agenda is listed in this agenda and will not be read aloud. The motion noted will allow for the authorization of all listed items, without discussion, unless a member of the Board requests that any one or all be considered individually.

RECOMMENDED MOTION . . . move to authorize the Consent Agenda as printed / amended:

- A. **Approval** of the Regular Board of Education Meeting Minutes of March 11, 2025
- B. **Approval** of the Finance Committee Meeting Minutes of March 11, 2025
- C. **Approval** of the Policy Committee Meeting Minutes of March 11, 2025
- D. **Approval** of the Policy Committee Meeting Minutes of March 18, 2025
- E. **Approval of Payment** of the General Fund Accounts Payable of April 8, 2025, in the amount of \$5,243,913.04
- F. **Approval of Payment** of the Bond Fund Series III Accounts Payable of April 8, 2025 in the amount of \$14,161.74
- G. **Approval of Payment** of 2023 Bond Fund Series I Accounts Payable of April 8, 2025, in the amount of \$1,573,338.32
- H. **Receive and File** Human Resources Report
- I. **Approval** of Neola Updates to the following policies:
 - Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities
 - Policy 5530.02 Opioid Antagonist
 - Policy 5340 Student Accidents
 - Policy 5500 Student Conduct
 - Policy 8321 Criminal Justice Information Security
 - Policy 5330 Use of Medications
 - Policy 8320 Personnel Files

CLOSING

13. **ITEMS SCHEDULED ON THE NEXT AGENDA**

14. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting.

STUDENTS

OTHER PUBLIC STAKEHOLDERS

15. **NEXT MEETING**

The next Board of Education Meeting will be held on April 22, 2025, at 6:30 PM.

16. CLOSED SESSION

RECOMMENDED MOTION ... to enter Closed Session of the Board of Education at _____, with the intent to re-enter Open Session at approximately _____, for the purpose to:

Discuss matters under Attorney/Client Privilege that are exempt from disclosure pursuant to state and federal law under Section 8(h).

Under Sections 8(h) a 2/3 roll call vote is required.

Austin
Berwick
Gerbe
Gold
McVey
Steben
Tizedes

17. ADJOURNMENT

RECOMMENDED MOTION ... to adjourn the Regular Board of Education Meeting of April 8, 2025, at _____ PM.

Saline Area Schools

District Office

7265 North Ann Arbor Street

Saline, MI 48176



Operations Department

April 3, 2025

Superintendent Laatsch
Saline Area Schools Board of Education

I would like to recommend the purchase of (1) 2026 F-750 Gas Reg Cab form Brondes Ford Inc at a cost of \$72,227.50.

I would like to recommend the purchase of (1) 10' x 96" Stainless Steel dump box provided and installed on the chassis above by Cobra Truck & Fabrication Inc. at a cost of \$47,426.66.

This piece of equipment will replace a 2003 Ford- F-750 with 33,808 miles. Our current F-750 "Old Blue" is our main piece of snow equipment in regards to "salting" the district after the snow has been removed. The salt has caused significant damage to the cab, gas tanks and dump box. The metal fatigue with the steel dump box has created a safety concern and its ability to withstand the weight of the salt another season.

A request for proposal (RFP) was posted and we received (3) qualified bids however the low bid, Varsity Ford did not meet the specifications listed and were eliminated. We feel it is in the best interest of the district to purchase the chassis & equipment package for one dealer to ensure warranty coverage.

Truck Chassis Cost- \$72,227.50 (General Fund)

Equipment Package- \$47,426.66 (Bond Funds)

Total Cost: \$ 119,654.16

Rex Clary
Executive Director of Operations
Saline Area Schools

3/20/2025				
RFP- F-750				
Bld Tab Results				
Company Name	Base Bid	Alternate # 1	Alternate # 2	SUS-Iran-Familial Included.
Brondes Ford Automotive	\$72,227.50	\$119,654.16	\$132,634.16	Yes
Taylor Ford	\$71,658.00	\$122,170.00	\$133,332.55	Yes
Varsity Ford	\$66,635.58	\$112,264.86	\$124,864.86	Yes

April 8, 2025

Mr. Rex Clary, Executive Director of Operations
Saline Area Schools
1255 Tefft Court
Saline, MI 48176

Re: Saline High School STEM Addition Furnishing Recommendation

Dear Mr. Clary:

Quotes were received for furniture for Saline High School STEM Addition utilizing pre-existing bid contracts (consortiums). Our professional team recommends award of the furniture package as outlined by Manufacturer Category in the table below.

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE DEALER</u>	<u>CONTRACT</u>	<u>AMOUNT</u>
Category A: VS America	Great Lakes Furniture Supply	Omnia	\$30,730.80
Category B: Steelcase	NBS Commercial Interiors	E & I	\$29,653.46
Category C: Mien	Dew-El	Omnia	\$4,458.67
Category D: Ergotron	ISCG	Mi Deal	*Included with Haworth
Category E: KI	Interior Office Source	Omnia	\$126,142.06
Category F-K: NOT USED			
Category L: Haworth	ISCG	Mi Deal	\$44,883.46
Category M: Integra	ISCG	TIPS	\$6,341.04
Category N: Wisconsin Bench	ISCG	TIPS	\$14,381.04
Category O: NOT USED			
Category P: Aurora	ISCG	TIPS	\$17,937.99
QUOTE SUBTOTAL:			\$274,528.52
Contingency (6%):			\$16,471.71
GRAND TOTAL:			\$291,000.23

It has been our pleasure to work with Saline Area Schools on this effort. We look forward to future opportunities to support the district.

Sincerely,

Kingscott Associates Inc.



Laura Casai, IIDA
Project Director/Principal Interior Designer

PORTAGE

950 Trade Centre Way, Suite 130
Portage, MI 49002
T: 800.632.7815

GRAND RAPIDS

801 Broadway NW, Suite 306
Grand Rapids, MI 49504
T: 800.632.7815

CHELSEA

300 N. Main Street, Suite 204
Chelsea, MI 48118
T: 800.632.7815

ROYAL OAK

818 W. Eleven Mile Road
Royal Oak, MI 48067
T: 800.632.7815

Saline Area Schools

District Office

7265 North Ann Arbor Street

Saline, MI 48176



Operations Department

April 3, 2025

Superintendent Laatsch
Saline Area Schools Board of Education

I would like to recommend the purchase of the following equipment:

SMS Auditorium- Acoustical Shell, Tapered Canopy- \$ 45,104.10
SMS Band, Percussion, Choir & Orchestra storage equipment- \$ 53,251.70

The equipment will be manufactured & installed by Wegner Corporation and purchased through the OMNIA Purchasing Cooperative contract # R240120.

The equipment above was chosen in collaboration with District Music Coordinator Matt Briere and the Middle School music department. We will continue to use a phased approach to update equipment and facilities in these spaces. I would like to thank Dave Walter, John Mason & Bob Phillips for all of their work over the years maintaining these spaces and I would like to thank Brian Puffer & Community Education Department for the reinvestment in our facilities. Saline Community Education recently paid for the replacement middle school auditorium stage floor and they have pledged funds for the acoustical shell above.

The demolition and asbestos removal will be included with this summer's interior remodel at Saline Middle School and Chuck MaCalla will be the Project Manager for this work.

Equipment & Installation-	\$ 98,455.80 (Bond Funds & Community Education)
Contingency 5%	<u>\$ 4,850.00</u>
Total Price:	\$103,306.80

Rex Clary
Executive Director of Operations
Saline Area Schools

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351379

(11) Legacy Classic Shells Harvest Maple
OMNIA Delivery Only

QUOTE

Date: 03/07/2025
Page: 1 of 2
Cust #: 00137106

Quote To:

Rex Clary
Saline Middle School
7190 N Maple Rd
Saline MI 48176-1639
United States

Phone: (734) 401-4000

Fax:

E-Mail: claryr@salineschools.org

Date: 3/7/2025

Expires: 4/6/2025

Reference:

Terms: Net 30 Days

Created By: Christy Mullerleile

Salesperson: Brenda Hougum

Phone: +1 (507) 774-8427

E-Mail: brenda.hougum@wengercorp.com

Quote Comments:

The supply chain has been experiencing disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Freight quoted is for a one-time shipment. As a result, once orders are placed, delivery dates may change.

Customer-requested split shipments will result in an additional freight charge.

We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.

Wenger Corporation expressly incorporates by reference all of the terms and conditions as specified at: (www.wengercorp.com/terms-and-conditions.php) and makes them part of this quotation.

Customer to verify all items on this quote before placing order

Lead time is around 1-2 weeks plus transit from an official order date and is subject to change

** Wenger is an approved vendor for Region 4 ESC/OMNIA Partners, Public Sector. All items on this quotation are available through Contract #R240120. This contract is in effect through 12/31/2027. Payment shall be made after satisfactory performance, in accordance with all the provisions thereof, and upon receipt of a properly completed invoice. All transactions, purchase orders, etc. will occur directly between the Supplier, authorized distributor/dealer, general contractor, as agreed to by each Participating Public Agency.*

NOTE: Per OMNIA participation requirements, all purchase orders issued to Wenger Corporation must reference OMNIA contract #R240120.

				USD
Line	PartNum/Description	Qty	Net Price	Ext. Price
Auditorium				
1.00	186L054.101 Legacy Classic Acoustical Shell, Tapered Canopy Harvest Maple	11 EA	\$3,627.00	\$39,897.00
Quantity needed to be verified				

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351379

(11) Legacy Classic Shells Harvest Maple
OMNIA Delivery Only

QUOTE

Date: 03/07/2025
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ZFreight

2.00	Freight	1 EA	\$5,207.10	\$5,207.10
	Freight Services			

LIFTGATE DELIVERY:

Freight reflected in this quotation is for common carrier shipment with liftgate delivery.

Liftgate delivery means the carrier driver will lower the products to curbside where your facility staff are responsible for taking the products from curbside into the building to the desired location and for completing the final assembly/installation.

Inside delivery and installation services are available. Contact your Wenger sales representative to discuss these delivery methods and to find out the appropriate charge.

If you are a tax-exempt organization and quote includes tax, please send a copy of your tax-exempt certificate and we will remove the sales tax. Thank you.

Lines Total	\$45,104.10
Total Taxes	\$0.00

Quote Total	\$45,104.10
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MUSIC EDUCATION AND PERFORMING ARTS

Owatonna Office: Phone 800.4WENGER (493-6437) Worldwide +1.507.455.4100 | Parts & Service 800.887.7145 | wengercorp.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448

Syracuse Office: Phone 800.836.1885 Worldwide +1.315.451.3440 | jrclancy.com | 7041 Interstate Island Road | Syracuse | NY 13209-9713

ATHLETICS Phone 800.493.6437 | email gearboss@wengercorp.com | gearboss.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351384

Music Supplies and Equipment OMNIA with
Wenger Install - REV 3-7-25

QUOTE

Date: 03/07/2025
Page: 1 of 4
Cust #: 00137106

Quote To:

Rex Clary
Saline Middle School
7190 N Maple Rd
Saline MI 48176-1639
United States

Phone: (734) 401-4000

Fax:

E-Mail: claryr@salineschools.org

Date: 3/7/2025

Expires: 4/6/2025

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Terms: Net 30 Days

Created By: Christy Mullerleile

Salesperson: Brenda Hougum

Phone: +1 (507) 774-8427

E-Mail: brenda.hougum@wengercorp.com

Quote Comments:

The supply chain has been experiencing disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Freight quoted is for a one-time shipment. As a result, once orders are placed, delivery dates may change.

Customer-requested split shipments will result in an additional freight charge.

We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.

Wenger Corporation expressly incorporates by reference all of the terms and conditions as specified at: (www.wengercorp.com/terms-and-conditions.php) and makes them part of this quotation.

Customer to verify all items on this quote before placing order

Lead time is around 8 weeks plus transit from an official order date and is subject to change

** Wenger is an approved vendor for Region 4 ESC/OMNIA Partners, Public Sector. All items on this quotation are available through Contract #R191204. This contract is in effect through 10-31-2024. Payment shall be made after satisfactory performance, in accordance with all the provisions thereof, and upon receipt of a properly completed invoice. All transactions, purchase orders, etc. will occur directly between the Supplier, authorized distributor/dealer, general contractor, as agreed to by each Participating Public Agency.*

****** Per OMNIA participation requirements, all purchase orders issued to Wenger Corporation must reference OMNIA contract #R191204. ******

NOTE Our Instrument Storage Cabinets are manufactured with sides in the color Oyster with exposed hardware. Please indicate if any End Cover Panels will be needed and if so, which cabinets will need them. Please either indicate what cabinets and which side of the cabinet will be exposed on the end.

USD

Line	PartNum/Description	Qty	Net Price	Ext. Price
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Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351384

Music Supplies and Equipment OMNIA with
Wenger Install - REV 3-7-25

QUOTE

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Band Storage Room

16.00	250A014.117	1 EA	\$985.91	\$985.91
	UltraStor #14, Undefined Color, Composite Wood, No Door			
17.00	250A005.126	6 EA	\$1,184.86	\$7,109.13
	UltraStor #05, Undefined Color, Composite Wood, No Door			
18.00	250A024.121	2 EA	\$782.89	\$1,565.77
	UltraStor #24, Undefined Color, Composite Wood, No Door			
19.00	250A912.123	2 EA	\$1,391.95	\$2,783.90
	UltraStor #12 RTA, Undefined Color, Composite Wood, No Door			
20.00	250A915.129	4 EA	\$1,391.95	\$5,567.80
	UltraStor #15 RTA, Undefined Color, Composite Wood, No Door			
21.00	250A003.120	1 EA	\$1,273.80	\$1,273.80
	UltraStor #03, Undefined Color, Composite Wood, No Door			
22.00	250A004.123	4 EA	\$1,110.17	\$4,440.66
	UltraStor #04, Undefined Color, Composite Wood, No Door			
23.00	250A010.121	2 EA	\$994.06	\$1,988.11
	UltraStor #10, Undefined Color, Composite Wood, No Door			
24.00	250A002.121	1 EA	\$1,154.30	\$1,154.30
	UltraStor #02, Undefined Color, Composite Wood, No Door			

Choir Room

7.00	146M024.106	3 EA	\$1,446.30	\$4,338.90
	Mobile Choral Folio, 4 column, 1.5" spacing, Composite Wood, Undefined Color, double door			

color option to be determined prior to ordering

Orchestra Room Back Right

52.00	148J002.104	3 EA	\$805.50	\$2,416.50
	Cello Rack, 6-Unit Undefined, Composite Wood			
65.00	148J004.102	2 EA	\$779.40	\$1,558.80
	String Bass Rack, 4-Unit Undefined, Composite Wood			

Percussion Room

39.00	241203504	4 EA	\$377.69	\$1,510.75
	Gear Boss Shelf, Starter Bay, 48" Wide, 108" High			
40.00	241203505	3 EA	\$209.20	\$627.60
	Gear Boss Shelf, Add-On Bay, 48" Wide, 108" High			
41.00	241C019.100	15 EA	\$155.70	\$2,335.50
	GearBoss Shelving Shelf 48.0" X 30.5"			
42.00	241C020.100	8 EA	\$106.20	\$849.60
	GearBoss Shelving Shelf 48.0" X 17.5"			

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351384

Music Supplies and Equipment OMNIA with
Wenger Install - REV 3-7-25

QUOTE

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43.00	241B030.100	5 EA	\$114.30	\$571.50
	GearBoss Shelving Worksurface 48"X30.5"			
44.00	241B030.101	4 EA	\$126.90	\$507.60
	GearBoss Shelving Worksurface 48"X17.5"			

ZFreight

63.00	Freight	1 EA	\$2,647.67	\$2,647.67
	Freight Services			

ZInstall

64.00	Install	1 EA	\$9,017.90	\$9,017.90
	Installation Services			

INSTALLATION WITH INSIDE DELIVERY WITH PREVAILING WAGES

This pricing includes complete delivery and installation, which includes unloading, assembling and removal of debris by Wenger-trained technicians with prevailing wage rates, to 1st floor locations during regular business hours (7:00 am - 6:00 pm).

After hours installations and 2nd floor or greater locations will incur additional fees. Check with your representative for further details and updated pricing.

NOTE: At time of order please provide COVID protocol requirements and any campus safety/security requirements and directions for compliance.

If you are a tax-exempt organization and quote includes tax, please send a copy of your tax-exempt certificate and we will remove the sales tax. Thank you

Notwithstanding anything to the contrary in this agreement, Wenger shall not be liable for delay or non-performance caused by any of the following circumstances when beyond its control: acts of God, explosions, riots, labor disputes (provided Wenger has exercised reasonable commercial efforts to avoid it), failures of utilities or public services, civil unrest, foreign or domestic governmental regulation or order, public health emergencies, natural disasters, cyber-attacks, wars, acts of foreign enemies, sabotage, or terrorism, including sub-supplier delays caused by any of the above provided the same are not caused or contributed to by the negligence or fault of Wenger ("Force Majeure").

NOTE: Standard lead-time for Wenger Installed Orders is 8 weeks, and can be subject to change.

YOUR ORDER CANNOT BE PROCESSED WITHOUT THE REQUIRED INFORMATION.

For orders including delivery and installation by Wenger-trained technician, please include room locations for ALL equipment.

For orders including delivery and installation by Wenger-trained technician, please include room locations for ALL equipment. All installed orders that include the following equipment will require a floor plan, CAD file or sketch (with dimensions) of the area you intend to place your equipment.

SKETCH GUIDELINES are attached to your quotation.

** Ultrastor/AcoustiCabinet Instrument Storage*

** Ultrastor Uniform/Robe Storage*

** Teacher Wardrobe Cabinets*

Wenger Corporation
555 Park Drive
Owatonna, MN 55060-4940
United States



Phone: 507-455-4100
Fax: 507-455-4258

Quote Number: 3351384

Music Supplies and Equipment OMNIA with
Wenger Install - REV 3-7-25

QUOTE

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* *Small Instrument Cabinets*
* *ORFF Garage*
* *Music Library*

Lines Total	\$53,251.70
Total Taxes	\$0.00

Quote Total	\$53,251.70
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MUSIC EDUCATION AND PERFORMING ARTS

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Syracuse Office: Phone 800.836.1885 Worldwide +1.315.451.3440 | jrclancy.com | 7041 Interstate Island Road | Syracuse | NY 13209-9713

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145 North Center Street, Suite B
Northville, MI 48167
(248) 921-3929, (248) 880-6791

March 18, 2025

Dr. Stephen Laatsch, Superintendent of Schools
Saline Area Schools
7265 North Ann Arbor Street
Saline, MI 48176

Re: Saline High School Roof Integrated Solar Roof-Mount Solar Array Installation
Contract Award Recommendation

Dear Dr. Laatsch:

On February 19, 2025, requests for bid documents were prepared and issued by Ameresco and Lecole Planners for the Saline High School Roof Integrated Solar Roof-Mount Solar Array Installation. Bids were received on March 13, 2025. This work is funded as part of the 2022 Bond Program, the budget approved at the Board of Education meeting on December 12, 2023.

Three vendors submitted bids and bids were reviewed by Brian Abels of Ameresco. We conducted post-bid interviews and references were contacted.

Based upon the cost outlined in their submitted proposal, we recommend that YellowLite, Inc. be awarded a contract in the amount of \$1,152,461.82 as the lowest responsive bidder. The low-read bidder did provide a bid in compliance of the bidding documents. This recommendation does not include a contingency recommendation as the contingency for the entire project was approved at the December 12, 2023, Board of Education meeting.

Please contact me should you have any questions.

Sincerely,

Mark Paulus

cc: Mr. Rex Clary – Saline Area Schools
Ms. Miranda Owsley – Saline Area Schools

Attachments

SALINE AREA SCHOOLS - SALINE HIGH SCHOOL
ROOF INTEGRATED SOLAR
ROOF-MOUNTED SOLAR ARRAY INSTALLATION
BID DUE DATE AND TIME: MARCH 13, 2024 AT 11:00 AM

Bidders Name	Bidders Location in Michigan	Bid Security	Addendum 1 Noted	Familial Relationship Affidavit	Iran Linked Business Affidavit	Base Bid - Total Base Project Fixed Price	Alternate #1 - Deduct to exclude Medium Voltage Rogowski Coil Install	Remarks
NOVA Consultants, Inc.	Novi	BB	Y	Y	Y	\$2,019,387	-\$2,000	
Romo Electrical Services, LLC	Dallas, TX	No	Y	Y	Y	\$1,124,000	\$0	Bid is non-responsive
YellowLite Inc.	Cleveland, OH	CC	Y	Y	Y	\$1,152,462	\$0	

March 18th, 2025

Mr. Rex Clary
Executive Director of Operations
Saline Area Schools
1255 Tefft Court
Saline, MI 48176

Dear Mr. Clary,

As you are aware, Ameresco has collaborated with Lecole Planners and Saline Area Schools staff to assess bid response packages for the Roof-Integrated-Solar Installation scope of work. Following contractor interviews, our team has dedicated additional time to re-evaluate bid packages. This involved engaging in follow-up conversations, checking references, addressing additional questions and concerns, and internally vetting and debating the pros and cons of the finalists.

Considering these factors and the feedback received throughout the entire review process, we are now prepared to make a recommendation:

The Ameresco team believes that YellowLite Inc is best-suited to meet the specific and unique requirements of the Saline High School project.

Some key considerations at the forefront of our decision-making process include:

- YellowLite's track record of mobilization and implementation speed and quality given the critical timing of this project (driven by the IRS Investment Tax Credit Direct Pay program year and mobilization requirements, and the constraints surrounding construction on site around the school's summer calendar).
- YellowLite's familiarity with Roof-Integrated-Solar and Anchor-Mount approach on flat thermoplastic membranes, such as the project at Saline MS.
- The YellowLite team's experience with DTE's inspection and energization processes.

We welcome further discussion should it prove helpful in finalizing your decision.

Sincerely,



Brian Abels
Senior Development Engineer
Ameresco - Smart Buildings Solutions

April 3, 2025

Mr. Rex Clary, Executive Director of Operations
Saline Area Schools
7265 N Ann Arbor St.
Saline, MI 48176



Re: Saline Area Schools – 2022 Bond Program
Bid Package #4 – Middle School Interior Renovations
Contract Award Recommendation

Dear Mr. Clary,

Competitive bids were received on March 4, 2025. Clark Construction Company, Kingscott Associates and Consultants and Mr. Clary have conducted post bid interview meetings with the low qualified, recommended Bidders. Bidders have also been through Clark Construction Company's pre-qualification process. We have received each Trade Contractor's assurance that they are committed to meeting the requirements of the Contract Documents. The recommended Trade Contractors provided the lowest responsive bid for the Work.

In addition to the direct Trade Contractor costs, Clark Construction Company recommends including a Construction Contingency amount of 7.5% for any unforeseen issues and General Condition budget amount of 2% related to items such as building permits, security and safety requirements, temporary utilities, etc. No costs will be committed without prior approval of the District Administration for each item.

Clark Construction Company, in conjunction with Saline Area Schools and Kingscott Associates, Inc., recommends Saline Area Schools enter into Contracts with each Trade Contractor listed below.

Trade Contractor award recommendations:

<u>Bid Category/Area of Work</u>	<u>Trade Contractor</u>	<u>Amount</u>
• 02 Building Demolition	Krieghoff-Lenawee Co.	\$ 447,350
◦ Award includes additional cost for Alternate A-1: Display Case in Corridor H		
▪ \$1,050		
• 03 Concrete	Brenca Contractors	\$ 264,230
• 04 Masonry	Judd Industrial Contracting	\$ 236,190
• 06 General Trades	Carpentry Concepts	\$ 575,200
• 08 Glazing	Daniels Glass, Inc.	\$ 336,448
• 09A Gypboard, Ceilings	Pontiac Ceiling and Partitions	\$ 530,669

- Award includes Voluntary Alternate for A-2
 - (\$20,000)

• 09B	Hard Tile	Premier Tile Design	\$ 82,000
• 09C	Resilient Flooring	DF Floor Covering	\$ 183,269
• 09D	Painting	R&G Painting Home Improvement	\$ 114,500
• 11	Cosmetology Equip	Collins Manufacturing	\$ 342,757
• 12	Millwork	Carpentry Concepts	\$ 277,110

- Award includes additional cost for Alternate A-1: Display Case in Corridor H
 - \$37,310

• 22	Plumbing	Complete Mechanical	\$ 861,315
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- Award includes added cost per Alternate M-1: Mixing Valve Replacement
 - \$4,620

• 23	HVAC	Robertson Morrison Inc.	\$ 1,063,113
• 26	Electrical	Amcomm Telecommunications	\$ 1,267,660
		Trade Contract Award Total	\$ 6,581,811

Trane Equipment (Previously Approved)	\$ 1,278,765
Trane Controls (Previously Approved)	\$ 380,000

Subtotal Trade Cost	\$ 8,240,576
Construction Contingency (7.5%) (Clark Construction)	\$ 618,043
Construction Field GC's (Clark Construction)	\$ 164,812

SMS Interior Remodel Design Fee (Kingscott Associates, Inc)	\$ 506,700
SMS Kingscott Reimbursables- (SOM Plan Review Fees)	\$ 20,000

SMS FF&E Design Fee; Kingscott Associates, Inc. Fee	\$ 34,340
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Subtotal Project Cost	\$ 9,584,470
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Board of Education Approved Amount – Bond 2023	\$ 7,925,706
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Sincerely,
CLARK CONSTRUCTION COMPANY

Matt Wielechowski

Digitally signed by Matt Wielechowski
DN: C=US, E=mwielechowski@clarkcc.com,
CN=Matt Wielechowski
Date: 2025.04.03 10:53:10 -04'00'

Matt Wielechowski
Senior Project Manager

Project Location: 7190 North Maple Road, Saline, MI 48176, United States of America

02: Building Demolition Generated March 4, 2025	Reese Contracting, Inc. Submitted by	Krieghoff-Lenawee Co. Submitted by	Blue Star, Inc. Submitted by	Christman Constructors, Inc. Submitted by	Global Green Services Group Submitted by
Base Bid	\$410,000	\$446,300	\$465,000	\$495,500	\$753,357
	Original Proposal, March 4, 2025	Original Proposal, March 4, 2025	Original Proposal, March 4, 2025	Original Proposal, March 4, 2025	Revision #1, February 26, 2025
	UnitQty Unit CostTotal Cost	UnitQty Unit CostTotal Cost	UnitQty Unit CostTotal Cost	UnitQty Unit CostTotal Cost	UnitQty Unit CostTotal Cost
LINE ITEMS					
Building Demolition					
ALTERNATES					
A-1 : Display Cases on Existing Locker Curbs in Corridor H100					
M-3 : Senior Center Kitchen Rooftop Equipment Replacement					
Base Bid Total	\$410,000	\$446,300	\$465,000	\$495,500	\$753,357

03: Building Concrete

Generated March 4, 2025

Base Bid

LINE ITEMS

Building Concrete

Base Bid Total

Brennal Contractors Inc

Submitted by

\$264,230

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
			\$264,230
			\$264,230

05: Structural Steel

Generated March 4, 2025

Base Bid

LINE ITEMS

Structural Steel

Base Bid Total

Judd Industrial Contracting, Inc.

Submitted by

\$236,190

Original Proposal, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$236,190

\$236,190

Zak Welding & Custom Work,LLC

Submitted by

\$245,800

Original Proposal, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$245,800

\$245,800

1

2914: BP #4 - Saline Middle School Renovations (STEAM, Cosmetology, Senior Center)

Prepared by Clark Construction Company - 3535 Moores River Dr. Lansing, MI 48911, USA

Package Lead: Matt Wielechowski (mwielechowski@clarkcc.com)

Location: 7190 North Maple Road, Saline, MI 48176, United States of America

06: General Trades
Generated March 4, 2025

Base Bid

LINE ITEMS

General Trades

Base Bid Total

Construction Solutions, Inc.
Submitted by

\$673,000

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$673,000
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			\$673,000
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Spence Brothers
Submitted by

\$1,041,900

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$1,041,900
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			\$1,041,900
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The Spieker Company
Submitted by

\$1,460,000

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$1,460,000
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			\$1,460,000
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08: Glass & Glazing
Generated March 4, 2025

Base Bid

LINE ITEMS

Glass & Glazing

Base Bid Total

Aalcor Inc.
Submitted by Jeremy Hunt

\$303,900

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$303,900
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			\$303,900
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Daniels Glass Inc.
Submitted by Chris Mandelka

\$336,448

Revision #1, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$336,448
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			\$336,448
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Roseville Glass Co., LLC.
Submitted by Patrick Bucher

\$349,960

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$349,960
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			\$349,960
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Hewett Company
Submitted by William Hewett

\$405,505

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$405,505
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			\$405,505
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Peterson Glass Company
Submitted by James Hickey

\$425,233

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$425,233
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			\$425,233
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09A: Metal Studs, Gyp Board, ACP
Generated March 4, 2025

Base Bid

LINE ITEMS

Metal Studs, Gyp Board, ACP

ALTERNATES

A-2 : Alternate Ceiling Type in Group Fitness Room J127 and Workout Room J126

ADDITIONAL ITEMS

Base Bid Total

Pontiac Ceiling and Partition, LLC
Submitted by David Tomlinson

\$550,669

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$550,669
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			\$0
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			\$210,250
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			\$550,669
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Turner Brooks
Submitted by Brendon Brockway

\$772,000

Original Proposal, March 4, 2025

Unit	Qty	Unit Cost	Total Cost
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			\$772,000
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			\$0
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			\$167,000
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			\$772,000
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2914: BP #4 - Saline Middle School Renovations (STEAM, Cosmetology, Senior Center)

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Matt Wielechowski (mwielechowski@clarkcc.com)

Project Location: 7190 North Maple Road, Saline, MI 48176, United States of America

<div>09B : Hard Tile</div> <div>Generated March 4, 2025</div> <div>Base Bid</div> <div></div> <div>LINE ITEMS</div> <div>Hard Tile</div> <div>Base Bid Total</div>	<div>Shamrock Floorcovering Services, Inc.</div> <div>Submitted by</div> <div>\$53,395</div> <div>Original Proposal, March 3, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$53,395</div> <div>\$53,395</div>	<div>R&G Painting Home Improvement LLC</div> <div>Submitted by</div> <div>\$64,700</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$64,700</div> <div>\$64,700</div>	<div>Premier Tile Design Inc.</div> <div>Submitted by</div> <div>\$82,000</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$82,000</div> <div>\$82,000</div>	<div>DF Floor Covering</div> <div>Submitted by</div> <div>\$133,726</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$133,726</div> <div>\$133,726</div>	<div>Omega Floors</div> <div>Submitted by</div> <div>\$158,400</div> <div>Original Proposal, February 28, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$158,400</div> <div>\$158,400</div>
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<div>09C: Resilient Flooring and Carpeting</div> <div>Generated March 4, 2025</div> <div>Base Bid</div> <div></div> <div>LINE ITEMS</div> <div>Resilient Flooring and Carpeting</div> <div>Base Bid Total</div> <div>GENERAL ACKNOWLEDGMENTS</div>	<div>DF Floor Covering</div> <div>Submitted by</div> <div>\$183,269</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$183,269</div> <div>\$183,269</div>	<div>Omega Floors</div> <div>Submitted by</div> <div>\$190,000</div> <div>Original Proposal, February 28, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$190,000</div> <div>\$190,000</div>	<div>Master Craft Carpet Service, Inc.</div> <div>Submitted by</div> <div>\$217,500</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$217,500</div> <div>\$217,500</div>	<div>Premier Tile Design Inc.</div> <div>Submitted by</div> <div>\$261,000</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$261,000</div> <div>\$261,000</div>	<div>Shamrock Floorcovering Services, Inc.</div> <div>Submitted b</div> <div>\$275,208</div> <div>Original Proposal, March 3, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$275,208</div> <div>\$275,208</div>
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<div>09D: Painting and Wallcovering</div> <div>Generated March 4, 2025</div> <div>Base Bid</div> <div></div> <div>LINE ITEMS</div> <div>Painting and Wallcovering</div> <div>Base Bid Total</div> <div>GENERAL ACKNOWLEDGMENTS</div>	<div>R&G Painting Home Improvement LLC</div> <div>Submitted by</div> <div>\$114,500</div> <div>Revision #2, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$114,500</div> <div>\$114,500</div>	<div>GV Painting LLC</div> <div>Submitted by</div> <div>\$137,100</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$137,100</div> <div>\$137,100</div>	<div>KV painting</div> <div>Submitted by</div> <div>\$157,885</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$157,885</div> <div>\$157,885</div>	<div>Concl Painting, LLC</div> <div>Submitted by</div> <div>\$159,950</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$159,950</div> <div>\$159,950</div>	<div>Laci Painting LLC</div> <div>Submitted by</div> <div>\$170,300</div> <div>Original Proposal, February 20, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$170,300</div> <div>\$170,300</div>	<div>Continental Contracting Co., LLC</div> <div>Submitted by</div> <div>\$182,300</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$182,300</div> <div>\$182,300</div>	<div>Lenco Painting Inc.</div> <div>Submitted by</div> <div>\$185,500</div> <div>Original Proposal, March 4, 2025</div> <div><div>Unit</div><div>Qty</div><div>Unit Cost</div><div>Total Cost</div></div> <div></div> <div>\$185,500</div> <div>\$185,500</div>
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2014: BP #4 - Sa 'ne M'dd e Schoo Renovations (STEAM, Cosmeto ogy, Sen'or Center)

Prepared by Clark Construction Company - 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Matt Wielechowski (mwielechowski@clarkcc.com)

Project Location: 7190 North Maple Road, Saline, MI 48176, United States of America

11: Cosmetology Equipment

Generated March 4, 2025

Collins

Submitted by

Base Bid

\$342,757

Original Proposal, March 4, 2025

LINE ITEMS

Cosmetology Equipment

\$342,757

Base Bid Total

\$342,757

12: Millwork

Generated March 4, 2025

Carpentry Concepts and Ceilings

Submitted by

Base Bid

\$239,800

Original Proposal, March 4, 2025

LINE ITEMS

Millwork

\$239,800

ALTERNATES

A-1 : Display Cases on Existing Locker Curbs in Corridor H100

\$37,310

Base Bid Total

\$239,800

Design Cabinets, Inc.

Submitted by

\$304,150

Original Proposal, March 3, 2025

Unit

Qty

Unit Cost

Total Cost

\$304,150

\$47,000

\$304,150

22: Plumbing

Generated March 4, 2025

Complete Mechanical Contracting, Inc.

Submitted by

Base Bid

\$856,695

Original Proposal, March 4, 2025

LINE ITEMS

Plumbing

\$856,695

ALTERNATES

M-1 : Master Thermostatic Mixing Valve Replacement

\$4,620

Base Bid Total

\$856,695

Boone & Darr Inc.

Submitted by

\$1,016,000

Revision #1, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$1,016,000

\$16,700

\$1,016,000

Ecker Mechanical

Submitted by

\$1,163,000

Original Proposal, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$1,163,000

\$8,400

\$1,163,000

Monroe Plumbing and Heating Company

Submitted by

\$1,193,000

Original Proposal, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$1,193,000

\$12,600

\$1,193,000

John Darr Mechanical Inc.

Submitted by

\$1,199,000

Original Proposal, March 4, 2025

Unit

Qty

Unit Cost

Total Cost

\$1,199,000

\$6,400

\$1,199,000

2914: BP #4 - Saline Middle School Renovations (STEAM, Cosmetology, Senior Center)

Prepared by Clark Construction Company 3535 Moores River Dr, Lansing, MI 48911, USA

Bid Package Lead: Matt Wielechowski (mwielechowski@clarkcc.com)

Project Location: 7180 North Maple Road, Saline, MI 48176, United States of America

<div>23 : HVAC</div> <div>Generated March 4, 2025</div> <div>Base Bid</div>	<div>Robertson Morrison Inc</div> <div>Submitted by</div> <div>\$1,063,113</div> <div>Revision #1, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,063,113</td></tr></table> <div>LINE ITEMS</div> <div>HVAC</div> <div></div> <div>\$1,063,113</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$36,487</div> <div>\$33,250</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$65,217</div> <div>\$54,750</div> <div>Base Bid Total</div> <div>\$1,063,113</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,063,113	<div>Quality Aire Systems</div> <div>Submitted by</div> <div>\$1,114,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,114,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,114,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$36,600</div> <div>\$33,250</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$95,000</div> <div>\$54,750</div> <div>Base Bid Total</div> <div>\$1,114,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,114,000	<div>John Darr Mechanical Inc.</div> <div>Submitted by</div> <div>\$1,295,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,295,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,295,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$21,000</div> <div>\$36,600</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$87,000</div> <div>\$95,000</div> <div>Base Bid Total</div> <div>\$1,295,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,295,000	<div>Boone & Darr Inc.</div> <div>Submitted by</div> <div>\$1,460,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,460,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,460,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$45,300</div> <div>\$21,000</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$75,000</div> <div>\$87,000</div> <div>Base Bid Total</div> <div>\$1,460,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,460,000	<div>Ecker Mechanical</div> <div>Submitted by</div> <div>\$1,497,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,497,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,497,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$73,000</div> <div>\$45,300</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$85,700</div> <div>\$75,000</div> <div>Base Bid Total</div> <div>\$1,497,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,497,000	<div>Monroe Plumbing and Heating Company</div> <div>Submitted by</div> <div>\$1,665,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,665,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,665,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$85,700</div> <div>\$73,000</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div></div> <div>\$85,700</div> <div>Base Bid Total</div> <div>\$1,665,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,665,000
Unit	Qty	Unit Cost	Total Cost																																																			
			\$1,063,113																																																			
Unit	Qty	Unit Cost	Total Cost																																																			
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			\$1,665,000																																																			

<div>26: Electrical</div> <div>Generated March 4, 2025</div> <div>Base Bid</div>	<div>Amcomm Telecommunications Inc.</div> <div>Submitted by</div> <div>\$1,264,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,264,000</td></tr></table> <div>LINE ITEMS</div> <div>Electrical</div> <div></div> <div>\$1,264,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$7,710</div> <div>\$7,710</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$19,490</div> <div>\$19,490</div> <div>ADDITIONAL ITEMS</div> <div></div> <div>Base Bid Total</div> <div>\$1,264,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,264,000	<div>Huron Valley Electric</div> <div>Submitted by</div> <div>\$1,692,000</div> <div>Original Proposal, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,692,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,692,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$1,300</div> <div>\$1,300</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$5,500</div> <div>\$5,500</div> <div>ADDITIONAL ITEMS</div> <div></div> <div>Base Bid Total</div> <div>\$1,692,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,692,000	<div>Superior Electric Great Lakes Company</div> <div>Submitted by</div> <div>\$1,790,000</div> <div>Revision #1, March 4, 2025</div> <table><tr><th>Unit</th><th>Qty</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td></td><td></td><td></td><td>\$1,790,000</td></tr></table> <div>LINE ITEMS</div> <div></div> <div></div> <div>\$1,790,000</div> <div>ALTERNATES</div> <div>\$0</div> <div>M-1 : Senior Center Electric Snow Melt at Entry</div> <div>\$8,200</div> <div>\$8,200</div> <div>M-3 : Senior Center Kitchen Rooftop Equipment Replacement</div> <div>\$6,350</div> <div>\$6,350</div> <div>ADDITIONAL ITEMS</div> <div></div> <div>Base Bid Total</div> <div>\$1,790,000</div> <div>GENERAL ACKNOWLEDGMENTS</div>	Unit	Qty	Unit Cost	Total Cost				\$1,790,000
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Saline Area Schools

Teaching & Learning Department

MEMORANDUM



To: Board of Education
Superintendent Stephen Laatsch

From: Kara Davis
Executive Director of Teaching and Learning

Date: April 8, 2025

Subject: Kindergarten, 1st and 2nd Grades UFLi Phonics Curriculum Adoption

Recommendation: Per Board Policy 2510 - Approval of the following textbooks and associated ebook digital licenses:

- **for Kindergarten, 1st and 2nd grades:** UFLi Foundations Phonics Curriculum

More information regarding the UFLi phonics products can be found at their website:
<https://ufl.edu/foundations/>



Book	Policy Manual
Section	5000 Students
Title	Copy of INTERROGATION OF STUDENTS
Code	po5540
Status	Committee Review
Adopted	May 22, 2018
Last Revised	April 9, 2019

5540 - INTERROGATION OF STUDENTS

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Investigation of Child Abuse/Neglect Under the Child Protection Act by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with ~~their his/her~~ position, knows of or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy 8462.

An official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of ~~their his/her~~ family is the subject of the child abuse/neglect investigation, such agency shall be encouraged to contact the student during non-school hours and investigate the matter off school property, if at all possible.

~~(Thrun). The district will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed. The building administrator shall ask the investigator whether they may contact the parents prior to the interview. Unless the investigator specifically requests that the parents not be contacted, the building administrator shall attempt to contact the parents prior to questioning. The building administrator shall ask the investigator whether s/he may contact the parents prior to the interview and document the response. Unless the investigator specifically requests that s/he not contact the parents, the building administrator shall attempt to contact the parents prior to questioning.~~

~~The building administrator or designated guidance counselor will remain in the room during questioning of the student unless prohibited by the agency investigator.~~

Investigations of Violations of Law by Law Enforcement Agencies

Law enforcement agencies investigating complaints other than under the Child Protection Act should contact a student during non- school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property, involves other situations affecting school safety or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the law enforcement agency.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations shall be documented.

When an authorized law enforcement officer or the State's children's service agency removes a student, the building administrator shall also notify the parent(s) and the Superintendent.

No school official may release personally identifiable student information in education records to the police or the State's children's services agency without prior written permission of the parent, a lawfully-issued subpoena, a court order or a health or safety emergency. (See Board Policy 8330).

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Legal

M.C.L. 722.627

Attorney General's Opinion No. 6869, September 6, 1995

34 C.F.R. 99.36



Book	Policy Manual
Section	5000 Students
Title	Copy of TRANSGENDER AND NONBINARY STUDENTS
Code	po5517.02
Status	
Adopted	October 12, 2021

5517.02 - **TRANSGENDER AND NONBINARY STUDENTS**

The purpose of this policy is to:

- A. Foster an educational environment for all students that is safe, welcoming, and free from stigma and discrimination, regardless of sex, sexual orientation, gender identity, or gender expression;
- B. Facilitate compliance with local, state and federal laws concerning bullying, harassment, privacy, and discrimination;
- C. Ensure that all students have the opportunity to express themselves and live authentically.

Saline Area Schools and the Board of Education recognizes that Lesbian, Gay, Bisexual, Transgender (LGBTQ+) students, nationally and in Michigan, are targeted with physical violence and experience a hostile school environment more frequently than their peers. Supportive environments that acknowledge and affirm a student's identity is a protective factor that improves health and educational outcomes.

~~Title IX Legal Statute~~

~~Title IX of the Education Amendments of 1972 ("Title IX") specifically prohibits discrimination on the basis of sex in federally funded education programs and activities. The United States Department of Education's Office of Civil Rights has issued guidance stating it will "enforce Title IX to prohibit discrimination based on sexual orientation and gender identity in education programs and activities that receive federal financial assistance from the Department."~~

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, during a student's commute to and from school, at bus stops, and all other situations in which the District and Board exercise substantial control over the context, including the behavior and the individuals. This policy also pertains to usage of electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and on school computers, networks, forums, and mailing lists, as well as any electronic communication that is directed at a student and that substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. This policy applies to the entire school community, including educators, school and District staff, Board Trustees, students, parents or guardians, and volunteers.

Bullying, Harassment, and Discrimination

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited within the District. It is the responsibility of each school and all staff to ensure that all students, including transgender and nonbinary students, have safe school environments.

The Superintendent/designee shall ensure that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age and developmentally appropriate action, and providing students and staff with appropriate resources and supports. Complaints alleging discrimination, harassment, or bullying based on a student's actual or perceived gender identity or expression are to be taken seriously and handled consistently with the applicable anti-discrimination, anti-bullying, and anti-harassment policies. Transfers of transgender or nonbinary students between buildings or classrooms shall not be a school's first or preferred response to harassment of transgender and nonbinary students and shall be considered only when necessary for the protection or personal welfare of the transgender or nonbinary student or when requested by the student or the student's parent or guardian. The student's parent or guardian must consent to any such transfers between schools.

Prohibited conduct includes discrimination, harassment, or bullying because of the gender identity or expression of a friend, family member, or other person or group the student associates with.

(See Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 5517 Anti-Harassment, and Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students)

Privacy/Confidentiality

The Superintendent/designee shall ensure that all personally identifiable and medical information relating to transgender and nonbinary students shall be kept confidential in accordance with applicable state, local, and federal privacy laws. In general, school staff shall not disclose any information that may reveal a student's transgender status to others, including the student's parents or guardians and other school staff, unless legally required to do so or unless the student has authorized such disclosure. In the rare instance that a school is legally required to disclose a student's transgender status, the school should provide the student an opportunity to make that disclosure themselves. This would include providing the student with the support services necessary to make the disclosure in a safe and supportive environment.

Transgender and nonbinary students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and what private information to share. The fact that a student chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other students, does not authorize school staff to disclose a student's personally identifiable or medical information. When contacting the parent or guardian of a transgender or nonbinary student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise. (See "Student Transitions" below)

Media and Community Communication

When communicating to the media or community about issues related to gender identity or expression, District and school staff shall direct parents and the media to a designated spokesperson who has been trained in diversity, equity and inclusion. Protecting the privacy of transgender and nonbinary students must be a top priority for the spokesperson and all staff, and all personally identifiable and medical information shall be kept strictly confidential, in accordance with local, state, and federal privacy laws.

Names, Pronouns, and School Records

Every student has the right to be addressed by a name and pronouns that correspond to the student's gender identity. Regardless of whether a transgender or nonbinary student has legally changed their name or gender, schools will allow the student to use a chosen name and gender pronouns that reflect their identity. It is recommended that school staff privately ask transgender or nonbinary students how they want to be addressed in class and in the school's communication with the student's parents or guardians. Some transgender and nonbinary youth may feel most comfortable being addressed by gender-neutral pronouns or just referred to by their names (without pronouns).

If the student has previously been known at school by a different name, the school administration will direct school personnel to use the student's chosen name and appropriate pronouns. To ensure consistency among administrators and staff, every effort will be made to immediately update student education records with the student's chosen name and appropriate gender markers unless prohibited by federal, state, or local law or regulation. Records with the student's birth name and gender will be kept in a separate, confidential file within the student information system.

In situations where school staff and administrators are prohibited by federal, state, or local law or regulation from changing a student's name on a record, the Superintendent shall ensure practices are developed to avoid the inadvertent disclosure of such confidential information.

The District shall comply with requests from students who are transgender, to amend their secondary educational records, including diplomas and transcripts after graduation, to ensure that those requesting records (e.g. college admissions offices or potential employers) will only see the name and gender marker corresponding to the student's gender identity (this

includes requests from former students).

Access to Gender-Segregated Activities and Facilities

With respect to all restrooms, locker rooms or changing facilities, students shall have access to facilities that correspond to their gender identity. Schools may maintain separate restrooms, locker rooms, or changing facilities for male and female students, provided that they allow all students equal access to facilities that are consistent with their gender identity. Students, including nonbinary students, should determine which facilities are consistent with their gender identity.

Any student who is uncomfortable using a shared gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, the addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, requiring a transgender or nonbinary student to use a separate space threatens to publicly identify and stigmatize the student as transgender and should not be done unless requested by a student. Under no circumstances may students be required to use gender-segregated facilities that are inconsistent with their gender identity.

Where they exist, schools shall designate facilities designed for use by one person at a time as accessible to all students regardless of gender. However, under no circumstances shall a student be required to use separate facilities because they are transgender or nonbinary. The District shall incorporate single-user facilities and greater privacy into new construction or renovation, and to assess ways to increase privacy for all students in existing facilities.

Physical Education Classes and Intramural and Interscholastic Athletics

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity, subject to the Michigan High School Athletic Association's (MHSAA) constitution and guidelines.

Other Gender-Based Activities, Rules, Policies and Practices

As a general matter, schools should evaluate all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that serve an important educational purpose. Students shall be permitted to participate in any gender-based activities or conform to any gender-based rule, policy, or practice consistent with their gender identity.

Saline Area Schools supports students in becoming ethical and responsible citizens. Students demonstrate this attribute when they see beyond themselves to the needs of others, contribute to their community, promote equity, take responsibility for the environment, and demonstrate respect, empathy and compassion (SAS Compass - Ethical and Responsible Citizen). Research shows that LGBTQ students who attend schools with curriculum that is inclusive of LGBTQ people, history, and events experience a better school climate and improved academic outcomes. Curriculum serves as a mirror when it reflects individuals and their experiences back to themselves. At the same time, curriculum serves as a window when it introduces and provides the opportunity to understand the experiences and perspectives of those who possess different identities (GLSEN's Four Supports).

Dress Code

Schools may enforce dress codes pursuant to District policy, but any such dress codes may not be based on gender. Students shall have the right to dress in accordance with their gender identity and expression, including maintaining a gender-neutral appearance within the constraints of the dress codes adopted by the school. School staff shall not enforce a school's dress code more strictly against transgender and nonbinary students than other students.

Student Transitions

Schools shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected.

Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred programs, activities, and facilities consistent with their gender identity. Each student has a unique process for transitioning. The school shall customize support to optimize each student's equal access to the District's educational programs and activities.

Training and Professional Development

The District shall conduct training for all staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees.

The Superintendent/designee shall implement ongoing professional development to build the skills of all staff members to prevent, identify and respond to bullying, harassment and discrimination. The content of such professional development shall include, but not be limited to:

- A. terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
- B. developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy;
- C. classroom-management practices, curriculum, and resources that educators can integrate into their classrooms to help foster a more gender-inclusive environment for all students;
- D. developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying;
- E. school and District policies regarding bullying, harassment, discrimination, and suicide prevention and responsibilities of staff.

Publication

This policy will be distributed annually to students, parents/guardians, and staff, and it will also be included in any student codes of conduct, disciplinary policies, student handbooks, and school websites.

Definitions

These definitions are provided not for the purpose of labeling students but rather to assist in understanding this policy and the legal obligations of school and district personnel. Students may or may not use these terms to describe themselves or their experiences.

BULLYING: - "Bullying" is defined as any written, verbal, or physical acts, including cyber bullying, (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

(See Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students)

GENDER EXPRESSION: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

GENDER IDENTITY: A person's deeply held sense or psychological knowledge of their own gender, which can include being female, male, another gender, or no gender. Gender identity is an innate and largely inflexible part of a person's identity. One's gender identity can be the same or different from the gender assigned at birth. The responsibility for determining an individual's gender identity rests with the individual. Children typically begin to understand their own gender identity by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial development.

GENDER NONCONFORMING: A term for people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as multiple genders. Other terms that can have similar meanings include gender diverse or gender expansive. Being gender nonconforming is distinct from being transgender.

NONBINARY: A term used to refer to people whose gender identity is not exclusively male or female, including those who identify with a different gender, a combination of genders, or no gender. Nonbinary may be considered a subset of transgender or a distinct identity. Other similar or more specific terms may include genderqueer, gender fluid, agender, or Two-Spirit (for Native American students).

SEXUAL ORIENTATION: A person's romantic, physical, or lack of attraction to people of the same, opposite, or other genders. A person may have any sexual orientation, with some examples being heterosexuality, homosexuality, bisexuality, or asexuality.

TRANSGENDER: An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned gender at birth.

TRANSITION: The process in which a person goes from living and identifying as one gender to living and identifying as another. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.

REFERENCES:

SAS Board Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities

SAS Board Policy 5517 Anti-Harassment

SAS Board Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students

Michigan State Board of Education Statement and Guidelines on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students (September 2016)

Model School District Policy on Transgender and Gender Nonconforming Students, GLSEN and National Center for Transgender Equality (Revised September 2018)

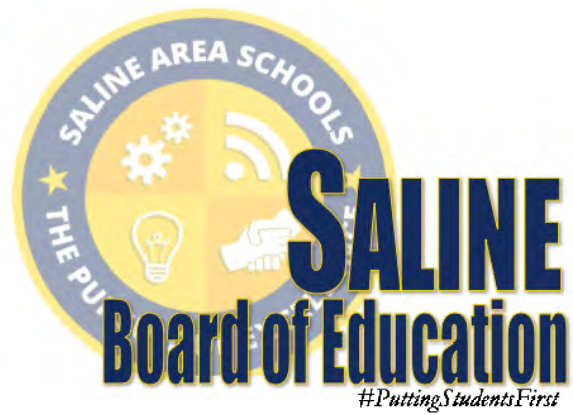
~~Title IX of the Education Amendments of 1972~~

~~U.S. Department of Education's Office of Civil Rights, Letters to Educators, Issued June 23, 2021~~

Board of Education Meeting

Liberty School Board Room

March 11, 2025, at 6:30 PM



MINUTES

Mission

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.

OPENING

1. CALL TO ORDER

The Board of Education Meeting of March 11, 2025 was called to order by President Michael McVey at 6:30 pm.

Board Members Present: Tim Austin, Darcy Berwick, Brad Gerbe, Lauren Gold, Michael McVey, Jennifer Steben and Jason Tizedes

Central Administration Present: Superintendent Laatsch, Assistant Superintendent's Baaki Diglio and Owsley, Executive Directors Clary, Davis, and Voelker

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

STUDENTS - None

OTHER PUBLIC STAKEHOLDERS - None

EXTENDED PUBLIC COMMENT

Special Education Advisory Council (SEAC) - Daisie Scharmen

Provided the Board an update on the purposes and activities of the SEAC. The primary purpose of SEAC is to support, advise, and recommend processes and standards for delivering special education

and services for Saline Area Schools. Membership consists of parents, staff and administrators. Activities have included playground meetings, socialization activities, professional development, parent/caregiver coffee chats, fundraising, participation in superintendent search.

4. **RESPONSE TO PREVIOUS PUBLIC COMMENT**

AGENDA

5. **REVISIONS/APPROVAL OF AGENDA**

MOTION made by Treasurer Gerbe, support Trustee Tizedes **to amend the agenda as follows:**

Add:

Under Action Items - Add F - the approval to purchase HVAC equipment

Under Discussion Items - Add D - Athletics Review.

Ayes - All Present - **MOTION CARRIED 7-0**

6. **STUDENT SHOWCASE**

Costa Rica Cultural Immersion Experience

Presenters: SHS AP Spanish Students Lizzie White & Ethan Hornberger

Advisor: Astrid Leese

The AP Spanish Class recently took a trip to Alajuela, Costa Rica. 24 students participated. The students lived with host families to truly immerse themselves in the culture and language. The tours were conducted entirely in Spanish. The itinerary included a plantation visit, a school visit in Aquiares, ziplining and hot springs, visit to a coffee plantation and La Paz Waterfalls, a visit to the Manuel Antonio National Park, and on the last day had a pool day in addition to cooking and dancing classes. Appreciation to the Board for giving them this opportunity for travel.

7. **ACTION ITEMS**

A. **MOTION** made by Trustee Austin, support Treasurer Gerbe **to adopt the Proposed 2024-25 General Fund Budget Amendment as submitted by Assistant Superintendent Owsley.**

Ayes - All Present - **MOTION CARRIED 7-0**

B. **MOTION** made by Vice President Steben, support Trustee Tizedes **to approve the 25/26 School of Choice Guidelines as recommended by Superintendent Laatsch.**

Ayes - All Present - **MOTION CARRIED 7-0**

- C. **MOTION** made by Vice President Steben, support Trustee Gold **that the Board of Education designate the Superintendent the determining factor of assault as submitted by Carol Baaki Diglio, Assistant Superintendent for Human Resources.**

Ayes: McVey

Nayes: Austin, Berwick, Gerbe, Gold, Steben, Tizedes

MOTION DENIED 1-6

- D. **MOTION** made by Vice President Steben, support Trustee Austin **to approve the purchase of (1) 2025 Ford Reg Cab F-250 4x4 Grounds vehicle from Gorno Brothers as recommended by Rex Clary, Executive Director of Operations. This purchase is through the MiDeal Purchasing Cooperative. The cost is \$46,418.46.**

Ayes - All Present - **MOTION CARRIED 7-0**

- E. **MOTION** made by Secretary Berwick, support Treasurer Gerbe **to amend the 2025 approved BOE meeting schedule moving September 23 to September 30 in acknowledgement of Rosh Hashanah as submitted by President McVey.**

Ayes - All Present - **MOTION CARRIED 7-0**

- F. **MOTION** made by Trustee Gerbe, support Trustee Tizedes **to approve the purchase of HVAC equipment through Trane for \$1,229,784 and controls in the amount of \$412,525 for MS renovations as recommended by Rex Clary, Executive Director of Operations.**

Ayes - All Present - **MOTION CARRIED 7-0**

8. **SCHEDULED REPORT**

- A. **Safety & Security Report**

Presenter: Dan Karrick, Director of Safety & Security

The district ~~has~~ implemented new standard response protocols as of this current school year. These standard response protocols are designed to provide clear common language for safety and security in our schools during emergencies. Recently adopted by the Michigan State Police and Office of School Safety, the district is following the protocols as developed by the "I Love You Guys" foundation, a nonprofit organization from Colorado. This is the recommended terminology for all schools in Michigan. The standard response protocols include: Hold, Secure, Lockdown, Evacuate and Shelter. Director Karrick detailed each protocol.

Additional safety measures include ongoing updates and improvements to the Emergency Operations Plan, Gaggle which alerts administrators to potential computer activity issues,

Behavior Threat Assessments which address potential threats, and the Visitor Emergency Notifications which is a method to share security protocols with visitors at school events.

Additional updates include staff training in visitor access protocols, standardization of drill procedures and notifications, and the use of standard response protocol aids for consistency as students transition between schools. Background checks are conducted for access control, visitors, chaperones, coaches with the goal to have a consistent plan for all individuals ensuring thoroughness for everyone.

9. **DISCUSSION ITEMS**

A. **Finance Committee Update**

Chair, Brad Gerbe

The Finance Committee met previous to the Board meeting to discuss the budget amendment and Bulletin 1014. Bulletin 1014 is a document released annually in February providing a summary of the previous year's school district expenditures categorized by per-pupil instructional salaries, revenue sources, and expenditures for instructional support, business administration, operation and maintenance. The analysis of Bulletin 1014 reveals insights into spending. The official pupil count is still pending.

B. **Policy Committee Update**

Chair, Lauren Gold

The Policy Committee met previous to the Board meeting to discuss both Neola Policy updates as well as some recommended district edits to policies.

Policy 5540 Student Interrogation: Administrators are seeking clarity on the confidentiality of filing reports and when/how parents are contacted. Proposed language recommended by legal counsel was discussed. This policy will appear as a discussion item on April 8th.

Policy 5517.02 Transgender and NonBinary Students: District legal counsel recommends removing Title IX references. This policy will appear as a discussion item on April 8th.

Several Neola updates were discussed. (1) Policy 5500 Student Conduct, guidance on the appropriate use of AI vs. academic honesty (2) Policy 5340 Student Accidents, new state law requires districts to have an official cardiac events plan (3) Policy 5330.02 Opioid Antagonists, requirement to reference the term "Narcan" and (4) Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular which requires that starting in the 25/26 school year a high school athletic coach must hold a valid certification in CPR and the use of an AED. These four policies will be moved to the consent agenda for the April 8th meeting. A packet will be created and shared with the full board for their review prior to the meeting.

The next Policy Committee meeting is Tuesday, March 18th at 5:30 pm.

C. Superintendent Search

Jay Bennett, MASB Assistant Executive Director of Search Services

Jay Bennett presented the collected data from the Superintendent Survey, which closed on March 9th. He provided an overview of the number of respondents and their demographic makeup before summarizing key findings. The survey responses highlighted the district's strengths and challenges, the preferred prior positions and areas of expertise for the next superintendent, leadership style preferences, and essential skills and experiences. Notably, consistency in leadership and follow-through were highly valued. Other key qualities included affirming and valuing staff, maintaining visibility, responsiveness to students, visibility and accessibility, strong communication skills, and a solid understanding of school finances.

The overall results indicated a desire for change while preserving the district's existing strengths.

Following the presentation, the Board collaborated with Mr. Bennett to finalize the job posting, which will remain open until April 8th.

D. Athletic Review

Facilitator, President McVey

President McVey summarized the meeting he had with Scott Robertson who will be contracted to do the third-party review of the Athletic Dept. The review will not examine handling of fees, facilities, fundraising or resource allocation. The cost was reduced after reducing the scope, and is not to exceed \$10K.

There was discussion regarding the progress report that was compiled by Wayne Welton who was brought in by Superintendent Laatsch to provide mentorship to the Athletic Director last fall.

The Board is asking for a comprehensive report detailing strengths and weaknesses of the athletic department and programs to be received by no later than June 30, 2025 and/or prior to the retirement of Superintendent Laatsch.

10. ADMINISTRATION / BOARD UPDATES

Student Representatives: All HS bands received the highest rating at the recent MSBOA music festivals. Hoping all goes well regarding teacher contracts.

Treasurer Gerbe: Acknowledged SEA members who attended the meeting tonight. Good luck to students participating in DECA state finals.

Secretary Berwick: Acknowledged SEA members who attended the meeting tonight. Feels that the entire district has the best interest of students at heart. Has trust in the Athletic Department that they

are doing a good job. As with all things, there is always room for improvement. Will be attending CARES meeting March 12th.

President McVey: Thank you for everyone's support of the Polar Plunge. Saline Trapshooting will be inviting Board members to an upcoming competition.

Vice President Steben: Acknowledgement to spring sports, start of trimester 3 and all families of Saline graduates preparing for commencement. Foundation for Saline Area Schools meeting was today. Thank you to the community for their support of the recent fundraiser. Over \$90K was raised. Nice to see so many new families in attendance at the fundraising event.

Trustee Gold: Acknowledgement to the MS Orchestra for their high marks received at MSBOA music festivals. Also acknowledgement to International Women's Day and all the strong women in our district.

Trustee Tizedes: Attended a Science Olympiad practice recently. Also participated in 2 Shark Tanks events with Mrs. Stukey's class. Very exciting to experience the learning that is taking place in our district and offered to partner with students in real-life opportunities.

11. CONSENT AGENDA

MOTION made by Secretary Berwick, support Vice President Steben to **authorize the Consent Agenda as printed:**

Ayes - All Present - **MOTION CARRIED 7-0**

- A. Approval of the Regular Board of Education Meeting Minutes of February 25, 2025
- B. Approval of Payment of the General Fund Accounts Payable of March 11, 2025, in the amount of \$1,941,965.87
- C. Approval of Payment of the Bond Fund Series III Accounts Payable of March 11, 2025 in the amount of \$20,885.23
- D. Approval of Payment of 2023 Bond Fund Series I Accounts Payable of March 11, 2025, in the amount of \$325,203.15
- E. Receive and File Human Resources Report

CLOSING

12. ITEMS SCHEDULED ON THE NEXT AGENDA

Michigan Continuous Improvement Process (MiCIP) Teaching & Learning Update

13. **PUBLIC COMMENT**

STUDENTS - None

OTHER PUBLIC STAKEHOLDERS

Ryan Davidson - Spoke regarding a district employee

Amy Tesolin - Spoke in support of our teachers

Susan Estep - Spoke expressing concern about Executive Orders attacking DEI

Sarah Fabian - Spoke in support of our teachers and DEI efforts in the district

Eric John Roberts - Informed the board that he was running for the WISD Board of Education this year.

Libby Williams - Spoke in support of teachers and keeping inclusivity in the forefront for all students.

14. **NEXT MEETING**

The next Board of Education Meeting will be held on April 8, 2025, at 6:30 PM.

15. **CLOSED SESSION**

The Board Entered Closed Session at 10:15 pm, with the intent to re-enter Open Session at approximately 11 pm, for the purpose to:

1. For a school board to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff under Section 8(k)
2. Superintendent Evaluation under Section 8(a).
3. Discuss matters under Attorney/Client Privilege that are exempt from disclosure pursuant to state and federal law under Section 8(h).

Under Sections 8(a), 8(h), 8(k) a 2/3 roll call vote is required.

Austin - Aye

Berwick - Aye

Gerbe - Aye

Gold - Aye

McVey - Aye

Steben - Aye

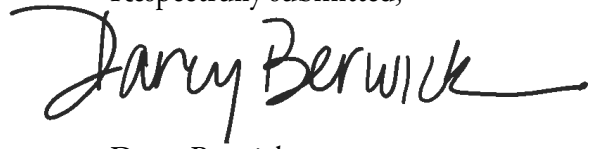
Tizedes - Aye

16. **ADJOURNMENT**

MOTION made by Secretary Berwick, support Trustee Austin **to adjourn the Regular Board of Education Meeting of March 11, 2025, at 12:21 AM.**

Ayes - All present - **MOTION CARRIED 7-0**

Respectfully submitted,

A handwritten signature in black ink that reads "Darcy Berwick". The signature is fluid and cursive, with a long horizontal stroke at the end.

Darcy Berwick
Board Secretary

Recorded by: Betty Jahnke

Draft

FINANCE COMMITTEE MEETING

Liberty School Board Room

March 11, 2025 at 4:00 PM

MINUTES



In attendance:

Brad Gerbe, Chair, Tim Austin, Jason Tizedes

Superintendent Laatsch, Assistant Superintendent Owsley, Recording Secretary Jahnke

1. Call to Order

Meeting was called to order at 4:01 by Chair Brad Gerbe

2. Public Comment - None

3. Discussion Items

a. Budget Amendment Review

Budget Amendment is on the agenda for the Board mtg this evening as an action to approve. It was tabled at the last meeting so that more time could be given for the review by trustees. It is noted that it would be helpful if it were able to be sent with the board packet prior to the meeting as opposed to coming later in the weekend. If the budget amendment were not to be approved this evening, it would have significant implications to the sale of bonds.

b. 2nd Semester Official Pupil Count (10% of the 25-26 blend)

The official pupil count is still pending. There are 32 graduating School of Choice students. Approximately 60 new School of Choice students are expected.

c. Bulletin 1014 including Washtenaw County Summary

Analysis of Bulletin 1014 gives insight into instructional spending trends. It's important to track this spending year over year to identify changes. The finance team will continue to analyze the data, including what percentage of the overall budget each line item represents. Also looking at the staffing models, revenue generation, student enrollment and per-pupil allocation.

4. Public Comment - None

Board Finance Committee Meeting Minutes
March 11, 2025

5. **Next Meeting:** Next Finance Committee meeting will be April 11, 2025 at 5 pm.

6. **Adjournment**

There being no further business, the meeting was adjourned at 4:55 pm.

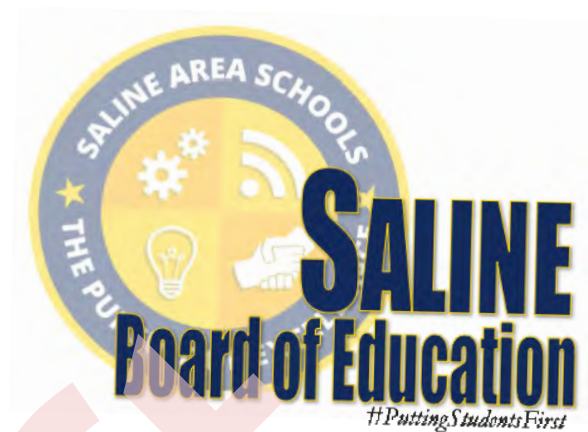


Darcy Berwick
Board Secretary

Recorded by: Betty Jahnke
Recording Secretary

POLICY COMMITTEE MEETING

Liberty School Board Room
Tuesday, March 11, 2025
5:00 pm



MINUTES

In attendance:

Lauren Gold, Chair, Darcy Berwick and Michael McVey
Superintendent Laatsch, Recording Secretary Betty Jahnke

1. Call to Order

Policy Committee meeting was called to order by Chair Lauren Gold at 5:03 pm

2. Public Comment

Susan Estep - spoke to request policies be read aloud and regarding Policy 5517.02 Transgender and NonBinary Student Policy

3. Discussion Items

District Edits to Policies

- a. **Policy 5540 Student Interrogation-** District Edit per Legal Recommendations
Discussion regarding the Thrun recommended edits. This came as a request from Building Administrators who expressed concern that the policy didn't line up with the actual process of what takes place. This will be moved onto the April 8, 2025 Board Agenda as a discussion item (1st reading).
- b. **Policy 5517.02 Transgender and NonBinary Student Policy-** District Edit per Legal Recommendations
Discussion regarding the Thrun recommendation to remove the Title IX Legal Statute statement. This will be moved onto the April 8, 2025 Board Agenda as a discussion item (1st reading).

NEOLA Updates Vol 39 No 1 (Sept 2024)

- c. **Policy 3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities**
Public Act 37 requires any individual serving as a high school athletic coach to hold a valid certification in CPR and the use of an AED beginning in the 25/26 school year.

Board Policy Committee Meeting Minutes

March 11, 2025

- d. **Policy 5330.02 Opioid Antagonist** The revision to this policy is to reference “Narcan” to make it more searchable.
- e. **Policy 5340 Student Accidents** Public Act 36 makes it necessary to develop a cardiac response plan
- f. **Policy 5500 Student Conduct** Revisions to this policy address the use of academic honesty and optional provisions addressing the use of artificial intelligence (AI).

The policy committee agreed that the above policies **(c thru f)** will be placed on the April 8, 2025 Board of Education Consent Agenda for approval. A packet will be put together and given to the Board Trustees at least a week prior to the meeting for their review.

- f. **Policy 8321 Criminal Justice Information Security (Non-Criminal Justice Agency)**
Policy revision to reflect the updated requirements of the Michigan State Police. There was not enough time to discuss the Neola updates to this policy. It will be moved to the March 18th Policy Committee Meeting agenda.

4. **Public Comment**

Libby Williams - spoke regarding Transgender and NonBinary Student Policy
Charlie Hirst - spoke regarding the Transgender and NonBinary Student Policy
Suzie Slay -spoke regarding the Student Interrogation Policy
Susan Estep - spoke regarding the Transgender and NonBinary Student Policy

5. **Next Meeting:** Tuesday, March 18, 2025 at 5:30 pm

6. **Adjourn**

Meeting was adjourned at 6:13 pm.



Darcy Berwick
Board Secretary

Recorded by: Betty Jahnke
Recording Secretary



POLICY COMMITTEE MEETING

Liberty School Room #33

Tuesday, March 18, 2025

5:30 pm

MINUTES

Attending:

Lauren Gold, Chair, Darcy Berwick, and Michael McVey
Superintendent Laatsch, Recording Secretary Betty Jahnke

1. Call to Order

Policy Committee meeting was called to order by Chair Lauren Gold at 5:30 pm

2. Public Comment - None

3. Discussion Items

1. NEOLA Updates Vol 39 No 1 (Sept 2024)

- a. **Policy 8321 Criminal Justice Information Security** (Non-Criminal Justice Agency) (Revised)
Policy revision to reflect the updated requirements of the Michigan State Police Neola updates reviewed and accepted. Primarily updated to reflect requirements of the Michigan State Police. This policy will be moved to the consent agenda of the April 8th Board of Education meeting.

2. NEOLA Updates Vol 39 No 2 (Feb 2025)

- a. **Policy 5530 Use of Medications** (Revised)
Neola updates reviewed and accepted. Change also to reflect Epinephrine Auto Injector to Epinephrine Delivery Systems. The District Nurse consulted as well. This policy will be moved to the consent agenda of the April 8th Board of Education meeting.
- b. **Policy 5330.01 Epinephrine Auto-Injectors** (Revised) “Epinephrine Delivery Systems”
Neola updates reviewed and accepted. The District Nurse consulted as well. Any reference to Epi-Pens has been changed to Epinephrine Delivery Systems. Lauren will touch base

with Karan to get some clarification. Will be reviewed again at the next Policy meeting April 22nd.

c. **Policy 8320 Personnel Files** (Revised)

Neola updates reviewed and accepted. This policy will be moved to the consent agenda of the April 8th Board of Education meeting.

3. **Thrun vs. Neola Policy Service**

President McVey presented information about Thrun's Policy Service for the committee's consideration. The district currently retains Thrun Law Firm as one of its legal counsels. They do offer a policy service. Recently Chelsea, Dexter and Milan have made the decision to switch from Neola to Thrun and are now in the work of that process. He presented information regarding the timeline, procedures and cost. This will be discussed further at the next policy committee meeting in April. In the meantime, trustees will do some random policy comparisons between both services.

4. **Public Comment**

Susan Estep - Spoke regarding the Thrun vs. Neola Service, and concerns regarding the Transgender Policy amidst neighboring districts rescinding said policy.

5. **Next Meeting:** Tuesday, April 22 at 5 pm.

6. **Adjourn**

Meeting was adjourned at 6:42 pm.



Darcy Berwick

Board Secretary

Recorded by: Betty Jahnke

Recording Secretary



TOPIC: Human Capital Recommendations

The following human capital changes including resignations and new hires are being presented to the Board of Education to receive and file:

RESIGNATIONS / TERMINATIONS:

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>REASON</u>	<u>EFFECTIVE</u>
Emileen Palazollo	Middle School	Teacher – 6th Grade	Separation	Resignation	07.Jun.25
Kimberly Munn	High School	Speech & Language	Separation	Retirement	06.Jun.25
Jeffrey Kazee	High School	Teacher - Social Studies	Separation	Resignation	06.Jun.25
Mary Howley-Visel	High School	SWWC	Separation	Retirement	06.Jun.25
Jennifer Haas	Pleasant Ridge	Teacher - Young 5's	Separation	Resignation	06.Jun.25
Steve Laatsch	Liberty - Central Office	Superintendent	Separation	Retirement	30.Jun.25
Shelby Becker	Middle School	Paraeducator	Separation	Resignation	04.Apr.25
Rachel Bonecutter	Pleasant Ridge	Paraeducator	Separation	Resignation	11.Apr.25

NEW HIRES

<u>NAME</u>	<u>BLDG./DEPT.</u>	<u>ASSIGNMENT</u>	<u>STATUS</u>	<u>STEP</u>	<u>EFFECTIVE</u>
Emilie Cadmus	Liberty	GSRP Paraeducator	New Hire	Step 1	01.Apr.25

RECOMMENDATION: That the Saline Area Schools Board of Education consents to the personnel report recommendations as presented.

Policy Review Memorandum

To: Board of Education
From: Board Policy Committee Chair Lauren Gold
Date: March 21, 2025
Subject: Neola Policy Updates - Consent Agenda

The policies listed below are being distributed to the Board of Education for review prior to approval through the Consent Agenda at the next Board Meeting, April 8, 2025. The Policy Committee is recommending the adoption of these policies, with noted revisions, as they reflect current state law and should be adopted.

[Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities](#) (Revised)

Public Act 37 makes it necessary to require any individual serving as a high school athletic coach to hold a valid certification in CPR and the use of an AED beginning with the 2025-2026 school year. This policy has been revised to reflect this forthcoming requirement.

[Policy 5330 - Use of Medications](#) (Revised)

This policy was updated to include additional definitions and further clarity to processes for the storage and administration of prescription and over-the-counter medications.

[Policy 5330.02 - Opioid Antagonists](#) (Revised)

This policy has been revised to reference Narcan, to make it easier to find in searches of this manual, and miscellaneous grammar/punctuation changes.

[Policy 5340 - Student Accidents](#) (Revised)

Public Act 36 makes it necessary to develop a cardiac response plan. This policy has been revised to reflect this requirement.

[Policy 5500 - Student Conduct](#) (Revised)

This policy has been revised to include provisions addressing the use of academic honesty and optional provisions addressing the use of artificial intelligence (AI).

[Policy 8320 Personnel Files \(Revised\)](#)

This policy is revised to reflect the recent changes to the Public Employment Relations Act (“PERA” due to P.A. 236). Reflects provisions of the law and should be adopted.

[Policy 8321 Criminal Justice Information Security \(Non-Criminal Justice Agency\) \(Revised\)](#)

This policy has been revised to reflect the updated requirements of the Michigan State Police (MSP).

Please note when looking at the policy edits that the formatting often looks incorrect. All final editing will be done by Neola production. Quite often numbering & letter sequences get out of alignment when performing these edits. This is to be expected, and Neola will ensure that it is correct before publishing it in our Board Policy Manual.



Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	Committee Review
Adopted	May 22, 2018

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees:

A. may be members of the District's support staff, or

B. may be individuals from the community or nearby areas.

The Board authorizes the Superintendent to act for the Board in employing such part-time staff.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Appropriate qualifications shall, at a minimum, include any requirements established by the State, and may also include any program specific training or certification as determined by the Superintendent. Starting with the 2025-2026 school year, an individual hired to serve at the high school as an athletic coach shall have a valid certification in cardiopulmonary resuscitation and use of an automated external defibrillator issued by the American Red Cross, American Heart Association, or a comparable organization of institution approved by the Michigan Department of Education. , such as cardio-pulmonary resuscitation and/or first aid.



Book	Policy Manual
Section	5000 Students
Title	Copy of USE OF MEDICATIONS
Code	po5330
Status	Committee Review
Adopted	May 22, 2018
Last Revised	April 9, 2019

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the **student child** is disabled and requires medication to benefit from **the student's his/her** educational program.

For purposes of this policy,

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, ~~naturopathic doctor~~, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the **(X)** school office **()** nurse's office **()** health room **[END OF OPTION]**. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the (**X**) school office () nurse's office () health room **[END OF OPTION]**. Substances that are not FDA approved (i.e., natural products, food supplements) (**X**) will require the written instruction of a practitioner and the written consent of the parent () will not be administered by District staff **[END OF OPTION]**. (**X**) Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. **[END OF OPTION]** (**X**) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. **[END OF OPTION]** Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

~~Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.~~

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.~~

~~Only medication in its original container, labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accordance ~~accord~~ with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. ~~There~~ There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and ~~their~~ his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed an epinephrine delivery system to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration ("FDA") approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's his/her parent/guardian to the Principal or other designated school official ~~chief administrator~~ of the student's school.

No student is allowed to provide or sell any type of medication to another student. The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

[X] The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. **[END OF OPTION]**

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

Legal

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Ashtma in Schools



Book	Policy Manual
Section	5000 Students
Title	Copy of OPIOID ANTAGONISTS
Code	po5330.02
Status	Committee Review
Adopted	May 22, 2018
Last Revised	October 8, 2019

5330.02 - **OPIOID ANTAGONISTS**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel.¹ Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

The District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride, Narcan, or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

Each school in the District shall have at least two (2) employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by a licensed registered professional nurse. Only an appropriately trained school employee or agent may possess and administer an opioid antagonist.

Each school in the District shall possess at least one (1) package of an opioid antagonist on site. The opioid antagonist may be administered by a trained school employee or agent to a student or other individual on school grounds who is believed to be having an opioid-related overdose.

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify the student's parent/guardian and the school nurse, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of the school nurse to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The nurse shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with ~~Policy PO 5330~~, ~~Administrative Guideline AG 5330~~ and the Michigan Department of Education's medication administration guidelines, as amended.

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Legal

Administration of Opioid Antagonists Act



Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT ACCIDENTS
Code	po5340
Status	Committee Review
Adopted	May 22, 2018
Last Revised	June 22, 2021

5340 - **STUDENT ACCIDENTS**

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance in accordance with any order covered by board policy 5342, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices in accordance with all information in our student data platforms. Employees should have access to our student data platforms at all times including field trips or off site activities. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

~~The Superintendent may provide for an in-service program on first aid and CPR procedures.~~

Beginning with the 2025-2026 school year, the Board shall develop a cardiac response plan. This plan will include utilizing employees to respond to sudden cardiac arrests or other life-threatening emergencies that may occur on school campuses during school hours or at school-sponsored events including, but not limited to, school-sponsored athletic events.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

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Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT CONDUCT
Code	po5500
Status	Committee Review
Adopted	May 22, 2018

5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;

- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.;
- O. () _____;
- P. () _____.

[OPTIONAL LANGUAGE - ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING TOOLS]

X] Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") and Natural Language Processing ("NLP") tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. () (See Policy 7540.09 – Artificial Intelligence ("AI")) **[END OF OPTION]**

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

[END OF OPTIONAL LANGUAGE - AI/NLP]

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

[X] All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. () Such education shall reference this Board policy. **[END OF OPTION]**

Students who violate this policy are subject to disciplinary consequences.

[X] Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation. **[END OF OPTION]**

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

~~Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.~~ Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

[X] A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

Cross References

po7540.03

po7540.04

po7540.09

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Legal

M.C.L. 380.1311, 380.1312



Book	Policy Manual
Section	8000 Operations
Title	Copy of PERSONNEL FILES
Code	po8320
Status	Committee Review
Adopted	May 22, 2018
Last Revised	November 23, 2021

8320 - **PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Assistant Superintendent of Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

The employee may periodically review their his/her file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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M.C.L. 423.501 et seq



Book	Policy Manual
Section	8000 Operations
Title	Copy of CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	Committee Review
Adopted	May 22, 2018
Last Revised	March 23, 2021

8321 - **CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation ("FBI") criminal history record information ("CHRI") background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. This policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit. This policy/procedure shall be reviewed and updated at least annually and following any security incidents involving CHRI. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy, State and Federal law, current Criminal Justice Information Services ("CJIS") Security Policy, ECPL, rules or regulations, and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge and prosecution, based on the nature and severity of the violation, at the District's discretion. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign, and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Director of Safety and Security ~~Assistant Superintendent of Human Resources~~ shall be designated as the District's Security Officer ("LASO"). The LASO is an authorized user/personnel who has completed a fingerprint-based background check where required, and has been found appropriate to access CHRI, and an employee directly involved in evaluating individual's qualifications for employment or assignment. The LASO and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;
4. ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;

5. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
6. ~~to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;~~
7. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated and kept on file by the District indefinitely.

C. Privacy Act Statement Disclosure

The District shall ensure that the applicant receives the Federal Privacy Act Statement Disclosure by providing the applicant with the most current version of the MSP RI-030 Live Scan consent form. The applicant will receive this information by hard or electronic copy.

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. Agreements are in place to provide data ownership, individual roles, responsibilities, etc. The District shall request a new user agreement in the event they have a legal name change, they move to a new physical address, or they wish to add or remove fingerprint reason codes. The most current copy of the Agreement shall be maintained on file at the agency indefinitely. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access: Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated, and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by Assistant Superintendent of Human Resources. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
2. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated, and maintained in the individual's file.
3. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to the Michigan State Police upon request.
4. **Notification of Termination of Employment/Access or Transfer/Re-assignment** - When an employee's access or employment is terminated, or if the duties for accessing criminal justice information have been transferred or re-assigned to another individual, the _____ Director of Safety & Security ~~the designated individual~~ shall be notified promptly in writing. The individual responsible for the termination or transfer/re-assignment shall directly notify the _____ Director of Safety & Security ~~the designated individual~~.

5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as closing the individual's account and/or blocking access to any systems containing such information at the District.
6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, the LASO/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment. If such access is not necessary and appropriate, steps to eliminate the individual's access will be taken immediately, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individuals account and/or blocking access to any systems containing such information at the District.

E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. **Media Storage and Access** – All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Access to such media will be secured at all times when not in use or under the supervision of an authorized individual. Digital media shall be stored on a District or School server and unless encrypted, shall be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321 and must be encrypted. Physical media will be stored within individual records when feasible, or by itself when necessary, and will be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years.
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media, but optical media (such as CDs and DVDs) will be physically destroyed. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) or no identifiable owner digital media device shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for

personally owned mobile devices through a Mobile Device Management ("MDM") system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

5. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at the time of application, and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

6. Controlled Area/Physical Protections

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the Human Resources Office, which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

- a. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- b. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- c. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- d. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

7. Passwords (Standard Authentication)¹

All authorized individuals with access to computers or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

- a. at least eight (8) characters long on all systems
- b. not be a proper name or a word found in the dictionary
- c. not be the same as the user identification
- d. not be displayed when entered into the system (must use feature to hide password as typed)
- e. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
- f. must expire and be changed every ninety (90) days
- g. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

8. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training ~~within six (6) months of initial assignment/authorization and every two (2) years thereafter.~~ as part of initial training for new users prior to accessing CJI and annually thereafter, and when required by system changes of within thirty (30) days of any security event for individuals involved in the event. LASOs require enhanced training on the

specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

Training is a role-based security and privacy training for personnel with the following roles:

- a. Basic Role: All individuals with unescorted access to a physically secure location (Not typical for National Criminal Justice Associations "NCJA")
- b. General Role: All personnel with access to CJI. This level is designed for people who have physical and logical access to CJI.
- c. Privileged Role: This level is designed for all information technology personnel including system administrators, security administrators, network administrators, etc. More access is needed than a general user, but not an assigned LASO (i.e., Criminal History Records Internet Subscription Services (CHRISS Administrator))
- d. Security Role: This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJIS Security Policy ~~SECPOL~~. (i.e., LASO).

The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

9. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current for all dissemination outside of the CHRISS system indicating:

- a. the date of release;
- b. record disseminated;
- c. method of sharing;
- d. agency personnel that shared the CHRI;
- e. the agency to which the information was released;
- f. the name of the individual recipient at the agency; and
- g. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

Incident Handling and Responses

The District shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The District will identify responsibilities for information security incidents and include how and who to report such incidents to. The District will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The District will ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training will be included within the provided awareness and training. Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security

incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency appropriate tests. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	Digital - Digitally Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present.	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

1. All personnel are required to report suspected incidents to the LASO immediately, but not to exceed one (1) hour after discovery. As such, personnel who become aware of an incident or believe an incident has occurred should report to the following individuals in order. ~~The LASO shall be notified immediately.~~
2. LASO
3. _____ Director of Technology ~~[Designated Title]~~
4. _____ ~~[Designated Title]~~
5. _____ ~~[Designated Title]~~
6. The breach shall be assessed (including determination of whether notification to individuals is needed, assessment of the extent of the harm, and identification of applicable privacy requirements) and steps taken to correct the situation:
 - a. access shall be stopped for any unauthorized user;
 - b. media shall be secured;

- c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
 - d. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
7. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
8. The LASO shall be responsible for filing the incident report with the MSP: using the CJIS-016. Completed CJIS-016 forms shall be retained on an ongoing basis to meet policy requirements for tracking.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

9. Mobile Device - Incident Handling and Response

- a. The LASO shall be notified immediately.
- b. The breach shall be assessed and steps taken to correct the situations:
 - 1. access shall be stopped immediately, and remotely if necessary, for any authorized user;
 - 2. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;
 - 3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
 - 4. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
- c. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
- d. Steps shall be taken to restore the device and media to a safe environment.
- e. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

- 1. for a lost device, report if the owner:
 - a. believed the device was locked;
 - b. believed the device was unlocked;
 - c. could not validate the device's locked state;
- 2. for a total loss of a device, report if:
 - a. CHRI was stored on the device;
 - b. the device was locked or unlocked;
 - c. capable of remote tracking or wiping of device;
- 3. report any compromise of a device when the intrusion occurs while still in the owner's possession;
- 4. report any compromise outside of the United States.

10. Collection of Evidence

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s). For criminal matters (law enforcement agency) shall be contacted for evidence collection. For civil matters, (designated legal counsel) will be contacted for evidence collection.

F. Auditing and Accountability

The District's information system shall generate audit records for the events listed below. The District shall specify which information system components shall carry out auditing activities.

The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.

The following events shall be logged:

1. Successful and unsuccessful system log-on attempts.
2. Successful and unsuccessful attempts to:
 - a. access permission on a user account, file, directory or other system resource;
 - b. create permission on a user account, file, directory or other system resource;
 - c. write permission on a user account, file, directory or other system resource;
 - d. delete permission on a user account, file, directory or other system resource;
 - e. change permission on a user account, file, directory or other system resource.
3. Successful and unsuccessful attempts to change account passwords.
4. Successful and unsuccessful actions by privileged accounts.
5. Successful and unsuccessful attempts for users to:
 - a. access the audit log file;
 - b. modify the audit log file;
 - c. destroy the audit log file.

The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.

The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.

Audit Monitoring, Analysis and Reporting - The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.

Time Stamps - The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.

Protection of Audit Information - The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

Audit Record Retention - The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

¹Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

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Legal

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State Police,
Criminal Justice Information Center, Audit and Training Section Conducting Criminal
Background Checks,
Michigan State Police, Criminal Justice Information Center