



East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

Regular Meeting
April 10, 2023 - 7:00 PM
Board Room
509 Burcham Drive
East Lansing, Michigan 48823



Agenda

I. Opening of Meeting

A. *Call to Order*

B. *Roll Call*

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

D. *Approval of Agenda*

Motion: The Board of Education approves the agenda for the April 10, 2023 regular meeting, as presented.

E. **Approval of Minutes**

Motion: The Board of Education approves the minutes of the March 13, 2023, regular meeting, March 22, 2023, special meeting, and April 6, 2023, special meeting - Board Worksession, as presented.

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| 1. March 13, 2023 regular meeting | 3 |
| 2. March 22, 2023 special meeting | 10 |
| 3. April 6, 2023 special meeting - Board Worksession | 15 |

II. Recognition

III. Student Representative Report

IV. Superintendent's Report

V. **Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VI. Board Discussion

VII. <u>Action Items</u>	
A. <u>Authority to Enter into Contracts</u>	<u>17</u>
<i>Motion: The Board of Education delegates the authority to enter into contracts to Dori Leyko, Superintendent.</i>	
B. <u>Food Service Truck Bid</u>	<u>20</u>
<i>Motion: The Board of Education approves the purchase of a food service truck from Lunghamer Ford in the amount of \$62,467.</i>	
VIII. <u>Committee Reports</u>	
A. Academic and Technology Committee	
B. Facilities Committee	
C. Finance Committee	
D. Intergovernmental Relations	
E. Personnel Committee	
F. Policy Committee	
IX. Announcements	
X. Adjournment	

Respectfully Submitted,

***Dori Leyko
Superintendent***

Regular Meeting
Monday, March 13, 2023 7:00 PM Eastern

MacDonald Middle School Auditorium
1601 Burcham Dr
East Lansing, MI 48823

I. Opening of Meeting

I.A. Call to Order

The meeting was called to order by President Chambers at 7:00 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Ms. Amanda Cormier:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Present
Ms. Dori Leyko	Present
Student Representative Gabriel Benavides	Absent
Student Representative Alexander Mielock	Absent

Present: 8. Absent: 2.

Student representatives Benavides and Mielock were not in attendance. Gretchen Rojewski provided the Student Representative report.

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

I.D. Oath of Office

I.D.1. Chris Martin

I.E. Approval of Agenda

Motion 22-23/084: *The Board of Education approves the agenda of the March 13, 2023, regular meeting, as presented.*

This motion, made by Mr. Chris Martin and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

Friendly Amendment: The Board of Education approves the amendment to the agenda to include Action Item B: ELPS Safe Gun Storage Resolution.

This motion, made by Dr. Kath Edsall and seconded by Mr. Chris Martin, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

I.F. Approval of Minutes

Motion 22-23/085: The Board of Education approves the February 27, 2023, regular meeting minutes, as presented.

I.F.1. February 27, 2023 regular meeting

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

II. Recognition

- Science Night held on February 28 at Marble was attended by over 200 families and was a huge success. The event boasted over 36 presenters including Potter Park Zoo, Fenner Nature Center, Impression Five, East Lansing Public Library, and WKAR's Curious Crew.
- The Michigan High School Athletic Association has selected 14 student-athletes from Class A member schools to receive scholarships and Senior Naomi Sowa is one of them. Naomi played three seasons of varsity volleyball and will play her fourth of varsity softball this spring. She earned all-area and all-league in both sports, all-region in volleyball, and also all-league academic honors in both. She served as captain of both varsity teams. She carries a 4.0 GPA and earned AP Scholar Award posting highest-possible score on two exams. She is currently participating in second year of National Honor Society and as chapter historian. She is playing fourth year in school's wind ensemble, as first chair clarinet as a senior, and previously earned festival award and performed at Michigan Music Conference. Congrats to Naomi!
- Recently 41 ELHS students spent 4 days in Kalamazoo at the Mid-American Model United Nations and co-advisor Mark Pontoni was told that ELHS students had the "2nd highest margin of victory achieved by any school ever" and more than twice the points of the 2nd place school.

Of the six main committees at the conference, EL students won top honors in five of them and in the 6th committee, they took second honors. They also won a couple of second honors in committees that ELHS students also won top honors as well- a very rare achievement.

Iyla Blundell and Jack McGuire won top honors in crisis committees during which delegates are presented with a fictitious international event that they must try to negotiate over a 6-hour period. Iyla's win came in the Secretary-General's crisis where 14 students are selected

from the hundreds in attendance for their merit up to that point. East Lansing was awarded SIX of those 14 spots...unprecedented in conference history.

Mona Borhan, Uyi Idusuyi and Jack McGuire had the 2nd honors, while Skyler Hamlin, Edith Pendell, Iyla Blundell, Evie Wittrock, Alden Delgado, and Kate McAndrews won top honors in their committees.

The Iran delegation of Henry Mahler, Joe Powers, Mackenzie Smith, Uyi Idusuyi and Fletcher Wasnich won top honors in the delegation competition.

East Lansing won the top team award and Edith Pendell won the top individual award among the hundreds of students in attendance. She won the Jonathan Perry Ambassador Award and was recognized as the best delegate at the conference.

One last shout out to Emily Zann, co-advisor for stepping into this role as a new teacher.

III. Student Representative Report

Gretchen Rojewski provided the Student Representative report:

- Resignation of High School Principal Shannon Mayfield.
- Model UN had an award sweep at the Mid-American Model United Nations held in Kalamazoo.
- ELHS Boys Varsity Basketball won Districts and just won Division 1 regional semifinals vs Kalamazoo Central.
- Chicago Teen Edition is being performed at ELHS Auditorium. Showings are Wednesday – Sunday of this week.
- NHS blood drive will be taking place. Currently, there are 32 students signed up to donate.

IV. Superintendent's Report

Comments on Last Wednesday's School Closing

In collaboration with the East Lansing Police Department, we were able to identify the source of the threatening social media post that was made late Tuesday night, and an individual subsequently confessed to making the post. Based on information gained from the investigation, at no time was the East Lansing community or ELPS at risk of danger. We also recognize, however, that the threatening post and school closing caused stress, anxiety, fear, frustration and inconvenience for many students and families. Our process for responding to and investigating the social media threat worked as it should, and the student and family are cooperating with school administrators and law enforcement.

ELHS Leadership Update

ELHS Principal Mr. Shannon Mayfield submitted a letter of resignation effective March 10, 2023. Mr. Mayfield has been on leave for personal reasons since January 25, 2023 and had been employed by the District as the high school principal since fall 2022. For the near future, Mrs. Ashley Schwarzbek will be the Interim Principal, and Mr. Jeff Lampi will be the Interim Associate Principal. Long-term leadership decisions will be made and communicated this spring.

Ongoing Support for our Students and Community

To support the healing process of our students, staff and community members, we will continue to include opportunities for support in these updates. Our school counselors, social workers and facility dogs are available to support our students, and the City of East Lansing will have counseling services available through the end of March as follows:

East Lansing Public Library (950 Abbot Rd.):

- Mondays - March 13, 20, 27 from 12:30 - 5:00 p.m.
- Wednesdays - March 15, 22, 29 from 12:30 - 5:00 p.m.
- Fridays - March 17, 24, 31 from 12:30 - 5:00 p.m.

Reminder - 1/2 Day of School for Elementary only this Tuesday + Spring Break is Coming

Elementary students have a half day of school this Tuesday (3/14).

Spring Break begins Friday, March 24 - students and staff return to school Monday, April 3.

Kindergarten Registration for 2023-24 - Register by March 17

All resident families of kindergarteners should register their students at this site by March 17: <https://elps.us/our-district/prospective-families/online-enrollment/>

Here is a link to the presentation that was shared at Thursday's Information Night:

https://elps.us/downloads/district_-_kindergartenyoung_5s/kindergarten_parent_information_night_2023.pptx_1.pdf

Please reach out to your neighborhood boundary school if you have questions. Here is a link to the elementary school boundary map: https://elps.us/downloads/district_-_forms_notices_for_beginning_of_school/schoolsk-5new_2021_revised.pdf

If you have questions regarding our Schools of Choice process or timeline, see this site: <https://elps.us/our-district/prospective-families/schools-of-choice/>. You can sign up to receive Schools of Choice information on this page, too.

School Safety and Student Support Updates

The initial Safety Enhancement Plan that has been shared at the prior few Board of Education meetings was organized into Immediate, Short-Term and Long-Term action steps, recommendations and considerations. Following some feedback, discussion and reflection, another way we could organize our responsive action steps would be into the categories of Infrastructure, Personnel, Training, Student Supports and Community Engagement.

Infrastructure:

- Additional lockdown/panic buttons have been installed in the high school main office for more immediate access by the administrative assistants.

Personnel Updates:

- Two individuals from DK Security started at the high school today to provide additional hall, bathroom, door and camera monitoring and supervision.

Community Engagement:

- Members of the Board of Education and I attended the March 1 meeting of the East Lansing Parent Advocacy Team (ELPAT) at the East Lansing Public Library. Our goal was to listen to the

stories and experiences of the individuals, open up lines of communication with the District and collaborate together to determine actionable steps that will make a difference for our students.

- Representatives from the ELPAT were invited to the high school to meet with district and high school administrators to review discipline data and bring some new faces to the table. Our group decided to meet on a bi-weekly basis to continue discussion and collaboration.
- Different members of the Board of Education and I attended the March 12 ELPAT meeting via Zoom. The group shared progress made so far and provided input on some “asks” of the District.

Training:

- District Wellness Leader Lindsay Young met with Cindy Horgan to learn more about movemindfully, a program that integrates mindfulness and movement into our schools and classrooms.

Student Supports:

- One new student mentoring program has been added at the middle school, the United Mentoring Program, which has a target audience of at-risk youth ages 12 – 19 – they will be offering a morning mentoring program. Also, the Turning Point of Lansing program has expanded its access to 6th and 7th-grade students at the middle school.

Discussion followed.

V. Consent Agenda

No Consent Agenda

VI. Presentation

VI.A. Model UN, Mark Pontoni and Model UN students

Thank you to all the students who spoke about their experiences on the Model UN team.

Discussion followed.

VII. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Suzanne Rojas - High School scheduling.
- Brad Lutz - Communication.
- Sharee Brooks - Collaboration - Updates.
- Sharee Brooks - Graduation recognition.
- Nevah Vasquez- Removing Girls' High School Varsity Basketball coach.
- Manuel Vasquez - Head Basketball Coach & Staff (Varsity) and AD Nikki Norris.
- Jamye A. King - Girls' Varsity Basketball Coach/Athletic Director.
- Brandy Branson - New High School Attendance Policy.

VIII. Board Discussion

- Board Committees - discussion regarding the update to Committee descriptions. Committee chairs will work with the committees to develop descriptions for the Board Committees. Each chair will bring the description to the Board, possibly at the upcoming Board Retreat, to review and then post on the webpage.
- Advisory Committees - a more transparent way of getting information from the Advisory Committees (Sex Education Advisory Committee and Mental Health Advisory Committee) - public presentations at Board meetings.
- The Equity Audit - Policy Committee is discussing Racial Equity Policy; working with Klaudia Burton about a plan for an equity audit; working with Justice Leaders Collaborative; the district needs forward movement on this audit.

IX. Action Items

IX.A. **Amendment to the Supervisor of Operations and Maintenance Contract**

Motion 22-23/086: The Board of Education approves the contract amendment to the Supervisor of Operations and Maintenance, as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

IX.B. **Added Action Item - Resolution for Safe Gun Storage**

Motion 22-23/087: The Board of Education approves the ELPS Safe Gun Storage Resolution, as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

Discussion followed.

X. Committee Reports

X.A. Academic and Technology Committee

- Trustee Martin will be joining the Academic and Technology Committee.
- Watch for an email to schedule something.

X.B. Facilities Committee

- GMB is working on a playground package to be completed/installed before the start of school next year. The focus is at Glencairn, Donley, and Red Cedar.

- Billy Hastings is looking at putting matting under all the swings; more grass will be planted this summer on the elementary school grounds; wood chips at each playground are reviewed annually.
- A door audit is taking place to ensure all handicap doors are working correctly.
- All custodial positions are filled but one-four hour on-call position.
- A new mower was purchased for the district to handle all the necessary mowing.
- The next meeting is April 11 at 11:15 am.

X.C. Finance Committee

- The Finance Committee meets on Wednesday, March 15 at 12:30 pm.

X.D. Intergovernmental Relations

- The next meeting is Wednesday, March 15, at 11:00 am.
- [Intergovernmental Committee Notes](#)

X.E. Personnel Committee

- Personnel Committee has not met.

X.F. Policy Committee

- The next meeting will be held on March 23 at 10:00 am.

XI. Announcements

No announcements.

XII. Adjournment

The meeting adjourned at 8:44 pm.

President

Secretary

Special Meeting - Disciplinary
Wednesday, March 22, 2023 1:00 PM Eastern

Board Room
509 Burcham Drive
East Lansing, Michigan 48823

I. Opening of Meeting

I.A. Call to Order

Board President Terah Chambers called the meeting to order at 1:01 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Ms. Amanda Cormier:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Ms. Monica Fink:	Present
Dr. Elizabeth Lyons:	Absent
Mr. Chris Martin:	Absent
Ms. Dori Leyko	Present

Present: 5, Absent: 2.

Additional attendees: Attorney Lisa Swem and High School Acting Principal Ashley Schwarzbek.

I.C. Approval of Agenda

Motion 22-23/088: The Board of Education approves the agenda of the March 22, 2023 special meeting, as presented.

This motion, made by Dr. Kath Edsall and seconded by Ms. Amanda Cormier, Passed.

Dr. Elizabeth Lyons: Absent, Mr. Chris Martin: Absent, Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye

Aye: 5, Nay: 0, Absent: 2

II. Appointment of Hearing Officer

Motion 22-23/089: The Board of Education moves to appoint attorney Lisa Swem as acting Hearing Officer for the discipline meeting.

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Dr. Elizabeth Lyons: Absent, Mr. Chris Martin: Absent, Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye

Aye: 5, Nay: 0, Absent: 2

III. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

No Public Comment.

IV. Discipline Hearing for Student 1008976

IV.A. Closed Session

Pursuant to Section 8(b) of the Open Meetings Act, the Board may convene in a closed session for the purpose of conducting a student discipline hearing if requested by the family.

Motion 22-23/090: The Board of Education moves into closed session pursuant to Section 8(b) of the Open Meetings Act.

This motion, made by Dr. Kath Edsall and seconded by Ms. Tali Faris-Hylen, Passed.

Roll Call Vote

Dr. Elizabeth Lyons: Absent, Mr. Chris Martin: Absent, Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye

Aye: 5, Nay: 0, Absent: 2

IV.B. Comments from acting Hearing Officer Lisa Swem.

IV.C. Administrative recommendation to the Board of Education.

IV.D. Comments from the student's family and/or representative.

IV.E. Opportunity for Board members to ask questions.

Returned to Open Session at 2:25 pm.

V. Disciplinary Action

Motion 22-23/091: *The Board of Education approves the resolution for disciplinary action for Student #1008976 as prepared by legal counsel.*

This motion, made by Dr. Kath Edsall and seconded by Ms. Monica Fink, Passed.

Dr. Elizabeth Lyons: Absent, Mr. Chris Martin: Absent, Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye

Aye: 5, Nay: 0, Absent: 2

VI. Adjournment

The meeting adjourned at 2:34 pm

President

Secretary

**EAST LANSING PUBLIC SCHOOLS
BOARD RESOLUTION FOR STUDENT DISCIPLINE
STUDENT 1008976**

A special meeting of the Board of Education (the “Board”) was held in the Board Room at East Lansing Public Schools, 509 Burcham Drive in the District, on the 22nd day of March, 2023, at 1:00 o’clock in the pm. (the “Meeting”).

The meeting was called to order by Terah Chambers, President

Present: Terah Chambers, Tali Faris-Hylen, Kath Edsall, Amanda Cormier, Monica Fink

Absent: Elizabeth Lyons, Chris Martin

The following preamble and resolution were offered by Member Edsall and supported by Member Fink:

WHEREAS:

1. The administration has recommended that a student whose identity is known to the Board (the “Student”) be suspended from campus through the end of the 2022-2023 school year for making a cyber threat in violation of Section 19 of the Student Code of Conduct.

2. School administrators notified the Student’s parents of the specific charge underlying the disciplinary recommendation, as well as the date, time, and place of the disciplinary hearing.

3. Pursuant to the request of the Student’s parents, and as authorized by Michigan Open Meetings Act Section 8(b), MCL 15.268(b), the disciplinary hearing was conducted in a closed session meeting of the Board.

4. The hearing afforded the Student and the Student’s representatives an opportunity to respond to the charge and to present pertinent evidence for the Board’s consideration.

5. The Board has carefully considered all of the evidence produced in this student discipline hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A preponderance of the evidence establishes that on March 8, 2023, the Student made a cyber threat in violation of Section 19 of the Student Code of Conduct.

2. Based on careful consideration of all the following factors, the Board determines that suspension from campus is warranted:

- The Student’s age;
- The Student’s disciplinary history;
- Whether the Student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and

- Whether lesser interventions would address the behavior.
3. The Student is suspended from campus through the end of the 2022-2023 school year.
 4. During the time of the suspension, the Student may not be on school grounds or attend any functions at the District without prior written approval from an appropriate administrator.
 5. The Student may petition the Superintendent for reinstatement no sooner than July 1, 2023. Before reinstatement, the Student must do the following:
 - demonstrate successful participation in an appropriate counseling program approved by the Superintendent;
 - establish that the Student has not engaged in conduct during the suspension that may be viewed by the Superintendent as detrimental to the Student’s continued education at the District;
 - complete to the satisfaction of the Superintendent all recommendations contained in any psychological or counseling report;
 - demonstrate to the satisfaction of the Superintendent that the Student received educational instruction and cooperatively participated in an educational program during the period of suspension;
 6. Consistent with Revised School Code Sections 11a and 1311(1), the Board finds that the interests of the District are served by this resolution.
 7. Administrators are directed and authorized to implement all terms of this resolution and are delegated all necessary authority to do so.
 8. All resolutions and parts of resolutions that conflict with this resolution are rescinded.

Ayes: Terah Chambers, Tali Faris-Hylen, Kath Edsall, Amanda Cormier, Monica Fink

Nays: Elizabeth Lyons, Chris Martin

Resolution declared adopted. 5-0

The undersigned, duly qualified and acting Secretary to the Board of Education of East Lansing Public Schools, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

Tali Faris-Hylen, Board Secretary

East Lansing Public Schools
Board of Education Minutes

Board Worksession - Board Development
Thursday, April 6, 2023, 6:00 PM Eastern

Board Room
509 Burcham Drive
East Lansing, Michigan 48823

I. Opening of Meeting

I.A. Call to Order

Board President Chambers called the meeting to order at 6:03 pm.

I.B. Roll Call

Dr. Terah Chambers: Present
Ms. Amanda Cormier: Present
Dr. Kath Edsall: Present
Ms. Tali Faris-Hylen: Present
Ms. Monica Fink: Present
Dr. Elizabeth Lyons: Present
Mr. Chris Martin: Present
Ms. Dori Leyko Present

Present: 8.

I.C. Mission: Nurturing Each Child, Educating All Students, Building World Citizens
Mission statement read by Trustee Chris Martin.

I.D. Approval of Agenda

Motion: 22-23/092: The Board of Education approves the agenda for the special meeting of April 6, 2023, as presented.

This motion, made by Dr. Kath Edsall and seconded by Dr. Elizabeth Lyons, Passed.

Dr. Terah Chambers: Aye, Ms. Amanda Cormier: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Ms. Monica Fink: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye

Aye: 7, Nay: 0

II. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

No public comment.

III. Board Development

III.A. Facilitator: Dr. Dorinda Carter Andrews, Michigan State University

IV. Adjournment

The meeting adjourned at 9:10 pm.

President

Secretary



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education & Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – Authority to Enter into Contracts

DATE: April 6, 2023

Recommendation:

It is recommended that the Board of Education delegate the authority to enter into contracts to Dori Leyko, Superintendent.

Background:

Policy 2202, Authority to Enter into Contracts, states in section C only the Board or its expressed designee has the authority to enter into contracts. Attached is the policy for your information. The District routinely has contractual agreements it must execute to operate the District. To efficiently conduct business, it is recommended that the Board authorize the Superintendent to enter into contractual agreements on behalf of the Board.

Series 2000 Bylaws

2200 Board Powers

2202 Authority to Enter into Contracts

- A. The Board may enter into agreements, contracts, or other cooperative arrangements with other entities, public or private, including, but not limited to, another school district or intermediate school district, to the extent permitted by law.
- B. The Board also may enter into an agreement with a public school academy to provide services to the public school academy or the academy's students or for the public school academy to provide services to the District or to the District's students.
- C. No agreement, contract, or other cooperative arrangement is binding on the District unless approved by the Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf. Absent the Board's express delegation of authority to another entity or person, only the Board has the authority to contractually bind the District.
- D. The Board and its authorized designees are without authority to grant unconditional indemnity to a third party before a liability-triggering event has occurred.
- E. Before presenting a contract to the Board for approval, the Superintendent or designee will:
 - 1. verify the Board's contracting authority;
 - 2. review budget parameters and implications and recommend any correspondingly required budget amendments;
 - 3. review relevant existing contractual obligations;
 - 4. consider and report to the Board any actual or perceived conflict of interest; and
 - 5. ensure that the contract complies with all relevant laws and Policies.
- F. All independent contractors, employees of independent contractors, and other persons who provide services to the District who are not District employees must comply with all applicable legal requirements and Policies including those related to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.

2202 Authority to Enter into Contracts

Page 2

Legal Authority: MCL 15.321 et seq.; MCL 380.11a(4), 380.1203, 380.1228, 380.1421, 380.1422; *Huntington Leasing Co v Manistee ISD*, unpublished Mich App No. 250942 (2005)

Date adopted: December 13, 2021

Date revised:

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MEMORANDUM

TO: ELPS Board of Education & Dori Leyko, Superintendent

FROM: Richard Pugh, Director of Finance & Operations

SUBJECT: Action Item – Food Service Truck Bid

DATE: April 5, 2023

Recommendation:

It is recommended that the Board of Education approve the purchase of a food service truck from Lunghamer Ford in the amount of \$62,467.

Background:

On January 10, 2022 the Board approved the purchase of a food service truck from Signature Ford. That purchase was recently cancelled as there is no end in sight as to when the truck would be received.

Attached is a bid for a new 2024 food service truck in the amount of \$62,467. The bid is from the State of Michigan contract #071B7700180. The estimated delivery date on this food service truck is mid-July 2023.

Purchasing equipment out of the Food Service Fund requires approval from MDE if the equipment is not on a pre-approval list. The business office previously confirmed with MDE that food service trucks are on the pre-approved list.

The District currently has two food service trucks (model year 2009 and 2012) that are used to transport food from East Lansing High School to the other school buildings. Both of the current food service trucks have been fully depreciated and have a zero book value. The oldest truck (2009) will be repurposed for grounds and maintenance use.



March 13, 2023

East Lansing Public Schools
Attn: Richard Pugh
501 Burcham Drive
East Lansing, MI 48823

Dear Richard Pugh:

Price on 2024 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

2024 Ford E450 Cutaway Van w/Aluminum Van Body in White \$62,467.00 ea

Current lead time to order is estimated at 30 + weeks from receipt of Purchase Order.

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Order Cutoff Date: Ordered Unit.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

2024 E-Series Cutaway E-350(E3F) SRW & DRW E-450(E4F) DRW Major Standard Equipment

POWERTRAIN

- 7.3L V8 Premium-rated engine
- 6-Speed Transmission O/D w/Tow Haul w/Auxiliary Cooler

FUNCTIONAL

- Alternator – 210 Amp
- Battery – heavy-duty 78 amp-hr
- Brakes – 4-wheel disc brakes with Tracttion Control
- Horn – dual-note
- Shock Absorbers – Heavy-duty
- Steering – Power
- Steering gear – heavy-duty
- Tachometer
- Windshield wipers – interval
- Air conditioning – front only
- Bluetooth-capable AM/FM stereo w/clock display. USB input and 2 speakers
- Axle
 - Front, Twin I-beam
 - Rear – Full Float
- Embedded Modem
 - Fleet Telematics Modem
- Interior Power
 - Dual USB Ports in Instrument Panel
 - PowerPoint – 1x12V PowerPoint
- Stabilizer Bars
 - Front Stabilizer Bar – E350 SRW Only
 - Front and Rear Stabilizer Bar – E350/E450 DRW Only

EXTERIOR

- Auxiliary
 - Fuel Port
 - Transmission oil cooler
- Ford Oval on grille
- Glass – solar
- **Mirror Delete**
- Bumper – black painted, front w/lower black plastic valence and Under-Bumper Air Dam
- Headlamps with Autolamp – Dual Sealed-beam with Fixed Lens
- Fuel tank – 40 Gallon (aft-of-axle) (E-350)
- Fuel tank – 55 Gallon (E-450)

- Tires – LT245/75Rx16E BSW All Season (SRW)
- Tires – LT225/75Rx16E BSW All Season (DRW)
- **Spare Tire & Wheel Delete**
- Steel valve stems (DRW Only)
- 16" x 6" Wheels – Painted White Steel (DRW)
- 16" x 6" Wheels – Painted Gray Steel (SRW)

● Wheel Trim Delete

INTERIOR

- Console – Color-keyed w/dual Bin Stowage & (3) cup holders
- Dash sound absorber
- Floor covering – front, black vinyl
- Glove Box with Auxiliary 12V PowerPoint
- Key-in-ignition warning chime
- Seats – Dual High-back Vinyl Bucket
- Step Well Pads – Black Plastic
- Sun visors – Vinyl
- Interior Lighting
 - Courtesy light switch – front-door
 - Front dome light
- **Rearview Mirror Delete**
- Steering wheel – Tilt & Telescoping
- Modified Vehicle Wiring Kit
- Light & Convenience Group
- Trim
 - Driver and Passenger A-pillar grab handle
 - Driver and Passenger Black Cowl Trim Panels
 - Front, Molded Vinyl Faced Headliner
 - Headliner – Front, Molded Vinyl Faced
 - Instrument panel – Medium Flint
 - Medium Flint with Single Stowage Area Door-trim Panels

SAFETY/SECURITY

- Dual Airbags – 2nd Generation
- Electronic Stability Control (ESC)
- Safety belts – Medium Flint w/height-adjustable D-ring
- Traction Control
- Tire Pressure Monitoring System (TPMS) – Standard on SRW models

DRIVERS ASSIST FEATURES

- Hill Start Assist

Base Price Single Rear Wheel

<input type="checkbox"/>	Base Price E-350 138" WB, CA 80" SRW, GVWR 10,050	\$36,944.00
<input type="checkbox"/>	Base Price E-350 158" WB, CA 100" SRW, GVWR 10,050	\$36,944.00

Base Price Dual Rear Wheel

<input type="checkbox"/>	Base Price E-350 138" WB, CA 80" DRW(T68), GVWR 11,500	\$36,355.00
<input type="checkbox"/>	Base Price E-350 158" WB, CA 100" DRW(T68), GVWR 11,500	\$36,582.00
<input type="checkbox"/>	Base Price E-350 176" WB, CA 118" DRW(T68), GVWR 12,500	\$37,027.00
<input checked="" type="checkbox"/>	Base Price E-450 158" WB, CA 100" DRW, GVWR 14,500	\$38,429.00
<input type="checkbox"/>	Base Price E-450 176" WB, CA 118" DRW, GVWR 14,500	\$39,169.00

<u>Available Options</u>	<u>Option Code</u>	<u>Price</u>
<input checked="" type="checkbox"/> Bucket Dual Vinyl High Back Standard on this vehicle	211	Standard
<input type="checkbox"/> Bucket Dual Cloth High Back Seat	CE/211	N/C
<input type="checkbox"/> Manual Pedestal, not Inc. w/47M & 47B packages	21D	20.00
<input type="checkbox"/> Driver Captain Chair w/Trim	ME/21T	85.00
<input type="checkbox"/> Driver Seat Power	90P/21A	545.00
<input type="checkbox"/> Spare Tire & Wheel	51A	270.00
<input type="checkbox"/> 16" Sport Wheel Cover (SRW only) N/A with alum. wheels (64F)	614	120.00
<input checked="" type="checkbox"/> Alternator HD 240 Amp	63O	160.00
<input type="checkbox"/> Dual Alternator – 240/157 Amp	63N	850.00
<input type="checkbox"/> Dual 78 Amp Heavy-Duty Batteries	634	245.00
<input type="checkbox"/> Engine block heater	41H	75.00
<input type="checkbox"/> Axle Limited Slip	X	270.00
<input type="checkbox"/> Front One-Up GAWR, E-350 only	672	40.00
<input type="checkbox"/> 12500 GVWR, E-350 DRW(158" Wheelbase Only)	20C	350.00
<input type="checkbox"/> License Plate Bracket Front	153	N/C
<input type="checkbox"/> Power Windows & Locks	903	465.00
<input type="checkbox"/> Power Windows & Locks w/Remote Keyless Entry	948/903	715.00
<input checked="" type="checkbox"/> Mirrors Telescopic Trailer Tow	54D	125.00
<input type="checkbox"/> Mirrors Telescopic Trailer Tow-Power Equip Required (903)	54E	230.00
<input checked="" type="checkbox"/> B-Pillar Trim Kit. Includes unique, full LH/RH B-pillar trim	92B	100.00
<input type="checkbox"/> Running Boards-LH/RH door Length	688	250.00
<input type="checkbox"/> Alternate Lateral Frame- 6 lateral all WB Incl. 559 Frame pucks	554	130.00
<input type="checkbox"/> Standard pattern Frame- 4 long/2 lateral w/138" & 158" WB, 4 lateral/2 long w/176"WB	557	140.00
<input checked="" type="checkbox"/> Pucks- Frame (isolators)	559	50.00
<input type="checkbox"/> Auxiliary Heater Connector Package	57L	100.00
<input type="checkbox"/> Auxiliary Heater/AC Connector Package w/Rear controls	57X	110.00
<input type="checkbox"/> Instrument Panel Electronic Message Center	60J	190.00
<input type="checkbox"/> Tamper Proof Odometer	87A	30.00
<input type="checkbox"/> 110V AC Outlet	901	180.00
<input type="checkbox"/> 4 Speaker Upgrade Pkg.	874	30.00
<input type="checkbox"/> Inside Rearview Mirror	625	25.00
<input type="checkbox"/> Cruise Control	525	240.00
<input type="checkbox"/> Insulation Package (Front cloth headliner and sunvisors)	552	85.00
<input type="checkbox"/> Exterior Upgrade Package (Front chrome bumper & Grill)	18A	105.00
<input type="checkbox"/> Interior Upgrade Package (Front cloth headliner, High-series door trim panels, Dual Cloth Captain's Chairs (21A), Cloth sunvisors, Power door locks and windows (903), and Insulation Package (552)	18C	940.00
<input type="checkbox"/> Shuttle Bus Prep Package (Includes: Front chrome bumper and Chrome grill, Manual Pedestals, seats not included (21W), Power door-locks and windows 903 (Not available w/RH door delete 60X), Engine block heater, Frame pucks (isolators), Front license plate bracket, Exterior Mirror Delete (54F). Deletes: Front vinyl floor covering, Front headliner, and Front dome lamp)	47B	460.00
<input type="checkbox"/> Auxiliary Heater Connector Package w/Rear Fan Controls	57J	25.00
<input type="checkbox"/> Engine Console Cover Delete	41X	(-15.00)
<input type="checkbox"/> Trailer Towing Package (Class I)	534	135.00
<input type="checkbox"/> Review Camera Kit (Includes Review Mirror w/Camera Display)	43C	440.00
<input type="checkbox"/> User Defined Switches (4) on the Instrument Panel	52S	85.00
<input type="checkbox"/> Upfitter Interface Module	66A	310.00
<input type="checkbox"/> Daytime Running Lights	942	45.00
<input type="checkbox"/> Ambulance Prep Package	47A	1860.00

Right Hand Delete (Deletes RH door, A-pillar grab handle, RH 60X (-155.00)
 Seat & seatbelt, passenger side air bag, under seat stowage & ext.
 mirrors. Not Available with w/18C Interior Upgrade Pkg. 47A
 Ambulance Pkg. or 903 Power Windows and Locks Group)

Total Price \$38,764.00 ea

Colors for E-350 & E-450
 Econoline Cutaway Chassis

Exterior Colors

School Bus Yellow
 Race Red
Oxford White

Interior Colors

Medium Flint (AE)

[B1] []
 [E4] []
[YZ] [x]

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Extra Cost Paint (add \$135.00)

Agate Black
 Stone Gray
 Magnetic
 Blue Jeans
 Green Gem
 Ingot Silver Metallic

[G1] []
 [D1] []
 [J7] []
 [N1] []
 [W6] []
 [UX] []

28130 GROESBECK HWY.
ROSEVILLE, MI. 48066

NBC
TRUCK EQUIPMENT CO.

(ROSEVILLE) PHONE: 800 774-0627
(ROSEVILLE) FAX: 586 774-1280

(LANSING) PHONE: 517 349-1252 FAX: 517 347-7933
(LANSING) CELL PH: 517 303-4001 (JOHN OLK)

SALES ORDER: SF-ELPS-CUT12GATE-2022RP-r

DATE: 03/08/2023 (revised)

CUSTOMER PO# 154959
DLR. STOCK #: BY863

CUSTOMER: SIGNATURE FORD
PERRY, MI
CONTACT: BILL CAMPBELL

WO# 72532
SALESMAN: JOHN OLK
TERMS: NET WHEN PD.

USER: E.L. PUB. SCHOOLS

TRUCK: 2024(?)E-450 SD CUTAWAY CHASSIS VIN:
ENGINE: GAS
WB: 158" DRW ETA COLOR: YZ WHITE

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INFO: DROP SHIP DIRECT TO ROCKPORT FACTORY-ELKHART IN.

ROCKPORT MODEL RP129690 ALUMINUM CUTAWAY VAN BODY
DIMENSIONS: 12' LONG X 96" WIDE X 90 HIGH

STANDARD SPECIFICATIONS:

HD SERIES FLOOR & UNDERSTRUCTURE:

- 5" TUBULAR STEEL LONGSILLS
- 3" STEEL FORMED C-CHANNEL CROSSILLS ON 12" C/L
- FLAT LAMINATED HARDWOOD FLOOR
- UNDERCOAT TYPE TREATMENT OF UNDERSTRUCTURE

REAR DOOR AREA:

- DIAMOND COMPOSITE PREMIUM ROLL UP REAR DOOR WITH SIDE SEALS
- UPGRADED OVERSIZE (2") ROLLERS & TRACK
- STAINLESS STEEL DOOR RIVETS
- STEEL DOOR FRAME - 84" DOOR OPENING
- TWO REAR GRAB HANDLES

BODY SHELL CONSTRUCTION AND LIGHTING:

- 1/2" CORE FRP FRONT WALL
- OMIT CAB ACCESS DOOR
- ONE PIECE ALUMINUM ROOF
- PRE-PAINTED WHITE ALUMINUM SKINS
- LED CLEARANCE LIGHTS
- LED DOME LAMP WITH REAR SWITCH AND CAB PILOT LIGHT
- 1/2" **PLYWOOD** LINING ON SIDE WALLS
- INSTALLATION @ ROCKPORT FACTORY WITH NBC FLAPS

PLUS ROCKPORT UPGRADES:

UPGRADE FLOOR AND UNDERSTRUCTURE
REINFORCE REAR DOOR AREA TO ACCEPT 2000# RAILIFT GATE
PROVIDE SET BACK BULKHEAD FOR FULL SEAT EXTENSION
OMIT REAR STEP BUMPER (R-PORT RAILIFT GATE INSTALL)
OMIT OVAL STT LIGHTS IN REAR POSTS
OMIT CAB ACCESS DOOR
HD UPGRADE ON ROLLUP REAR DOOR
REAR GRAB HANDLES INSTALLED ON SIDES OF REAR DOOR FRAME
FURNISH 1/2" PLYWOOD LINING ilo STANDARD 3/8"
12 GA. GALVANIZED SMOOTH STEEL SKUFF UP 24" – SIDES AND FRONT
TWO ROWS SURFACE MOUNTED HORIZONTAL – E-TRACK- SIDES & FRONT
LOCATE TRACK: 18" & 36" FLOOR TO C/L OF TRACK

NOTE: BOTTOM ROW OF TRACK WILL BE INSTALLED ON SKUFF LINING

SPECIAL SHELVING:

THREE ROWS OF **FRP SHELVING** ON FRONT WALL
20" DEEP FLAT LOAD SURFACE WITH 1" TILT TOWARDS FRONT WALL
ALUMINUM ANGLE SUPPORT CONSTRUCTION (OR SIMILAR)
FRONT SHELF SUPPORT ANGLE TO POINT DOWNWARD TOWARDS FLOOR
(PROVIDING A FLAT LOAD APPROACH)
LOCATE FRONT SHELVES @ 8", 24", AND 42" FROM FLOOR TO AVOID E-TRACK

ROCKPORT INSTALLED RAILIFT GATE:

TOMMYGATE MODEL 89-16AEA55 RAILIFT GATE
1600# RATED CAPACITY
89 X 55 +12 EXTRUDED ALUMINUM PLATFORM
POWER OPEN & CLOSING
STD LICENCE PLATE HOLDER
STD. 150A CIRCUITY BREAKER
STD. SINGLE TOMMYGATE CONTROL ON CURBSIDE
STD. SAFETY TRIP BAR
LED STOP TAIL LIGHTS IN REAR CROSS PANEL
INSTALL ROCKPORT GRAB HANDLES ON SIDES OF REAR DOOR FRAME

ORIGINAL PRICE FOB DEALERSHIP \$ 21,106.00
PLUS: UPDATE PRICING FOR 2023 YR. \$ 2,606.00
CURRENT UPDATED PRICING \$ **23,712.00**

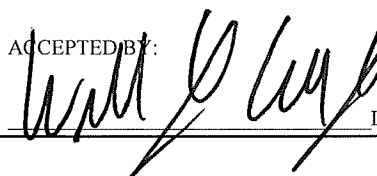
PLEASE NOTE:

DUE TO CONTINUING STEEL & ALUMINUM PRICE INCREASES WE ASK YOU TO VERIFY ANY PRICE QUOTATIONS OVER 30 DAYS OLD PRIOR TO ORDERING.

SUBMITTED BY:

JOHN OLK

ACCEPTED BY:



DATE

3-13-2023