

**REGULAR MEETING**  
January 8, 2026 at 6:45 PM - District Main Conference Room  
800 Devillen  
Royal Oak, Michigan 48073

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**AGENDA**

1. OPENING / CALL TO ORDER

2. STANDING APPROVAL ITEMS

2.1. Acceptance of Agenda

2.2. Approval of Minutes

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**REGULAR MEETING**

November 13, 2025, at 6:30 PM - District Main Conference Room  
800 Devillen  
Royal Oak, Michigan 48073

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**MINUTES**

**PRESENT:** President Tim Ciechorski; Vice President Erika Alexander; Secretary Deb Anderson; Treasurer Michelle Cook; Trustee Maryanne VanHaitsma; Trustee Matt Wickey; and Student Representatives Leilani Hamilton and Grace Hatton

**ALSO PRESENT:** Superintendent John Tafelski; Executive Director of Curriculum & Instruction Joe Youanes; Executive Director of Staff & Students Services Patrick Wolynski; Executive Director of Finance & Operations Kathy Abela; Executive Assistant to the Superintendent & Board Jennifer Perkins; and ROMS Assistant Principal Dan Colligan

**ABSENT:** Trustee Lauren Jasinski

1. **OPENING / CALL TO ORDER** President Ciechorski called the meeting to order at 6:32 p.m.

2. **PLEDGE OF ALLEGIANCE** The pledge was recited.

3. **STANDING APPROVAL ITEMS**

3.1. **Acceptance of Agenda**

President Ciechorski called for any additions or deletions. Seeing no objections, the agenda was approved by consensus.

3.2. **Approval of Minutes**

Moved by: Mrs. Alexander                      Seconded by: Mrs. VanHaitsma

Resolved that the Royal Oak Schools Board of Education approves the following minutes:

November 6, 2025, Special Minutes, Facilities & Finance  
November 13, 2025, Regular Minutes

6 in favor/0 opposed/0 abstentions. The motion passed.

4. **PUBLIC COMMENT**

The board listened to public comment from the following persons:

- Josh Raab – curriculum lack of options for above level learning

5. **RECOGNITIONS / PRESENTATIONS / REPORTS**

5.1. Dr. Tafelski provided a November DEI update which included the following:

- Special Meetings and Listening Circles
- Three C's of Support Grant

- MLK Event – save the date

#### 5.1.1. Restorative Practices

Mr. Colligan spoke about the district’s work in Restorative Practices in the classroom.

#### 5.2 Student Representatives to the Board

Ms. Hamilton spoke about:

- Snow date notification test
- Congratulated the cast and crew of *Matilda*, as well as the band and choir

Ms. Hatton spoke about:

- The excellent production of *Matilda*

#### 6. COMMUNICATIONS

Mrs. Anderson, BOE Secretary, reported the following communications:

- Ashley Morel
- Claudia Paulger
- Tina Steinmetz
- Christina West

#### 7. \*CONSENT AGENDA (*Personnel / Instruction / Business*)

Consent Agenda items approved at this time.

##### 7.1. \*Payment of Expenses

Resolved, that the Royal Oak Schools Board of Education hereby approves expenditures as processed in the amount of \$8,278,140.82, for the period of November 1, 2025, through November 30, 2025.

##### 7.2. \*Field Trip — ROHS to Rome, Italy

Resolved, that the Royal Oak Schools Board of Education approves the request from the Royal Oak High School art department for a student field trip to Rome, Italy, scheduled for March 29 to April 7, 2027.

6 in favor/0 opposed/0 abstentions.

#### 8. MATTERS FOR DISCUSSION / ACTION

##### 8.1. Superintendent

###### 8.1.1. First Reading of Revised/Replaced and/or Recommended Policies

Moved by: Mrs. Cook

Seconded by: Mr. Wickey

Resolved, that the Royal Oak Schools Board of Education approves a first reading of the policies being revised, replaced and/or recommended as presented.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

###### 8.1.2. Second Reading of Revised/Replaced and/or Recommended Policies and Guidelines

Moved by: Mrs. Cook                      Seconded by: Mrs. Alexander

Resolved, that the Royal Oak Schools Board of Education approves a second reading of the policies being revised, replaced and/or recommended as presented.

6 in favor/0 opposed/ 0 abstentions.                      The motion passed.

### 8.1.3. Oakland County School Boards Association (OCSBA) Member District 2026 Resolutions

8.1.3.1. This resolution is in response to HB 4588 that is now moving through the state House, which proposes that school boards be partisan.

Moved by: Mrs. VanHaitsma                      Seconded by: Mrs. Anderson

Resolved, that the Royal Oak Schools Board of Education approves resolution #1 as presented.

Mrs. Alexander	Yes
Mrs. Anderson	Yes
Mr. Ciechorski	No
Mrs. Cook	Yes
Mrs. VanHaitsma	Yes
Mr. Wickey	Yes

The motion passed.

8.1.3.2. This resolution aims to reinforce the importance of early intervention programs and calls for increased attention and funding to support them.

Moved by: Mrs. VanHaitsma                      Seconded by: Mrs. Cook

Resolved, that the Royal Oak Schools Board of Education approves resolution #2 as presented.

6 in favor/0 opposed/ 0 abstentions.                      The motion passed.

Dr. Tafelski spoke about the following:

- Snow day alert test
- Band and choir concerts
- Soup and Salad with the Super
- Coffee with the Super
- TRAILS basketball game vs. Troy

### 8.2. Curriculum & Instruction

Dr. Youanes spoke about school visits and walkthroughs, and the first meeting for new kindergarteners.

### 8.3. Finance/Facilities and Bond

Mrs. Abela was present to explain the three agenda items and answer questions.

#### 8.3.1. General Fund Budget Amendment

Moved by: Mrs. VanHaitsma                      Seconded by: Mrs. Cook



Resolved, that the Royal Oak Schools Board of Education approves the 2025-2026 General Fund Amendment #1 as presented.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

#### 8.3.2. ROHS Athletic Storage Building

Resolved, that the Royal Oak Schools Board of Education authorizes the Superintendent to finalize and sign a contract with Blackstone Building Company in the amount of \$197,715 for Royal Oak High School Athletic Storage Building. Additionally, 10% for contingency.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

#### 8.3.3. ROMS Pool Swim Block Contract

Moved by: Mrs. Cook Seconded by: Mrs. Alexander

Resolved that the Royal Oak Schools Board of Education authorizes the Superintendent to finalize and sign a contract with Baruzzini Contracting LLC in the amount of \$70,521 for Royal Oak Middle School Pool Swim Blocks. Additionally, 10% for contingency.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

#### 8.4. Staff and Student Services

Mr. Wolynski presented the upcoming year's School of Choice numbers, as well as staffing changes.

##### 8.4.1. K-8 Schools of Choice 2026-2027

Moved by: Mrs. Cook Seconded by: Mrs. VanHaitsma

Resolved, that the Royal Oak Schools Board of Education approves the 2026-2027 Schools of Choice numbers as presented.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

##### 8.4.2. Personnel Changes

Moved by: Mr. Wickey Seconded by: Mrs. Alexander

Resolved, the Royal Oak Schools Board of Education approves the regular personnel changes as presented in the board packet.

6 in favor/0 opposed/ 0 abstentions. The motion passed.

#### 9. PUBLIC COMMENT (same rules apply)

The board listened to public comment from the following persons:

- Josh Raab – curriculum lack of options for above level learning
- Silvana Raab – curriculum lack of options for above level learning

#### 10. BOARD COMMENTS / LIAISON REPORT

- Wellness Committee

Mr. Wickey reported that the committee spoke about the following:

- Food Service
- Availability of Narcan in the building
- Revisiting past initiatives regarding vaping
- Suicide prevention
  
- Arts and Preservation

Mrs. Anderson reported that the committee spoke about the following:

- ROMS 100th year anniversary
- Plaques for the reproduction paintings in the Board Office

Dr. Tafelski spoke about the new Raptor system at ROMS, which was implemented this month.

Mrs. VanHaitsma thanked the high school students for their help at the recent ROHS craft fair, and mentioned that PTA Founders Day is Monday, February 2 at the Royal Oak Elks Lodge from 6-9 p.m.

## 11. ADJOURNMENT

President Ciechorski called for adjournment of the meeting at 8:16 p.m. Approved by consensus.

Respectfully submitted,

Deborah Anderson  
Secretary, Board of Education

**SPECIAL MEETING**

December 16, 2025, at 6:00 PM - District Main Conference Room  
800 Devillen  
Royal Oak, Michigan 48073

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**MINUTES**

**PRESENT:** President Tim Ciechorski; Vice President Erika Alexander; Secretary Deb Anderson; Treasurer Michelle Cook; Trustee Maryanne VanHaitsma; Trustee Matt Wickey

**ALSO PRESENT:** Superintendent John Tafelski

**ABSENT:** None

1. OPENING / CALL TO ORDER President Ciechorski called the meeting to order at 6:10 p.m.
2. PLEDGE OF ALLEGIANCE The pledge was recited.
3. STANDING APPROVAL ITEMS  
Acceptance of Agenda

President Ciechorski called for any additions or deletions. Seeing no objections, the agenda was approved by consensus.

4. PUBLIC COMMENT There were none.
5. ADJOURN TO CLOSED SESSION

5.1. PERSONNEL EVALUATION (SUPERINTENDENT)

Moved by: Mrs. VanHaitsma                      Seconded by: Mr. Wickey

Resolved, that Royal Oak Schools Board of Education adjourns to a Closed Session to conduct a periodic evaluation of the Superintendent, as stated under Open Meetings Act Section 8 (a).

ACTION: Roll Call Vote  
Mrs. Anderson        Yes  
Mrs. VanHaitsma     Yes  
Mr. Wicky             Yes  
Ms. Jasinski         Yes  
Mrs. Alexander      Yes  
Mr. Ciechorski       Yes  
Mrs. Cook             Yes  
Motion Carried:     Unanimously

The Board adjourned to Closed Session at 6:12 pm.

6. RECONVENE

Resolved, that the body end the Closed Session and reconvene in an Open Session

Moved by: Mrs. Cook

Seconded by: Mrs. Anderson

ACTION: Roll Call Vote

Mrs. Anderson Yes

Mrs. VanHaitsma Yes

Mr. Wicky Yes

Ms. Jasinski Yes

Mrs. Alexander Yes

Mr. Ciechorski Yes

Mrs. Cook Yes

Motion Carried: Unanimously

The Board reconvened the Regular Meeting at 9:06 pm.

7. SUPERINTENDENT'S PERFORMANCE EVALUATION

Moved by: Mrs. VanHaitsma

Seconded by: Mrs. Alexander

Resolved, that Royal Oak Schools Board of Education accepts the superintendent's evaluation as discussed, with an overall effectiveness rating of Effective.

If the overall evaluation is effective or exemplary, then:

Be it further resolved, per the provisions of the existing employment contract for the superintendent dated June 2, 2025, the contract as written is extended for an additional one-year period, through June 30, 2029.

8. ADJOURNMENT

President Ciechorski called for adjournment of the meeting at 9:10 pm. Approved by consensus.

Respectfully submitted,

Deborah Anderson  
Secretary, Board of Education

**BOARD OF EDUCATION  
SPECIAL MEETING  
December 4, 2025 at 6:00 PM - District Main Conference Room  
800 Devillen  
Royal Oak, Michigan 48073**

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**MINUTES**

**PRESENT:** President Tim Ciechorski; Vice President Erika Alexander; Secretary Deb Anderson; Treasurer Michelle Cook; Trustee Maryanne VanHaitsma; Trustee Matt Wickey; Superintendent Dr. John Tafelski; Executive Director of Finance & Operations Kathy Abela; Deputy Superintendent of Curriculum & Instruction Joe Youanes; Technology Director Stephen Melchor; Operations Manager Jeff Synowiec; Owner's Representative Michelle Kerns and Mark Paulus; Student Representative Aiden Brock and Haneen Awada; Finance Administrative Assistant Annemarie Carlisle

**ALSO PRESENT:** Barton Malow Representative Larry Bukowski; TMP Architecture Representative John Waldrop, Gail Allevato, Keri Seeney, Kayla Harris and Melanie Hall; ROEA President Kerry Derminer and ROEA Vice President Mallory Greenway

**ABSENT:** Trustee Lauren Jasinski

1. Welcome and Introduction            Tim Ciechorski called the meeting to order at 6:04 pm.
2. Public Comment                        There were none.
3. Technology and Curriculum
  - 3.1 Raptor Visitor Management  
Stephen Melchor provided an overview of the program and stated that ROMS will be the pilot site beginning next week.
  - 3.2 Board Office Scanning  
Stephen Melchor is working with Kathy Abela to implement paper files to digital format.
4. BSSF
  - 4.1. Three Year Plan  
Michelle Kerns stated there were no changes from last month.
  - 4.2. ROHS Storage Building  
Mark Paulus is recommending the low bidder, Blackstone Building Company, for this project. A resolution for approval will be on next week's Board Agenda.

4.3. ROMS Pool Swim Blocks

Mark Paulus recommended awarding this project to Baruzzini Contracting, LLC and will be presented at the Board Meeting next week.

5. Bond Projects

5.1. TMP Facility & Program Assessment

Gail Allevato, Melanie Hall and Keri Seeney presented an overview of the Facility & Program Assessment and discussed the next steps in the process.

6. Operations

Jeff Synowiec's team is preparing for the winter weather.

7. Finance

7.1. General Fund Amendment #1

Kathy Abela discussed the factors calculated into General Fund Amendment #1.

8. Sustainability

Joe Youanes has no updates at this time.

9. New Business/Board Member Considerations

Tim Ciechorski discussed participation on the Bond Steering Committee. Michelle Cook, Maryanne VanHaitsma and Deb Anderson will be representing the Board of Education.

10. Next Meeting      Thursday, January 8, 2026, at 5:30 pm

11. Adjournment      Tim Ciechorski adjourned the meeting at 8:20 pm.

Respectfully submitted,

Deborah Anderson  
Secretary, Board of Education

3. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

4. RECOGNITIONS / PRESENTATIONS / REPORTS

4.1. Diversity, Equity and Inclusion

**Presenter:** Ashley Phillips

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# January DEI Updates

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MLK-Reminder + Update

Systems of Inequity Series

Neurodiversity in Education

Cultural Proficiency Training

Student/Club Visits

ROMS Career Fair

African American Read-In

JEDI Student Summit





# MLK 2026- 1/19/26



THE COMMUNITIES OF BERKLEY, CLAWSON & ROYAL OAK PRESENT

## A DAY ON, NOT A DAY OFF

### MLK JR. DAY OF SERVICE 2026

**MONDAY**  
**JANUARY 19** 9-11:30 AM  
CLAWSON HIGH SCHOOL

- VOLUNTEER OPPORTUNITIES
- FREEDOM WALK
- DONATION DROP-OFF

LEARN MORE: [ROMI.GOV/MLK](http://ROMI.GOV/MLK)



# Amazon wishlist:



## MONDAY A DAY ON NOT A DAY OFF - JANUARY 19<sup>TH</sup> MLK JR. DAY OF SERVICE 2026 @ CLAWSON HIGH SCHOOL



CLAWSON SCHOOLS CENTRAL CAMPUS - 101 PHILLIPS AVE. | CLAWSON 48017



# 2025- 2026 Systems of Inequity Series



Oakland  
Schools

**Systems of  
Inequity**  
Network Series



Oakland  
Schools

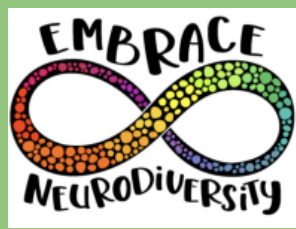


“Unmasking Educational Equity”

Second Session Featured Author: Michelle Adams

## THE CONTAINMENT





# Neurodiversity in Education



Oakland  
Schools

## AAC (Augmentative and Alternative Communication) Devices

Autistic Self-Advocate

**AAC access as support**

Communicative choice as a key to  
autistic autonomy



Neurodiversity in Education Series:  
Strengthening Mindsets, Empowering Educators

Welcome!

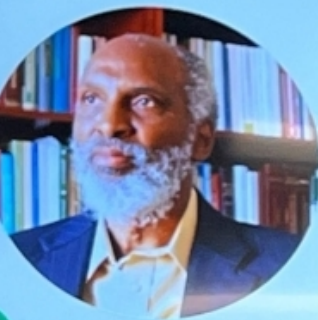
**endeaver\* corbin**

*AAC access for all Autistic students: Fostering  
communicative choice for more effective learning*

Dec 4, 2025 12:30-3:30 pm



# Cultural Proficiency + Belonging Training



john a. powell

“Belonging means more than just being seen. Belonging entails having a meaningful voice and the opportunity to participate in the design of social and cultural structures. Belonging means having the right to contribute to and make demands on society and political institutions.”



## Defining Belonging

## Team Building Exercises + Plans

## Belonging vs. Othering





# Student + Club Visits

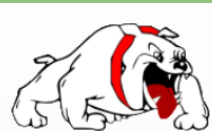


# ROMS Career Fair





# ROMS Career Fair



# ROMS Career Fair





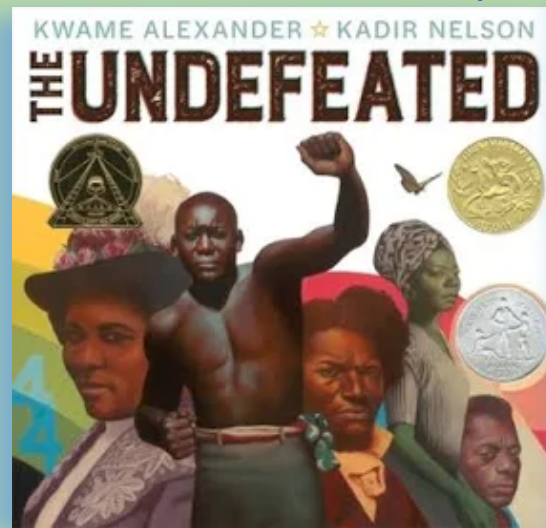
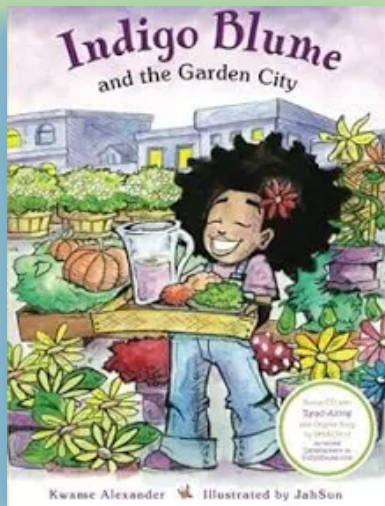
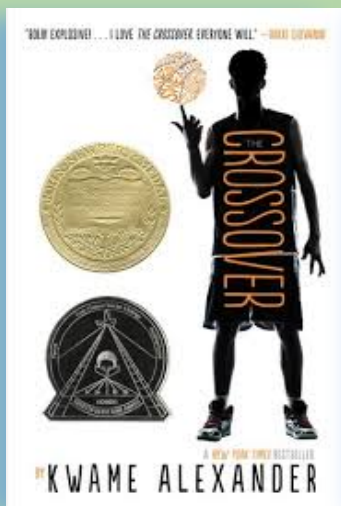
# Oakland Schools African American Read-In



**Featured Author: Kwame Alexander**

**Thursday, February 26, 2026 5p-7p**

**New location: Royal Oak Public Library**





The poster features a vibrant, abstract background with splashes of blue, green, and orange. At the top left is the Oakland Schools logo. The main title 'J.E.D.I. STUDENT SUMMIT' is written in a bold, black, graffiti-style font with a green crown above the 'J'. Below the title, the text 'TEAMS OF HIGH SCHOOL EDUCATORS AND STUDENTS ACROSS OAKLAND COUNTY WILL COME TOGETHER TO:' is centered. A list of three bullet points follows, describing the summit's activities. At the bottom, the date 'APRIL 30TH' and time '9AM-1PM' are prominently displayed in a stylized font. A small circular logo with a globe and the text 'DEEPER DIVE' is on the left side of the poster.

**OaklandSchools**  
JUSTICE - EQUITY - DIVERSITY - INCLUSION

# J.E.D.I. STUDENT SUMMIT

TEAMS OF HIGH SCHOOL EDUCATORS AND STUDENTS ACROSS OAKLAND COUNTY WILL COME TOGETHER TO:

- Engage in dialogue and shared learning
- Learn about the YPAR (Youth Participatory Action Research) Framework
- Develop action plans for improving student experience

**Details coming in late November!**

WANT TO KNOW MORE?  
CONTACT US!

**J.E.D.I. PLANNING TEAM**

Kelsey.Witt@oakland.k12.mi.us  
Christina.Kozlowski@oakland.k12.mi.us  
Christy.Osborne@oakland.k12.mi.us  
Cornelius.Godfrey@oakland.k12.mi.us

**APRIL 30TH**  
**9AM-1PM**

**April 30th**

**ROHS and CCHS students**

**Student Input and Planning**

4.2. Student Representatives to the Board  
**Presenter:** Leilani Hamilton and Grace Hatton

5. COMMUNICATIONS

**Presenter:** Board of Education Secretary

6. \*CONSENT AGENDA (*Personnel / Instruction / Business*)

6.1. \*Payment of Expenses

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## Electronic Payment Register December 2025

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00008082	12/4/2025	008312	ABSOPURE WATER COMPANY LLC	31.95
00008083	12/4/2025	403111	ADN ADMINISTRATORS INC	4,080.52
00008084	12/4/2025	402817	ALL CITY MECHANICAL AND REFRIG	256.50
00008085	12/4/2025	402783	AMAZON.COM SERVICES LLC	834.46
00008086	12/4/2025	004606	APPLE INC	2,427.00
00008087	12/4/2025	009058	APPLIED INNOVATION	5,434.92
00008088	12/4/2025	005850	AUDIO SENTRY CORP	285.00
00008089	12/4/2025	009649	BARLAGE, AMY	50.26
00008090	12/4/2025	090275	BETMAN, MICHAEL	246.22
00008091	12/4/2025	403433	BLUE LAKES CHARTERS AND TOURS	1,240.00
00008092	12/4/2025	400665	BOLHOUSE LLC	2,665.00
00008093	12/4/2025	003671	BOYCE, KIMBERLY	44.80
00008094	12/4/2025	012150	CAROLINA BIOLOGICAL SUPPLY CO	315.38
00008095	12/4/2025	402509	CINTAS CORPORATION	2,758.24
00008096	12/4/2025	013730	CLARK HILL PLC	4,958.00
00008097	12/4/2025	009365	CLEAR RATE COMMUNICATIONS LLC	820.78
00008098	12/4/2025	005652	DIHYDRO SERVICES INC	5,188.00
00008099	12/4/2025	019357	DINN BROS INC	24.75
00008100	12/4/2025	404144	DURHAM SCHOOL SERVICES LP	147,317.87
00008101	12/4/2025	403494	EXECUTIVE ENERGY SERVICES LLC	4,800.00
00008102	12/4/2025	024676	FLINN SCIENTIFIC INC	165.44
00008103	12/4/2025	403592	GREEN, JANET	10.08
00008104	12/4/2025	005124	H O H WATER TECHNOLOGY INC	808.49
00008105	12/4/2025	032750	HUNT SIGN CO	325.00
00008106	12/4/2025	097413	J W PEPPER & SON INC	65.00
00008107	12/4/2025	005417	LAURENCE, CARRIE	236.07
00008108	12/4/2025	006576	LECOLE PLANNERS LLC	18,245.00
00008109	12/4/2025	317083	MANGUM, LINDA	45.15
00008110	12/4/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	8,591.28
00008111	12/4/2025	400330	MENARY, LORI	25.48
00008112	12/4/2025	005896	MORGAN, SEAN	101.98
00008113	12/4/2025	401930	O BRIEN, AUBREY	52.36
00008114	12/4/2025	050310	OAKLAND SCHOOLS	40.00
00008115	12/4/2025	008905	OAKLAND SCHOOLS PRODUCTION	1,141.98
00008116	12/4/2025	401507	OC TEES INC	1,159.00
00008117	12/4/2025	402919	PALMERI, MELANIE	79.80
00008118	12/4/2025	404346	PERKINS, JENNIFER	14.84
00008119	12/4/2025	097421	POTTER, DAVID	600.00
00008120	12/4/2025	401997	POTTERACK, LINDSEY	46.96
00008121	12/4/2025	057719	ROSE PEST SOLUTIONS	1,097.00
00008122	12/4/2025	403059	SAVONA, REBEKAH	20.16
00008123	12/4/2025	402337	SAY, CHRISTINE	150.00
00008124	12/4/2025	069450	SCHOOL SPECIALTY LLC	297.18
00008125	12/4/2025	063680	STAPLES BUSINESS ADVANTAGE	97.12
00008126	12/4/2025	010347	VANEVERY, JENNIFER	89.95
00008127	12/4/2025	000535	VERIZON WIRELESS SERVICES LLC	2,204.17
00008128	12/4/2025	404499	WERDEN, MARY	20.00
00008129	12/4/2025	008022	ZAVISLAK, ANGELA	74.41
00008130	12/11/2025	001000	AERO FILTER INC	74.75
00008131	12/11/2025	402783	AMAZON.COM SERVICES LLC	2,983.73
00008132	12/11/2025	009058	APPLIED INNOVATION	1,519.06
00008133	12/11/2025	009863	ASI SIGNAGE INNOVATIONS	450.00

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00008134	12/11/2025	404035	CMS ERM MICHIGAN LLC	69,657.77
00008135	12/11/2025	403039	CULPEPPER, SARAH	62.51
00008136	12/11/2025	402782	GREAT LAKES CONSTRUCTION SERVI	3,655.00
00008137	12/11/2025	037818	LAKESHORE LEARNING MATERIALS L	228.85
00008138	12/11/2025	402621	LARKIN ENGINEERING LLC	10,368.00
00008139	12/11/2025	401522	MAHAR, DANIELLE	16.38
00008140	12/11/2025	003753	MCMANN, RAY	689.75
00008141	12/11/2025	050310	OAKLAND SCHOOLS	25,140.00
00008142	12/11/2025	403867	OLIVER, SUSANNAH	44.80
00008143	12/11/2025	401318	PFM FINANCIAL ADVISORS LLC	1,200.00
00008144	12/11/2025	054506	PRO ED INC	290.40
00008145	12/11/2025	404089	RAMOLD, KRISTIN	9.24
00008146	12/11/2025	069450	SCHOOL SPECIALTY LLC	151.24
00008147	12/11/2025	404288	SEC SHIELD LLC	77,686.00
00008148	12/11/2025	063164	SPORTDECALS INC	2,658.63
00008149	12/11/2025	063680	STAPLES BUSINESS ADVANTAGE	27.93
00008150	12/11/2025	007880	TES THERAPY	15,570.00
00008151	12/11/2025	403738	TOSHIBA BUSINESS SOLUTIONS	1,514.61
00008152	12/11/2025	404433	WALKER, AMY	16.52
00008153	12/11/2025	404499	WERDEN, MARY	59.50
00008154	12/11/2025	005839	WORRY FREE LAWN CARE SNOW REMO	9,500.00
00008155	12/11/2025	005756	YEO AND YEO PC	5,000.00
00008156	12/18/2025	402783	AMAZON.COM SERVICES LLC	2,125.70
00008157	12/18/2025	006848	AQUATIC SOURCE LLC	250.00
00008158	12/18/2025	401781	BARUZZINI AQUATICS	2,935.00
00008159	12/18/2025	008100	BILLINGS LAWN EQUIPMENT	779.99
00008160	12/18/2025	012150	CAROLINA BIOLOGICAL SUPPLY CO	672.02
00008161	12/18/2025	011538	CHARTWELLS DINING	169,652.56
00008162	12/18/2025	402070	COLLINS AND BLAHA PC	8,238.75
00008163	12/18/2025	010272	DEARBORN NATIONAL LIFE INS CO	3,674.51
00008164	12/18/2025	404156	FIRST TO THE FINISH	295.00
00008165	12/18/2025	404104	GALLAGHER BENEFIT SERVICES INC	6,000.00
00008166	12/18/2025	008250	INSTITUTE FOR MULTI SENSORY ED	125.00
00008167	12/18/2025	097413	J W PEPPER & SON INC	366.97
00008168	12/18/2025	037467	KURTS KUSTOM PROMOTIONS LLC	881.55
00008169	12/18/2025	005417	LAURENCE, CARRIE	98.20
00008170	12/18/2025	402382	LEARNING ALLY INC	8,556.80
00008171	12/18/2025	404107	MANOLIAS, MARIA	108.43
00008172	12/18/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	1,959.26
00008173	12/18/2025	005896	MORGAN, SEAN	34.35
00008174	12/18/2025	050310	OAKLAND SCHOOLS	7,670.00
00008175	12/18/2025	006688	OAKLAND UNIVERSITY	45.00
00008176	12/18/2025	401507	OC TEES INC	457.63
00008177	12/18/2025	051115	OVERHEAD DOOR WEST COMMERCIAL	680.00
00008178	12/18/2025	317490	RATLIFF, VERNON	480.00
00008179	12/18/2025	007669	RIDDELL ALL AMERICAN SPORTS	60.00
00008180	12/18/2025	402337	SAY, CHRISTINE	30.00
00008181	12/18/2025	000919	SCHOOL DATEBOOKS INC	6,123.18
00008182	12/18/2025	069450	SCHOOL SPECIALTY LLC	10.13
00008183	12/18/2025	009691	SERVICE PRO	7,339.00
00008184	12/18/2025	063680	STAPLES BUSINESS ADVANTAGE	76.88
00008185	12/18/2025	007880	TES THERAPY	4,601.25
00008186	12/18/2025	066775	THRUN LAW FIRM PC	5,817.50
00008187	12/23/2025	404258	ABM	254,247.07

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00008188	12/23/2025	402783	AMAZON.COM SERVICES LLC	2,948.60
00008189	12/23/2025	000360	BANSEN, DINA	84.80
00008190	12/23/2025	401087	BEATTY, CAMERON	2,357.30
00008191	12/23/2025	009365	CLEAR RATE COMMUNICATIONS LLC	817.15
00008192	12/23/2025	404035	CMS ERM MICHIGAN LLC	63,365.42
00008193	12/23/2025	005789	COMMUNITY MEDIA NETWORK	450.00
00008194	12/23/2025	403233	IMAGINE LEARNING LLC	19,680.00
00008195	12/23/2025	005896	MORGAN, SEAN	81.64
00008196	12/23/2025	400191	NOVA ENVIRONMENTAL INC	2,800.00
00008197	12/23/2025	008905	OAKLAND SCHOOLS PRODUCTION	287.85
00008198	12/23/2025	401507	OC TEES INC	1,158.62
00008199	12/23/2025	403867	OLIVER, SUSANNAH	159.53
00008200	12/23/2025	403185	PEOPLE DRIVEN TECHNOLOGY INC	4,982.24
00008201	12/23/2025	401997	POTTERACK, LINDSEY	39.73
00008202	12/23/2025	000761	TAYLOR, DEBORAH	100.44
00008203	12/23/2025	066775	THRUN LAW FIRM PC	1,538.00
00008204	12/23/2025	403738	TOSHIBA BUSINESS SOLUTIONS	900.00
00008205	12/23/2025	403090	US OMNI AND TSACG COMPLIANCE S	383.52
00008206	12/23/2025	002762	VSC INC.	1,488.90
			Electronic Payments Issued	1,046,173.69
			Less VOIDS	-
			<b>GRAND TOTAL</b>	<b>1,046,173.69</b>



## Check Register December 2025

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00226010	12/4/2025	002736	ACCURATE LABEL DESIGNS INC	155.95
00226011	12/4/2025	009076	ARBOR OAKLAND GROUP	1,375.00
00226012	12/4/2025	404512	ATKINS, BRANDIE	96.00
00226013	12/4/2025	403769	AUSTIN, LISA	326.00
00226014	12/4/2025	404503	BLAY, ETHAN	333.00
00226015	12/4/2025	001696	BROTHER RICE HIGH SCHOOL	150.00
00226016	12/4/2025	404508	BURBRIDGE, SILAS	333.00
00226017	12/4/2025	404146	CHASE, KYRA	20.58
00226018	12/4/2025	057870	CITY OF ROYAL OAK	6,609.15
00226019	12/4/2025	404254	CLAYBROOKS, SIDNEY	31.71
00226020	12/4/2025	402133	COLLINS, KIM	85.98
00226021	12/4/2025	001289	COREWELL HEALTH	4,114.00
00226022	12/4/2025	402933	DAVIS, KATHERINE	47.32
00226023	12/4/2025	008160	DEMIRI, JANKA	98.56
00226024	12/4/2025	404077	DEROO, MEGAN	40.44
00226025	12/4/2025	402125	DONEGAN, CHRISTINA	683.97
00226026	12/4/2025	404501	DRUMMER, JESSICA	52.36
00226027	12/4/2025	404036	ELITE TREE SERVICE	1,000.00
00226028	12/4/2025	403826	GAGNON, CHRISTINE	660.00
00226029	12/4/2025	404510	GARDYNIK, ADELE	45.36
00226030	12/4/2025	404486	GENESEE COUNTY PARKS AND RECRE	1,200.00
00226031	12/4/2025	034320	J & T DISTRIBUTORS CORP	3,555.95
00226032	12/4/2025	402952	JOSTENS INC	13.05
00226033	12/4/2025	008958	KALINOWSKI, TRACY	1,679.98
00226034	12/4/2025	402123	KIMBERLY FENCE AND SUPPLY	816.00
00226035	12/4/2025	404504	KISSLING, ALEXANDER	333.00
00226036	12/4/2025	404505	LASSNER, PARKER	333.00
00226037	12/4/2025	402091	LEONARDS SYRUPS	271.00
00226038	12/4/2025	402666	LINGCO LANGUAGE LABS	6,825.00
00226039	12/4/2025	403824	MAESO, ANGELA	70.00
00226040	12/4/2025	404473	MANDARICH LAW GROUP LLP	219.68
00226041	12/4/2025	401657	MERCY HIGH SCHOOL	2,400.00
00226042	12/4/2025	404506	MORRISON, PAYDEN	333.00
00226043	12/4/2025	004837	MOSSINGTON PIANO SERVICE	100.00
00226044	12/4/2025	404373	MY GREEN MICHIGAN	3,100.00
00226045	12/4/2025	404096	NATIONAL VISION ADMINISTRATORS	504.00
00226046	12/4/2025	404507	PANZICA, NICHOLAS	333.00
00226047	12/4/2025	009817	ROHS DRAMA BOOSTERS	1,806.87
00226048	12/4/2025	403206	SHUTTERFLY LIFETOUCH LLC	60.00
00226049	12/4/2025	404511	SOMA, CAELAN	111.83
00226050	12/4/2025	404161	WASHTENAW COMMUNITY COLLEGE	588.00
00226051	12/4/2025	402117	WEBER AND OLCESE PLC	586.98
00226052	12/4/2025	403674	ZOHR, TRENTON	121.32
00226053	12/11/2025	403954	AMERICAN READING COMPANY INC	29,000.00
00226054	12/11/2025	009627	BEISTLINE, ALESHA	1,116.86
00226055	12/11/2025	404314	BOGAN, FERRYIN	90.00
00226056	12/11/2025	006136	BSN SPORTS LLC	7,112.08
00226057	12/11/2025	007162	BURKES SPORT HAVEN. INC.	860.00
00226058	12/11/2025	404146	CHASE, KYRA	15.75
00226059	12/11/2025	404487	CHOIKE, JAMIE	108.22
00226060	12/11/2025	404515	CHOIKE, JAN	556.66
00226061	12/11/2025	057870	CITY OF ROYAL OAK	3,218.55

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00226062	12/11/2025	400005	COLLEGE BOARD	4,158.54
00226063	12/11/2025	403698	CONSTELLATION NEWENERGY GAS DI	27,924.30
00226064	12/11/2025	015210	CONSUMERS ENERGY COMPANY	8,947.95
00226065	12/11/2025	402933	DAVIS, KATHERINE	163.82
00226066	12/11/2025	018360	DTE ENERGY	1,040.76
00226067	12/11/2025	404513	EDGEMONT CREATIVE	336.00
00226068	12/11/2025	009859	EPIC SPORTS INC	146.94
00226069	12/11/2025	403374	EVERYDAY SPEECH LLC	499.99
00226070	12/11/2025	404514	FALL, AVA	70.76
00226071	12/11/2025	008242	FAR THERAPEUTIC ARTS AND RECRE	7,675.00
00226072	12/11/2025	404516	FLETCHER, ALONDA	7.56
00226073	12/11/2025	008464	GONTINA, ANDREA	94.00
00226074	12/11/2025	401626	HARRIS, GEORGETTE	240.00
00226075	12/11/2025	404497	KASPEREK, EVELYN	28.33
00226076	12/11/2025	401393	LANGUAGELINE SERVICES INC	338.30
00226077	12/11/2025	402091	LEONARDS SYRUPS	301.75
00226078	12/11/2025	007612	LIGHTHOUSE MI	345.00
00226079	12/11/2025	050244	OAKLAND COUNTY TREASURER	6,299.25
00226080	12/11/2025	005102	PEARSON ASSESSMENTS	513.87
00226081	12/11/2025	403757	THE CHARLES H WRIGHT MUSEUM	1,229.00
00226082	12/11/2025	403575	US COACHWAYS INC	4,832.24
00226083	12/11/2025	006697	VENETIAN CLUB OF MUTUAL AID	3,011.88
00226084	12/11/2025	010212	WOLVERINE POWER SYSTEMS LLC	805.00
00226085	12/18/2025	404185	ARNION TRANSLATION SERVICES LL	1,439.85
00226086	12/18/2025	001151	ARNOLD SALES COMPLETE JANITOR	466.80
00226087	12/18/2025	403231	BUCKHEIM, ALEXANDER	126.00
00226088	12/18/2025	400416	CHMIEL, JASON	270.30
00226089	12/18/2025	403804	CHRIS CAKES OF MICHIGAN	515.00
00226090	12/18/2025	015210	CONSUMERS ENERGY COMPANY	11,220.77
00226091	12/18/2025	403844	COOK, MICHELLE	419.09
00226092	12/18/2025	402933	DAVIS, KATHERINE	141.00
00226093	12/18/2025	081466	DEAF C A N	143.10
00226094	12/18/2025	017910	DEMCO INC	47.07
00226095	12/18/2025	008842	ELITE SPORTSWEAR LP	129.90
00226096	12/18/2025	402952	JOSTENS INC	622.49
00226097	12/18/2025	404473	MANDARICH LAW GROUP LLP	231.73
00226098	12/18/2025	000838	MARKERBOARD PEOPLE, THE	2,250.00
00226099	12/18/2025	404349	MASSON, SARA	96.00
00226100	12/18/2025	401415	METROPOLITAN LIFE INS CO	819.00
00226101	12/18/2025	007795	MICHIGAN GRAPHIC & AWARDS INC	60.00
00226102	12/18/2025	317129	MSBO	385.00
00226103	12/18/2025	404316	NEXGREEN	94.00
00226104	12/18/2025	002723	OAKLAND COUNTY HEALTH DIVISION	172.00
00226105	12/18/2025	005102	PEARSON ASSESSMENTS	161.08
00226106	12/18/2025	063926	STATE OF MICHIGAN DEPT LICENSI	293.55
00226107	12/18/2025	404477	TAFELSKI, JOHN	288.00
00226108	12/18/2025	004056	THE VARSITY SHOP	537.90
00226109	12/18/2025	402117	WEBER AND OLCESE PLC	510.81
00226110	12/18/2025	010212	WOLVERINE POWER SYSTEMS LLC	425.00
00226111	12/23/2025	400252	ASTRO LANES INC	262.00
00226112	12/23/2025	403769	AUSTIN, LISA	149.40
00226113	12/23/2025	403578	BIBBS, REBECCA	111.00
00226114	12/23/2025	057870	CITY OF ROYAL OAK	10,495.75
00226115	12/23/2025	015210	CONSUMERS ENERGY COMPANY	6,572.44



Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00226116	12/23/2025	404031	DANCE TEAM UNION LLC	868.00
00226117	12/23/2025	402933	DAVIS, KATHERINE	366.92
00226118	12/23/2025	400758	DETROIT PISTONS BASKETBALL CO	595.00
00226119	12/23/2025	018360	DTE ENERGY	30,866.88
00226120	12/23/2025	003766	JCC OF METROPOLITAN DETROIT	2,400.00
00226121	12/23/2025	404521	MASON COMMUNITY ROBOTICS INC	125.00
00226122	12/23/2025	401566	METRO DETROIT MODEL UNITED NAT	315.00
00226123	12/23/2025	004837	MOSSINGTON PIANO SERVICE	300.00
00226124	12/23/2025	404009	OPEN HANDS FOOD PANTRY	45.00
00226125	12/23/2025	009817	ROHS DRAMA BOOSTERS	852.65
00226126	12/23/2025	004287	ROYAL OAK ANIMAL SHELTER	31.00
00226127	12/23/2025	060714	SET-SEG	20,749.00
00226128	12/23/2025	404179	STEHLIK, RACHEL	283.00
00226129	12/23/2025	404522	UEL MEN, JAMES T	198.00
Checks Issued				250,159.88
Less VOIDS				-
<b>GRAND TOTAL</b>				<b>250,159.88</b>

ROYAL OAK SCHOOLS

**BILLS SUBMITTED FOR APPROVAL**

**12/31/25**

BILLS PAID:	12/01/2025 - 12/31/2025	ACCOUNTS PAYABLE - GENERAL	\$250,159.88
VENDOR EP:	12/01/2025 - 12/31/2025	ACCOUNTS PAYABLE - GENERAL	\$1,046,173.69
WIRE TRANSFERS:	12/01/2025 - 12/31/2025	WIRE TRANSFERS:	<u>\$6,721,837.36</u>
		TOTAL:	\$8,018,170.93

**GRAND TOTAL**

**\$8,018,170.93**

**WIRE TRANSFERS**

12/1/2025 - 12/31/2025

<b><u>DATE</u></b>	<b><u>PAYROLL LIABILITIES</u></b>	<b><u>TRANSFERS</u></b>	<b><u>DESCRIPTION</u></b>
12/5/2025	1,770,036.17		
12/19/2025	1,568,137.06		
12/2/2025		265.19	DTE
12/2/2025		129.06	MERCH SERV FEES
12/3/2025		591,021.77	ORS
12/4/2025		107.25	NVA VISION
12/4/2025		76.00	NVA VISION
12/5/2025		91,925.69	EDUSTAFF
12/5/2025		1,999.20	EDUSTAFF
12/11/2025		662,333.81	ORS
12/15/2025		12.67	CLOVER GO FEES
12/15/2025		1,274.75	DETROIT TAXES
12/19/2025		114,625.14	EDUSTAFF
12/19/2025		219.50	NVA VISION
12/22/2025		773,900.81	MESSA
12/24/2025		29,714.58	PURCH CARD
12/30/2025		526,540.10	UAAL
12/30/2025		589,518.61	ORS
TOTAL	<u>\$3,338,173.23</u>	<u>3,383,664.13</u>	

TOTAL TRANSFERS: \$6,721,837.36

## 7. MATTERS FOR DISCUSSION / ACTION

### 7.1. Superintendent Report

**Presenter:** John Tafelski

7.1.1. Updates and Remarks

7.1.2. School Board Recognition Month

7.1.3. Student Board Representatives Recognition

7.1.4. Second Reading of Revised/Replaced and/or Recommended Policies & Guidelines

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Book	Policy Manual
Section	For the Board 40-1
Title	Vol. 40, No. 1 - September 2025 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300 revised
Status	Policy Committee Review

**Revised Policy - Vol. 40, No. 1**

**8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN**

The Board of Education shall develop and implement a Continuity of Organizational Operations Plan ("COOP") to enable it to conduct, if necessary, essential functions and critical services and operations (e.g., teaching and learning, transportation, business services, communication, computer/network systems support, facilities, maintenance, and safety and security) under all hazards/conditions. The District's COOP shall be ( X ) consistent with ( - ) a component of **[END OF OPTIONS]** the District's School Safety Emergency Management Plan (see Policy 8400 - School Safety Information and Policy 8402 - Emergency Operations Plan). Having a plan to recover from any type of crisis/emergency/disaster, regardless of its severity or the consequences of the incident/event, strengthens the District's resilience so it can operate with minimal impact on its primary mission/responsibility to educate the students enrolled in the District, involves teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources. The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions, with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to the recovery of operations and minimizing the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

**Scope of the Continuity Plan**

The primary objective of the COOP is to restore the District's critical operations, ~~al/business functions and the learning environment as quickly as possible after a crisis/emergency/disaster or threat event occurs.~~ **[ ]** The COOP shall include strategies aimed at resuming instruction and crucial business functions within \_\_\_\_\_ ( - ) **[ENTER AMOUNT]** ( - ) days ( - ) hours **[END OF INTERNAL OPTIONS]** **[DRAFTING NOTE: Select a time period in which to restart district essential operations — e.g., two (2) school days, five (5) business days, forty-eight (48) hours.]** of the disruption, along with procedures to implement secure remote work and instruction in a crisis/emergency/disaster, identify alternative sites and technology redundancy, and provide incident response integration with the District's cybersecurity incident management protocols. **[END OF OPTIONAL SENTENCE]**

The District will use the following process to achieve essential function resilience (i.e., business and learning continuity):

- A. Identify essential functions;
- B. determine planning factors needed to accomplish the essential functions (e.g., staff and organization, equipment and systems, information and data, sites);
- C. conduct risk assessments for each planning factor; and
- D. identify and implement continuity options.

Because the COOP contains sensitive information, by law, it ~~functions and the learning environment as quickly as possible after a crisis or threat event occurs.~~ A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, **cybersecurity incidents (including data breaches, ransomware, and denial of service attacks), and terrorist threats and attacks, cyberattacks, and terrorist attacks and threats,** have increased the need for viable continuity capabilities and plans that enable the District to resume and

continue the essential functions in an all-hazards environment across a full spectrum of crises/emergencies/disasters. emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, testing, and revision of such a plan, is important for the overall District. ~~( ) as well as and also for each school ( ) and department in the District [END OF OPTIONS]. [DRAFTING NOTE: While the preceding optional language is true, they do not need to be included if a district wants to simply state that its COOP is important to the district as a whole. The following sentence, however, is not optional and emphasizes the necessity for individual schools and departments to have individualized continuity of operation plans in place to address their unique needs and circumstances.]~~ Each school and operational department (e.g., transportation, information technology ("IT"), food service, and student services) shall maintain a site/department-specific COOP aligned with the District-wide COOP. The site/department-specific COOPs are subject to annual submission to, and review by, the Superintendent.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement the command and control necessary to function during the life cycle of the event. Individual school and department plans shall contain the details related to the continuity plan for those specific sites and functional areas to prepare for an incident/event, communicate throughout the duration of the incident/event, assess the impact of the incident/event on essential functions in the school/department, respond to the incident/event, and detail what will be done to recover from the incident/event. ~~contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.~~

The COOP shall account for the needs of all students and staff, including individuals with disabilities, English learners, and students requiring health and/or behavioral supports in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act ("ADA").

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District, in cooperation with other local and State agencies and businesses, to restore the essential functions of the District ~~post-incident/event.~~ ~~post-disaster.~~

The Superintendent shall provide that all relevant staff receive ~~( ) annual~~  periodic [END OF OPTIONS] training on their roles in the COOP.

Key components of the COOP shall be communicated to employees, students, and families as appropriate.

The Superintendent shall develop and recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review.

The Superintendent shall conduct an annual review of and update to, as necessary, the COOP. Additionally, the Superintendent shall conduct annual table-top exercises to assess the expected effectiveness of the COOP and after-action reviews post-incident/event. See Policy 8400 – School Safety Information and Policy 8402 - Emergency Operations Plan (which discusses the conduct of annual emergency management tests). ~~The Superintendent shall conduct ( ) an annual ( ) a periodic [END OF OPTION] review of the COOP.~~

FEMA's Continuity Guidance Circular (2024 Update)  
Guide for Developing High-Quality School Emergency Operation Plans  
The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide  
Readiness and Emergency Management for Schools (REMS): Technical Assistance Center  
National Incident Management System (NIMS)

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Legal

- FEMA's Continuity Guidance Circular (2024 Update)
- Guide for Developing High-Quality School Emergency Operation Plans
- The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide
- Readiness and Emergency Management for Schools (REMS): Technical Assistance Center
- National Incident Management System (NIMS)

Last Modified by Jennifer Perkins on November 24, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Vol. 40, No. 1 - September 2025 Revised INFORMATION SECURITY
Code	po8305
Status	1st Reading

### **Revised Policy - Vol. 40, No. 1**

#### **8305 - INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or off-site with a third party provider.

Data/Information collected by the District shall be classified as Confidential, Controlled, or Published. **The Superintendent shall define "Confidential," "Controlled," and "Published" in administrative guidelines and provide examples of data/information in each classification.** Data/Information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100). **If an employee suspects, discovers, and/or determines that a security breach has occurred, the employee shall promptly notify the employee's immediate supervisor and the Superintendent. The employee should follow up their oral notification in writing. The Superintendent will determine and implement the steps necessary to correct the unauthorized access and, as applicable, provide notification to those individuals whose personal information may have been compromised.**

**Staff members, and individuals associated with the District through their affiliation with a District contractor/vendor, individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (X-), as well as contractors, vendors, and their employees, [END OF OPTION] granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all persons granted access by the District individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. For staff members, completing Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.**

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored. **The Superintendent shall conduct an annual risk assessment related to the access and security of the District's Data/Information. Further, the District will maintain audit logs for access to Confidential Data/Information and regularly review such logs to detect unauthorized activity.**

**District information security procedures shall comply with applicable Federal and State law including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), Protection of Pupil Rights Amendment ("PPRA"), and Children's Online Privacy Protection Act ("COPPA") regarding data breaches.**

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them or how they apply to them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing a program and/or procedures that can be implemented in the event of a cybersecurity incident, whether it involves an inadvertent or intentional unauthorized release or breach of data/information. The program/procedures shall comply with the District's legal requirements as delineated below. In particular, in the event of a breach involving personally identifiable information, the District shall notify affected individuals and/or government officials in accordance with State and Federal law. Further, the Superintendent is charged with developing procedures that can be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally identifiable information occurs.

Cybersecurity incident" means any of the following:

- A. A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network;
- B. A serious impact on the safety and resiliency of a covered entity's operational systems and processes;
- C. A disruption of a covered entity's ability to engage in business or industrial operations, or deliver goods or services; or
- D. Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated through or is caused by:
  1. a compromise of a cloud service provider, managed service provider, or other third party data hosting provider; or
  2. a supply chain compromise.

"Cybersecurity incident" does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, State, local, tribal, or territorial government entity.

"Ransomware incident" means a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter, the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

### Cybersecurity Program

The District's cybersecurity program shall be designed to safeguard the District's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The program shall be consistent with generally accepted best practices for cybersecurity, such as the National Institute of Standards and Technology's cybersecurity framework and the Center for Internet Security's cybersecurity best practices, and may include, but is not limited to, the following:

- A. Identify and address the critical functions and cybersecurity risks facing the District.
- B. Identify the potential impacts of a cybersecurity breach.
- C. Specify mechanisms to detect potential threats and cybersecurity events.
- D. Specify procedures for the District to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents.
- E. Establish procedures for the repair of infrastructure impacted by a cybersecurity incident and the maintenance of security after the incident.
- F. Establish cybersecurity training requirements for all Board employees; the frequency, duration, and detail of which shall correspond to the duties of each employee. **[DRAFTING NOTE: Annual cybersecurity training provided by the State, and training provided by \_\_\_\_\_ will satisfy this requirement.]**

~~[ ] It is the policy of the Board if the District is experiencing a ransomware incident not to pay or otherwise comply with a ransom demand unless the Board formally adopts a resolution to approve such a payment or compliance with the ransom demand. If that occurs, the resolution will specifically state why the payment or compliance with the ransom demand is in the District's best interest. [END OF OPTION]~~

**[DRAFTING NOTE: The Board need not include this option in its policy, but action consistent with this statement is required by law.]**

Following a cybersecurity incident or ransomware incident, the Superintendent shall notify:

- A. The Executive Director of the Division of Homeland Security within the Department of Public Safety, as soon as possible, but not later than seven (7) days after the District discovers the incident.
- B. The Auditor of State, as soon as possible, but not later than thirty (30) days after the District discovers the incident.



Any records, documents, or reports related to the District's cybersecurity program and framework, along with the reports of a cybersecurity incident or ransomware incident addressed in the preceding paragraph, are not public records. Similarly, a record identifying cybersecurity-related software, hardware, goods, and services that are being considered for procurement, have been procured, or are being used by the District, including the vendor name, product name, project name, or project description, is a security record.

All staff members (X ) and contractors [END OF OPTION] with access to Controlled and/or Confidential Data/Information must complete ~~( ) annual [END OF OPTION]~~ training on data privacy, information security practices (e.g., internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols), and breach response protocols. The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information. Additionally, all contracts with third party contractors/vendors (e.g., technology providers) who access District Data/Information shall include provisions addressing data security, breach notification, data ownership, confidentiality, and destruction upon termination. Further, a contract between a technology provider and the District shall ensure appropriate security safeguards for education records and includes the following:

- A. a restriction on unauthorized access by the technology provider's employees or contractors;
- B. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor; and
- C. a stipulation that the District owns the data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined, up to and including expulsion and/or referral to law enforcement. [X ] Contractors/Vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. [END OF OPTION] Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

At least annually, the Superintendent shall conduct ~~an ( ) an annual ( ) a periodic [END OF OPTION]~~ assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Cross References                      po0100 - DEFINITIONS

Last Modified by Jennifer Perkins on November 25, 2025

7.2. Curriculum & Instruction

**Presenter:** Joe Youanes

7.3. Finance/Facilities and Bond

**Presenter:** Kathy Abela

7.3.1. ROMS/ ROHS Gym Air Conditioning

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# ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

## MEMORANDUM

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TO: Dr. John Tafelski

FROM: Michelle Kerns, AIA

DATE: January 5, 2026

RE: Bid #26-6 Royal Oak High School & Royal Oak Middle School  
Gymnasium Cooling Equipment

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The Royal Oak High School and Royal Oak Middle School Gymnasium Cooling Equipment is the replacement of our current heating and ventilation equipment that was installed as part of the 2006 Bond Program. This new equipment will include ventilation, heating, and cooling. The installation of this equipment and the other work will be in a subsequent bid package. This bid package was developed to have the equipment fabricated and delivered to meet our schedule. The specifications and documents were developed by Larkin Engineering and our staff.

Request for Bid Cooperative Quote developed and released: December 9, 2025

Pre-Quote Meeting: December 11, 2025

Bids Cooperative Quote: December 23, 2025

Post Quote Interview/reference checks: December 30, 2025

Four vendors submitted Bid Cooperative proposals. Proposals were reviewed by Jim Larkin of Larkin Engineering, Jeff Synowiec, and Mark Paulus. Post-proposal meetings were held, and references were checked.

Based on the proposals and post-proposal interviews, we are recommending that Carrier Corp c/o Griffin International be awarded a purchase order in the amount of \$298,324.00. Additionally, we are requesting a 10% contingency to address any unforeseen conditions.

Attachments:

Bid tabulation

Board Resolution

**ROYAL OAK SCHOOLS -  
 BID #2426-6 ROYAL OAK HIGH SCHOOL &  
 ROYAL OAK MIDDLE SCHOOL  
 GYMNASIUM COOLING EQUIPMENT**

Bidders Name	Bidders Location in Michigan	Royal Oak High School & Royal Oak Middle School Grand Total	Material Lead Time	Remarks
Trane U.S. Inc	Livonia	\$505,720	9	
Carrier Corp c/o Griffin International	Chesterfield	\$298,324	7 to 19	
Thermal Netics (Daikin)	Auburn Hills	\$391,051		
Johnson Controls, Inc.		\$437,879		





January 5<sup>th</sup>, 2026

Dr. John J. Tafelski  
Superintendent  
Royal Oak Schools  
800 Devillen Ave.  
Royal Oak, MI 48073

**Subject: BP 1 Equipment Prepurchase for Royal Oak Education Center**

Dear Dr. Tafelski:

On December 23, 2025, proposals were received for the Royal Oak Education Center BP1 Equipment Prepurchase. Barton Malow has reviewed the proposals with Royal Oak Schools, TMP, and Lawrin Engineering, and is prepared to recommend the following companies to receive district purchase orders.

<b>Award Summary</b>			
<b>Construction Cost</b>			
Bid Cat Description	Company	Base Bid	Total Recommended Contract Amount
Packaged Rooftop Units	Airtech HVAC, LLC	\$ 232,443.00	\$ 232,443.00
Fuel-Fired Makeup Air Unit	Michigan Air Products	\$ 20,020.00	\$ 20,020.00
Vertical Unit Ventilator	Bolhouse, LLC	\$ 23,600.00	\$ 23,600.00
Total Equipment Provider Cost			\$ 276,063.00
<b>CM Cost</b>			
Contingency (10%)			\$ 27,606.00
Total Construction Cost			\$ 303,669.00

The recommended Packaged Rooftop Unit bidder, Airtech HVAC, LLC, is not the lower bid. Airtech is being recommended due to the lower bidder’s proposal missing key requirements of the unit specifications.

The total amount recommended to award for this work is \$303,669.00.

Sincerely,

Jason Powers  
Senior Project Manager  
Barton Malow

7.4. Staff and Student Services  
**Presenter:** Patrick Wolynski

7.4.1. Personnel Changes

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8. PUBLIC COMMENT (same rules apply)

9. BOARD COMMENTS / LIAISON REPORT

10. ADJOURNMENT (approval by consensus)

[Royal Oak Schools Board of Education meetings are open to the public. There is a time for public participation during the meeting as indicated in the agenda. This meeting is for the purposes of conducting the School District's business and is not to be considered a "community" meeting.]