

Board of Education Mary Gebara President, 2023-2024	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.

6:45 PM

**MEETING AGENDA
Monday, November 25, 2024**

Community Conference Rm

CALL TO ORDER

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andrew Phelps and Jayme Taylor

WELCOME AND MEETING FORMAT (2 Min)

Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There are two opportunities for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting, as well as near the end of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board’s secretary prior to the start of the agenda item. Virtual participants must submit their name and address in a message through the chat box located in Zoom’s meeting controls prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card or chat message and that individual’s microphone will be un-muted for their comments.

ADJOURN TO EXECUTIVE SESSION – Contract Negotiations

Pursuant to Section 8(a) of the Open Meetings Act, the board of education may adjourn to Executive Session for the purpose of contract negotiations.

That the board adjourn to Executive Session pursuant to Section 8(a) of the Open Meetings Act for the purpose of discussing a personnel matter (Roll Call).

RECONVENE

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andy Phelps, Jayme Taylor

PRESENTATION: MTSS Committee Update

Director Slee, Director Pricco, and members from the District MTSS Committee will provide an overview of the committee work and goal areas.

DISCUSSION MOVED FORWARD: Furniture Purchase

Assistant Superintendent Bailey will present Kinawa classroom furniture to be purchased in the summer of 2025 and provide an overview of future furniture purchases funded by the 2022 bond.

PRESENTATION: Special Education Funding

Special Education Director Heather Pricco and Finance Director Elizabeth Lentz will present an update regarding the proposed new special education funding formula.

CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that that may or may not be part of the evening’s agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will

communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

HIGH SCHOOL STUDENT REPORTS/REQUESTS (5 Min)

The high school student representative will highlight events and issues of interest and take questions from the board.

SUPERINTENDENT REPORTS/REQUESTS (10 Min)

The superintendent will highlight events and issues of interest and take questions from the board.

BOARD REPORTS/REQUESTS (10 Min)

The board will acknowledge receipt of correspondence.

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

ACTION ITEMS

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

CONSENT AGENDA (5 Min)

In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

That the board approve items 1 and 2 for immediate implementation and appropriate action. Item 1: Approval of the Minutes of the Regular Meeting of November 11, 2024; and Item 2: Approval of the Minutes of the Executive Session Meeting of November 11, 2024.

OTHER ACTION ITEMS

The Other Action Items require additional discussion prior to board action.

Donation Acceptance

According to Board Policy 3303, the Board must formally accept donations of personal property if the market value exceeds the MDE bid limit. The Okemos Athletic Boosters, through their fundraising efforts, would like to donate new equipment for the OHS weight room.

That the board accept the donation of new weight room equipment generously donated by the Okemos Athletic Boosters.

Kinawa Remediation Project

Operations Director Brian Lieber provided information regarding Kinawa remediation efforts including budget, and timelines during the November 11th meeting. Superintendent Hood authorized this project to begin as part of the emergency clause in board policy 3301.

that the board authorize the superintendent to proceed with the Kinawa remediation projects funded by the Building and Site Sinking Fund and the 2022 Bond in an amount not to exceed \$1.5 Million (Roll Call).

Insulin Litigation

The board discussed whether to join a nationwide lawsuit against various insulin manufacturers, pharmacy benefit managers and other dependents accused of inflating insulin prices at their November 11th meeting.

that the board waive the reading and adopt the resolution authorizing and directing the superintendent to join the lawsuit and sign the Attorney-Client Fee Contract on behalf of Okemos Public Schools.

DISCUSSION ITEMS

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

Board Operating Procedures

The board will review and discuss the proposed board operating procedures.

Board Book Study

The board will discuss the next chapters of The Human Side of School Change as part of their book study.

COMMENTS FROM THE PUBLIC

At this time in the meeting, citizens have an opportunity to address the board regarding any item(s) of interest. Individual comments at this time will be limited to three minutes but may be extended at the discretion of the board president. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment; however, our meeting format does not allow the board to engage in conversation with speakers. Questions or concerns may be assigned for follow-up by the board or the administration at a later date.

OTHER MATTERS (5 Min)

ADJOURN



District MTSS Committee

Board of Education Update

November 25, 2024

2024-25 School Year

The background of the slide is a light gray network diagram. It consists of numerous small circular nodes, some of which are highlighted with a darker gray or blue. These nodes are interconnected by a web of thin, light gray lines, creating a complex, interconnected pattern that resembles a molecular structure or a data network.

Quick Review

Our MTSS Approach

WHY?

Our system provides advantages for most students, but not all.

Some are disadvantaged by our system.

We want to remove the barriers for all students.

- System-dependent
- Asset-based
- Student-centered
- Easily replicated

HOW?

The MTSS work will **change the system.**

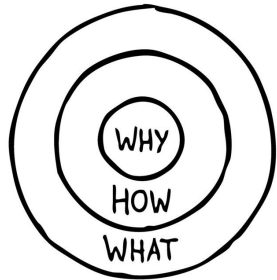
The focus is not on changing individuals.

Our people are doing amazing work, but our system sometimes hinders them.

WHAT?

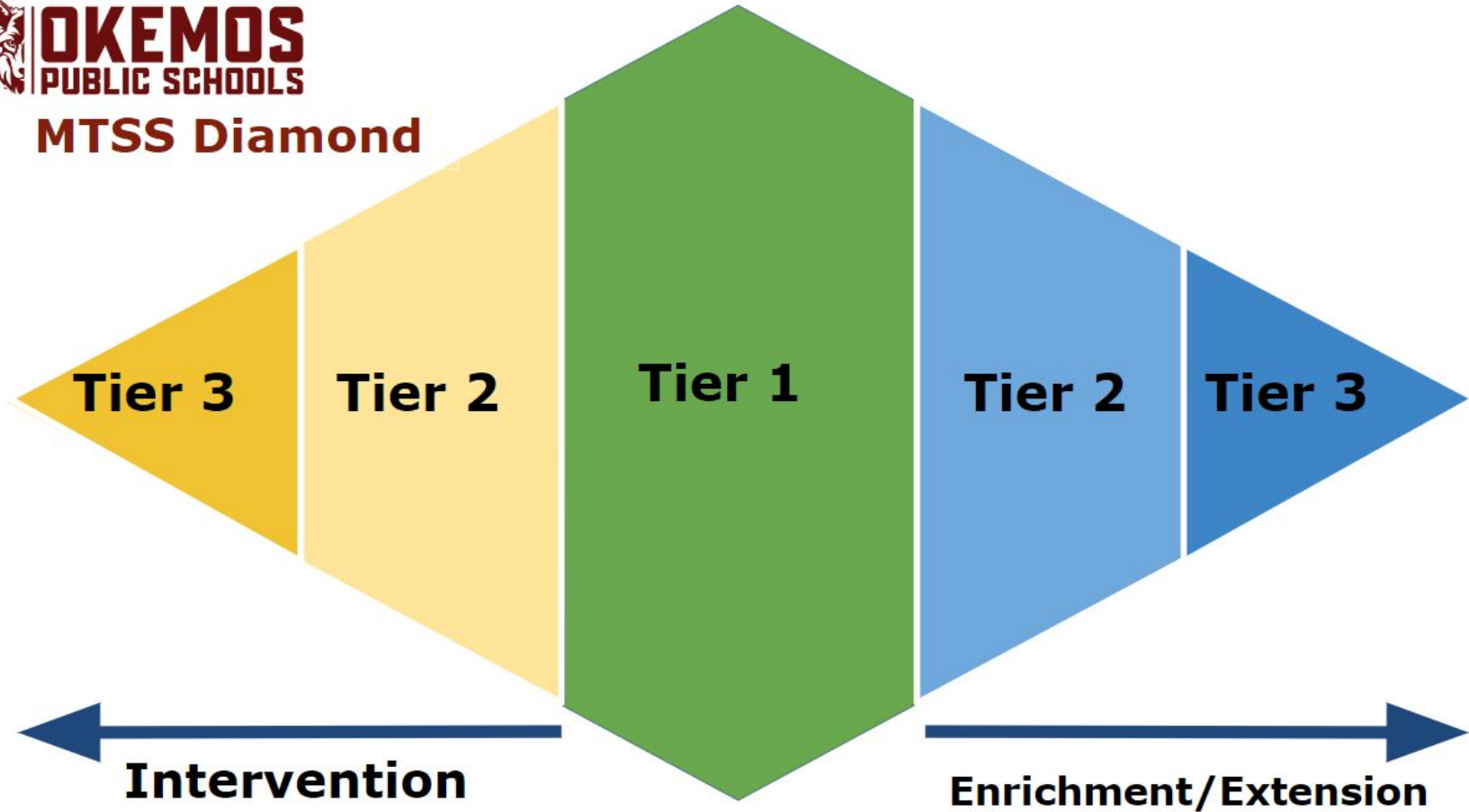
We will provide clarity for all parts of the MTSS systems - policies, practices, processes, responsibilities, etc.

Common language and consistent practices will benefit everyone.





MTSS Diamond



Tier 3

Tier 2

Tier 1

Tier 2

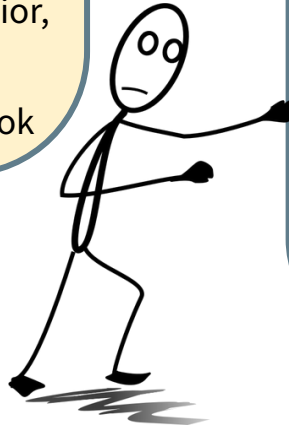
Tier 3

Intervention

Enrichment/Extension

Last Year's Outcomes

- Adopted the MTSS diamond as our model
- Defined our district goals
- Reviewed the district assessment calendar
- Defined responsibilities for building MTSS teams
- Developed a protocol for data meetings
- Defining tiers for academics, behavior, attendance, SEL
- Developing a district MTSS handbook



Work for 24-25

- Building a team-oriented and forward-thinking culture
- Creating a common language across the district
- Communication with internal and external audiences
- Matching students with resources/supports

The background of the slide is a light gray network diagram. It consists of numerous small circular nodes, some of which are highlighted with a darker gray or blue color. These nodes are interconnected by thin, light gray lines, creating a complex web-like structure that fills the entire page. The overall aesthetic is clean, modern, and technical.

This Year's Work

Representing Our Team

Carolina Giraldo

*Older Preschool Lead
Teacher*

Edgewood Early
Childhood Center

Missy Sainz

*Student Support
Advisor*

Hiawatha

Debbie Farris

Multilingual Teacher

Bennett Woods

2024-2025 GOALS



Develop a formal **communication plan** to ensure effective communication with internal and external audiences regarding the implementation of MTSS (1.4).

Short-Term *(Learning)*

- Conduct [needs assessment](#) for internal and external audiences.
- Determine what information needs to be shared by the MTSS Committee.

Intermediate *(Change of Actions)*

- Create an action plan.
- Implement activities in the action plan.
- Develop an evaluation plan for communication practices.

Long-Term *(Change of Conditions)*

- Collect & analyze data for evaluation.
- Modify communication strategies as necessary based on evaluation results.

2024-2025 GOALS



Develop a written process to select and deselect instructional practices, interventions and supports (3.2).

Short-Term (Learning)

- Make a list of the instructional practices, interventions, and supports that are currently in use and/or available in our schools.
- Collect information about each item on the list.

Intermediate (Change of Actions)

- Develop an evaluation tool that analyzes the following for each intervention:
 - Effectiveness
 - Usability
 - Resources needed
 - Need within district
 - Fit with current practices

Long-Term (Change of Conditions)

- Prioritize the instructional practices, interventions, and supports, then evaluate each one (stop/start/continue).






Progress, Not Perfection: A Journey through our MTSS Evolution

Okemos Public Schools:
Heather Pricco, Stacy Bailey, Lara Slee



19th Annual MTSS Conference



MANUFACTURER & DEALER SELECTION

Fall 2023

OPS Steering Committee - Stacy Bailey, Jody Noble,
Steve Stierley, Past Operations Director

Tower Pinkster facilitated three Manufacturer/Dealer
furniture tours and interviews

VS/Great Lakes selected for student furniture
Haworth/DBI selected for administration furniture

Selection Metrics

- Durability
- Flexible Learning Environments
- Warranty / Services Provided
- Cost



DISTRICT WIDE STRATEGY

Priority Order:

- 1) Three Big Rocks – Chippewa, Cornell, Kinawa
- 2) Bennett Woods, Central Montessori, Hiawatha
- 3) High School

Strategy

Fall 2025: Kinawa classroom furniture

Fall 2026: New Chippewa furniture

Fall 2026/28: New Cornell furniture

Fall 2030: Other Kinawa furniture needs

Spring 2025: Complete Layout & Budgeting Estimates for other elementaries

TBD: Implementation of classroom furniture for other elementaries

TBD: Determine ability for needs at High School



Pilot Classroom Program

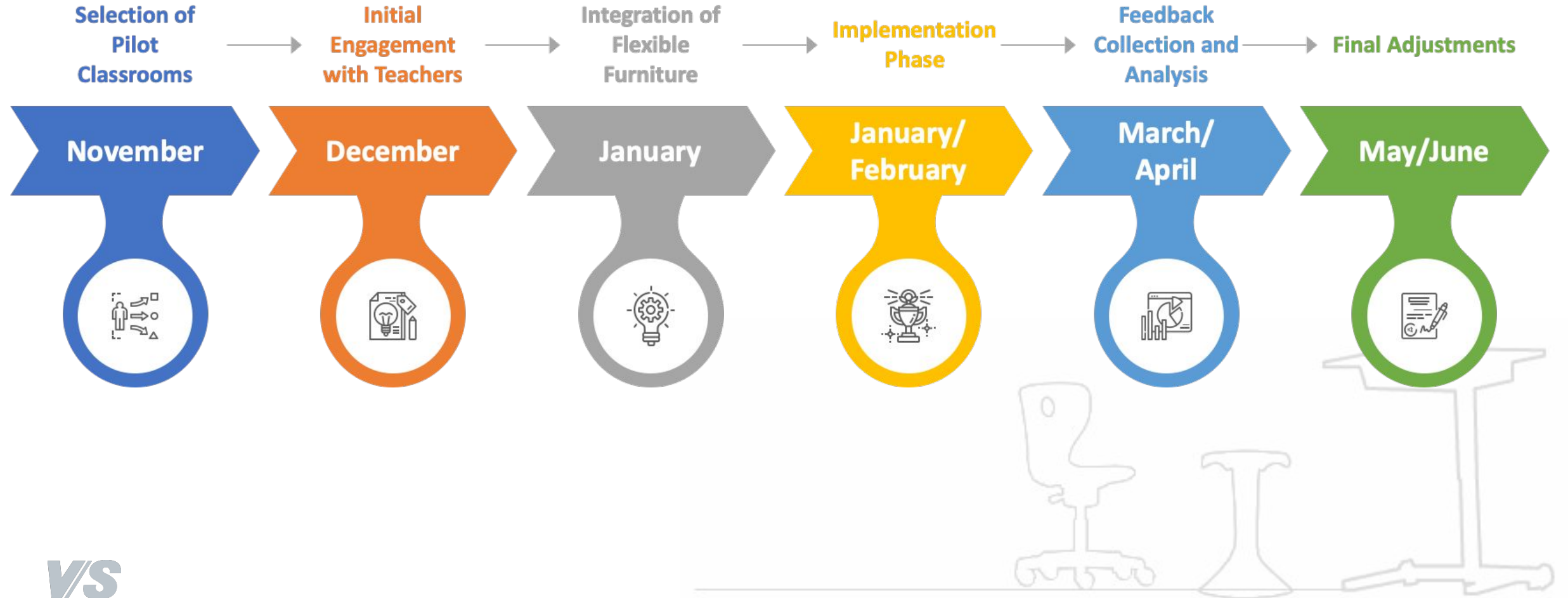
OKEMOS PUBLIC SCHOOLS

2024 Winter/Spring Pilot Program

The Pilot Classroom Program's Objective:

- Test-drive a wide variety of furniture pieces.
- Inform the *Direction* of OPS's district wide furniture purchases.
- Align flexible furniture solutions with Curriculum and Instruction Delivery.
- Provide pilot teachers with the professional learning opportunities to better use their spaces and furniture.

PILOT PROCESS



Pilot Teachers

Cornell Elementary School

Katie Casson - Kindergarten

Andrea Tousignant – 3rd Grade

Kinawa 5th/6th Middle School

Jeff Vacha – 5th/6th Grade Montessori

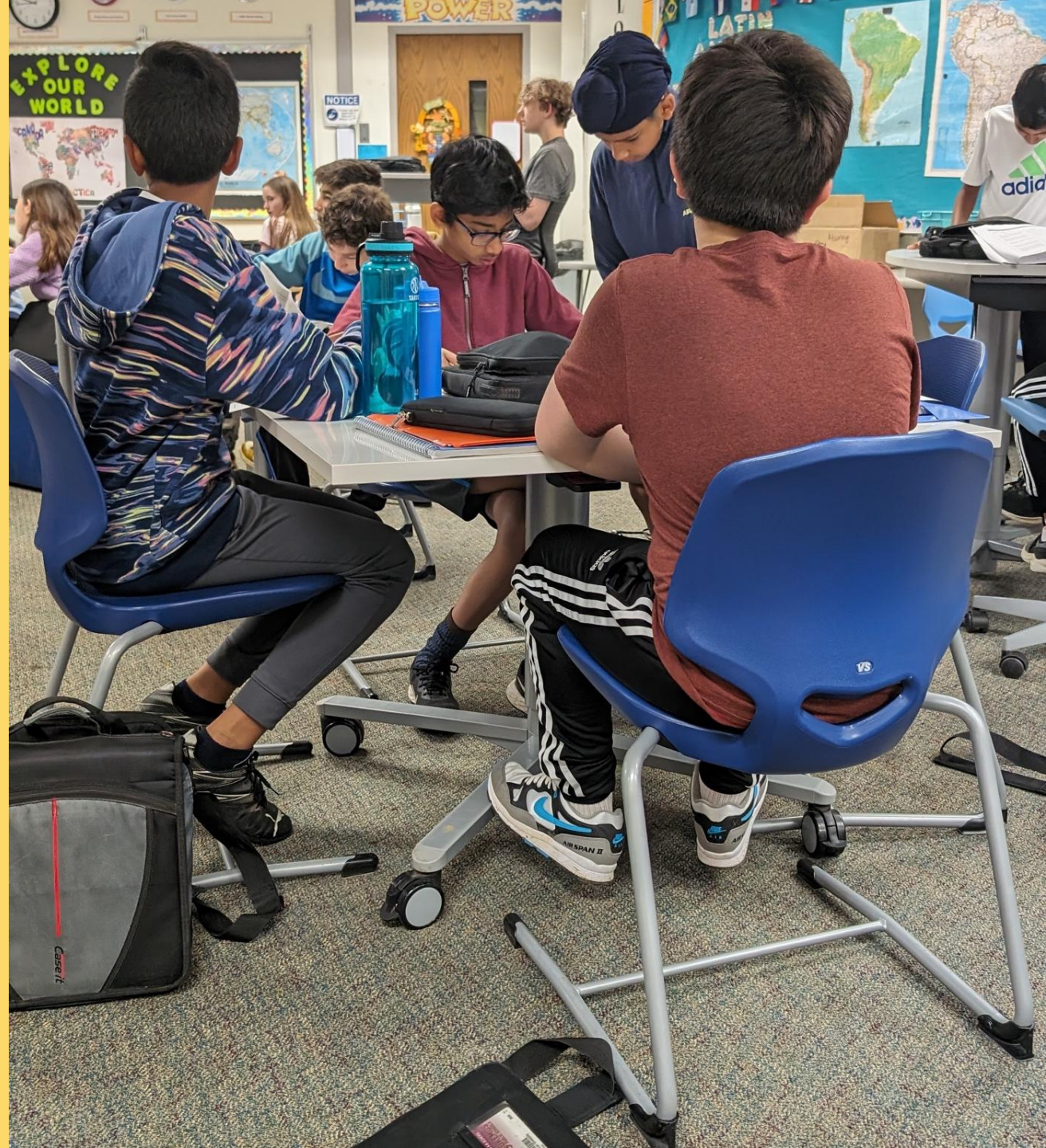
Sheri Gunns – 6th Grade Math

Chippewa 7th/8th Middle School

Jillian McKimmy – 8th Grade Math/Science

Kelly Cesar – 8th Grade Language Arts

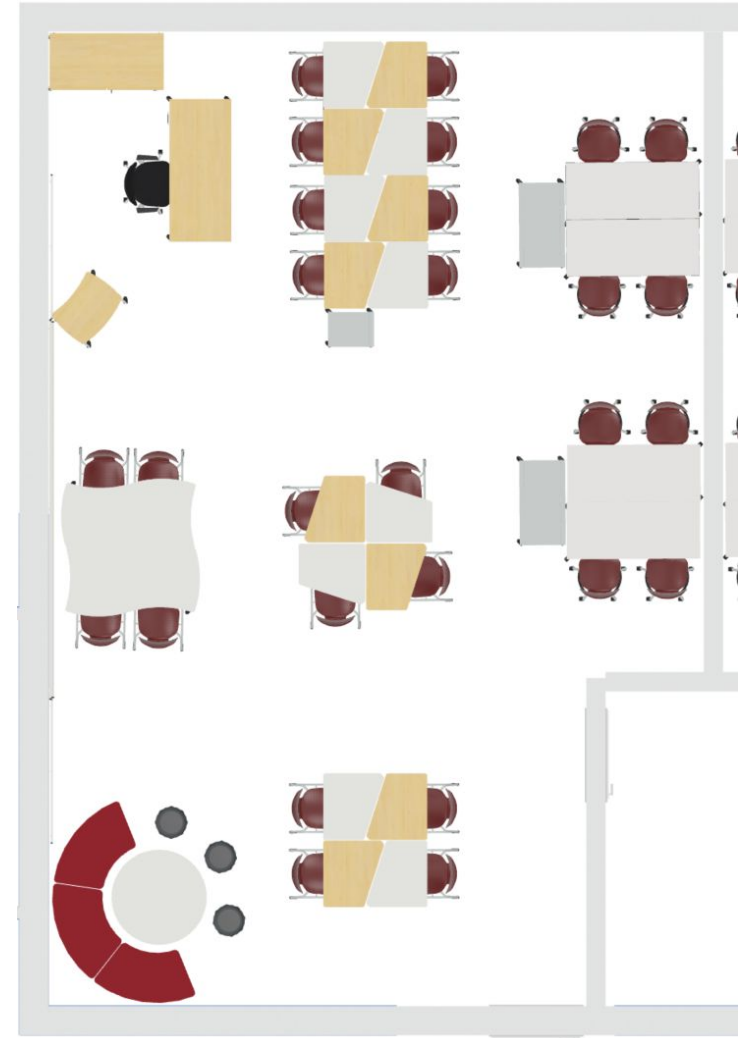
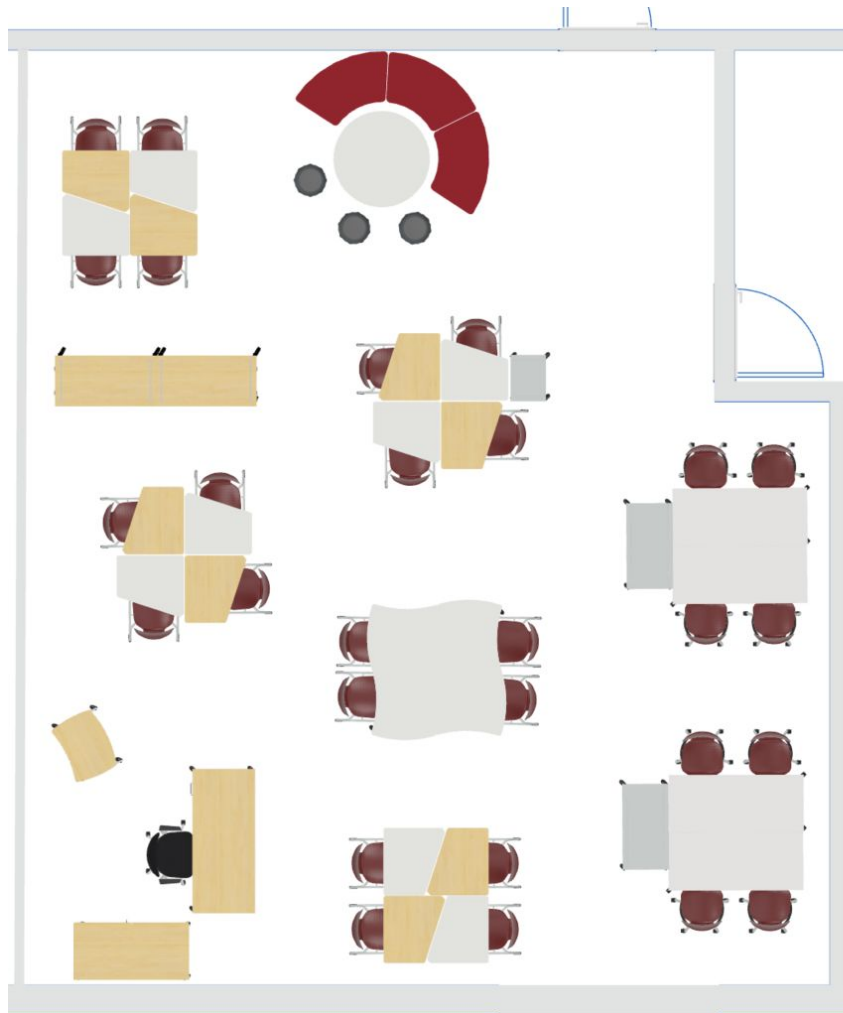
Special Thank You to Principals **Tracy Ojerio**, **Steve Stierley** and **Jody Noble** for their participation and leadership in the Pilot Program Process.



CLASSROOM FURNITURE SELECTIONS:

- Final selections were *directionally informed* by students, teachers and school leaders while keeping in mind district budget goals.
- Teacher and student feedback was shared with school leaders and a standards program was developed from this feedback.

Key Insights from Teachers Driving Furniture Decisions: TABLES AND SURFACES



Key Insights from Teachers Driving Furniture Decisions: CHAIRS AND SEATING



Key Insights from Teachers Driving Furniture

Decisions: STORAGE





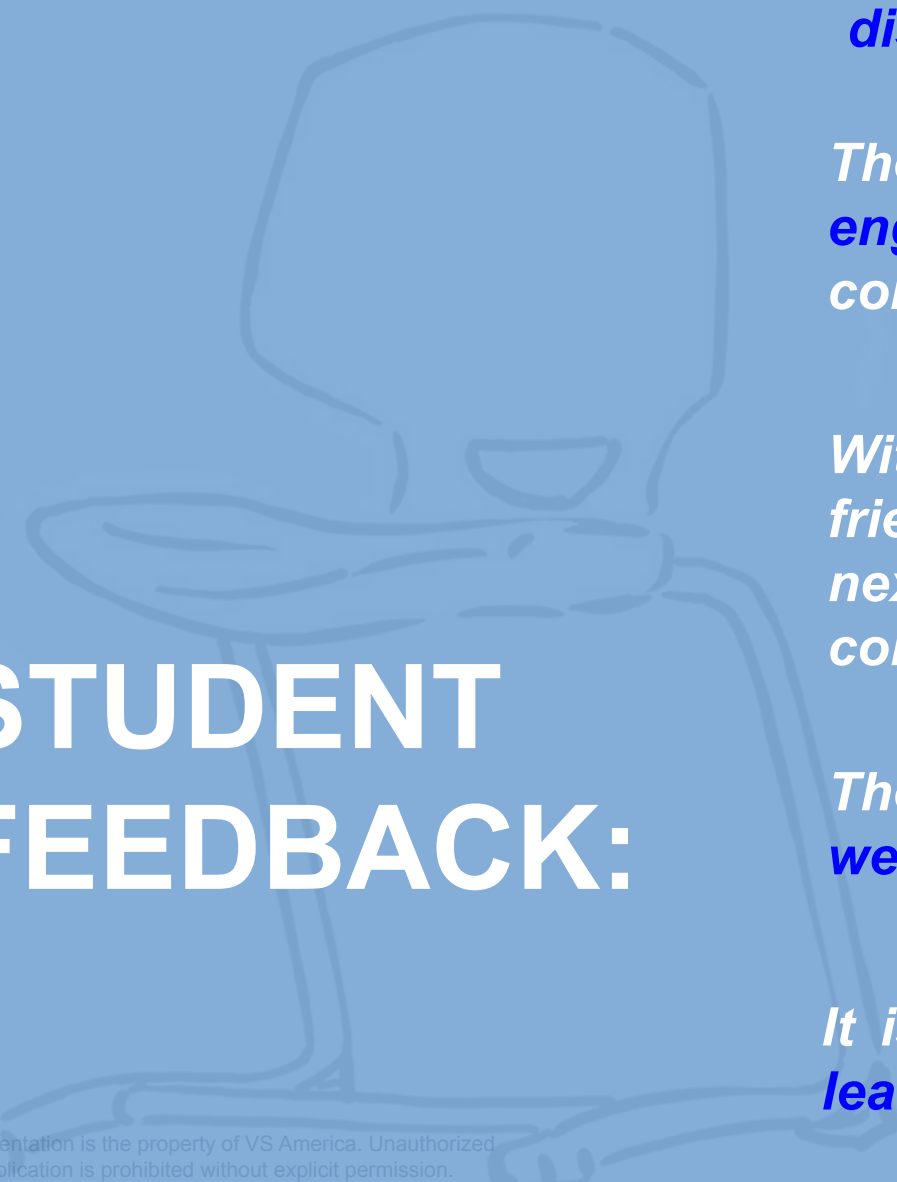
Teacher Observations on Furniture Types

"The Tano tables have really changed how we do group work. **It's easier for students to see and interact with each other,**" Jillian observed, highlighting the **positive impact on group dynamics and content collaboration.**

"The shelves have been a game-changer for our classroom library, making it **easy to organize and access books,**" another teacher shared, demonstrating the functional use of space.

"Students **love the variety**—especially the Hokki stools and chairs on casters. It seems like there's **something for everyone,**" noted a teacher, appreciating the accommodation of different learning preferences.

"Being able to rearrange the puzzle tables for different activities has been invaluable. **It supports everything from lectures to projects,**" a teacher mentioned, emphasizing the versatility of the furniture.



STUDENT FEEDBACK:

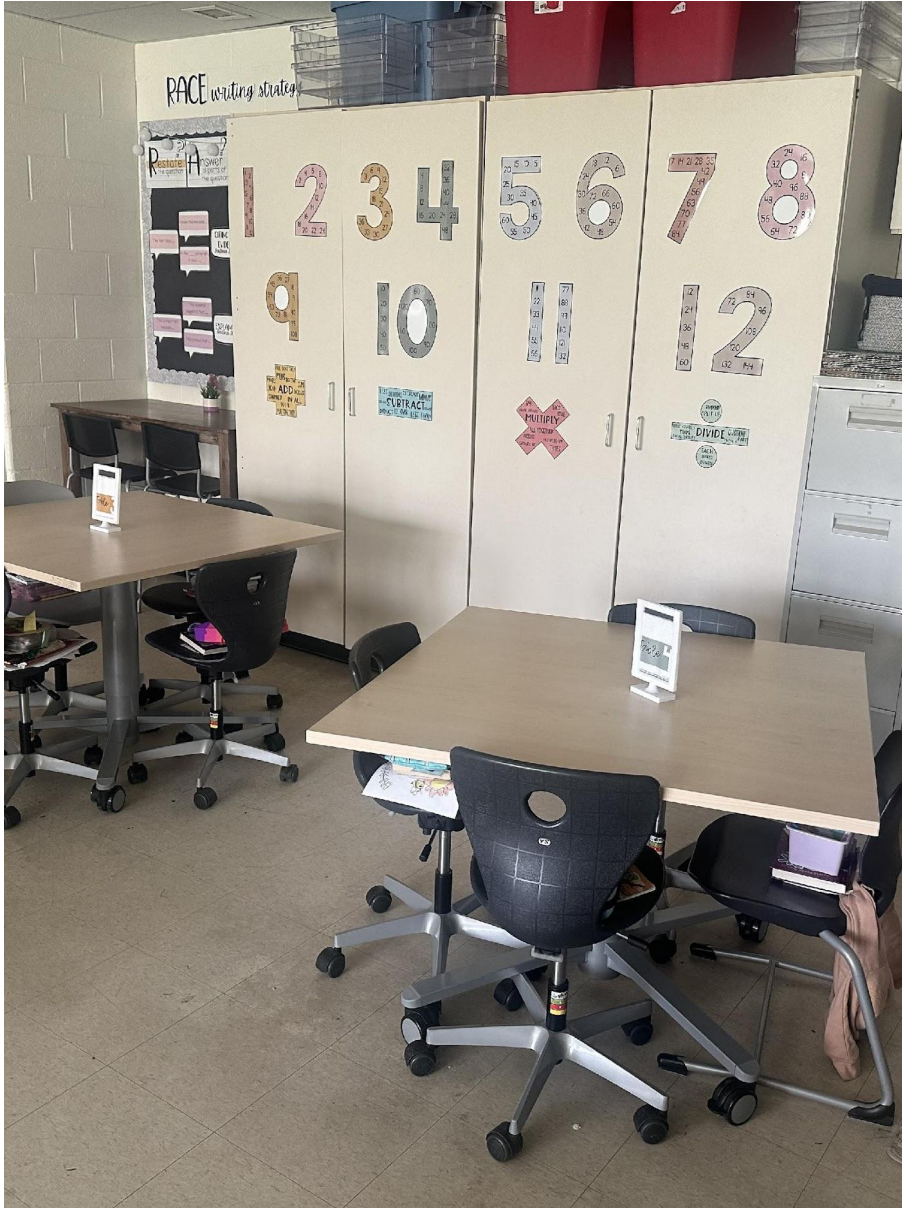
*I like how some of the **chairs can move around and rock**, it makes them **more comfortable**, and makes it **less distracting**. – 5th Grade Student*

*They helped me move around to my friends so we could **engage in conversations involving our work** and complete our work together. - 8th Grade Student*

*With the new furniture, I can sit at a small table with my friends and we can **easily talk to the teacher** who is right next to us and can help provide insight when we are confused about the work. – 8th Grade Student*

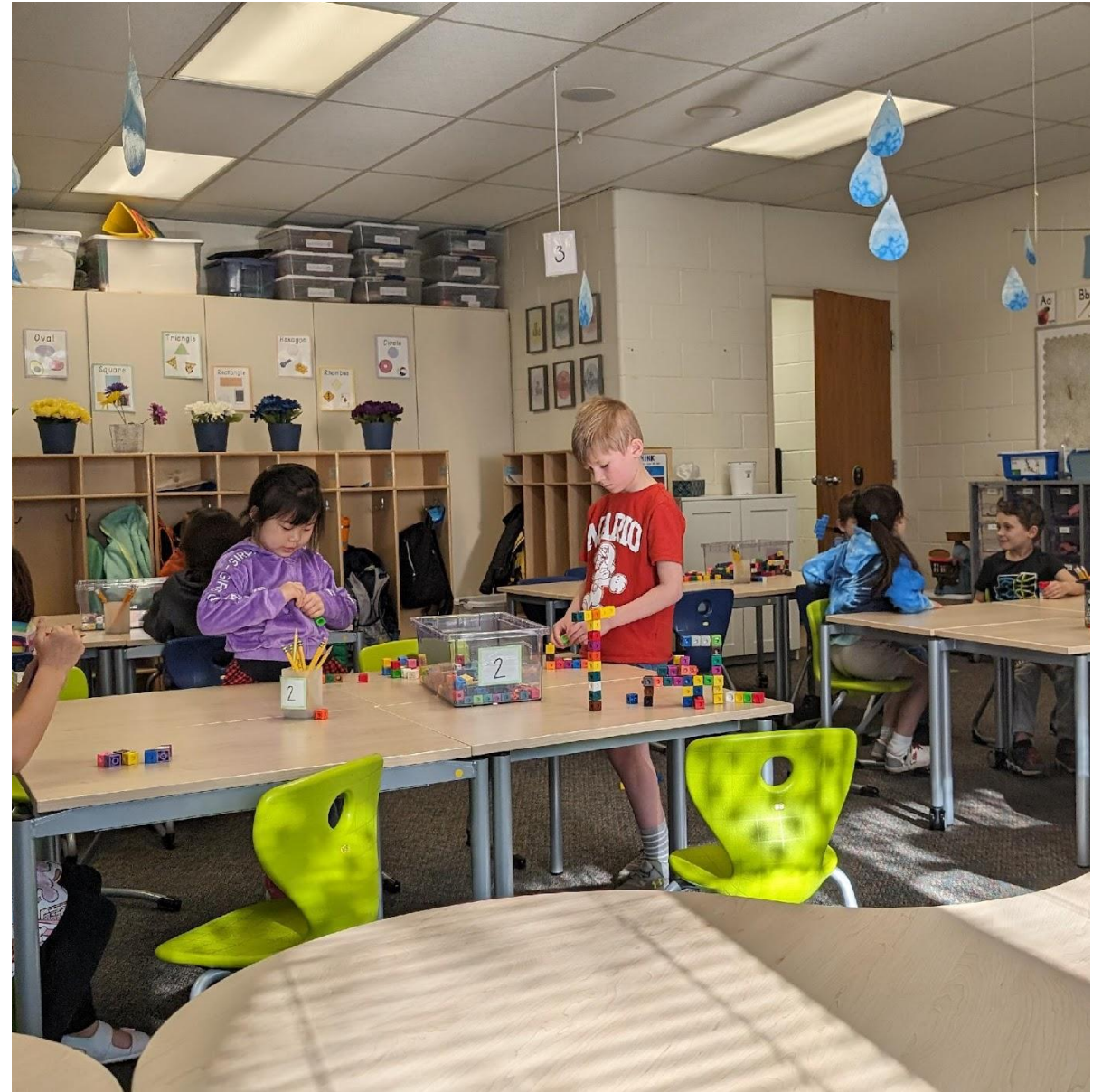
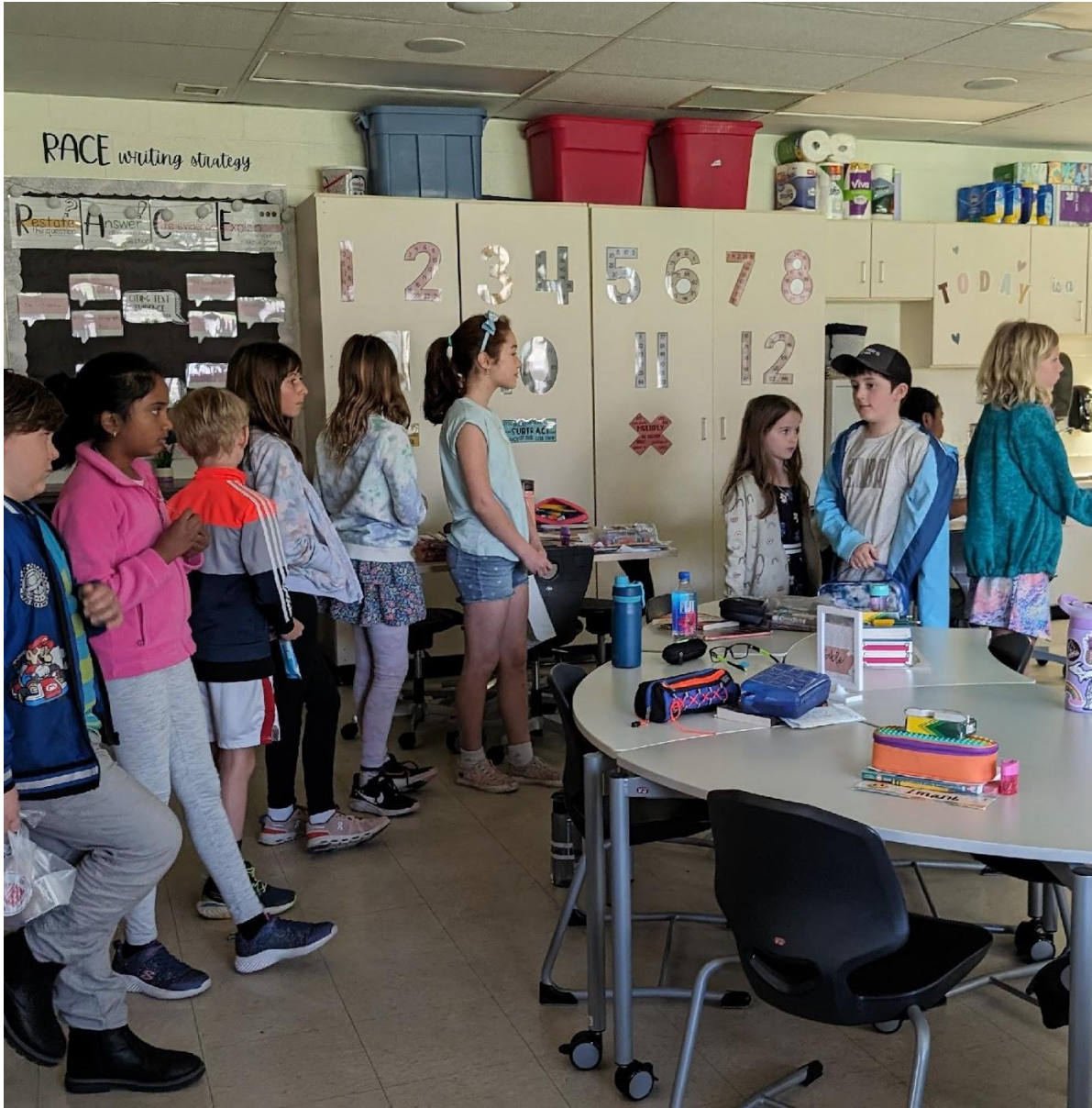
*The tables are placed in a way that **we can all participate well**. – 6th Grade Student*

*It is easier to relax and it's **really comfortable**, so I can **learn better**. – 8th Grade Student*





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Furniture Pieces Chosen



JUMPER Collection



V/S

HOKKI STOOL



The original wobble stool

100% recyclable plastic

Allows easy and safe
Light and easy to carry



This present:
use or replica

Shift+



Shift+ Fusion

Group table (freeform)
(wxd) = 55 1/2 x 31



Shift+ FusionFlip

Group table (freeform)
(wxd) = 55 1/2 x 31



Shift+ Interact

Teacher lectern
(wxd) = 26 3/8 x 20
(height adjustable) = 28-45 1/4



Shift+ Landscape

Soft seating element
(60° wxd) = 43 3/8 x 20 3/4
(Straight wxd) = 41 5/8 x 20 3/4
(Angled wxd) = 55 1/2 x 28 5/8
(Square wxd) = 20 3/4 x 20 3/4

Storage element*
(60° wxd) = 43 3/8 x 20 3/4
(Straight wxd) = 41 5/8 x 20 3/4

*Storage elements only available in 16 5/8 height



RONDO LIFT

Fully-adjustable pneumatic table
in **multiple shapes and sizes**

Locking casters

Optional tilt mechanism with
writable surface

Great option for students and
teacher workstation



TANO

Trapezoid top offers many configurations



Plastic Bins



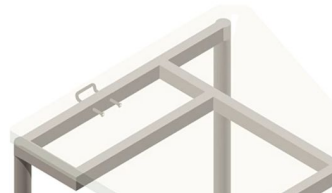
Stacking



Castors



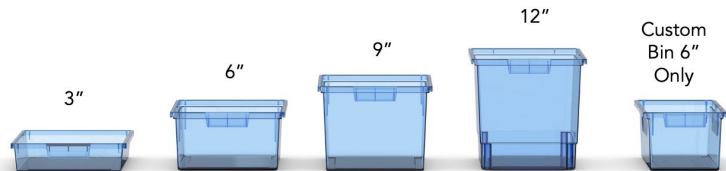
Backpack Hook



SPACE Storage

Mobile and fixed bin storage system

Fully-welded steel frame



Used Furniture

- Partner with The Reuse Network
- Goal is to keep usable furniture out of landfills
- Match inventory of usable used furniture with communities in need in US & Worldwide
- Damaged/unusable furniture would be recycled
- Manage the process from start to finish

Next Steps

- December 9 BOE Action Not to Exceed \$1,900,000 for Kinawa classroom furniture
- Spring 2025 Professional learning “Moving out to Move In”
- Fall 2025 Professional learning on new furniture and how to best to use



Quotation

Quote Number 0200241188

Revision 1

Revision Date 10/28/2024

Customer VS America, Inc.
1940 Abbott Street
Suite 501
Charlotte NC 28203
United States

Customer Reference **GLFS-Okemos Kinawa Overall Articles**

Date Quoted 10/18/2024

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

*Barring the announcement of a formal price increase.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	45303 Shift+ Landscape low cabinet w/shelves, middle partition center back panel	75	\$ 1,264.88	\$ 94,866.00
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	505 equipment 074 with magnet for linking			
	519 shelf 008 8, same as body			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 52.7 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
2	33525 JUMPER Air Move Plus, design swivel chair with arms, gas-spring height adjustment from 54.5-79.3cm, with foot ring, seat and backrest shell size XL, upholstered on all sides	45	\$ 651.84	\$ 29,332.80
	230 metal color 059 arctic			
	279 fabric group 074 Era			
	287 cover 337 S74/75 Era CSE14, black			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 062 soft castors			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			
3	23031 Special EcoTable-R, teacher's desk, four-legged round tube frame, 1 pedestal with 4 drawers 1.5+ 2+ 3+ 3 HU, 150x65cm *Mobile on castors	39	\$ 1,545.79	\$ 60,285.81
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	606 assembly position 009 pedestal on lhs			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	310 Front 001 Chipboard décor			
	311 front color laminate 028 natural maple laminate			
	430 front edge 001 1.5mm plastic			
	431 laminate color front edge 028 natural maple laminate			
	471 handle 022 metal bow handle, Cr-plated			
	473 hardware 004 Orga drawer with full pull out			
	474 hardware 006 with slide-in damping			
	510 orga-accessories 019 with organization set no. 9			
	470 lock 001 unified locking 18001			
	512 panel 002 enclosed with screens			
	500 glides / castors 999 castors			
	903 packaging 002 with export protection			
	Unit List Price \$ 1992.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
4	47527 Serie 800-Mobil low cabinet, 2 middle partitions, 2 doors	39	\$ 1,199.70	\$ 46,788.30
	519 shelf 006 6, same as body 310 Front 001 Chipboard décor 311 front color laminate 028 natural maple laminate 430 front edge 001 1.5mm plastic 431 laminate color front edge 028 natural maple laminate 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 028 natural maple laminate 344 base type 027 mobile, design castors d=7.5cm 470 lock 001 unified locking 18001 471 handle 022 metal bow handle, Cr-plated 473 hardware 021 hinges concealed, 110°,damped 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 120.0 cm Overall Width 120.0 cm Body Height 77.0 cm Overall Height 88.2 cm Body Depth 58.0 cm Overall Depth 60.0 cm			
	Unit List Price \$ 1546.00			
	Discount (%) 22.40000			
5	01455 Shift+ Base freeform teacher's table, gas-filled strut height adjustment from 74 - 117cm, table top WxD 67x50.5cm	40	\$ 931.20	\$ 37,248.00
	230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 060 mobile 502 Equipment under table/seat 014 with storage basket 903 packaging 002 with export protection			
	Unit List Price \$ 1200.00			
	Discount (%) 22.40000			
6	45410 SpaceWalk, Single-Standard storage module, rectangular tubular frame with 4 castors, 1 row with guide rails for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 36.6x99.6x48.3cm	32	\$ 659.60	\$ 21,107.20
	544 Row 1 940 receives CW bin Kit 1 clear 231 metal color frame 059 arctic 348 top 020 steel 238 metal color top 059 arctic 903 packaging 002 with export protection			
	Unit List Price \$ 850.00			
	Discount (%) 22.40000			
7	45431 SpaceWalk, Triple-Variable storage module, rectangular tubular frame, with 4 castors, 3 rows with guide rails, rows 1 and 3 each for 4 double-book boxes, row 2 for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 89.2x99.6x48.3cm	80	\$ 1,396.80	\$ 111,744.00
	544 Row 1 990 receives 6" book bins clear 545 Row 2 900 receives 3" bins clear 546 Row 3 990 receives 6" book bins clear 231 metal color frame 059 arctic 348 top 020 steel 238 metal color top 059 arctic 903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
8	Replaces discontinued model 01490 01492 Tano, asymmetrical multipurpose table, stackable, WxD 70x66/43cm	327	\$ 322.04	\$ 105,307.08
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 415.00			
	Discount (%) 22.40000			
9	09329 Shift+ Landscape seat module 60° round element, W/D 109.9x52.8cm, radius 57.2/110cm	124	\$ 989.40	\$ 122,685.60
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
10	33506 JUMPER Air Move, swivel chair, gas-spring height adjustment from 41.8-54.6cm, polypropylene seat and backrest shell size L, with piggy-back suspension	312	\$ 360.84	\$ 112,582.08
	230 metal color 059 arctic			
	280 seat / backrest plastic 027 dark red			
	500 glides / castors 064 soft castors, height +2,5cm			
	504 equipment 058 with height-adjust. foot ring			
	903 packaging 002 with export protection			
	Unit List Price \$ 465.00			
	Discount (%) 22.40000			
11	Replaces discontinued model 01490 01492 Tano, asymmetrical multipurpose table, stackable, WxD 70x66/43cm	327	\$ 322.04	\$ 105,307.08
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 415.00			
	Discount (%) 22.40000			
12	03825 Hokki, plastic stool for active sitting	166	\$ 97.00	\$ 16,102.00
	204 seat height 046 46cm size blue			
	290 color 073 dark-grey			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
13	23064 EcoTable-R, table, four-legged round tube frame	138	\$ 426.80	\$ 58,898.40
	205 table height 082 82cm size brown 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 328 white 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 328 white 500 glides / castors 083 2 Castors left, 2 2K glides 903 packaging 002 with export protection			
	Width 140.0 cm Depth 60.0 cm			
	Unit List Price \$ 550.00			
	Discount (%) 22.40000			
14	23064 Special EcoTable-R, table, four-legged round tube frame *Special height 91cm (35 7/8"); coded with (4) castors	18	\$ 707.71	\$ 12,738.78
	205 table height 999 91cm (35 7/8") 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 328 white 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 328 white 500 glides / castors 083 2 Castors left, 2 2K glides 903 packaging 002 with export protection			
	Width 140.0 cm Depth 60.0 cm			
	Unit List Price \$ 912.00			
	Discount (%) 22.40000			
15	22237 Special RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm *with white writable top	40	\$ 1,777.04	\$ 71,081.60
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 999 *white, writeable 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 020 pure white 473 hardware 009 hinged table top 470 lock 001 unified locking 18001 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 2290.00			
	Discount (%) 22.40000			
16	33400 JUMPER Air Active, chair with polypropylene seat and backrest shell	839	\$ 131.92	\$ 110,680.88
	204 seat height 046 46cm size blue 230 metal color 059 arctic 280 seat / backrest plastic 027 dark red 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Unit List Price \$ 170.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
17	01451 Shift+ Base freeform group table Flip, table with folding top, round-tube frame with casters slidable into each other, table top WxD 140.8x78.8cm	73	\$ 814.80	\$ 59,480.40
	205 table height 076 76cm size blue			
	233 metal color legs 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 443 white, writeable			
	903 packaging 002 with export protection			
	Unit List Price \$ 1050.00			
	Discount (%) 22.40000			
18	30127 Special Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm *Cover S40 Stamskin Top 0002, black	8	\$ 2,944.14	\$ 23,553.12
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 999			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3794.00			
	Discount (%) 22.40000			
19	45417 SpaceStation, Double-Standard storage module, rectangular tubular frame, 2 rows with guide rails, each for 18 single or 8 double, 6 triple or 4 quad boxes, W/H/D 71.2x183.8x48.3cm	10	\$ 2,114.60	\$ 21,146.00
	544 Row 1 940 receives CW bin Kit 1 clear			
	545 Row 2 940 receives CW bin Kit 1 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	516 linking 001 with linking			
	903 packaging 002 with export protection			
	Unit List Price \$ 2725.00			
	Discount (%) 22.40000			
20	45417 SpaceStation, Double-Standard storage module, rectangular tubular frame, 2 rows with guide rails, each for 18 single or 8 double, 6 triple or 4 quad boxes, W/H/D 71.2x183.8x48.3cm	10	\$ 2,114.60	\$ 21,146.00
	544 Row 1 960 receives CW bin Kit 3 clear			
	545 Row 2 940 receives CW bin Kit 1 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	516 linking 001 with linking			
	903 packaging 002 with export protection			
	Unit List Price \$ 2725.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
21	44038 Serie 800 shelving cabinet	15	\$ 752.72	\$ 11,290.80
	519 shelf 004 4, same as body 340 body 001 chipboard décor 341 body color laminate 035 andes grey 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 035 andes grey 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm Body Height 189.5 cm Overall Height 197.0 cm Body Depth 42.5 cm Overall Depth 42.5 cm			
	Unit List Price \$ 970.00			
	Discount (%) 22.40000			
22	31086 LiteBench-ST, lightweight construction bench, stackable, circular steel tube frame, weight 32.3 kg	36	\$ 892.40	\$ 32,126.40
	204 seat height 046 46cm size blue 230 metal color 059 arctic 348 top 054 Solid core board laminated HPL 209 thickness 130 13mm 364 surface color 328 white 439 table top edge 006 corner radius r=2.5mm 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Width 210.0 cm Depth 35.0 cm			
	Unit List Price \$ 1150.00			
	Discount (%) 22.40000			
23	21513 Serie 901 table system, rectangular top	4	\$ 1,402.23	\$ 5,608.92
	348 top 001 chipboard décor 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 630 supporting item on left 004 supp.column w.disc foot ø 49cm 631 table height on left 001 72cm 632 metal color on left 059 arctic 633 glides / castors on left 001 plastic glides 635 supporting item on right 004 supp.column w.disc foot ø 49cm 636 table height on right 001 72cm 637 metal color on right 059 arctic 638 glides / castors on right 001 plastic glides 609 delivery 003 knocked-down 903 packaging 002 with export protection			
	Width 160.0 cm Depth 80.0 cm			
	Unit List Price \$ 1807.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
24	45319 Shift+ Landscape teacher's low cabinet, 1 intermediate shelf at top open compartment - 2 intermediate partitions at bottom, 2 open compartments each w/ 1 adj. shelf insert and 1 compartment w/ door and adj. shelf insert	3	\$ 1,264.88	\$ 3,794.64
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	310 Front 001 Chipboard décor			
	311 front color laminate 028 natural maple laminate			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	470 lock 001 unified locking 18001			
	471 handle 022 metal bow handle, Cr-plated			
	505 equipment 074 with magnet for linking			
	606 assembly position 033 door on left side			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 42.5 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
25	09326 Shift+ Landscape seat module 135° angle unit, right, W/D 140.8x72.5cm	3	\$ 1,396.80	\$ 4,190.40
	204 seat height 046 46cm size blue			
	287 cover 310 S64 Mover, anthracite			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			
26	05592 LinkUp, mobile screen, steel frame, frames can be slid into each other to save space, WxHxD 102x173x32cm	6	\$ 822.56	\$ 4,935.36
	539 version 099 with filling			
	231 metal color frame 059 arctic			
	377 surface 1 009 white w/o lineation			
	379 surface 2 022 as surface 1			
	609 delivery 003 knocked-down			
	903 packaging 002 with export protection			
	Unit List Price \$ 1060.00			
	Discount (%) 22.40000			
27	05592 LinkUp, mobile screen, steel frame, frames can be slid into each other to save space, WxHxD 102x173x32cm	2	\$ 822.56	\$ 1,645.12
	539 version 099 with filling			
	231 metal color frame 059 arctic			
	377 surface 1 009 white w/o lineation			
	379 surface 2 022 as surface 1			
	609 delivery 003 knocked-down			
	903 packaging 002 with export protection			
	Unit List Price \$ 1060.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
28	45303 Shift+ Landscape low cabinet w/shelves, middle partition center back panel	8	\$ 1,264.88	\$ 10,119.04
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	505 equipment 074 with magnet for linking			
	519 shelf 008 8, same as body			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 52.7 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
29	45410 SpaceWalk, Single-Standard storage module, rectangular tubular frame with 4 castors, 1 row with guide rails for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 36.6x99.6x48.3cm	3	\$ 659.60	\$ 1,978.80
	544 Row 1 950 receives CW bin Kit 2 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	903 packaging 002 with export protection			
	Unit List Price \$ 850.00			
	Discount (%) 22.40000			
30	09329 Shift+ Landscape seat module 60° round element, W/D 109.9x52.8cm, radius 57.2/110cm	10	\$ 989.40	\$ 9,894.00
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
31	09451 Shift+ Up table-bench platform, rectangular element, connectable circular tubular frame stackable leg-in-leg to max. 2 in use (59cm high), top smooth 1 side and anti-slip 1 side, placed on loose 105.5x85cm, 32cm high	6	\$ 461.72	\$ 2,770.32
	230 metal color 059 arctic			
	903 packaging 002 with export protection			
	Unit List Price \$ 595.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
32	44039 Serie 800 shelving cabinet	26	\$ 879.98	\$ 22,879.48
	519 shelf 005 5, same as body 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 028 natural maple laminate 361 finished back 001 chipboard in body décor 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm Body Height 227.0 cm Overall Height 234.5 cm Body Depth 42.5 cm Overall Depth 43.3 cm			
	Unit List Price \$ 1134.00			
	Discount (%) 22.40000			
33	44550 Special Serie 800 shelving cabinet *4 LignoPal shelves with metal support bar as body	24	\$ 1,458.88	\$ 35,013.12
	519 shelf 999 340 body 001 chipboard décor 341 body color laminate 035 andes grey 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 035 andes grey 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 120.0 cm Overall Width 120.0 cm Body Height 227.0 cm Overall Height 234.5 cm Body Depth 58.0 cm Overall Depth 58.0 cm			
	Unit List Price \$ 1880.00			
	Discount (%) 22.40000			
34	23053 EcoTable-R, round table, four-legged round tube frame	1	\$ 671.24	\$ 671.24
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Diameter 120.0 cm			
	Unit List Price \$ 865.00			
	Discount (%) 22.40000			
35	01455 Shift+ Base freeform teacher's table, gas-filled strut height adjustment from 74 - 117cm, table top WxD 67x50.5cm	8	\$ 931.20	\$ 7,449.60
	230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 060 mobile 502 Equipment under table/seat 014 with storage basket 903 packaging 002 with export protection			
	Unit List Price \$ 1200.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
36	03434 LuPoGlide-Comfort air-cushion chair, steel, skid frame, stackable, with wide seat and backrest surfaces	147	\$ 155.20	\$ 22,814.40
	204 seat height 046 46cm size blue			
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 200.00			
	Discount (%) 22.40000			
37	44036 Serie 800 low shelving cabinet	74	\$ 588.98	\$ 43,584.52
	519 shelf 002 2, same as body			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	433 body front edges 001 1.5mm plastic			
	434 laminate color body front edge 028 natural maple laminate			
	609 delivery 001 glued			
	903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm			
	Body Height 114.5 cm Overall Height 122.0 cm			
	Body Depth 42.5 cm Overall Depth 42.5 cm			
	Unit List Price \$ 759.00			
	Discount (%) 22.40000			
38	21090 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 13.5 kg	38	\$ 279.36	\$ 10,615.68
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 041 2 castors, 2-component glides			
	903 packaging 002 with export protection			
	Width 70.0 cm			
	Depth 55.0 cm			
	Unit List Price \$ 360.00			
	Discount (%) 22.40000			
39	45293 Shift+ Landscape low cabinet w/shelves 60° round element, middle partition, W/H/D 152.6x110.2x42.5cm, radius 111/153.5cm (height +5.4cm for push-handle)	6	\$ 1,633.48	\$ 9,800.88
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 328 white			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 091 white RAL 9016			
	505 equipment 074 with magnet for linking			
	544 Row 1 002 2 adj. shelf inserts like body			
	545 Row 2 002 2 adj. shelf inserts like body			
	903 packaging 002 with export protection			
	Unit List Price \$ 2105.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
40	01471 TeamTable free-form standing table with storage board, amoeba-shaped table top 165x114cm	2	\$ 849.72	\$ 1,699.44
	207 table height 110 110cm standing height			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 002 adjustable plastic glides			
	524 shelves 054 storage shelf chipboard décor			
	533 shelf color laminate 028 natural maple laminate			
	903 packaging 002 with export protection			
	Unit List Price \$ 1095.00			
	Discount (%) 22.40000			
41	09325 Shift+ Landscape seat module, W/D 52.8x52.8cm	2	\$ 651.84	\$ 1,303.68
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			
42	45421 SpaceWalk, Triple-Book storage module, rectangular tubular frame with 4 castors, 3 rows with guide rails, each for 4 double-book boxes, W/H/D 80.9x99.6x48.3cm	6	\$ 1,416.20	\$ 8,497.20
	544 Row 1 990 receives 6" book bins clear			
	545 Row 2 990 receives 6" book bins clear			
	546 Row 3 990 receives 6" book bins clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	357 side cladding 003 both sides			
	239 metal color side cladding 084 oxblood			
	903 packaging 002 with export protection			
	Unit List Price \$ 1825.00			
	Discount (%) 22.40000			
43	22233 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	3	\$ 1,311.44	\$ 3,934.32
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Width 100.0 cm			
	Depth 100.0 cm			
	Unit List Price \$ 1690.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
44	22235 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,202.80	\$ 2,405.60
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 80.0 cm			
	Unit List Price \$ 1550.00			
	Discount (%) 22.40000			
45	03814 Hokki+, plastic stool for active sitting, gas-spring height adjustment from 50 to 68cm	6	\$ 174.60	\$ 1,047.60
	290 color 027 dark red			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 225.00			
	Discount (%) 22.40000			
46	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,358.00	\$ 2,716.00
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 1750.00			
	Discount (%) 22.40000			
47	33526 JUMPER Air Move Plus, swivel chair, gas-spring height adjustment from 50.3-75.1cm, with foot ring, polypropylene seat and backrest shell size L with piggy-back suspension	4	\$ 376.36	\$ 1,505.44
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 064 soft castors, height +2,5cm			
	903 packaging 002 with export protection			
	Unit List Price \$ 485.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
48	22238 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,544.24	\$ 3,088.48
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 328 white			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 120.0 cm			
	Unit List Price \$ 1990.00			
	Discount (%) 22.40000			
49	03825 Hokki, plastic stool for active sitting	2	\$ 97.00	\$ 194.00
	204 seat height 046 46cm size blue			
	290 color 073 dark-grey			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			
50	23064 EcoTable-R, table, four-legged round tube frame	42	\$ 438.44	\$ 18,414.48
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	500 glides / castors 060 mobile			
	903 packaging 002 with export protection			
	Width 140.0 cm			
	Depth 60.0 cm			
	Unit List Price \$ 565.00			
	Discount (%) 22.40000			
51	31400 PantoSwing-LuPo, chair with polypropylene seat and backrest shell, tested to DIN EN 1729	54	\$ 120.28	\$ 6,495.12
	204 seat height 046 46cm size blue			
	230 metal color 059 arctic			
	280 seat / backrest plastic 027 dark red			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 155.00			
	Discount (%) 22.40000			
52	Replaces discontinued model 01491 01493 Tano, asymmetrical multipurpose table, stackable, WxD 80x69/43cm	8	\$ 333.68	\$ 2,669.44
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 430.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
53	Replaces discontinued model 01491 01493 Tano, asymmetrical multipurpose table, stackable, WxD 80x69/43cm	8	\$ 333.68	\$ 2,669.44
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 430.00			
	Discount (%) 22.40000			
54	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	1	\$ 1,358.00	\$ 1,358.00
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 1750.00			
	Discount (%) 22.40000			
55	01475 TriUnion, triangular table 90°, 117.4x117.4cm, 88cm high	6	\$ 834.20	\$ 5,005.20
	231 metal color frame 059 arctic			
	235 star-foot / foot supprt 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	903 packaging 002 with export protection			
	Unit List Price \$ 1075.00			
	Discount (%) 22.40000			
56	03429 LuPoStool	84	\$ 151.32	\$ 12,710.88
	204 seat height 061 61cm			
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 195.00			
	Discount (%) 22.40000			
57	09325 Shift+ Landscape seat module, W/D 52.8x52.8cm	6	\$ 651.84	\$ 3,911.04
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
58	03811 VS Stakki, 3-legged chair, PP monoblock, stackable	60	\$ 97.00	\$ 5,820.00
	206 seat height 046 46cm			
	290 color 073 dark-grey			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			
59	21086 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 41.25 kg	18	\$ 640.98	\$ 11,537.64
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Width 220.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 826.00			
	Discount (%) 22.40000			
60	22111 FlipTable-RU, table with flip-up top, round-tube frame with castors which can be slid into each other	15	\$ 764.36	\$ 11,465.40
	205 table height 076 76cm size blue			
	233 metal color legs 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	903 packaging 002 with export protection			
	Width 160.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 985.00			
	Discount (%) 22.40000			
61	01470 Puzzle free-form table, amoeba-shaped table top 165x114cm	4	\$ 616.92	\$ 2,467.68
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 002 adjustable plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 795.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
62	40054 LearnBox teacher's base cabinet for 2 teachers, 1 intermediate shelf, 2 drawers of 3 HU at both top and bottom	24	\$ 1,261.00	\$ 30,264.00
310	Front	001	Chipboard décor	
311	front color laminate	031	grey white	
430	front edge	001	1.5mm plastic	
431	laminate color front edge	031	grey white	
340	body	001	chipboard décor	
341	body color laminate	031	grey white	
504	equipment	065	prepared for add-on cabinet	
470	lock	001	unified locking 18001	
471	handle	001	plastic bow handle, dark grey	
500	glides / castors	052	adj. foot with KU glides	
903	packaging	002	with export protection	
	Width	36.5	cm	
	Height	74.1	cm	
	Depth	70.0	cm	
	Unit List Price	\$ 1625.00		
	Discount (%)	22.40000		
63	33515 JUMPER Air Move, design swivel chair with arms, gas-spring height adjustment from 46.1-58.9cm, seat and backrest shell size XL, upholstered on all sides	7	\$ 574.24	\$ 4,019.68
230	metal color	059	arctic	
279	fabric group	074	Era	
287	cover	337	S74/75 Era CSE14, black	
539	version	088	CAL TB 117-2013	
500	glides / castors	062	soft castors	
903	packaging	002	with export protection	
	Unit List Price	\$ 740.00		
	Discount (%)	22.40000		
64	22240 RondoLift-R Teach, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm, rectangle table top 120x70cm	3	\$ 1,711.08	\$ 5,133.24
230	metal color	059	arctic	
348	top	001	chipboard décor	
209	thickness	250	25mm	
349	top color laminate	028	natural maple laminate	
439	table top edge	002	2.5mm plastic, r= 2.5mm	
440	laminate color table top edge	028	natural maple laminate	
385	screen	001	chipboard décor	
386	screen color laminate	028	natural maple laminate	
504	equipment	051	1 drawer	
310	Front	001	Chipboard décor	
311	front color laminate	028	natural maple laminate	
471	handle	022	metal bow handle, Cr-plated	
470	lock	001	unified locking 18001	
500	glides / castors	060	mobile	
609	delivery	002	assembled	
903	packaging	002	with export protection	
	Unit List Price	\$ 2205.00		
	Discount (%)	22.40000		

Item	Model/Description	Quantity	Unit Net Price	Extended price
65	22240 RondoLift-R Teach, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm, rectangle table top 120x70cm	3	\$ 1,354.12	\$ 4,062.36
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Unit List Price \$ 1745.00			
	Discount (%) 22.40000			
66	23034 EcoTable-R, teacher's desk, four-legged round tube frame, 2 pedestals each with 4 drawers 1.5+ 2+ 3+ 3 HU, 150x65cm	3	\$ 2,324.12	\$ 6,972.36
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 310 Front 001 Chipboard décor 311 front color laminate 028 natural maple laminate 430 front edge 001 1.5mm plastic 431 laminate color front edge 028 natural maple laminate 471 handle 022 metal bow handle, Cr-plated 473 hardware 004 Orga drawer with full pull out 470 lock 001 unified locking 18001 512 panel 002 enclosed with screens 500 glides / castors 001 plastic glides 903 packaging 002 with export protection			
	Unit List Price \$ 2995.00			
	Discount (%) 22.40000			
67	47731 Serie 800 organisable low cabinet, 2 internal sliding doors, double middle partition	4	\$ 1,837.57	\$ 7,350.28
	519 shelf 004 4, same as body 310 Front 001 Chipboard décor 311 front color laminate 031 grey white 430 front edge 001 1.5mm plastic 431 laminate color front edge 031 grey white 340 body 001 chipboard décor 341 body color laminate 031 grey white 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 031 grey white 470 lock 001 unified locking 18001 471 handle 055 handle strip 237 metal color handle 059 arctic 474 hardware 004 4-pt. guide, floor w/ rail 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 160.0 cm Overall Width 160.0 cm Body Height 114.5 cm Overall Height 122.0 cm Body Depth 58.0 cm Overall Depth 58.0 cm			
	Unit List Price \$ 2368.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
68	23097 EcoTable-R, table, four-legged round tube frame	5	\$ 679.00	\$ 3,395.00
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 060 mobile 903 packaging 002 with export protection			
	Width 200.0 cm Depth 90.0 cm			
	Unit List Price \$ 875.00			
	Discount (%) 22.40000			
69	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm *with white writable top	3	\$ 1,777.04	\$ 5,331.12
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 999 *white, writeable 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 020 pure white 473 hardware 009 hinged table top 470 lock 001 unified locking 18001 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 2290.00			
	Discount (%) 22.40000			
70	22233 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	3	\$ 1,311.44	\$ 3,934.32
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 473 hardware 008 fixed table top 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Width 100.0 cm Depth 100.0 cm			
	Unit List Price \$ 1690.00			
	Discount (%) 22.40000			
71	09327 Shift+ Landscape seat module 135° angle unit, left, W/D 140.8x72.5cm	1	\$ 1,396.80	\$ 1,396.80
	204 seat height 046 46cm size blue 287 cover 310 S64 Mover, anthracite 539 version 088 CAL TB 117-2013 500 glides / castors 001 plastic glides 903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
72	22231 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	1	\$ 1,280.40	\$ 1,280.40
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 1650.00			
	Discount (%) 22.40000			
73	30127 Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm	4	\$ 2,359.04	\$ 9,436.16
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 295 S46/54 Xtreme YS005, blue			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3040.00			
	Discount (%) 22.40000			
74	30122 Serie Lounge, bench, WxD 160x80cm	1	\$ 1,796.44	\$ 1,796.44
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 290 S46/54 Xtreme YS009, black			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2315.00			
	Discount (%) 22.40000			
75	09328 Shift+ Landscape seat module, W/D 105.5x52.8cm	2	\$ 989.40	\$ 1,978.80
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
76	20106 Serie Lounge, table, tubular bow frame, table top 25mm 60x60cm	1	\$ 686.76	\$ 686.76
	207 table height 019 19cm			
	231 metal color frame 060 chrome-plated			
	348 top 001 chipboard décor			
	349 top color laminate 031 grey white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 031 grey white			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 885.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
77	30125 Serie Lounge, easy chair with 31.6cm high back, WxD 80x80cm	1	\$ 1,796.44	\$ 1,796.44
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 319 S46 Xtreme YS136, dark red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2315.00			
	Discount (%) 22.40000			
78	30127 Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm	4	\$ 2,359.04	\$ 9,436.16
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 319 S46 Xtreme YS136, dark red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3040.00			
	Discount (%) 22.40000			
79	30120 Serie Lounge, stool, WxD 80x80cm	4	\$ 1,369.64	\$ 5,478.56
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 291 S46 Xtreme YS046, anthracite			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1765.00			
	Discount (%) 22.40000			
80	30125 Serie Lounge, easy chair with 31.6cm high back, WxD 80x80cm	2	\$ 1,947.76	\$ 3,895.52
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 276 S51 Blazer CUZ63, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2510.00			
	Discount (%) 22.40000			
81	20112 Serie Lounge, table, 4-spoke tubular frame, table top 19mm 60x60cm, 68cm high	1	\$ 1,043.72	\$ 1,043.72
	231 metal color frame 060 chrome-plated			
	348 top 001 chipboard décor			
	349 top color laminate 035 andes grey			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 035 andes grey			
	500 glides / castors 005 pivoted plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1345.00			
	Discount (%) 22.40000			

Subtotal	\$ 1,702,868.05
Installation	\$ 162,255.00
Total	\$ 1,865,123.05

Payment Terms: Immediate Payment

Please send POs to: orders@vsamerica.com



Quotation

Quote Number 0200241450

Customer Great Lakes Furniture Supply, Inc.
590 East 32nd Street
Holland MI 49423
United States

Customer Reference **GLFS-Okemos Kinawa**

Date Quoted 10/21/2024

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

To Whom It May Concern:

Please note the following pricing has been presented in net values, based on the stated models, attributes, and quantities. Any alterations may be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requested. Please discuss specific project requirements with your VS America Territory Manager.

Freight costs to a single delivery address within the continental US are included if the total net amount is over \$40,000 USD. Please refer to the VS Freight Terms for a complete list of restrictions and exclusions. Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

*Barring the announcement of a formal price increase.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	66513 TopScript-I, long-wall board	1	\$ 929.65	\$ 929.65
	371 board 1 surface 020 steel enamel wt. w/o lineation			
	509 storage shelf 005 with chalk rail			
	Width 400.4 cm			
	Height 120.8 cm			
	Unit List Price \$ 1198.00			
	Discount (%) 22.40000			
2	66510 TopScript-I, long-wall board	2	\$ 458.62	\$ 917.24
	371 board 1 surface 120 steel enamel gr. w/o lineation			
	Width 200.4 cm			
	Height 120.8 cm			
	Unit List Price \$ 591.00			
	Discount (%) 22.40000			
3	05400 Serie 2000 functional screen, 2 extended feet	15	\$ 1,603.99	\$ 24,059.85
	500 glides / castors 069 design castors, height +11.4cm			
	517 star-foot 006 short extended foot			
	231 metal color frame 159 supporting leg arctic			
	363 surface 004 acoustic board			
	364 surface color 031 grey white			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Height 112.5 cm			
	Unit List Price \$ 2067.00			
	Discount (%) 22.40000			
4	05400 Serie 2000 functional screen, 2 extended feet	5	\$ 620.80	\$ 3,104.00
	500 glides / castors 069 design castors, height +11.4cm			
	517 star-foot 006 short extended foot			
	231 metal color frame 159 supporting leg arctic			
	363 surface 001 chipboard décor			
	364 surface color 031 grey white			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Height 112.5 cm			
	Unit List Price \$ 800.00			
	Discount (%) 22.40000			

Subtotal	\$ 29,010.74
Total	\$ 29,010.74

Payment Terms: Net 30 days

Please send POs to: orders@vsamerica.com

Special Ed Funding Update

November 25, 2024



Background

Background

ISD Special Education Plan Changes

- Phase 1
- Phase 2

Impact to Okemos

Unknowns

Background

Special Education (SE) Funding Sources

- Federal
- State
- Local (*focus*)

Local Funding through SE Millages

- All 56 ISDs in Michigan levy
- Revenue varies, # of mills levied & taxable value of property
- Ingham ISD levies 4.7384 millage (3rd highest)
- 2023-24 Generated \$52.5M of the total \$99.1M in ISD SE revenue
- SE formula which allocates resources to local districts

Special Education Funding Formula

- SE Funding Committee (then and now)
 - Established by Superintendents Roundtable
 - Cross-functional group of school officials (Supt's SE Dir's, Business Officials)
 - Main purpose is to provides ongoing review and modifications to the formula
 - Then: clear process from topics to how decisions made
- Main Components of Formula, prior to changes
 - # of SE students
 - GE FTE
 - Enhancement for small districts
- Formula provides a “pot” of money to help offset SE costs
- Okemos receives approx. \$5.9M

How Are SE Funds Used?

- Restricted for use in special education:
 - SE Programs: teachers & paraprofessionals
 - SE Services: SLP, SSW, OT, PT, TC's
 - Specialized transportation
 - Materials needed to meet specialized instructional need

ISD Special Education Plan Changes: Phase 1

- Lawsuit in Genesee County
 - Very large portion of formula allocated using K12 FTE
 - State Superintendent ruling
- Spring 2024 Committee Meetings
 - **Primary focus: K12 Allocation**
 - Frustrations with process
 - Multiple scenarios reviewed, narrowed to 2
 - 1 clearly preferred, both taken to Superintendents Round Table

ISD Special Education Plan Changes: Phase 1

- Final Decision Process
 - Round Table split vote 5 to 6(funding committee preferred), 2 abstained
 - Superintendent Mellema brought to ISD Board on May 21, 2024
 - ISD Board voted to move forward with non-preferred option
 - ISD Submitted Plan to MDE at the end of May
 - November 2024 MDE approval

ISD Special Education Plan Changes: Phase 2

- September 27, 2024 County Wide Meeting
 - All Superintendents, SE Directors, Finance Directors
 - Broader focus, revamp whole allocation system
 - ISD Proposed New Formula Concepts, no financial estimates provided
 - Districts were asked to provide feedback
 - Formula more complicated
 - One component not consistently captured across districts
 - Concern same program may provide more funding if operated by ISD vs local
 - Inherent philosophical concerns regarding some components
- 10/21/24 ISD Shared 2 Revised Options w/minor tweaks & Estimated Financial Impacts

ISD Special Education Plan Changes: Phase 2

- Decision Timeline

	Original	Revised
Revised Options	10/21/24	10/21/24
Round Table	10/23/24	11/20/24
ISD Board Information	11/18/24	12/17/24
ISD Board Action	12/17/24	1/21/25

ISD Special Education Plan Changes: Impact to Okemos

	Phase 1	Phase 2
Estimated Impact	\$470,000	\$700,000 (add'l)
2024-25	no change	no change
2025-26	✓	no change
2026-27	✓	✓

Transition adjustment

- Smooth financial impact of change over multiple years
- Unknown if/how

Still Unknown

- Beekman impact of transition to ISD
 - Aging facility and infrastructure
 - No finalized plan to fund needed improvements
- ISD SE Fund Balance
 - Separate from General Fund
 - Unique, not similar to other fund balances due to \$'s to locals
 - Current very small, <1% of operating expenses
 - ISD intent to build 12-15% before 2026-27 (\$6M)



Invoice

P. O. Box 398
Lewis Center, OH 43035

www.design2wellness.com

Date	Invoice #
10/25/2024	49064

Bill To:
Okemos Athletic Boosters Joe Kattelus PO Box 57 co Joe Kattelus Okemos, MI 48805

Ship To:
Okemos High School Joe Kattelus: 517-490-8623 2800 Jolly Rd Okemos, MI 48864

Purchase Order Number

Terms	Sales Rep
Due on receipt	DRK

Product Number	Description	QTY	Price Each	Amount
XTWHK-102	Torque tank, tank weight horn kit (2 pieces-pair). 89.00	1	39.00	39.00
XTGAK-103	Torque TANK GROUP ACCESSORY KIT. 639.00	1	319.00	319.00
Direct Shipping	Curbside Shipping from the manufacture directly to the customers location. Customer is responsible to except delivery and Install.	1	89.00	89.00
	Total sales tax		0.00	0.00

Phone #	Fax #	<i>Thank you for your business!!!</i>	Subtotal	\$447.00
859-760-7000	740-548-7044		Payments	\$0.00
		E-mail	Balance Due	\$447.00
		tdye@design2wellness.com		



Invoice

P. O. Box 398
Lewis Center, OH 43035

www.design2wellness.com

Date	Invoice #
8/28/2024	48433

Bill To:
Okemos Athletic Boosters Joe Kattelus P.O. Box 57 c/o Joe Kattelus Okemos, MI. 48805 517-490-8623

Ship To:
2800 Jolly Rd. Okemos, MI 48864

Purchase Order Number

Terms	Sales Rep
50% Deposit/50% on Delivery	

Product Number	Description	QTY	Price Each	Amount
DYN - 708081	FREE WEIGHTS AND OTHER STRENGTH EQUIPMENT			
Misc Charge	Dynamic Fitness Ultra Pro 3-Tier Pro Style Dumbbell Rack. 2295.00	3	1,674.99667	5,024.99
Misc Charge	Dynamic F&S DB-UR-5, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 49.00	5	25.00	125.00
Misc Charge	Dynamic F&S DB-UR-10, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 99.00	5	49.00	245.00
Misc Charge	Dynamic F&S DB-UR-15, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 139.00	5	75.00	375.00
Misc Charge	Dynamic F&S DB-UR-20, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 189.00	5	98.00	490.00
Misc Charge	Dynamic F&S DB-UR-25, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 229.00	5	126.00	630.00
Misc Charge	Dynamic F&S DB-UR-30, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 279.00	4	152.00	608.00
Misc Charge	Dynamic F&S DB-UR-35, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 329.00	4	176.00	704.00
Misc Charge	Dynamic F&S DB-UR-40, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 369.00	3	201.00	603.00
Misc Charge	Dynamic F&S DB-UR-45, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 419.00	3	228.00	684.00
Misc Charge	Dynamic F&S DB-UR-50, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 469.00	3	252.00	756.00
Misc Charge	Dynamic F&S DB-UR-55, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 509.00	3	277.00	831.00
Misc Charge	Dynamic F&S DB-UR-60, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 559.00	2	300.00	600.00
Misc Charge	Dynamic F&S DB-UR-65, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 599.00	2	327.00	654.00
Misc Charge	Dynamic F&S DB-UR-70, Urethane Dumbbells, Round-head w/hard chrome handles (pair). 649.00	1	350.00	350.00

Phone #	Fax #	<i>Thank you for your business!!!</i>	Subtotal
859-760-7000	740-548-7044		Payments
		E-mail	Balance Due
		tdye@design2wellness.com	



Invoice

P. O. Box 398
Lewis Center, OH 43035

www.design2wellness.com

Date	Invoice #
8/28/2024	48433

Bill To:
Okemos Athletic Boosters Joe Kattelus P.O. Box 57 c/o Joe Kattelus Okemos, MI. 48805 517-490-8623

Ship To:
2800 Jolly Rd. Okemos, MI 48864

Purchase Order Number

Terms	Sales Rep
50% Deposit/50% on Delivery	

Product Number	Description	QTY	Price Each	Amount
Misc Charge	Dynamic F&S DB-UR-75, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 699.00	1	377.00	377.00
Misc Charge	Dynamic F&S DB-UR-80, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 739.00	1	402.00	402.00
Misc Charge	Dynamic F&S DB-UR-85, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 789.00	1	428.00	428.00
Misc Charge	Dynamic F&S DB-UR-90, Urethane Dumbbells, Round-head w/hrd chrome handles (pair). 829.00	1	452.00	452.00
Misc Charge			0.00	0.00
Misc Charge	WRIGHT-Eqpt, WRING20-BCHERRY-BLACK, 20kg Olympic Bar w/ceracote color bar & logo endcaps. 449.00	2	270.00	540.00
Misc Charge	WRIGHT-Eqpt, WRI-NG15 Women's Needle Bearing Oly-Bar 25mm. Black or Silver w/logo endcaps.329.00	2	214.50	429.00
PL-BP-45B-OS-LO...	Dynamic Bumper Plate - OS-BLK 17.7"-45LB w/ Logo (Rubber) (Economy) (Black) (Pair). 369.00	8	209.0025	1,672.02
PL-BP-25B-OS-LO...	Dynamic Bumper Plate - OS-BLK 17.7"-25LB w/ Logo (Rubber) (Economy) (Black) (Pair). 269.00	8	175.00	1,400.00
PL-BP-15B-OS-LO...	Dynamic Bumper Plate - OS-Blk 17.7"-15LB w/ Logo (Rubber) (Economy) (Black) (Pair) 169.00	8	112.37875	899.03
GP-002R	Troy USA Rubber Grip Plate - 2.5lbs. 7.95	8	3.75	30.00
GP-005R	Troy USA Rubber Grip Plate - 5lbs. 14.95	8	7.625	61.00
GP-010R	Troy USA Rubber Grip Plate - 10lbs. 29.00	8	15.625	125.00
KB-010G2	Troy VTX Black Cast Iron Kettlebell, 10lbs. 25.00	4	15.90	63.60
KB-015G2	Troy VTX Black Cast Iron Kettlebell, 15lbs. 35.00	4	23.90	95.60
KB-020G2	Troy VTX Black Cast Iron Kettlebell, 20lbs. 46.00	4	32.00	128.00
KB-025G2	Troy VTX Black Cast Iron Kettlebell, 25lbs. 58.00	4	40.00	160.00
KB-030G2	Troy VTX Black Cast Iron Kettlebell, 30lbs. 69.00	4	48.00	192.00
KB-035G2	Troy VTX Black Cast Iron Kettlebell, 35lbs. 82.00	4	56.00	224.00
KB-040G2	Troy VTX Black Cast Iron Kettlebell, 40lbs. 96.00	4	64.00	256.00
KB-045G2	Troy VTX Black Cast Iron Kettlebell, 45lbs. 105.00	4	72.0025	288.01
KB-050G2	Troy VTX Black Cast Iron Kettlebell, 50lbs. 115.00	4	80.0025	320.01

Phone #	Fax #	<i>Thank you for your business!!!</i>	Subtotal
859-760-7000	740-548-7044		E-mail
tdyc@design2wellness.com			Balance Due



Invoice

P. O. Box 398
Lewis Center, OH 43035

www.design2wellness.com

Date	Invoice #
8/28/2024	48433

Bill To:
Okemos Athletic Boosters Joe Kattelus P.O. Box 57 c/o Joe Kattelus Okemos, MI. 48805 517-490-8623

Ship To:
2800 Jolly Rd. Okemos, MI 48864

Purchase Order Number

Terms	Sales Rep
50% Deposit/50% on Delivery	

Product Number	Description	QTY	Price Each	Amount
KB-055G2	Troy VTX Black Cast Iron Kettlebell, 55lbs. 127.00	4	88.00	352.00
KB-060G2	Troy VTX Black Cast Iron Kettlebell, 60lbs. 140.00	4	94.9975	379.99
TR - PFB-020R	TROY PFB-020R, Pro-Style Straight Barbell, black iron, rubber end-caps. 219.00	1	149.00	149.00
TR - PFB-030R	Troy BB PFB-030R, Pro-Style Straight Barbell, black iron, rubber end-caps. 229.00	1	164.00	164.00
TR - PFB-040R	Troy BB PFB-040R, Pro-Style Straight Barbell, black iron, rubber endcaps. 245.00	1	174.00	174.00
TR - PFB-050R	Troy BB PFB-050R, Pro-Style Straight Barbell, black iron, rubber endcaps. 259.00	1	184.00	184.00
TR - PFB-060R	Troy BB PFB-060R, Pro-Style Straight Barbell, black iron, rubber endcaps. 275.00	1	199.99	199.99
Misc Charge	Troy BB PZB-025R, Pro Style Curl Barbell, black iron, rubber end-caps. 220.00	1	155.00	155.00
Misc Charge	Troy BB PZB-035R, Pro Style Curl Barbell, black iron, rubber end-caps. 235.00	1	165.00	165.00
Misc Charge	Troy BB PZB-045R, Pro Style Curl Barbell, black iron, rubber end-caps. 249.00	1	179.00	179.00
Misc Charge	Troy BB PZB-055R, Pro Style Curl Barbell, black iron, rubber end-caps. 265.00	1	189.00	189.00
Misc Charge	Troy BB PZB-065R, Pro Style Curl Barbell, black iron, rubber end-caps. 279.00	1	195.00	195.00
BB-10	Troy 10 Pair Horizontal Barbell Rack. 719.00	1	498.99	498.99
Misc Charge	Dynamic 606007-SET, Soft Plyo Box Set 3,6,12,18,24". 1695.00	1	1,075.00	1,075.00
XTTM1-RPH-101	Torque Tank M1. Removable Performance Handles. 1295.00	1	775.01	775.01
XTTM4-PH-102	Torque XTTM4-PH-102, TANK M4 TANK M4, PERFORMANCE HANDLES. 2695.00	1	1,448.99	1,448.99
Direct Shipping	Dynamic Strength Equipment: Direct shipping w/lift-gate. Dynamic Qte: 0031960 8-22-24	1	2,045.00	2,045.00
Direct Shipping	FREIGHT: Wright-Eqpt, TroyBB, Torque. Curbside Shipping from the manufactures directly to the customers location w/lift-gate.	1	924.00	924.00
	Total sales tax		0.00	0.00

Phone #	Fax #	<i>Thank you for your business!!!</i>	Subtotal	\$30,475.23
859-760-7000	740-548-7044		Payments	\$0.00
		E-mail	Balance Due	\$30,475.23
		tdye@design2wellness.com		

Kinawa Remediation Plan

Root Cause, Our Process, Prevention, Estimated Costs

Root Causes

HVAC system not working properly

- AC system not operating properly
- Some air handlers were programmed off

Sources of moisture

- No vapor barrier
- Leaky basement
- Pool
- Summer cleaning
- Humans

Flooring

- Old carpet

Expert Recommendation

- Replace ceiling tiles, as needed
- Cleaning all surfaces and Items- wiped clean or cleaned with a HEPA vac
- Air circulation through HEPA air scrubbers
- Replace all carpet with hard flooring

Our Process

The building is safe for students and staff to remain at Kinawa during this process.

Cleaning began two months ago.

1. First Phase

- Clean 54 classroom and student use area
 - 9 rooms are done, 45 to go
- Estimated timeline for completion is late winter / early spring

2. Second Phase

- Office Areas

3. Third Phase

- Gym areas, auditorium, cafeteria, storage spaces and mechanical areas

Prevention

HVAC System

- Repair broken sensors so we can better monitor performance
- Improved maintenance to ensure better HVAC system performance

Sources of Moisture

- Summer cleaning schedule changes
- Continue monitoring and repairing any building leaks

Flooring

- Develop regular replacement plan for flooring throughout the district

Estimated Costs

- Cleaning = \$800,000
- Environmental testing = \$100,000
- HVAC assessment & repairs = \$150,000
- Carpet, ceiling tile & materials replacement = \$450,000

Total not to exceed \$1.5 million

Funding sources:

- Bond/Sinking Fund \$450,000-\$600,000
- General Fund, \$900,000-\$1,050,000

Kinawa 5-6 will remain with students & staff for 6 more years and serve as District offices afterwards.

INSULIN LITIGATION RESOLUTION

A **regular** meeting of the Okemos Public Schools (“Entity”) **Board of Education**, (the “Board”) was held on the 25th day of November, 2024 at the following time: 7:00 p.m. (“Meeting”).

The Meeting was called to order by President Gebara

Present:

Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Entities nationwide have recently started joining a nationwide lawsuit against various insulin manufacturers, pharmacy benefit managers, and other defendants accused of artificially inflating insulin prices at the expense of employers and health plan entities, specifically Case No. 2:23-md-03080 in the United States District Court for the District of New Jersey (“Lawsuit”).

2. Entities in the Lawsuit are being represented by Frantz Law Group, APLC, a California professional law corporation (“Frantz”).

3. Thrun Law Firm, P.C. referred the Entity to Frantz for the Lawsuit.

4. The Board believes it is in the Entity’s best interests to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

5. The Board believes it is in the Entity’s best interests to authorize and direct the Superintendent or designee to sign the attached Attorney-Client Fee Contract on behalf of the Entity and to take such other action as necessary to obtain monetary damages for the Entity in the Lawsuit, subject to review by the Entity’s legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board decides to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

2. The Board authorizes and directs the **Superintendent** or designee to sign the attached Attorney-Client Fee Contract on behalf of the Entity and to take such other action as necessary to obtain monetary damages and injunctive relief for the Entity in the Lawsuit, subject to review by the Entity’s legal counsel.

3. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Motion Passed:

[Board Secretary or Clerk]

The undersigned duly qualified and acting Board Secretary hereby 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 provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

[Board Secretary or Clerk]

Date: _____, 202__

ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT (“Agreement”) is entered into by and between Okemos Public Schools, whose address is 4406 N Okemos Rd. Okemos, MI 48864 (“Client”) and Frantz Law Group, APLC, a California professional law corporation (“Attorneys” or “We”) and encompasses the following provisions:

1. **CONDITIONS.** This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
2. **AUTHORIZED REPRESENTATIVES**
 - A. **CLIENT REPRESENTATIVES.** Client designates the Superintendent, or designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys’ representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.
 - B. **ATTORNEY REPRESENTATIVES.** James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate. The Client shall have the right to approve or veto the involvement of each of the attorneys on its cases. Attorneys will be added or deleted from the list only upon prior Client approval.
3. **SCOPE AND DUTIES.** Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with the Insulin litigation, specifically Case No. 2:23-md-03080 in the United States District Court for the District of New Jersey (“Action”). Attorneys shall provide those legal services reasonably required to represent Client, and shall take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments. Attorneys will assist in negotiating liens, but will not litigate them.
4. **LEGAL SERVICES SPECIFICALLY EXCLUDED.** Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client’s permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client’s rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees to Attorneys of thirty percent (30%) of any monetary settlement or recovery that Attorneys obtain for Client, provided that such fee will be paid only by money recovered from defendants in the Action (collectively, the "Total Fee"). Thrun, Maatsch and Nordberg, P.C., a Michigan professional corporation d/b/a Thrun Law Firm, P.C. (Thrun) will receive thirty five percent (35%) of the Total Fee, as discussed in more detail in Paragraph 6, below. The Action does not involve a claim or action for personal injury or wrongful death (see MCR 8.121(A)).

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost, the "Gross Recovery." Contingency fee rates are not set by law, but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery.

- (1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the Client; and (2) any Attorneys' fees and costs recovered by the Client as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the Client and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The Client shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the Client's behalf as a result of the Services.
- (3) If, by judgment, the Client is awarded in the form of property or services (In Kind), the value of such property and services shall not be included for purposes of calculating the Gross Recovery.
- (4) If, by judgment, there is no money recovery and the Client receives In Kind relief, Attorneys acknowledge that Client is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.
- (5) The Client agrees the Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and will invest

resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any settlement or resolution of the Action.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment if there are sufficient funds to satisfy the Attorney's fee. If there are insufficient funds to pay the Attorney's fees in full from the initial lump sum payment, the balance owed to Attorney will be paid from subsequent payments to Client before there is any distribution to Client.

- A. Reasonable Fee if Contingent Fee is Unenforceable. In the event that the contingent fee portion of this Agreement is determined to be unenforceable for any reason, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree to follow the procedure in Paragraph 10 below; in any event, Attorney and Client agree that the fee shall not exceed thirty percent (30%) of the gross recovery as defined in Paragraph 5.
 - B. No Fund Payments. Notwithstanding any other provision in this Agreement, including the immediately preceding paragraph, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall Client general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.
6. REFERRAL FEE. Thrun will receive thirty-five percent (35%) of the Total Fee if the Client meets at least one of the following:
- A. Is a Thrun retainer client.
 - B. Is not a Thrun retainer client, but adopts a resolution that says Thrun is referring the Client to Attorneys and that authorizes both joining the Action and entering into this Agreement.
 - C. Is not a Thrun retainer client, but Client was referred to Attorneys for the Action by Thrun, as reflected in a written statement from Client or Thrun.

Thrun will not bill Clients at Thrun's hourly rates for work associated with the Action.

7. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all "costs/expenses," which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees,

parking, investigation expenses, consultants' fees, expert witness fees, and other similar items, incurred by Attorneys. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys' fees and Client will reimburse those costs/expenses after Attorneys' fees have been deducted. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES: Members of Attorneys frequently serve on plaintiffs' management or executive committees in MDL and perform work which benefits Attorneys' clients as well as clients of other attorneys involved in similar litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit," may be awarded to Attorneys by a court or courts directly from the assessments paid by The Client and others who have filed claims in this litigation, and will not in any way reduce the amount of fees owed under this Agreement.

8. LIEN. In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, TO THE EXTENT PERMITTED BY APPLICABLE LAW, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.
9. DISCHARGE AND WITHDRAWAL.
 - A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
 - B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys, or fails to provide relevant information to Attorneys.

10. DISPUTE RESOLUTION: ATTORNEY and CLIENT agree that should any dispute arise between them, they must be mediated first, before any litigation is filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation with the American Arbitration Association (AAA), which mediation shall occur at the Client's central office or another location mutually agreed to by Client and Attorney. No litigation can be filed until after this agreed-upon mediation has occurred, and any litigation filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. Any litigation relating to any Dispute shall be filed in a Michigan court with jurisdiction over the Client; any litigation filed in any other court shall be dismissed, and the party initiating such litigation shall promptly pay any attorney fees and costs incurred by the other party in defending against that litigation.
11. AUTHORITY OF ATTORNEY. Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.
12. DISCLAIMER OF GUARANTEE. Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
13. MULTIPLE REPRESENTATIONS: The Client understands that Attorneys do or may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this Agreement, the Client is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of the Client and other multiple claimants and that the Client nevertheless wants the Attorneys to represent the Client, and that the Client consents to Attorneys representation of others in connection with the litigation.

Attorneys strongly advise the Client, however, that the Client remains completely free to seek other legal advice at any time even after the Client signs this Agreement.

14. **AGGREGATE SETTLEMENTS:** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The Client authorizes us to enter into and engage in group settlement discussions and agreements which may include the Client's individual claims. Although the Client authorizes us to engage in such group settlement discussions and agreements, the Client will still retain the right to approve, and Attorneys are required to obtain the Client's approval of, any settlement of the Client's case.
15. **EFFECTIVE DATE AND TERM.** This Agreement will take effect upon execution by Client and Attorneys.
16. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.
17. **ASSIGNMENT:** Neither party shall have the right to assign its rights or obligations under this Agreement to any person or entity without the prior written consent of the other party, which consent shall not be unreasonably withheld.
18. **SUCCESSORS AND ASSIGNS:** This Agreement shall bind and benefit the parties hereto and their respective successors and assigns.
19. **FULL AND FINAL AGREEMENT:** This Agreement is the full and final agreement. Any amendments to the Agreement must be in writing and signed by the parties.
20. **GOVERNING LAW.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of Michigan.
21. **AUTHORIZED SIGNATURES:** Each individual signing below represents that the individual is duly authorized to sign this Agreement on behalf of that individual's respective party as listed below.

Frantz Law Group, APLC

Dated: _____, 202__

Frantz Signature: _____

Frantz Print Name: _____

Dated: _____, 202__

Signature: _____

Print Name: _____

Client Name: _____

Position of Signatory: _____

Insulin Litigation Background

- Nationwide lawsuit being led by a California law firm (Frantz Law Group) against various insulin manufacturers, pharmacy benefit managers, and other defendants accused of artificially inflating insulin prices at the expense of employers and health plan entities, including insurance pools.
- We are self-insured so these inflated costs are passed on to employers like OPS.
- The insulin litigation seeks monetary compensation for past damages incurred by entities related to the artificial insulin price inflation, as well as injunctive relief to stop that inflation and additional damages to deter future similar behavior.

OKEMOS PUBLIC SCHOOLS BOARD OF EDUCATION



OPERATING PROCEDURES

2024

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES



OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

Mission Statement:

Together...educating with excellence, inspiring each learner for life.

Vision Statements:

Leading in Educational Equity

Educating Students to Care and Positively Impact their Community

Value Statements:

In pursuit of excellence, we value:

- **EQUITY** - Understanding, acknowledging, and responding to the diverse needs and strengths of all individuals.
- **RELATIONSHIP** - Engaging in intentional interactions to nurture respect, trust, and open communication among all.
- **CULTURE** - Creating a safe and inclusive environment that encourages kindness, empathy, wellbeing, and individuality.
- **INTEGRITY** - Maintaining exceptional ethical standards rooted in honesty and transparency.
- **INNOVATION** - Inspiring creativity and change to adapt to an ever-changing world.

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OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

1. **Governance Resolution**

In effective school districts, the Superintendent and the Board function as a Team. A structured approach to developing a shared vision for the district and setting meaningful goals is enhanced by a system of standard operating procedures. The School Board is the corporate policy making body for the District and the Superintendent is responsible for implementation. Therefore, the Okemos Board of Education and Superintendent function as a Team to provide open communication to the staff and community. The Okemos Board of Education commits to the following governance standards developed by the Michigan Association of School Boards:

- The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the school district that emphasizes high expectations for achievement of all students and high expectations for performance for all district employees.
- The Board of Education governs in a manner that is dignified and worthy of trust.
- The Board of Education is accountable to the school district community.
- The Board of Education holds the Superintendent accountable for creating the outcomes identified in the strategic plan.

The Okemos Board of Education adopts the following to effectively guide our work on behalf of the students we are elected to serve.

2. **Oath of Office**

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of the Okemos Public Schools, Michigan, according to the best of my ability. See [board policy](#) 2402.

3. **Code of Ethics (See [Board Policy](#) 2302)**

B. Monitoring and Oversight (see [Board Policy](#) 2101)

1. **Development of Strategic Plan**

The Board and the Superintendent shall develop a collaborative process to develop and revise, as needed, a strategic plan that includes the district vision, mission statement, value statements, and District goals.

2. **Board's Review of the District's Progress Toward Goals & Accomplishments**

- The Board will review progress towards the district goals at least on a semi-annual basis.
- Each Board member will be given access to a copy of the district's progress towards goals by the administration prior to the review meeting.

3. **Board's Review of District Programs and Operations**

A. On an annual basis, the board will review:

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- a. Instructional Programs
- b. Enrollment Trends and Projections
- c. Human Resources
- d. Facilities/Operations
- e. Safety and Security
- f. Athletics, Clubs & Extracurriculars
- g. Student Culture

- B. On a biannual basis, the board will review
- a. Technology
 - b. Food Services
 - c. Community Education
 - d. Transportation

The focus and substance of the reports will be collaboratively developed with the Superintendent.

C. Policy Review, Development, and Adoption (See [Board Policy 1301](#))

1. Development and Review of Board Policy

- i. The Board has retained a third-party vendor specializing in school policy to provide new and updated Board policies.
- ii. New Board policies can be developed in response to District or administration needs or changes in federal or state regulations.
- iii. The Board shall ensure policies are reviewed and evaluated at least every three (3) years or as needed by the Board Policy Committee.
- iv. Administrative Guidelines are developed by the administration and reviewed by the Board. These procedures shall be available to the Board thirty days prior to implementation, whenever possible.
- v. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy.

2. Adoption of Policies

- i. Unless a specific motion is made to waive the posting period, the Board will present and discuss district policies 30 days before implementation.
- ii. After the 30-day posting period, the Board may formally adopt or approve policies.

3. Development and Review of Board Operating Procedures

- i. Board Operating Procedures will be developed and revised in response to Board need.
- ii. Board Operating procedures will be adopted via consensus of the Board.
- iii. Board Operating procedures shall be reviewed yearly as part of the Board's Annual January Organization meeting.

D. Budget Review and Development

1. Development and Adoption of the District Budget (Full Cycle)

- i. The Board shall be involved in the development of the district budget.
- ii. The Board shall meet with the administration as needed during the year to review the school budget and recommend changes as necessary to meet the district goals within the expected revenues and

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expenses.

- iii. The administration shall engage the Board in an annual budgeting process every spring. Pursuant to State law, the budget shall be approved prior to June 30.
- iv. The Executive Director of Finance shall report to the Board regularly as to the budget status and any recommended changes.

E. Superintendent As Sole Employee

1. Evaluation of the Superintendent (see [Board Policy 4603](#))

The Superintendent is the sole employee of the Board of Trustees. As such the Board is responsible for hiring, supporting, supervising, and evaluating the Superintendent.

- i. The Board shall evaluate the Superintendent's performance annually in June.
- ii. In May, the Superintendent shall give the Board a self-evaluation including supporting documentation.
- iii. The Superintendent may choose to have their review during a Closed or Open Session of the Board.
- iv. The Board will approve the Superintendent evaluation in open session.
- v. The Board will review and recommend contract provisions, if needed, for the Superintendent, on an annual basis.

2. Employment of the Superintendent (see [Board Policy 4602](#))

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix their salary and term of office which shall be no more than five (5) years. It may be aided in this task by:

- i. An ad hoc committee of Board members
- ii. The services of professional consultants
- iii. The counsel of the out-going Superintendent
- iv. The participation of members of the community

Recruitment procedures may be prepared in advance of the search and may include:

- i. Preparation of a written job specification for the position of Superintendent
- ii. Preparation of written specification of qualification in addition to proper State certification
- iii. Preparation of informative material describing this District and its education goals
- iv. Where feasible, the opportunity for applicants to visit the schools of the district.
- v. The requirement that each selected candidate for the position be interviewed by Board members in a format that encourages them to express their educational and leadership philosophies.
- vi. Solicitation of applications from a wide geographical area.
- vii. Consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent.
- viii. The Board will develop a process that include different stakeholder groups (e.g., students, parents, community members).

All interviews of applicants by the Board or a committee of the Board shall be done in open meetings, including those conducted on-line or in hybrid formats. At the time of application, the Board President shall see that each applicant has been informed that Michigan law may not permit the Board to protect their application from disclosure, and any interview must be open to the public.

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3. Board Member Concerns about the Superintendent's Professional Performance

The Board values the Superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member, the Board member shall:

- i. Communicate their concerns directly to the Superintendent.
- ii. Communicate with the Board President to address questions and/or concerns.

4. Incapacity of the Superintendent (see [Board Policy 4604](#))

5. Superintendent's Planned Departure

- i. Circumstances that trigger the implementation of this Succession Procedure - Superintendent announces retirement or departure.
- ii. The following are key activities that need to occur - The Board will meet to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. Until the new Superintendent assumes the position, the BOE shall:
 - Regularly update staff and other key stakeholders on progress; and
 - Announce public meetings as appropriate.

6. Unplanned Departure: Emergency Superintendent Succession Procedure

If circumstances trigger the implementation of the Emergency Succession Procedure, then the responsibility for the day-to-day operations of the district will fall to the Assistant Superintendent for Curriculum & Instruction until the Board can determine a more permanent course of action.

- i. Circumstances that trigger implementation of the Emergency Succession Procedure:
 - Death of the Superintendent
 - Superintendent becomes permanently incapacitated.
 - Superintendent's employment is terminated.
 - Superintendent leaves unexpectedly
- ii. The Board will meet within 10 business days to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. If appropriate based on the circumstances, the Director of Human Resources shall work with and direct others to work with the appropriate authorities on any questions or concerns regarding any potential legal issues.
- iv. If the Superintendent's employment was terminated for cause and it is deemed necessary, have the interim leadership team immediately begin taking steps to:
 - Secure cash and checks
 - Secure employee files
 - Secure contracts
 - Secure key fob and other building keys
 - Change security codes, passwords and combinations.
 - Change locks.
 - Safeguard personal property of the departing Superintendent.

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- Cancel or change credit cards and authorization.
 - Change signature cards.
- v. Until the new Superintendent assumes the position, the BOE shall:
- Regularly update staff and other key stakeholders on progress
 - Publish a written memo to staff, District parents and other key stakeholders explaining the event and anticipated actions.
- vi. The Superintendent must be employed pursuant to a signed contract. Such contract shall include:
- The term for which employment is contracted, including beginning and ending dates.
 - That tenure in a position shall not be granted.
 - The salary which the Superintendent shall be paid and the intervals at which they shall be paid.
 - The benefits to which they are entitled.
 - Such other matters as may be necessary to a full and complete understanding of the employment contract.
- vii. The Superintendent so appointed shall devote themselves to the duties of the office.
- viii. Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.
- ix. The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne by the district. See M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

7. Hiring of Personnel Other Than the Superintendent

- i The Board does not directly hire any personnel other than the Superintendent.
- In accordance with Michigan State Law, the Board, based upon the recommendations from the Superintendent, will have final approval of applicable personnel recommendations. The Superintendent will select professional staff and support staff.
- ii Board members can request information such as the number of applicants, the number of interviews conducted, and the number of finalists, as well as feedback on the process gathered from the interview committee after the position is filled.

III. ELECTIONS AND DEVELOPMENT

A. Becoming a Trustee

1. Candidates

Potential candidates are encouraged to:

- Attend board meetings
- Review Okemos Public Schools website for information about the district and current initiatives
- Review MASB Get On Board - Candidate's Guide to School Board Elections

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2. Procedures for Filling a Board Vacancy (see [Board Policy 2404](#))

- i. As soon as a vacancy occurs, the Board has 30 calendar days to fill that vacancy. This procedure applies to filling a vacancy created by one of the circumstances cited in Section 301 of the Election Code (resignation, death, loss of residency, etc.)
 - A Special meeting date will be set to interview and appoint a new Board member.
 - The vacancy will be announced via the district website and appropriate media outlets and will supply all potential candidates with the information needed (application, resume, etc.) in order to be considered for the vacant seat.
 - All Board members will review candidate information prior to the Special meeting.
 - The Board President, with input from other Board members, will create a list of questions to be answered by all applicants during the interview process.
 - Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.
 - Applicants who are not being interviewed will be sequestered in a room outside of the Board room. Applicants who are sequestered are not to use any electronic devices. This ensures that no one has an advantage by getting the questions from a friend or family member who may be in the audience. Any candidate that uses an electronic device while they are sequestered will forfeit their application.
 - Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants.
 - The Board will ask applicants questions from the same list of questions collaboratively created by the Board President.
 - Each applicant will have up to 30 minutes to answer the questions asked by Board members. An applicant who answers one question to a fuller extent may not be able to answer all the questions if their allotted time has elapsed. In addition, applicants can *only* answer the questions asked by Board members, even if time remains.
 - The Board may decide to have each applicant draw a number to determine the order of the interview.
- ii. After each applicant has been interviewed, the Board will narrow the list of candidates and discuss who they think is the best candidate to fill the vacancy:
 - All Board members will narrow their support to their top 2 or 3 candidates.
 - Based on Board consensus Trustees will discuss the top 2 or 3 candidates. If consensus is not reached, a vote can be conducted to identify the top 2 or 3 candidates.
 - The Board will then discuss the top 2 or 3 candidates. After discussing candidates, a Board member may make a motion to name a candidate as the new Board member.
 - After the discussion is over, a roll call vote on the motion is taken. (no secret ballots)
 - If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member.
 - If the nominated candidate does not receive 4 votes, we then proceed back to discussing and nominating candidates, until a candidate receives 4 votes.
 - The Superintendent is not to be involved in discussion, voting, or making of the selection.

3. New Members

- i. Newly elected members will be oriented to the work of the Board by the Board President, in

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collaboration with the Executive Committee with the assistance of the Superintendent.

- Orientation to the Board/Board roles and responsibilities including a discussion about “who decides” particular types of issues.
 - Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
 - Orientation to Board/Superintendent Roles and Relationship
 - Explanation of the current evaluation cycle for the Superintendent, including goals and agreed upon progress measures. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.
 - Access and use of Board Policies, especially the 2000 series, and Board Operating Procedures
- ii. Newly elected members will be oriented to the work of the District by the Board Executive Committee with the assistance of the Superintendent. This orientation may include:
- Explanation of the District’s Administrative Guidelines manual.
 - Instructional Programs
 - Enrollment Trends and Projections
 - Human Resources
 - Facilities/Operations
 - Safety and Security
 - Athletics, Clubs & Extracurriculars
 - Student Culture
 - Technology
 - Food Services
 - Community Education
 - Transportation
 - Current District Budget, including a description of the district’s student enrollment trends and projections.

4. Compensation (see [Board Policy 2306](#))

5. Reimbursement of Expenses (see [Board Policy 2305](#))

B. Board Learning and Development

1. Certification/Continuing Education

- i. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.
- ii. All Board members are strongly encouraged to participate in additional professional development activity such as county and state level conferences and workshops offered through educational or legal organizations and additional MASB classes and offerings.
- iii. In order to serve in a Board Officer position on the Executive Committee, Board members must take MASB CBA 101 or commit to do so within six months of assuming the role.

2. Board Retreat

An annual Board retreat, scheduled during the January organizational meeting, will generally occur in the Summer when school is not in session.

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The Executive Committee, in consultation with the Superintendent and with input from the Board, shall plan the retreat. This may include:

- Surveying Trustees to identify discussion topics for the retreat
- Using the retreat survey and the Board’s self-assessment to develop a draft agenda
- Sharing draft agenda with the Board, prior to it being finalized, for additional input
- Engaging an external facilitator (if using)
- Distribute a survey to Trustees after the retreat to inform future retreat planning
- Develop a summary report that includes next steps and timeline, if pertinent

3. Procedures for Board Travel and Training Opportunities

- i. Board members should arrange travel, accommodations and classes through the Superintendent’s office.
- ii. All Board members are to comply with the Board Policy on travel expenditures and submitting travel/training expenses.
- iii. Board members should report on their conference attendance at the next Board meeting.
- iv. Any discrepancy will go to the whole Board for approval.

4. Board Members Site Visits

- i. All Board members are encouraged to attend District events.
- ii. All Board members must notify the principal or designee and Superintendent of visits to campuses when they are not attending a scheduled or normal parental activity, during school hours.
- iii. Board members will check in at the office.
- iv. Site visits are intended to help Board members learn about the relationship between district policy, leadership, and budgetary investments and school operations. Board members will not engage in any activity related to the employee evaluation

5. Self-Assessment

- i. The Board self-assessment is done annually in June.
- ii. **Self-assessments are done as a team** (Board and Superintendent), facilitated by an independent third party.

IV. COMMUNICATION AND FUNCTION

A. Internal and External Communication (see [Board Policy 2101](#))

1. Board Member Communication with Each Other

- i. All Board members shall have an understanding and comply with the Open Meetings Act.
- ii. Electronic Communications:
 - In order to avoid potential OMA violations, all communication regarding Board business intended for the entire Board shall go through the Superintendent’s Executive Assistant. Board members will not “Reply All” to electronic communications sent to all Trustees.

2. Board Member Responses to Employee Contacts

The Board recognizes that as elected officials there will be requests and contacts from employees, therefore strict adherence to this procedure is required.

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- i. Explain to the employee that any information shared will be dealt with appropriately.
- ii. Listen with empathy and understanding.
- iii. Refer them to use every tool available as an employee and encourage them to follow the chain of command.

3. Board Member Communication with the Media

- i. The Superintendent or their designee is the spokesperson for the district.
- ii. The Board President shall be the official spokesperson for the entire Board to the media/press.
- iii. All Board members who receive calls from the media should direct them to the Board President or designee.
- iv. Board members who receive calls that they believe requires their response will confer with the Board President before making any formal response.

4. Board Member Responses to the Community

- i. The Board communicates formally with the community through public hearings, regular Board meetings, and community forums.
- ii. The Board recognizes that as elected officials there will be interactions, requests, and less formal contact from the public, therefore strict adherence to this procedure is require.
 - Encourage community members to communicate through official channels.
 - Explain to the community member that any information shared will be dealt with according to District policy.
 - Listen with empathy and understanding.
 - Refer to the Point of Contact Flowchart and inform the Board President and Superintendent where appropriate.

5. Concerns about Another Board Member's Performance

- i. If a Board member has a concern about another board member's performance, they should first discuss it with the other member.
- ii. If concerns are unresolved, then they should discuss it with the Board President or other Board officers.
- iii. The Superintendent is not to be involved.

6. Administration Communications with Board Members

- i. The Superintendent will exercise their best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.
- ii. Three types of communication with Board members:
 - Not urgent or not in the media – Updates in the Yellow Sheets
 - Very important, but not a crisis – Email to each Board member
 - Crisis/Emergency situation – Phone call to each Board member
 - In the case of an emergency or crisis, when safe to so do, the Superintendent or their designee will provide the following six pieces of information: What, Where, When, Who, Action taken and a public statement for the Board members.
 - Phone calls will be placed in the following order: President, Vice-President, Secretary, Treasurer, and Trustees.
 - The Superintendent or their designee will provide updates as appropriate.

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7. Community Electronic Communications with the Board

- i. The Board will have a contact link or form on the district website to allow community members to email their issues to the entire Board.
 - The website and/or form will state in a conspicuous place the following: “the school Board members are trustees primarily charged with the vision, budget, goals, and policy for the district. Any operational or staffing issues should go through the building principal first, then to the administration.”
 - Any community email inquiries should be shared through the Superintendent’s Office with other Board members.
 - An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text:
“Thank you for your inquiry to the Okemos Board of Education. It will be shared with all the Board members. Please remember that individual Board members cannot address your inquiry individually and that Board members are charged with the visions, budget, goals, and policies for all children in the district.”

As a reminder, community members are highly encouraged to utilize the Point of Contact Flowchart to have issues address and resolved at the most efficient and appropriate level. Classroom issues should always be first addressed with the classroom teacher.
- ii. Individual Board members that receive an email to their school email address, should forward the email to the Board President and the Superintendent, but may respond with discretion to the individual of the appropriate chain of command and /or notification that the information has been passed along in order to facilitate an appropriate response.

8. Community Communications Directly to a Board Member

- i. The Board recognizes that as elected official there will be requests and contact from the public, therefore strict adherence to this procedure is required.
 - This does not apply to casual conversations with community members.
 - The Board member should inform the Board President and the Superintendent about the issue.
 - Listen with empathy and understanding.
 - Direct the community member(s) to the Point of Contact Flowchart
 - Should the complaint rise to the Superintendent, information regarding the issue will be included in the Friday update as appropriate.
- ii. Any community email inquiries should be shared through the Superintendent’s Office with other Board members.

9. Community Member Request for Privacy in Communications

- i. The Board encourages openness in all community communications.
- ii. Any community member who requests privacy in communications should not expect a response.
- iii. Any inquiry/response may be subject to public disclosure per FOIA.

10. Board Member Protocol with Administration and District Personnel

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- i. Board members hold no individual authority to direct the Superintendent.
- ii. No single Board member should endeavor to deliver direction or make requests to District personnel without the express permission of the Superintendent. The Superintendent is held responsible through his evaluation for the effectiveness of all staff.
- iii. Communications are, at times, necessary to gather information, express gratitude, or ask for clarifications. These are completely appropriate and would not undermine the authority of the Superintendent.
- iv. Board members should not involve themselves in issues that may arise during casual conversations but may wish to convey such issues to the Superintendent via email or phone in order that they may respond or at a minimum be aware of the issue. If the issue involves Board policy, the Board President should also be informed.
- v. Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

B. Leadership and Organization

1. **Selection and Operation of Board Committees (See [Board Policy 2505](#))**

- i. Committee members are appointed by the Board President **with the exception of the Executive Committee.**
- ii. Responsibilities of each standing committee:
 - Executive Committee. Executive Committee (President, Vice President, and Secretary)—to develop board meeting agendas and develop **and maintain** the board planning calendar
 - Agenda planning
 - Calendar planning
 - Retreat planning
 - Board self-assessment
 - New Board Orientation
 - Provide Committee Reports
 - Set Executive Committee Meeting dates
 - Policy – To review and recommend revisions to Board policies and Board Operating Procedures. Provide Committee Reports
 - Advocacy – To review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students. Provide Committee Reports.
- iii. Ad Hoc committees may be assigned for a specific need or purpose but will be time limited. They will meet on an as needed basis.
- iv. Minutes and notes of committee meetings will be posted in BoardBook.

2. **Election of Officers (See [Board Policy 2405](#))**

3. **Role and Authority of Officers (See [Board Policy 2406](#))**

4. **Board Officer Transition Process**

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- i. The current officers shall relate their duties and responsibilities of the position to their replacement officers.
- ii. The new officers shall review written descriptions of the position before taking office.

V. MEETINGS

A. Open Meetings Act (See [Board Policy 2501](#))

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote.

Meetings of the Board shall be public, and no person shall be excluded therefrom. M.C.L. 380.1201

- Any time four or more Board members are gathered together to discuss school business, it is considered a meeting (quorum).
- In addition to the following procedures, at all times Board member shall adhere to the Board Code of Ethics.

B. Regular Meetings (See [Board Policy 2501](#))

1. **Developing the Board Meeting Agenda**

The Board's Executive Committee and Superintendent shall prepare a written agenda prior to each regular and special meeting.

- i. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
- ii. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the district with such recommendations as they shall make.
- iii. Each agenda may contain the following statement:
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item."
- iv. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than one week prior to the meeting so as to provide time for the study of the agenda by the member. Every effort will be made to ensure that reports and/or revised reports are posted or delivered before noon of the day of the meeting, and the Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.
 - It is the preference of the Board that action items are not added after this time.
 - Discussion items may be added if there are time constraints that need to be accounted for.
 - Action items should not be added unless timing is critical.
- v. The Board shall transact business according to the agenda prepared by the Superintendent and

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Board Executive Committee and submitted to all Board members in advance of the meeting. The order of business may be altered, and items added at any meeting by a majority vote of the members present.

5. Consent Agenda

- i. The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.
- ii. When the agenda is prepared, the Board President and the Superintendent shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of the consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- iii. Consent items typically include, but are not limited to:
 - Minutes of prior meeting(s)
 - Bills for payment
 - Items that require annual adoption, such as bank signatories, memberships in associations, etc.
 - Other items deemed appropriate.
- iv. A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

6. Regular Board Meeting Agenda Items

- A. Meeting Location
- B. Opening Items:
 1. Call to Order
 2. Welcome and Meeting Format
- C. Presentations
- D. Citizens Address Agenda and Non-Agenda Items
- E. High School Student Reports/Requests
- F. Superintendent Reports/Requests
- G. Board Reports/Requests
- H. Consent Agenda
- I. Other Action Items
- J. Discussion Items
- J. Comments from the Public
- M. Other Matters
- N. Adjournment

7. Annual Calendar of the Board Agenda Items

The Executive Committee will develop the annual calendar. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

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Month	Agenda Items
July	Superintendent Evaluation Superintendent Objectives
August	Identify Board Priorities for Upcoming School Year
September	MASB Delegate Appointment(s) Winter Tax Levy
October	Resolution of the Board – National Principals’ Month
November	Audit Report – Action Summer Tax Collection – Info & Disc, then Action NEA, Administrative, Executive Council Contract Renewal
December	
January	Organizational Meeting Items Overview of FOIA, FERPA, and Open Meeting Act Read Code of Ethics Election of Officers Committee Assignments Installation of new Board members (Every other year) Resolution of the Board – National School Board Month
February	Michigan School Scorecard Report
March	Administrative Contracts
April	Approval of Summer School Plans
May	Staff Appreciation Week Proclamation Ingham School Budget – Info & Disc., then Action Ingham Schools Biennial Election Resolution Association Membership Info & Disc.: MASB, NSBA, OCSBA, MHSAA membership renewal
June	Board of Education Meeting Dates – Info & disc., then Action District Budget – Info & Disc., then Action Association Membership – Action Fiscal organization meeting: MASB, NSBA, OCSBA, MHSAA membership renewal Student Accident, Catastrophic Insurance renewal Pass balanced budget for subsequent school year Board Self-Assessment

8. Broadcasting and Taping

- i. All meetings for the conduct of the affairs of and the transaction of business by the Board, including work sessions, community meetings, and retreats shall be open to the public.
- ii. All regular meetings shall be recorded and archived. Special meetings may be stream and/or recorded at the discretion of the Executive Committee in consultation with the Superintendent.

C. Special Meetings

1. Annual Organizational Meeting (See [Board Policy 2506](#))

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At the first meeting in January of each calendar year, the Board will hold an organizational meeting. At this meeting the Board will

- i. Elect Board Officers
- ii. Swear in new Trustees

2. Work Sessions

The Board will meet in work sessions to delve deeply into topics selected by the Executive Committee, in conjunction with the Superintendent and consultation with the Trustees. Work sessions will be reflected in the Annual Planning Calendar but additional work sessions can be scheduled by the Executive Committee as needed. Although regular board business can be conducted at work sessions, the majority of time will be spent on the identified topic.

3. Discussion of Employee/Student Issues

The Board will not encourage or actively participate with negative comments on individual employees or students in a public session.

4. Staff Grievances and Student/Employee Discipline Hearings (See [Board Policy 5206, 5206A](#))

5. Closed Sessions

Per section 8 of the Open Meeting Act, the Board will only meet in Closed Session in specific circumstances. These are as follows:

- Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- Complaints and Disciplinary Action of school district employee or school board member
- Teacher Tenure Proceedings
- Periodic Personnel Evaluations (typically for Superintendent)
- Student Discipline
- Collective Bargaining Strategy
- Purchase or Lease of Property
- Pending Litigation
- Applications for Employment and Appointment to Public Office
- Exempt Material
- Security Planning and Threats

6. Board Member Responses to Inquiries about Closed Sessions

- i. Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- ii. Any information from an Executive Session is confidential and shall not be discussed outside of the Closed Session.

7. Participation by People Other Than Board Members in Closed Session

- i. Participants are limited to:

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- The person requesting the Executive Session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- Representatives of the administration that have pertinent information.
- Additional person that the Board approves.

D. Meeting Protocols

1. **Guidelines for Board Members (See [Board Policy 2502](#))**

- i. Board members wishing to have something placed on the agenda will:
 - Make the request to the Board President, after gaining the support of another Board member.
 - The request will be reviewed by both the **Executive Committee** and the Superintendent.
 - The Board President, **in consultation with Executive Committee members**, shall do one of more of the following:
 - notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
 - refer it out to appropriate committee for initial discussion or recommendation, or
 - place on agenda to be discussed at the table no later than two months from the initial request, add to the Board Planning Calendar, and notifying all Board members during the Board Members Reports and Request portion of the agenda.
- ii. Board members wishing to remove something from the agenda will:
 - Make the request to the Board President.
 - The request will be reviewed by both the **Executive Committee** and the Superintendent.
 - The Board President will make the final decision on the request.

2. **Meeting Procedures** **See Appendix I**

3. **Board Member Preparation for Meetings**

- i. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items.
 - Study the material posted online in BoardBook.
 - Requests for additional information may be made before a meeting and addressed through the Superintendent prior to or at the Board meeting.
- ii. Board member questions on agenda items:
 - Should be sent directly to the Superintendent. Whenever possible, all board members should be included in any response to questions.
 - Should be submitted a minimum of 48 hours prior to a scheduled board meeting where items are to be discussed, whenever possible. (MASB)
- iii. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

4. **Board Member Protocol**

- i. We, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect, and professionalism.
- ii. Board members will demonstrate respect to fellow Board members, staff, and public participants through the following behavior:

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- Listen and treat each other respectfully.
- Be cordial when disagreeing.
- Say what needs to be said as briefly and clearly as possible.
- Direct comments solely to the business under deliberation
- Address each other, staff, and public by title (Dr., Mr., Mrs., Ms., Trustee, etc.) and last name.
- Only speak after acknowledgment from the Board President/Chair.
- Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
- Focus on issues, not people or personalities.
- Courteously accept other viewpoints and Board votes, which were not personally supported.
- Seek solutions and reasonable compromises or consensus when there are differences of opinion.
- Make decisions in the context of what is best for all students in the district.
- Be willing to accept responsibility for personal behavior and communications.
- Promote dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

5. Discussion of Motions

- i. The Board President or Presiding Officer shall offer the opportunity for Board Members to discuss all motions. All discussions shall be directed solely to the business currently under deliberation.
- ii. The Board President or Presiding Officer has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
- iii. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

6. Board Member Participation in Discussion, Debate and Voting (See [Board Policy 2503, 2301](#))

7. Public Comment (See [Board Policy 2504](#))

8. Persons Addressing the Board

- i. Audience participation at board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. The board will designate a portion of the agenda for Public Comments.
- ii. A person may address the Board on an agenda or non-agenda item by completing a note card located inside the Boardroom and giving the card to the Administrative Secretary/ or designee prior to the Public Comments period. Each speaker will be given a time limit of no more than 3 minutes. Delegations of more than five persons addressing the same issue shall be encouraged to appoint one person to present their views before the Board. The Board Secretary shall make an effort to group public topics together. Online Participants who wish to give Public Comment shall provide their name and address to the district's facilitator.

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9. Board Response to Persons Addressing the Board

- i. Board members will listen to comments during Public Comments.
- ii. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
 - All public comments may be followed up by the Superintendent or designee within three business days.
- iii. With consensus of the Board, the Board President shall direct administration to investigate item(s) and report back to the Board and/or the individual citizen and/or to contact the citizen to have further dialogue.

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APPENDIX A

Parliamentary Procedures At-A-Glance							
Desired Action	What to Say	May You Interrupt the Speaker	Do You Need a Second	Is It Debatable	Can It Be Amended	What Vote is Needed	Can It Be Reconsidered
Adjourn meeting	I move that we adjourn.	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	I move that we recess for ...	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	I rise to a question of privilege.	YES	NO	NO	NO	NO VOTE	YES
To set aside for consideration of another issue of greater importance	I move to table the motion.	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	I move the previous question.	NO	YES	NO	NO	2/3 VOTE	YES
Limit debate	I move to limit debate to 3 min. per person	NO	YES	NO	YES	2/3 VOTE	YES
Postpone discussion for a certain time	I move to postpone the discussion until ...	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	I move to refer the matter to committee.	NO	YES	YES	YES	MAJORITY	YES
Amend a motion	I move to amend the motion by ...	NO	YES	YES	YES	MAJORITY	YES
Discard a motion	I move to postpone the motion indefinitely.	NO	YES	YES	NO	MAJORITY	YES
Introduce business	I move that ...	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... THOSE BELOW THERE IS NO ORDER OF PRECEDENCE							
Test of rules of conduct	I rise to a point of order.	YES	NO	NO	NO	MAJORITY	NO
Vote on ruling of chair	I appeal the chair's decision.	YES	YES	YES	NO	MAJORITY	NO
Suspend rules temporarily	I move to suspend the rules so that ...	NO	YES	NO	NO	2/3 VOTE	NO
Avoid considering an improper matter	I object to consideration of this motion.	YES	NO	NO	NO	2/3 VOTE	YES
Verify a voice vote	I call for a DIVISION or "DIVISION."	YES	NO	NO	NO	NO VOTE	NO
Request information	Point of information.	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	I move to take from the table ...	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty decision	I move to reconsider the vote on ...	YES	YES	YES If motion to which it applies is debatable	NO	MAJORITY	NO
Change an action previously taken or ordered	I move to amend something previously adopted, namely ...	NO	YES	YES	YES	2/3 VOTE or MAJORITY with Notice	YES