AGENDA

6:00 pm

- 1. Call to Order
- 2. Pledge of Allegiance & Cascades Promise led by Cascades students
- Roll Call
- 4. Approval of Agenda
- 5. Superintendent's Report
 - Cascades Elementary School Update Ms. Crescenda Jones
 - Food Service Update Mr. Brant Russell
- 6. Consent Agenda
 - 23-24-104 Minutes
 - 23-24-105 Human Resources
 - 23-24-106 Monthly Financial Report, April
 - 23-24-107 24/25 School Calendar
 - 23-24-108 Resolution in Approval of 2024/25 JCISD Proposed Budget
 - 23-24-109 Food Service: Program Participation, CEP and Meal Prices
- 7. Citizens Requesting to Address the Board (Board Policy 0167.3) this is an opportunity for any citizen present to address the Board on any item. The time limit is normally five (5) minutes, but the president or presiding officer may impose a shorter time limit if necessary.
- 8. Discussion Items
 - 23-24-110 World Language Curriculum Presentation
 - 23-24-111 Board Meeting Dates
 - 23-24-112 District Equity Policy
 - 23-24-113 NEOLA Vol 38, No 2 Board Policy Update, 1st Reading
- 9. Action Items
 - 23-24-114 Bid Award for Food Service Management Company
 - 23-24-115 Certification of Tax Levy
 - 23-24-116 Authorization for Purchase of Vehicles
 - 23-24-117 TMP Pre-Bond Contract
 - 23-24-118 Resolution Calling Public Hearing on ESSER III Grant Funds
 - 23-24-119 Resolution Calling Public Hearing on Proposed Budget
- 10. Board Comments

11. Calendar

•	May 22	JHS Baccalaureate, 1st United Methodist Church, 6:00 pm
•	May 23	JHS Honors Night, JHS Auditorium, 6:00 pm
•	May 24	Pathways/SCMV Commencement, Withington Stadium, 1:00 pm
•	May 24	JHS Commencement, Withington Stadium, 6:00 pm
•	May 28	Board Work Session - Construction Manager Interviews, Parkside, 10am-3pm
•	June 4	JPS Retirement Dinner, Cascades Manor, 5:30 pm
•	June 18	Public Hearing on ESSER III Grant Funds, JHS Media Center, 6:00 pm
•	June 18	Public Hearing on 2023/24 Proposed Budget, JHS Media Center, immediately
		following Esser III Grant Funds public hearing
•	June 18	Regular Board Meeting, JHS Media Center, 6:00 pm or immediately following
		Public Hearings
•	July 23	MASB Training - Superintendent Evaluation, JHS Media Center, 6:00 pm
•	July 23	Regular Board Meeting, JHS Media Center, immediately following MASB Training

12. Adjournment

ITEM: 23-24-104

SUBJECT: Minutes

FOR ACTION: Jeff Beal

STATEMENT OF THE ISSUE:

In accordance with Board policy, the minutes of the Board of Education must be approved by the Board.

RECOMMENDATION:

Administration recommends approval of the following minutes as presented:

April 17, 2024

Regular Meeting

April 26, 2024

Finance/Facilities Committee

JACKSON PUBLIC SCHOOLS Board of Education Minutes Regular Meeting April 17, 2024

The Board of Education of the Jackson Public Schools held a Regular Meeting at 6:00 p.m. on Wednesday, April 17, 2024 at Jackson High School, 544 Wildwood Ave., pursuant to notice duly given.

Present:

Pam Fitzgerald, Derek Dobies, Marilyn Acton, Libby Brown, Shalanda Hunt, Angela Mitchell

Absent:

Kesha Hamilton

Approval of Agenda

Motion by D. Dobies, supported by L. Brown, to approve the agenda as presented. Motion carried unanimously.

Superintendent's Report

<u>John R. Lewis Update</u> – Ms. Weatherwax welcomed the Lewis Leadership Team who recited the Lewis creed. She also highlighted that great things happening at the building.

<u>Communications Update</u> – Ms. Giannetti highlighted the EOP (Emergency Operations Procedures) activities that we have been working on all year including active shooter training, updating materials, enhanced partnership with law enforcement and identifying places in our buildings needing equipment repairs to enhance safety.

Consent Agenda

The consent agenda consisted of the following items:

23-24-96

Minutes

• 23-24-97

Human Resources

23-24-98

Monthly Financial Report, March

23-24-99

Bond Financial Report, March

• 23-24-100

Hard Cap Resolution

Motion by M. Acton, supported by D. Dobies, to approve the consent agenda as presented. Motion carried unanimously.

Citizen(s) Requesting to Address the Board

Nancy Smith Shaquay Selby

Discussion Items

23-24-101 Bid Award for Food Service Management

An RFP for a Food Service Management Company was issued in March of 2024. Two companies responded and the bids will be discussed further at the April Finance/Facilities committee meeting. A recommendation for approval will be on the May agenda.

23-24-102 Food Service: Program Participation, CEP and Meal Prices

The District annually participates in the Free and Reduced Price Meal Program which includes the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

No action required at this meeting. Administration will recommend approval at the May meeting.

23-24-103 Construction Manager RFP

In preparation for a potential bond in May 2025, the District is asking TMP to assist with the commitment, campaign and architectural work. To that end, they don't do the cost estimating that a construction manager would do. Therefore, we are preparing to send out an RFP for construction manager services. Anticipating interviews in early June. Additional information will be shared with the Finance/Facilities Committee.

Board Comments

L. Brown enjoyed the Lewis presentation

D. Dobies looking forward to graduation festivities

A. Mitchell JRL presentation and EOP update were informative

M. Acton reminisced about subbing at Lincoln; her 50 reunion is coming up and she recited the JHS fight

song

P. Fitzgerald Lewis presentation was great

Calendar

- May 21 Regular Board Meeting, JHS Media Center, 6:00 pm
- May 22; JHS Baccalaureate, 1st United Methodist Church, 6:00 pm
- May 23, JHS Honors Night, JHS Auditorium, 6:00 pm
- May 24, Pathways/SCMV Commencement, Withington Stadium, 1:00 pm
- May 24, JHS Commencement, Withington Stadium, 6:00 pm
- June 4; JPS Retirement Dinner, Cascades Manor, 5:30 pm

Adjournment

Meeting adjourned at 6:45 pm.

Elizabeth Brown, Secretary

JACKSON PUBLIC SCHOOLS Finance/Facilities Committee Reynolds Hall Meeting Minutes of 04/26/2024

Call to Order:

The meeting was called to order at 1 pm by Marcus Leon.

Members Present:

Libby Brown, Marilyn Acton-Dowell, Jeff Beal, Julie Baker, Marcus Leon, Todd Frey, Joe Boertman, Matt Farhat

Approval of Agenda and Minutes:

The agenda for today's meeting and the minutes from the 03/15/24 meeting were approved.

Finance Update:

The check register from March was presented and all questions have been answered.

The Food Service Management Company RFP was discussed. Bids were received from two companies, Taher and Chartwells, after vetting multiple companies. Both companies provided a qualified bid to operate our food service program. After discussion, it was recommended that Taher be awarded a new contract and continue as the district's food service management company. The district plans to outline goals for Taher to complete some district initiatives in order to keep the food service fund self-sustaining to meet purchasing goals for our food service operation. Approval of the Taher contract will be sought at the May BOE meeting.

The JCISD budget was presented for discussion. Their budget must be presented to all local boards with a resolution in approval or disapproval submitted. Approval will be sought at the May BOE meeting.

A contract for TMP Architecture was provided. TMP will assist JPS with pre-bond campaigning and planning for the next potential bond issue. TMP is highly recommended as they were instrumental during the 2018 bond issue. Approval will be sought at the May BOE meeting.

A construction manager RFP is in process and questions from potential bidders have been answered. A walkthrough of facilities will be conducted in May. The construction manager will work in line with TMP on the potential future bond issue. Board interviews will occur during a special BOE meeting in June with approval at the regular June BOE meeting.

The 24/25 budget assumptions were discussed. These assumptions are early as the district will learn more information at the May Revenue Consensus meeting that the State holds. The State will likely have a budget sometimes towards the end of June. Using a conservative approach, the district is projecting a 4.1 million dollar deficit for next year. Some of the assumptions include a foundation increase of \$241, a student

decline of 140 FTE, negotiated wage increases, increase to health insurance costs, painting projects, EV bus annual service payments and hiring bonuses for teachers. Discussion will occur at the May BOE meeting.

The L-4029 was discussed and the district will be seeking approval at the May BOE meeting for this annual renewal. The district expects to reduce taxpayers' millage rate by 0.5 mills.

Solar projects at Hunt, Lewis, and Dibble are about 95% complete. We are just waiting on the State inspector to sign off on the projects which will occur after school is out in June. This requires an intermittent shut off of power to each building and the inspector can only do this during regular school hours.

Discussion occurred on future cafeteria tables to update outdated tables and also align tables with what we purchased through the bond. As the food service fund is settled at year end we will make a determination on how many tables the food service fund can purchase and spread that expense over 1-2 years.

An authorization to purchase vehicles was discussed. Similar to last year, the district is requesting authorization to procure and purchase vehicles not to exceed \$200k for the coming school year. This allows the district with the flexibility to reach a much larger purchasing pool which can reduce costs and speed up delivery of vehicles. Historically, the district has used MIDeal to purchase vehicles through consortium pricing but in recent years they have given favor to Municipalities. Approval will be sought at the May BOE meeting.

Adjournment:

The meeting was adjourned at 2:02 PM; next meeting will be May 24, 2024 at 10 am; Reynolds Hall

ITEM: 23-24-105

SUBJECT: Human Resources

FOR ACTION: Jessica Carter

STATEMENT OF THE ISSUE:

New Hires:

Mitchell Ernst has been hired to teach German at Jackson High School. He received his Bachelor's degree from Michigan State University.

Rachael Harris has been hired for the social worker position at Northeast elementary. She received her Master's degree from the University of Michigan.

Resignations:

Katlyn Nagy has resigned from the district effective August 21, 2024. She taught English at SCMV, she was hired in August of 2023.

Kim Nowlin-Brown has resigned from the district effective April 24, 2024. She taught special education at Cascades elementary.

RECOMMENDATION:

Administration recommends the Board receive the Human Resources report as presented.

ITEM: 23-24-106

SUBJECT: Monthly Financial Report, April

FOR ACTION: Mr. Marcus Leon

STATEMENT OF THE ISSUE:

The April Financial Report has been prepared.

Overall, revenues at 64%, are higher than the expected revenues of 61% through the same time period last year. This is due to Erate reimbursement from PY expenses, and greater than expected interest earnings, compared to last year. Current overall expenses at 72% are higher than the expected expenses of 68% through the same time period last year. Some of the variances are due to ESSER and technology transition and other initiative purchasing. Most categories are tracking close to budget, with all categories in line with the March budget amendment.

RECOMMENDATION:

The administration recommends approval of the April 2024 Financial Report as presented.

JACKSON PUBLIC SCHOOLS
Revenues and Expenditures for the Ten Month Period
Ending April, 2024

	Erate reimburse from PY/Greater than expected interest earnings	ESSER expenditures Timing of summer school expenses ESSER Curriculum	Utility costs, summer painting/maintenance projects Energy advisor fee for dean bus rebate (875k) All Covered transition costs and hardware purchasing	SCMV planning.	Grant draw on 5/1 \$6.3million
% Prior YTD	97% 60% 36% 73% 61%	61% 61% 65% 17% 69% 71% 63%	70% 80% 84% 77% 76% 68% 83% 37%	58% 101% 0% 68%	
%TY	106% 63% 35% 77% 64%	68% 65% 67% 46% 79% 71% 0%	69% 78% 82% 75% 80% 80% 85% 58% 97% 62% 100%	57% 32% 100% 72%	
Current Year to Date Actual	12,838,045 33,052,338 5,252,461 2,309,300 53,452,144	12,450,228 4,011,830 6,729,227 105,602 6,358,847 2,729,538	1,922,821 1,810,998 609,591 4,143,890 1,165,043 6,665,550 3,596,620 1,317,861 3,370,842 842,209 174,035 25,619,460	764,056 479,516 75,000 59,323,304	(5,871,160)
Prior Year to Date Actual	11,103,173 29,162,731 5,933,701 2,643,939 48,843,544	10,779,768 3,819,030 6,985,532 26,011 4,674,111 2,148,247	1,455,571 1,600,164 582,976 3,848,120 1,150,747 5,186,342 2,750,426 1,369,369 1,916,792 896,226 167,812	667,896 394,063 34,939 50,454,142	(1,610,598)
Current Year Budget	12,154,414 52,689,999 15,122,631 3,007,500 82,974,544	18,304,411 6,126,509 10,065,013 228,882 8,082,836 3,848,571 46,656,222	2,777,409 2,316,529 745,260 5,511,087 1,460,057 8,329,975 4,233,046 2,262,675 3,482,580 1,359,680 1,359,680 1,359,680	1,335,814 1,505,500 75,000 82,224,538	750,006
Prior Year Ending	11,415,349 48,371,230 16,279,389 3,620,155 79,686,123	17,800,185 6,268,631 10,743,107 149,302 6,804,758 3,017,017	2,079,856 2,002,551 697,833 4,982,302 1,492,186 6,814,306 3,484,633 2,005,667 2,282,753 1,079,359 458,491	1,145,894 389,702 109,975 73,808,511	5,877,612
	REVENUES: Local Revenues State Revenues Federal Transfer-In TOTAL REVENUE	EXPENDITURES: Instruction Elementary Middle School High School Summer Programs Special Education Compensatory Education Vocational Total Instructional	Support Services Pupil Support Instructional Support Executive Administration School Administration Business Services Maintenance & Operations Transportation Central Services Technology Athletics Other Support Total Support	Community Activities Site & Building Improvements Transfers-Out TOTAL EXPENDITURES	Excess of Revenues, over Expenditures

9,608.00 4,866.00

9,150.00 4,839.00

Foundation

State Aid Membership

ITEM: 23-24-107 SUBJECT: 2024/25 District Calendar

FOR INFORMATION: Jeff Beal

STATEMENT OF THE ISSUE:

The 2024/25 JPS District calendar is being shared with you for information. No action is required.



Jackson Public Schools 2024-25 District Calendar

Additional information from your student's individual school may be provided as the school year progresses.

August	19 20 21 30	Professional development (building and/or district); no students AM – Teacher Work Day / PM – District professional development; no students FIRST DAY OF SCHOOL – Half day students/full day staff No school – No students/classroom staff
September	2 13	Labor Day, no school Half day students / half day professional development (building)
October	2 9 & 10 10 11 21	Student count day Y5-8 conferences, half day students 9-12 conferences, half day students Y5-12, half day students/classroom staff Full day professional development (district), no school
November	1 21 22 27-29	Full day professional development (district), no school JHS/Pathways exams (Early Dismissal, JHS/Pathways only) JHS/Pathways exams / End of 1st Trimester / Y5-12 Records Day, half day students Thanksgiving recess, no students/staff
December	23-Jan 3	Winter break, no school
January	6 16 20	School resumes 6-12 Conferences, evening Martin Luther King, Jr. Day, no students/staff
February	12 14 17	Student Count Day No school – No students/classroom staff President's Day – No students/staff
March	6 7 13 14 21-28 31	JHS/Pathways exams (Early Dismissal, JHS/Pathways only) JHS/Pathways exams / End of 2 nd Trimester / Y5-12 Records Day, half day students Y5-5 conferences Y5-12 Half day students/classroom staff Spring break, no students/staff School resumes
April	18	Y5-12, half day students/classroom staff
May	5 23 26	Full day professional development (district), no school Graduation Day, half day JHS/Pathways only, students/staff Memorial Day, no school
June	5 6	JHS/Pathways exams / Y5-12 half day students / full day staff JHS/Pathways exams; Y5-12 LAST HALF DAY students / Records Day

ITEM: 23-24-108

SUBJECT: Resolution in Approval of the

JCISD 2024/25 Proposed

Budget

FOR ACTION: Marcus Leon/Jeff Beal

STATEMENT OF THE ISSUE:

The Revised School Code requires each local district to review the ISD proposed budget and either approve or disapprove by June 1 of each year. The ISD budget was presented to the County Superintendents on April 12, 2024 and was on the April 16, 2024 Board meeting agenda for information.

Memo to Local Boards and Superintendents

2024-25 Preliminary Budget

Link to budget presentation

RECOMMENDATION:

Administration recommends adoption of the Resolution in Approval of the 2024/25 JCISD proposed budget as presented.

RESOLUTION IN APPROVAL

of the

Jackson County Intermediate School District 2024-25 Proposed Budget

Jackson Public Schools, Jackson, Michigan (the "District") A regular meeting of the board of education of the District was held in the Jackson High School Media Center in the District, on the 21st day of May, 2024, at 6:00 pm. The meeting was called to order by ______. Present: Absent: The following preamble and resolution were offered by supported by _____: WHEREAS, Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1st of each year to the board of each constituent district for review; and Not later than June 1st of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for, or disapproval of, the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE, BE IT RESOLVED,

The board of education has received and reviewed the Jackson County Intermediate School District's 2024-25 General Appropriation Budget as proposed, in accordance with Section 624 of the Revised School Code as amended, and by the adoption of this resolution, expresses its support.

The secretary of the board of education or his/her designees shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2024.

Resolution in Approval
Page 2
All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.
Ayes:
Nays:
Resolution declared adopted.
Secretary, Board of Education
Jackson Public Schools

The undersigned duly qualified and acting Secretary of the Board of Education of Jackson Public Schools, Jackson, Michigan, hereby certifies the foregoing is a true and complete copy of a resolution adopted by the Board at a regular/special meeting held on May 21, 2024, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.



April 17, 2024

MEMORANDUM

TO:

LEA Boards of Education & Superintendents

FROM:

Kevin Oxley

Superintendent

SUBJECT:

JCISD Preliminary 2024-25 Budget

At the April 16th meeting of the Jackson County Intermediate School District Board of Education, a preliminary budget proposal for the 2024-25 year was adopted. According to state law, the JCISD must submit, not later than May 1st, its proposed budget to the Boards of each constituent district for review. Each local district has the month of May to take action on a resolution to either approve or disapprove this budget; copies of the suggested resolutions are included for your convenience. A copy of the resolution adopted by your board, along with any comment or input, should be returned to Phyllis Stressman by June 1st. Taking into consideration the actions of the local districts, and any new information we might have by then, the JCISD Board must, by law, adopt a final General Appropriation Resolution/Budget by June 30th.

The preliminary budget is built based on anticipated needs and services for the upcoming 2024-25 school year. JCISD board goals and resulting data from the 2023-24 school year drive these anticipated needs and services. An analysis of the most recent and best available economic information at the local, state, and federal levels is also built into this preliminary budget. The information included with this letter is generally consistent with the information shared with local district superintendents at an April meeting.

The most significant assumptions included in this preliminary budget are a 5.0% increase in local property tax revenue, flat Federal revenues, updated State revenues based on the March State Aid statement, a .2% allowance for health insurance hard cap increases, 4% salary increases and 95.0% reimbursement for local district special education costs.

Feel free to contact me if you have any questions.

Preliminary Budget for the Fiscal Year ending June 30, 2025 2024-25 MAJOR FUND OVERVIEW

	GENERAL	SPECIAL ED	CTE	COMBINED
		(\$000)		
Local Revenue	8,360	40,683	13,084	62,127
State Sources	13,012	26,911	2,108	42,031
Federal Sources	545	7,738	417	8,700
Internal Transfers In	5,000	150	75	5,225
TOTAL ALL SOURCES	26,917	75,482	15,684	118,083
Instruction/Basic Programs	83	-	-	83
Adult & Continuing Education	-	: -		:=
Added Needs	40	22,616	7,802	30,458
Pupil Support	1,155	23,632	1,311	26,098
Instruction Support	5,103	4,608	95	9,806
General Administration	578	-	-	578
School Administration		445	858	1,303
Business Services	3,148	225	83	3,456
Operation & Maintenance	544	2,251	1,214	4,009
Transportation	-	5,796	42	5,838
Central Services	9,430	430	485	10,345
Community Services	428	283	291	1,002
Transfers Out	6,748	16,696	3,943	27,387
TOTAL ALL USES	27,257	76,982	16,124	120,363
SURPLUS/(DEFICIT)	(340)	(1,500)	(440)	(2,280)
Beginning Fund Balance	3,597	8,605	4,209	16,411
ENDING FUND BALANCE \$	3,257	7,105	3,769	14,131
%	11.9%	9.2%	23.4%	11.7%
MEMO: BY OBJECT OF EXPEN	DITURE			
Salaries	9,487	32,186	5,387	47,060
Fringe Benefits	7,013	23,041	4,039	34,093
Purchased Services	3,180	2,278	609	6,067
Supplies	631	1,501	1,142	3,274
Capital Outlay	110	975	707	1,792
Other	88	305	297	690
Transfers	6,748	16,696	3,943	27,387
TOTAL ALL USES	27,257	76,982	16,124	120,363

Preliminary Budget for the

Fiscal Year ending June 30, 2025

GENERAL EDUCATION FUND

	2023 AUDITED	2024 <u>Budget</u> - (\$000)	2025 PROPOSED
Local Revenue	8,453	6,891	8,360
State Sources	12,209	12,362	13,012
Federal Sources	753	700	545
Internal Transfers In	3,550	5,000	5,000
TOTAL ALL SOURCES	24,965	24,953	26,917
Instruction/Basic Programs	13	23	83
Adult & Continuing Education	-	=	=
Added Needs	44	50	40
Pupil Support	1,133	1,214	1,155
Instruction Support	4,413	4,518	5,103
General Administration	552	571	578
School Administration	(/ = 3)	-	-
Business Services	3,027	3,003	3,148
Operation & Maintenance	691	762	544
Transportation	-	-	=
Central Services	9,090	8,622	9,430
Community Services	445	395	428
Transfers Out	5,843	6,135	6,748
TOTAL ALL USES	25,251	25,293	27,257
SURPLUS/(DEFICIT)	(286)	(340)	(340)
Beginning Fund Balance	4,223	3,937	3,597
ENDING FUND BALANCE \$	3,937	3,597	3,257
%	15.6%	14.2%	11.9%
MEMO: BY OBJECT OF EXPE	NDITURE		
Salaries	7,850	9,079	9,487
Fringe Benefits	6,697	6,975	7,013
Purchased Services	2,216	2,303	3,180
Supplies	825	504	631
Capital Outlay	1,153	202	110
Other	667	95	88
Transfers	5,843	6,135	6,748
TOTAL ALL USES	25,251	25,293	27,257

Preliminary Budget for the

Fiscal Year ending June 30, 2025

SPECIAL EDUCATION FUND

	2023 AUDITED	2024 Budget	2025 PROPOSED
		(\$000) -	
Local Revenue	37,728	38,291	40,683
State Sources	30,227	27,139	26,911
Federal Sources	8,715	7,857	7,738
Internal Transfers In	150	150	150
TOTAL ALL SOURCES	76,820	73,437	75,482
Instruction/Basic Programs	-	-	-
Adult & Continuing Education	-	-	-
Added Needs	19,275	21,044	22,616
Pupil Support	21,680	21,847	23,632
Instruction Support	3,978	4,119	4,608
General Administration	58	58	-
School Administration	459	453	445
Business Services	240	224	225
Operation & Maintenance	1,914	1,923	2,251
Transportation	5,370	4,079	5,796
Central Services	291	305	430
Community Services	358	355	283
Transfers Out	18,135	18,930	16,696
TOTAL ALL USES	71,758	73,337	76,982
SURPLUS/(DEFICIT)	5,062	100	(1,500)
Beginning Fund Balance	3,443	8,505	8,605
ENDING FUND BALANCE \$	8,505	8,605	7,105
%	11.9%	11.7%	9.2%
MEMO: BY OBJECT OF EXPE	NDITURE		
Salaries	26,670	29,197	32,186
Fringe Benefits	22,430	21,536	23,041
Purchased Services	1,817	1,717	2,278
Supplies	1,550	1,429	1,501
Capital Outlay	840	228	975
Other	316	300	305
Transfers	18,135	18,930	16,696
TOTAL ALL USES	71,758	73,337	76,982

Preliminary Budget for the Fiscal Year ending June 30, 2025

VOCATIONAL EDUCATION FUND

	2023 <u>AUDITED</u> 	2024 <u>Budget</u> (\$000)	2025 PROPOSED
Local Revenue	11,912	12,738	13,084
State Sources	3,015	2,433	2,108
Federal Sources	322	330	417
Internal Transfers In	9	27	75
TOTAL ALL SOURCES	15,258	15,528	15,684
Instruction/Basic Programs Adult & Continuing Education	-	-	-
Added Needs	7,497	7,900	7,802
Pupil Support	1,077	1,147	1,311
Instruction Support	70	86	95
General Administration	-	-	-
School Administration	836	871	858
Business Services	44	82	83
Operation & Maintenance	998	1,184	1,214
Transportation	39	41	42
Central Services	291	475	485
Community Services	249	289	291
Transfers Out	3,733	3,153	3,943
TOTAL ALL USES	14,834	15,228	16,124
SURPLUS/(DEFICIT)	424	300	(440)
Beginning Fund Balance	3,485	3,909	4,209
ENDING FUND BALANCE \$	3,909	4,209	3,769
%	26.4%	27.6%	23.4%
MEMO: BY OBJECT OF EXPENI	DITURE		
Salaries	4,700	5,035	5,387
Fringe Benefits	4,139	3,950	4,039
Purchased Services	464	637	609
Supplies	1,224	1,433	1,142
Capital Outlay	382	726	707
Other	192	294	297
Transfers	3,733	3,153	3,943
TOTAL ALL USES	14,834	15,228	16,124

JACKSON PUBLIC SCHOOLS **BOARD OF EDUCATION MEETING**

Jackson High School May 21, 2024

ITEM: 23-24-109 SUBJECT: Food Service: Program Participation,

CEP & Meal Prices

FOR ACTION: Mr. Marcus Leon

STATEMENT OF THE ISSUE:

The District annually participates in the Free and Reduced Price Meal Program which includes the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

Included in the Healthy Hunger-Free Kid's Act of 2010 was the Community Eligibility Provision (CEP) for school districts. As part of the free and reduced price meal program the district collects meal claim revenue using the CEP formula from each program mentioned above. In order to classify students at CEP schools for Title and At-risk programs, an Education Benefits Form is used to collect data. The school agrees to claim the meals served at a predetermined rate of free and paid meal reimbursement for the school year based upon the actual rate of direct certified students.

All JPS buildings are included in the CEP program. The 2024/25 school year will be year 2 of 5 of the current cycle.

Estimated meal pricing for 2024/25 is as follows:

All Breakfast Free-CEP All Lunch Free-CEP \$5.00 (est) Adult Lunch Milk \$.60 (est)

Adult Breakfast \$3.00 (est)

COST/BENEFIT STATEMENT:

There is no cost to the district to participate in these programs.

The benefit of participating in CEP is that all students in JPS schools will receive meals at no cost. In addition, this will allow the district to serve all students more efficiently as we no longer have to identify each child as they come through the serving line. It also lessens the chance of overtly identifying a child who receives free or reduced meal benefits. CEP raises student participation so that all kids receive a meal every day.

BUDGET IMPACT STATEMENT:

Revenue from school meal claims allows the food service fund to be fully self-supporting for all aspects of our food service operation, including but not limited to, paying for food service staff salaries, food, milk, equipment upgrades, etc.

RECOMMENDATION:

Administration recommends approval as presented.

ITEM: 23-24-110

SUBJECT: World Languages Curriculum

FOR DISCUSSION: Jeremy Patterson

STATEMENT OF THE ISSUE:

The World Languages Curriculum committee will be presenting their recommendation for a new curriculum. The cost of implementing the curriculum is \$61,968.05. This will be paid for through our general fund. Purchasing to coincide with the 24-25 fiscal year/budget.

A recommendation for approval will be made at the June Board meeting.

ITEM: 23-24-111

SUBJECT: Board Meeting Dates

FOR DISCUSSION: Board of Education

STATEMENT OF THE ISSUE:

A request was made to discuss the procedures for changing Board meeting dates.

ITEM: 23-24-112 SUBJECT: <u>District Equity Policy</u>

FOR DISCUSSION: Jeff Beal

STATEMENT OF THE ISSUE:

Kelly Crum recently reviewed an equity policy that was provided to the district by members Derek Dobies and Shalanda Hunt. After discussion at the May 7 policy committee, it was requested that the policy be discussed with the full board so direction could be provided to the administration on how to proceed.

0124 - Equity

The District shall review practices, procedures, and programs to ensure they are unbiased and nondiscriminatory. The District shall use all available data, disaggregated by race, ethnicity, language, ability, gender identity, gender expression, sexual orientation, socioeconomic background, and mobility, to inform all district decision-making.

The District shall consistently solicit student, family, and staff input to foster an inclusive, accepting, and belonging environment, integrating their voices and participation into decision-making processes.

The District shall establish a process to allocate resources and prioritize initiatives that promote equity, encourage the hiring of qualified instructional staff, ensure equitable availability to staff, and provide access to world-class facilities and support services. The district shall adopt and review a budget annually that distributes finances equitably across the district.

The District shall review its purchasing practices to eliminate barriers to participation and ensure that businesses owned by traditionally underrepresented persons are equitably included.

The District shall select and implement culturally-responsive instructional materials, while addressing or eliminating culturally-biased curriculum and assessments, to ensure equitable outcomes.

The District shall endeavor to recruit, hire, develop, and retain culturally and racially diverse high-quality personnel that reflect student demographics at all organizational levels.

The District shall provide professional development opportunities and support for personnel at all levels to integrate culturally responsive practices and ensure staff participation in diversity, equity, and inclusion training.

The superintendent shall provide the Board with a periodic report detailing progress on the items listed in this policy.

Adopted:

ITEM: 23-24-113 SUBJECT: NEOLA Vol 38 No 2 Board Policy

Update, 1st Reading

FOR DISCUSSION: Jeff Beal

STATEMENT OF THE ISSUE:

Several times per year, NEOLA provides updates to districts when laws change or new information becomes available that needs to be considered.

The policy committee met on May 7, 2024 to review the following:

Vol. 38 No. 2 Update

No action required at this meeting. The policies will be recommended for adoption at the June meeting.



Policy Manual

Section

Policy ready for NEOLA

Title

Copy of EVALUATION OF THE SUPERINTENDENT

Code

po1240

Status

First Reading

Adopted

July 13, 2015

Last Revised

July 20, 2016

1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the Superintendent's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.
 - A Superintendent rated highly effective prior to July 1, 2024 and/or effective after July 1, 2024 on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.
- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.
- C. Evaluates the Superintendent's job performance prior to July 1, 2024 as highly effective, effective, minimally effective, or ineffective, and after July 1, 2024 as effective, developing, or needing support-using multiple rating categories that take into account student growth and assessment data. Before the 2024-2025 school year, For the 2015 2016, 2016 2017 and 2017 2018 school years twenty five percent (25%) of the annual year end evaluation shall be based on student growth and assessment data. Beginning with the 2018 2019 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2024-2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.

For the Superintendent, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. The effectiveness of the Superintendent, so that the Superintendent s/he is given ample opportunities for improvement.
 - Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.
 - Removing an ineffective Superintendent after the Superintendent s/he-has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

- E. Prior to July 1, 2024, the The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:
 - The Superintendent's training and proficiency in conducting teacher performance evaluations if the Superintendent s/he does so or the his/her designee's proficiency and training if the Superintendent designates such duties.
 - 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 - 3. Student attendance.
 - 4. Student, parent and teacher feedback and other information considered pertinent by the Board.
 - 5. Beginning July 1, 2024, the portion of the evaluation that is not based on student growth or student learning objectives must be based on objective criteria.
- F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, by the beginning of the 2016-2017 school year, the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.
- G. The Beginning with the 2016 2017 school year, the District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
 - 1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 - The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 - 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 - The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 - 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 - 6. A description of the plan for providing evaluators and observers with training.
- H. The District shall Beginning with the 2016 2017 school year:
 - The District shall-provide training to the Superintendent on the measures used by the District in its
 performance evaluation system and on how each of the measures is used. This training may be provided by a
 district or by a consortium consisting of two (2) or more districts, the intermediate school district or a public
 school academy.
 - 2. The District shall ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The Board's evaluation shall also include an assessment of the progress toward the educational goals of the District and/or working relationship between the Board and the Superintendent.

Beginning July 1, 2024, the evaluation system must include a mid-year progress report for the Superintendent in each year that they are evaluated. This mid-year progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective prior to July 1, 2024 or needing support or developing after July 1, 2024, the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on his/her next annual year-end evaluation. A Superintendent rated as ineffective prior to July 1, 2024 and/or needing support after July 1, 2024 "ineffective" on two (2) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Revised 12/15/15

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M.C.L. 380.1249b



Policy Manual

Section

Policy ready for NEOLA

Title

Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING

Code

po2414

Status

First Reading

Adopted

July 13, 2015

Last Revised

October 12, 2020

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction. The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

Revised 1/17/18 Revised 10/14/19 Revised 2/10/2020

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Policy Manual

Section

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Title

Copy of PROHIBITION OF REFERRAL OR ASSISTANCE

Code

po2410

Status

First Reading

Adopted

January 17, 2018

Last Revised

February 10, 2020

2410 PROHIBITION OF REFERRAL OR ASSISTANCE

In accordance with Michigan statute, any school official, member of the Board of Education, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139 or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139 or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139 or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.

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M.C.L. 388.1766



Policy Manual

Section

Policy ready for NEOLA

Title

Copy of SEX EDUCATION

Code

po2418

Status

First Reading

Adopted

February 10, 2020

2418 - SEX EDUCATION

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted diseases.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of the parent's/guardian's his/her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. Material and instruction in a sex education curriculum shall be age-appropriate, not medically inaccurate, and shall comply with the statutory requirements of M.C.L. 380.1507b.

The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least (one-half) 1/2 of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies, and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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M.C.L 380.1507, 380.1507b, 380.1169



Policy Manual

Section

Policy ready for NEOLA

Title

Copy of PURCHASING

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po6320

Status

First Reading

Adopted

July 13, 2015

Last Revised

December 15, 2015

6320 - PURCHASING

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

Each year, the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent/designee adhere to the following:

- A. Seek informal price quotations on purchases that are under 50% of the amount allowed by State statute for a single item, except in cases of emergency or when the matrials purchased are of such a noature that price negotiations would not result in a savings to the School. \$10,000, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the school.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$10,000 the Superintendent/designee shall whenever possible, require three (3) competitive bids. price quotations.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive Bids

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Bids shall be sealed and shall be opened by the Superintendent/designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

A. the quality of the item(s) to be supplied;

- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders which use one (1) or more Michigan-based business as subcontractors.

- A. which use a Michigan based business as the primary contractor.
- B.
- C. in accordance with Policy 6450, Local Purchasing.

For purposes of this preference, a Michigan-based business means a business that would qualify for a-Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certifies that y that since inception or during the last twelve (12) months, it has done one (1) of the following:

- A. have-filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B, have-filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

The Superintendent/designee is authorized to purchase all items within budget allocations.

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

General Provisions

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. opportunity be provided to as many responsible suppliers as possible to do business with the school;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in the Superintendent's his/her-judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into leasepurchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement - Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Ffederally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

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M.C.L. 380.1267, 380.1274 et seq.

Cross References

po6350 - PREVAILING WAGE



Book

Policy Manual

Section

Policy ready for NEOLA

Title

Copy of NEW SCHOOL CONSTRUCTION, RENOVATION

Code

po6321

Status

First Reading

Adopted

July 13, 2015

Last Revised

October 14, 2019

6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board of Education shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website, on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 - 1. specify the date and time by which all bids must be received by the Board at a designated location;
 - state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 - 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in the advertisement;

- 4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy₇ to file with the Board security in an amount not less than one-twentiety (1/20) of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders:

- 1. which use a Michigan based business as the primary contractor.
- 2. which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference, a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certifieseertify that since inception or during the last twelve (12) months, the business it-has done one of the following:

- 1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- 2. have-filed a Michigan income tax return showing income generated in or attributed to Michigan
- 3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

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M.C.L. 380.1267

M.C.L. 380.1264

Cross References

po6350



Book Policy Manual

Section Policy ready for NEOLA

Title Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS

Code po6325

Status First Reading

Adopted July 20, 2016

Last Revised June 20, 2023

6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase, and where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list at any time.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-

purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to \$26,046. An eligible District may self-certify the micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above.

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- d. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that-firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials time-and-materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Revised 12/10/18 Revised 10/14/19 Revised 12/14/20 Revised 8/16/22

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2 C.F.R. 200.317-.326; Appendix II to Part 200

2 C.F.R. 200.520

Cross References

po6350



Book Policy Manual

Section Policy ready for NEOLA

Title Vol. 38, No. 2 - February 2024 New PREVAILING WAGE

Code po6350

Status First Reading

New Policy - Vol. 38, No. 2

6350 - PREVAILING WAGE

[] The Superintendent shall designate a Prevailing Wage Coordinator for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate. [END OF OPTION]

[DRAFTING NOTE: If a District selects the above option, the District should also select "Prevailing Wage Coordinator" in the two (2) options below. If the District did not select the above option, select "Superintendent" in the two (2) options below. As a reminder, Superintendent includes the Superintendent's designee by definition. See po0100.]

The (x) Superintendent (-) Prevailing Wage Coordinator [END-OF OPTION] shall oversee the District's obligations under M.C.L. 480.1101, et seq. including, but not limited to, ensuring the following:

- A. A contract for a State Project, entered into pursuant to advertisement and invitation to bid, which requires or involves the employment of Construction Mechanics shall not be approved unless the wage and fringe benefits rate in the contract are not less than the prevailing rates in the Locality in which the work is to be performed.
- B. Before advertising for bids on a State Project, the (X) Superintendent (-) Prevailing Wage Coordinator [END OF OPTION] shall ask the Commissioner to determine the prevailing rates of wages and fringe benefits for all classes of Construction Mechanics called for in the contract.
- C. A schedule of these rates shall be made part of the specifications for the work to be performed and shall be printed on the bidding forms.
- D. If a contract is not awarded or construction is not undertaken within ninety (90) days of the date of the Commissioner's determination of prevailing rates, the Commissioner must make a redetermination before the contract is awarded.
- E. Every contractor and subcontractor must fulfill its obligations under the statute relating to prevailing wages on State Projects.
- F. Every contract for a State Project must contain the statutory language providing that Construction Mechanics are intended beneficiaries of the contractual prevailing wage, fringe benefit, and non-discrimination, non-retaliation requirements, and provide that any Construction Mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified in the contract or retaliation associated therewith, may bring an action in a court of competent jurisdiction against the contractor or subcontractor for damages or injunctive relief along with other remedies prescribed by statute.
- G. The District shall maintain certified payroll records and other records required by law for a minimum of three (3) years.

Contracts on State Projects which contain provisions regarding payment of prevailing wages as determined by the United States Secretary of Labor or which contain minimum wage schedules which are the same as prevailing wages in the Locality as determined by collective bargaining agreements or understandings between bona fide organizations of Construction Mechanics and their employers are exempt from the above requirements.

Additionally, the above requirements do not apply to a State Project if it was paid for, in whole or in part, from revenues from a millage that was authorized under the revised school code, if the millage was authorized before February 13, 2024.

Definitions

Commissioner means the Department of Labor and Economic Opportunity.

Construction Mechanic means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a State Project but shall not include executive, administrative, professional, office, or custodial employees.

Locality means the county, city, village, township, or school district in which the physical work on a State Project is to be performed.

State Project means new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, schools, works, bridges, highways, or roads authorized by a contracting agent.

M.C.L. 480.1101, et seq.

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Legal

M.C.L. 480.1101, et seq.

ITEM: 23-24-114 SUBJECT: Bid Award for Food

Service Management

Company

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

A Request for Proposal (RFP) for a Food Service Management Company (FSMC) to operate our food service program was issued in March 2024. Two companies responded to the request and the results are as follows:

Evaluative factors included:

- <u>Manager Candidate</u> (years of experience, staffing, training, menu development, programing experience and finance skills)
- <u>Management Support</u> (district manager presence, support, training, staff support programs, conflict resolution, office makeup, staff retention)
- <u>Food Quality/Offerings</u> (food quality, food sourcing options, food choices, programs to increase participation, USDA compliance)
- <u>Budget/Forecasting</u> (food cost and waste reduction techniques, inventory methodology, compliance with MDE billing requirements, labor cost monitoring)
- <u>Employee Training and Development</u> (portion control, quantity food production, training for staff, food safety, sanitation)

Vendors were evaluated on the above factors in the Michigan Department of Education approved evaluation matrix.

- Chartwells provided a competitive bid with a qualified management candidate.
- Taher provided a competitive bid while retaining the current management candidate.

The evaluation process is ongoing as we continue to engage with both companies. In review, Taher provided a bid that was about \$80,000 lower compared to Chartwells. Currently, Taher is evaluated higher in Management Candidate while Chartwells has shown better Management Support in their bid. Other evaluative factors are either tied or still being vetted. The bids will be reviewed in greater depth with the Finance and Facilities Committee next week, with an award recommendation for the May board meeting.

Evaluation scores of out 100 (these scores will change as we continue evaluation):

Chartwells:

86.85

Taher:

87.00

COST/BENEFIT STATEMENT:

The cost to operate the Food Service program for the 2024/25 school year will be approximately \$4.3 million. This includes salaries and benefits for non-district employees, the cost of food, milk, supplies and all administrative and management fees.

The benefit to the district is that the company administers nearly all aspects of our food service program.

BUDGET IMPACT STATEMENT:

The 2024/25 budget for the Food Service fund reflects figures proposed in the food service management bid. The budget will reflect approximately \$4.3 million in expenses and \$4.6 million in revenues.

RECOMMENDATION:

Administration recommends approval of the five-year contract with Taher as the district's Food Service Management Company as presented.

ITEM: 23-24-115 SUBJECT: <u>Certification of Tax Levy</u>

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

In order for any school tax to be levied on taxable property and collected from the taxpayers of the district, the Board of Education must certify its intended levy to the appropriate collecting office.

For the July 1, 2024 tax bills, we were not subject to a Headlee rollback for operations and anticipate levying 18.0000 mills for operations, 0.4952 mills for recreation programs and 5.95 mills for debt service (2004, 2010 and 2018 bonds).

The estimated tax levy is summarized as follows:

Operating:	18.0000	\$10,526,410
Recreation	.4952	791,462
2004 Debt	1.0141	1,615,403
2010 Debt	1.3194	2,101,654
2018 Debt	3.6165	5,760,916
	24.4452	\$20,795,845

In order to be in compliance with the Truth in Taxation law and levy our full authorized millage, up to the amount allowed by law under the Headlee Amendment, we must discuss our proposed millage rate at the public hearing on the proposed budget at 6:15 pm or immediately following the ESSER III public hearing on June 18, 2024.

RECOMMENDATION:

Administration recommends adoption of the L-4029 form certifying the 2024 tax levy as presented.

Michigan Department of Treasury 614 (Rev. 02-24)

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

L-4029

COPY TO: Equalization Department(s) COPY TO: Each township or city clerk

ORIGINAL TO: County Clerk(s)

Carefully read the instructions on page 2.

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies

For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricuttural, Qualified Forest, Industrial Personal and Commercial Personal Properties. \$619,000,729 2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 \$1,592,936,594 County(ies) Where the Local Government Unit Levies Taxes Local Government Unit Requesting Millage Levy JACKSON PUBLIC SCHOOLS JACKSON

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211,119. The following tax rates have been authorized for levy on the 2024 tax roll.

(12) Expiration Date of Millage Authorized	12/31/25	12/31/26	12/31/24	N/A	N/A	N/A	
(11) Millage Requested to be Levied Dec. 1	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	
(10) Millage Requested to be Levied July 1	17.8920	0.1080	0.4952	1.0141	1.3194	3.6165	
(9) Maximum Allowable Millage Levy *	17.8920	0.1080	0.4952	unlimited	unlimited	unlimited	
Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	
(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	17.8920	0.1080	0.4952	N/A	N/A	N/A	
(6) 2024 Current Year "Headlee" Millage Reduction Fraction	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	
(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	17.8920	N/A	0.4952	N/A	N/A	N/A	
(4) Original Millage (3) Authorized by Date of Election Election Charter, etc.	18.0000	0.1080	0.5000	unlimited	11/3/2009 unlimited	unlimited	
(3) Date of Election	8/8/2006	8/4/2020	8/5/2014	6/14/2004	11/3/2009	5/8/2018	
(2) Purpose of Millage	OPER-NH 8/8/2006	OPER-NH	RECREATION	2004 DEBT 6/14/2004 unlimited	2009 DEBT	2018 DEBT E	
(1) Source	VOTED	VOTED	VOTED	VOTED	VOTED	VOTED	

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380,1211(3).

(517) 841-2203 Telephone Number

MARCUS LEON

Prepared by

05/21/2024 05/21/2024 Date Date PAMELA FITZGERALD **ELIZABETH BROWN** Print Name Print Name Signature Signature Chairperson Secretary President Clerk

allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not * Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate larger than the rate in column 9.

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section. 18,0000 Rate 6,0000 0.0000 For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal Total School District Operating Rates to be Levied (HH/Supp For Commercial Personal and NH Oper ONLY) For all Other

05/21/2024

ASSISTANT SUPERINTENDENT

Title of Preparer

^{**} IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

ITEM: 23-24-116 SUBJECT: Authorization for Purchase of

Vehicles

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

At the April Finance/Facilities meeting, administration presented the idea of a vehicle purchase authorization to provide the District with the flexibility to source needed vehicles.

Historically, the district has utilized the State consortium through Mideal to purchase vehicles on pre-bid contracts; however, Mideal has not been able to provide vehicles to school districts for the last several years or these contracts have extremely long delivery windows. To combat this, the district would like to do an RFP for the purchase of vehicles that benefit food service and facilities for items such as a food truck to replace our chow bus and maintenance trucks. A pre-authorization will allow for the district to make an immediate purchase decision on these vehicles that are usually very low in stock.

RECOMMENDATION:

Administration recommends approval of the Vehicle Purchase Authorization as presented.

ITEM: 23-24-117

SUBJECT: TMP Pre-Bond Contract

FOR ACTION: Marcus Leon/Jeff Beal

STATEMENT OF THE ISSUE:

TMP will assist JPS with pre-bond campaigning and planning for the next potential bond issue. TMP is highly recommended as they were instrumental during the 2018 bond issue. The contract was reviewed at the April 26 Finance/Facilities committee meeting.

RECOMMENDATION:

Administration recommends approval of the contract as presented.

ITEM: 23-24-118 SUBJECT: Resolution Calling Public

Hearing on ESSER III Grant

Funds

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

One of the requirements necessary to receive ESSER III funds is to allow for meaningful stakeholder consultation on the proposed use of the funds. The district will hold a public hearing on Tuesday, June 18, 2024 beginning at 6:00 pm for this purpose.

RECOMMENDATION:

The administration recommends adoption of the attached resolution calling a public hearing to receive public input on the ESSER III funds to be held on Tuesday, June 18, 2024, at 6:00 pm at the Jackson High School Media Center.

RESOLUTION TO HOLD MEANINGFUL STAKEHOLDER CONSULTATION ON ESSER III FUNDS

Jackson Public Schools County of Jackson, Michigan

Minutes of a regular Meeting of the Board of Education of Jackson Public Schools, County of Jackson, Michigan (the "School District"), held on Tuesday, the 21st day of May 2024, at 6:00 p.m. at Jackson High School, prevailing Eastern Time.

Members____

PRESENT:

ABSENT:	Members
The fo	ollowing preamble and resolution were offered by Member
and supporte	d by Member:
	REAS, it is required by the American Rescue Plan Act (ARP-ESSER) to receive takeholder input on the use of ESSER III funds, a public hearing shall be held.
	THEREFORE, BE IT RESOLVED THAT:
1. A Hi	public hearing shall be held on Tuesday, June 18, 2024, at 6:00 p.m. at Jackson igh School Media Center at which time and place all persons who desire to be hear hall be given an opportunity to speak on the use of ESSER III funds.
Th or	otice of the hearing shall be published in the Jackson Citizen Patriot (mLive) and ne Blazer News, newspapers of general circulation in the School District at least nce, not less than six (6) days prior to the hearing. The notice shall be published as display advertisement prominent in size.
	I resolutions and parts of resolutions insofar as they conflict with this resolution be not the same hereby are rescinded.
AYES:	Members
NAYS:	Members
RESOLUTIO	N DECLARED ADOPTED.
	Board Secretary

NOTICE OF PUBLIC HEARING

JACKSON PUBLIC SCHOOLS COUNTY OF JACKSON, MICHIGAN

ON THE USE OF ESSER III FUNDS

TO ALL INTERESTED PERSONS ON THE USE OF ESSER III FUNDS:

PLEASE TAKE NOTICE that the Board of Education of the Jackson Public Schools, County of Jackson, Michigan, will hold a public hearing on Tuesday, the 18th day of June, 2024, at 6:00 p.m. at Jackson High School (Media Center), 544 Wildwood Ave, Jackson MI 49201, to receive meaningful stakeholder input on the use of ESSER III funds by Jackson Public Schools.

This notice is given by order of the Board of Education of the Jackson Public Schools, County of Jackson, Michigan.

Board Secretary		

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Jackson Public Schools, County of Jackson, State of Michigan, at a regular meeting held on May 21, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Board Secretary		

ITEM: 23-24-119 SUBJECT: Resolution Calling Public

Hearing on Proposed Budget

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

Each year we are required to have a public hearing on our proposed budget prior to the Board approving the budget.

The millage rate proposed to be levied to support the budget must be discussed at the public hearing.

RECOMMENDATION:

The administration recommends adoption of the attached resolution calling a public hearing on the proposed 2024/25 budget to be held on Tuesday, June 18, 2024, at 6:15 p.m. or immediately following the ESSER III public hearing at Jackson HIgh School Media Center, whichever comes first.

RESOLUTION CALLING PUBLIC HEARING ON PROPOSED BUDGET

Jackson Public Schools County of Jackson, Michigan

Minutes of a regular Meeting of the Board of Education of Jackson Public Schools, County of Jackson, Michigan (the "School District"), held on Tuesday, the 18th day of May 2024, at 6:00 p.m. at Jackson High School, prevailing Eastern Time.

PRESENT:	Members
ABSENT:	Members
The fo	ollowing preamble and resolution were offered by Member
and supporte	ed by Member :

WHEREAS, it is necessary for the Board of Education of the School District (the "Board") to adopt a budget for fiscal year 2024/25 to support the School District's millage levy; and

WHEREAS, pursuant to Act 2, Public Acts of 1968, as amended, before adoption of a budget, a public hearing shall be held as required by Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended ("Act 43"),

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing on the proposed budget for fiscal year 2024/25 shall be held on Tuesday, June 18, 2024, at 6:15 p.m. or immediately following the ESSER III public hearing at Jackson High School Media Center at which time and place all persons who desire to be heard shall be given an opportunity to speak on the proposed budget and the property tax millage rate proposed to be levied to support the proposed budget.

- 2. Notice of the hearing shall be published in the Jackson Citizen Patriot (mLive) and The Blazer News, newspapers of general circulation in the School District at least once, not less than six (6) days prior to the hearing. The notice shall be published as a display advertisement prominent in size.
- 3. The notice of hearing shall be in substantially the form attached to this resolution and shall include the following statement in 11-point bold type: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing."
- 4. All resolutions and parts of resolutions insofar as they conflict with this resolution be and the same hereby are rescinded.

AYES:	Members	
NAYS:	Members	
RESOLUTIC	N DECLARED ADOPTED.	
	Ī	Board Secretary

NOTICE OF PUBLIC HEARING

JACKSON PUBLIC SCHOOLS COUNTY OF JACKSON, MICHIGAN

ON THE ADOPTION OF THE BUDGET FOR FISCAL YEAR 2024/25

TO ALL INTERESTED PERSONS IN THE PROPOSED JACKSON PUBLIC SCHOOLS BUDGET:

PLEASE TAKE NOTICE that the Board of Education of the Jackson Public Schools, County of Jackson, Michigan, will hold a public hearing on Tuesday, the 18th day of June, 2024, at 6:00 p.m. or immediately following the ESSER III hearing at Jackson High School, to consider the approval and adoption of the operating budget of the Jackson Public Schools for the fiscal year 2024/25.

The Board of Education may not adopt its proposed 2024/25 budget until after the public hearing. Copies of the proposed budget are on file at the Administration Offices, 522 Wildwood Ave., Jackson, Michigan 49201, for inspection during regular business hours. The purpose of the hearing is to receive testimony and discuss the school district's proposed 2024/25 budget. At the public hearing, all citizens, taxpayers, and property owners of the Jackson Public Schools, shall be afforded an opportunity to be heard in regard to the approval of the proposed budget.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is given by order of the Board of Education of the Jackson Public Schools, County of Jackson, Michigan.

Board Secretary	

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education of the Jackson Public Schools, County of Jackson, State of Michigan, at a regular meeting held on May 21, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Board Secretary	