



PLYMOUTH-CANTON
COMMUNITY SCHOOLS

globally focused. locally connected.

**454 S. Harvey
Plymouth, Michigan**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the
School District's business and is not to be considered a public community meeting.

There is a time for public participation during the meeting as indicated in the agenda item Citizens' Comment.

Citizens' Comment Cards must be submitted before the start of the Board meeting per district policy #0167.3

Regular Meeting - Tuesday, February 27, 2024 - 7:00 p.m.

2023-2024 Meeting Calendar

[Calendar of Board Meetings 2023-2024 \(p. 4\)](#)

Call The Meeting to Order

- o Roll Call
- o Pledge of Allegiance

A. Adoption of Agenda/Approval of Consent Agenda

Action Item #24-02-54

1. Human Resources

New Hires

[New Hires \(p. 5\)](#)

Leaves, Resignations, and Retirements

[Leaves, Resignations, and Retirements \(p. 12\)](#)

2. Approval of Minutes

[Special Meeting Minutes - February 13, 2024 \(p. 13\)](#)

[Regular Meeting Minutes - February 13, 2024 \(p. 14\)](#)

[Special Meeting Minutes - February 21, 2024 \(p. 21\)](#)

3. First Reading Bylaws and Policies

[Bylaw #0122 - Board Powers \(1st Read\) \(p. 23\)](#)

[Policy #1420 - School Administrator Evaluation \(1st Read\) \(p. 28\)](#)

[Policy #3120 - Employment of Personnel \(1st Read\) \(p. 34\)](#)

[Policy #3139 - Staff Discipline \(1st Read\) \(p. 37\)](#)

[Policy #3140 - Termination and Resignation \(1st Read\) \(p. 40\)](#)

[Policy #3220 - Professional Staff Evaluation \(1st Read\) \(p. 43\)](#)

[Policy #3244 - Individualized Development Plan \(1st Read\) \(p. 50\)](#)

4. Final Reading Policies

[Policy #7540.03 - Student Technology Acceptable Use & Safety \(p. 53\)](#)

[Policy #7540.04 - Staff Technology Acceptable Use & Safety \(p. 57\)](#)

B. Celebrating Success

P-CEP Marching Band Drum Majors / State Ensemble Students

Presenter: Member Picard

C. Board Committee Reports/Action

1. President's Report

2. Student Performance & Achievement Committee (SPA)-Anupam Sidhu

Next Meeting: Wednesday, March 6, 2024 - 5 p.m.

3. Policy Committee-Patti McCain

Next Meeting: Tuesday, March 12, 2024 - 5:30 p.m.

4. Finance and Operations Committee-Patrick Kehoe

Next Meeting: Thursday, March 7, 2024 - 5 p.m.

5. Student Voice in Action Committee-Josh Patterson & Sae Pawar

Next Meeting: Monday, March 18, 2024 - 6 p.m.

D. Administrative Reports/Recommendations

1. Superintendent's Report

2. Finance and Operations - Jill Minnick

Consider Approval of a Resolution - Bid Package #MS-2 East & West Furniture Purchase (First Reading)

[Resolution & Presentation for BP #MS-2 East & West Middle Schools Furniture \(p. 62\)](#)

Consider Approval of a Resolution - BP #T-8 2020 Bond Project Tech Contracts e-Rate Structured Cabling & Network Infrastructure (First Reading)

[Resolution-Bid Package #T-8 Tech Contracts \(p. 89\)](#)

Consider Approval of a Resolution - BP #T-9 Technology Related to 2020 Bond Projects HS-2A, HS-4 MS-2, & HS-4A (First Reading)

[Resolution-Bid Package #T-9 Technology HS-2A, HS-4, MS-2,HS-4A \(p. 100\)](#)

Mid-Year 2023-2024 Budget Amendment (Presentation)

[Mid-Year 2023-2024 Budget Amendment Presentation \(p. 115\)](#)

Action Item #24-02-55: Consider Approval of the 2023-2024 Mid-Year Budget Amendment (First and Final Reading)

[Resolution-2023-2024 Mid-Year Budget Amendment \(p. 128\)](#)

3. Teaching and Learning - Bethany Rayl

Consider Approval of a Resolution for New Course Materials (Other Worlds of Science Fiction & Fantasy) (First Reading)

[Resolution-Other Worlds of Science Fiction & Fantasy C. Materials \(p. 132\)](#)

Action Item #24-02-56: Consider Approval of a Resolution for a Course Name Change (Beginning/Intermediate Piano to Piano Studies) (Final Reading)

[Resolution-Course Name Change-Piano \(p. 134\)](#)

E. Citizens' Comments

F. Action Items/Discussion

Action Item #24-02-57: Consider Approval of a Resolution Designating a Representative to Vote for MASB Region 8 - Board of Directors Three-Year Term (First and Final Reading)

[Resolution-Designating a Representative to Vote for MASB Region 8 Board of Directors \(p. 135\)](#)

G. Follow-up Board Questions

[Follow-up Board Questions from 2-13-24 \(p. 136\)](#)

H. Adjournment

District Vision: P-CCS will deliver an innovative educational experience which propels each student to excellence.

District Mission: P-CCS will develop capable, involved citizens who recognize that they are citizens of the world, use critical thinking skills, and are lifelong learners.

PLYMOUTH-CANTON

COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

E.J. McClendon Educational Center

454 S. Harvey, Plymouth, MI 48170

Meeting of the Board of Education

2023-2024

(subject to change)

DATE	TIME	MEETING TOPIC	LOCATION
February 27, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
March 12, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
April 9, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
April 16, 2024	5:30 p.m.	Special Meeting	E.J. McClendon Center
April 23, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
May 14, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
May 28, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
June 11, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
June 25, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center

Regular meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, shall be held on the second and fourth Tuesdays of each month (except 8-29-23 = 5th Tuesday) (there will be only one meeting in July (7-11-23), one meeting in December (12-12-23), and one meeting in March (3-12-24).

The Board shall comply with Subtitle A of Title II of the Americans with Disabilities Act of 1990, being Public Law 101-336, 42 USC 12101 et. Seq. or successor law. Requests for reasonable accommodation to participate in the meeting may be made by calling Diane Robertson, Executive Assistant to the Superintendent, at 734-416-3048 for voice & TDD calls or email to diane.robertson@pccsk12.com five days in advance of the meeting. Video recording of any open meeting is permitted with prior approval of the Superintendent. *Updated 2-22-24*

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Dr. Lisa Anglin
Executive Director of Human Resources

RE: Plymouth-Canton Community Schools
Technology Integration Specialist

DATE: February 27, 2024

Attached is the resume of Caroline Conner who is being recommended for the P-CCS Technology Integration Specialist position. It is the consensus of the committee that Caroline Conner be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Caroline Conner to the position of P-CCS Technology Integration Specialist.

Ayes _____ Nays _____

CAROLINE M. CONNER

PROFILE

Library media specialist with thorough experience in technology integration, leading professional development, and data systems reporting and analysis

EDUCATION

MS IN INFORMATION

University of Michigan School of Information, Ann Arbor, MI

Library and Information Services Specialization

Michigan Teacher Professional K-12 Certification and library media endorsement

BS IN BIOLOGY

Western Michigan University, Kalamazoo, MI

Summa cum Laude, minor in Chemistry

Honors: Emeriti Endowed Medallion Scholarship, Phi Beta Kappa, Phi Kappa Phi

EXPERIENCE

LIBRARY MEDIA SPECIALIST

Oxford High School (2012 - present)

- Collaborate with staff to support curriculum goals and technology integration
- Lead professional development in technology, including Schoology, Canva, PowerSchool Pro, SAT and SLO data analysis, Google Suite, and digital tools
- Create internal sites for a Staff Handbook and district PD Resources
- Manage library program, digital resources, selection, and purchasing
- Teach research, technology use, and 21st Century skills to staff and students

Additional duties

- Instructional Leadership Team: 2018-Present
- School Improvement Plan Committee: 2016-Present
- IB Core co-teacher for Extended Essay instruction: 2019-Present
- Extended Essay Coordinator: 2017-Present
- Den Co-coordinator- Tier 2 intervention after-school program: 2022-Present

Curriculum

- Social Studies curriculum: 2019-Present
- English Language Arts curriculum: 2017-2019
- IB Personal Project pilot: 2016-2017
- Literacy Initiative: 2014-2016

Data Analysis Projects & Training

- Student and Staff traumatic stress survey reporting and analysis-2022
- "Disengaged students" reporting: distance learning Mar-Jun & Nov-Dec 2020
- "MTSS at-risk/failing students" department reporting system: 2018
- SAT & PSAT gap analysis: 2017-Present
- College Board data analysis training with Oakland Schools: 2017 & 2018
- Elementary Reading Scores data analysis: 2017

Special Projects

- Schoology pilot and three-year implementation plan: 2022-Present
- Canva for Education district integration and administration: 2022-23
- Interactive display pilot: Jan-Jun 2021
- "OHS Connects" team member and technology lead for the virtual health fair, social media, and website launch. Goal: to connect with students during distance learning and promote mental, physical, and social health: Apr 2020-Jun 2021
- K-12 Instructional Support Team coordinator. Goal: to update district resources and create online PD sessions twice a week for distance learning: Mar-Jun 2020

TEACHER

Oakland Youth Innovation Lab- Oakland Schools (2021-2022)

- Mentored students to "amplify their voices to create a more just community"
- Provided service-learning experiences to help students identify passion projects
- Collaborated to develop classes on how to use the design process

RESEARCH ANALYST

Loyola University Medical Center- Maywood, IL (2011-2012)

- Conducted prospect and grant research using databases, internet resources, and in-house files to validate screening results
- Analyzed data and wrote reports synthesizing prospect research data
- Developed prospect strategies and managed prospect pools

INTERIM LIBRARY DIRECTOR

Episcopal High School- Grades 9-12- Alexandria, VA (2009-2010)

- Created and executed the annual library objectives and ran daily operations
- Directed technology initiatives including product pilots
- Oversaw and allocated library budgets (130K) and negotiated with vendors
- Supervised five library staff members, established procedures, and set priorities at weekly library meetings
- Administered all databases and the library website
- Led collection development by creating a library liaison program

LIBRARIAN

(2007-2009)

- Managed daily operations: circulation, reference, and technology troubleshooting
- Instructed students and faculty in research skills and technology use
- Collaborated with faculty on instructional design
- Setup and managed new integrated library system: oversaw data transfer to MARC records, generated statistical reports, assisted with website/OPAC design, and managed all system upgrades
- Cataloged and processed materials including serials, films, and equipment
- Coordinated full library weeding project and evaluated science section
- Trained coworkers, set priorities, and generated weekly library meeting agendas

CLINICAL SUBJECTS ASSOCIATE

University of Michigan Hospital- Ann Arbor, MI (2003-2007)

Head and Neck Cancer: Specialized Program of Research Excellence

- Developed clinical data collection system and procedures for multi-trial grant
- Coordinated data sources from multiple projects and clinics
- Generated statistics and reported on enrollment at monthly program meetings
- Coded events from clinical records to complete data forms
- Presented patient cases at Data Review Committee meetings
- Collaborated with clinical trials office, study coordinators, and physician researchers

SKILLS

- **Collaboration** – Creative problem solving, project leadership, and flexibility to reach common goals
- **Communication** – Presentation, facilitation, technical and procedural writing
- **Instruction** – lesson, course, and curriculum development and design
- **Assessment** – Formative and summative Student Learning Objectives; data analysis to identify students in need of additional interventions and instructional strategies
- **Management**– Project planning, prioritization and supervision, budgeting and vendor negotiations, marketing, and decision analysis
- **Technical**
 - **Google Workspace for Education:** advanced use of add-ons, extensions, triggers, scripts, and queries
 - **MS Office Suite:** including Access and Publisher; Excel skills include pivot tables and macros
 - **Library Administration:** Follett Destiny and TLC library systems; Sora/OverDrive, Gale, and ABC-Clio databases
 - **LMS & SIS:** Schoology LMS Admin, PowerTeacher Pro, and PowerSchool Admin SIS
 - **Reporting:** Illuminate assessment custom reports, PowerSchool Admin, College Board, Google forms
 - **Website design:** Google Sites and EduBlogs
 - **Multi-media:** Canva admin, video production, graphic design, Zoom webinars, and YouTube live streaming

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Dr. Lisa Anglin
Executive Director of Human Resources

RE: Plymouth-Canton Community Schools
Chief Human Resource Officer

DATE: February 27, 2024

Attached is the resume of Abdul Madyun who is being recommended for the P-CCS Chief Human Resource Officer position. It is the consensus of the committee that Abdul Madyun be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Abdul Madyun to the position of P-CCS Chief Human Resource Officer.

Ayes _____ Nays _____

Abdul Madyun, JD

Certified school administrator with more than 15 years of experience in key decision-making roles, including human resources, contract negotiations and as a high school principal. Proven leader, collaborative team player and a results-oriented strategist. Serve as a key central office point person.

Recent Accomplishments

- Launched first ever multi-district job fair that netted more than 150+ participants.
- Created a District Wellness Program that has 25% employee utilization.
- Negotiated a new salary scale with the teacher union, Van Buren Education Association teacher union (VBEA), the Van Buren Administrators and Supervisors Association (VBASA), and the Transportation, Paraprofessional, Custodial union (VBEST).
- Reduced Worker's Compensation claims by 80%.
- Moved all 5 district groups' medical benefits plans from MESSA to a self-insured plan. This enabled additional pay raises and saves the district \$3,000,000 annually.
- Served on the planning team to develop a Health Clinic for all employees.
- Current President-elect of Wayne County Negotiators and Personnel Administrators.
- Current board member of Michigan Association of School Personnel Administrators

Professional Experience

Northville Public Schools, Northville MI
Executive Director of Human Resources

July 2022 - Present

Plan and manage the district's human resources functions to ensure legally-sound, effective and inclusive practices. Responsible for administering, directing and coordinating all aspects of Human Resources, including talent recruitment and retention, compensation, benefits management, wellness program, performance evaluation, discipline, investigations, employee contract negotiations, student discipline hearings and monitoring federal/state law and affirmative action compliance.

Van Buren Public Schools, Belleville, MI
Director of Human Resources/Title IX Coordinator

July 2016 – July 2022

Plan and manage the district's human resources functions to ensure legally-sound and effective practices. Responsible for administering, directing and coordinating all aspects of Human Resources, including talent recruitment and retention, compensation, benefits management, performance evaluation, discipline, investigations, employee contract negotiations, and monitoring federal/state law and affirmative action compliance.

Van Buren Public Schools, Belleville, MI
High School Principal

Aug 2012 – July 2016

Supervised and managed the daily operations of the district's largest school with more than 100 direct reports and 1700 students. Responsible for establishing and implementing academic goals and curricula to meet State and District standards, and the needs of students. Manage financial and staff resources. Responsible for all staff hiring and professional development. Oversaw disciplinary activities for students and staff including the grievance process.

Van Buren Public Schools, Belleville, MI
Chief Negotiator

Aug 2010 – June 2012

Responsible for representing the needs of the VBASA in negotiations with Van Buren Public Schools. Bargained contracts that met the needs of VBASA, and also met the needs of the District during tough budgetary times.

Van Buren Public Schools, Belleville, MI
Assistant Principal

Aug 2010- June 2012

Responsibilities included administering student discipline process and assisting staff with technology needs. Oversaw procedures for state testing (ACT, MME). Managed the master schedule for students and created the School Improvement Plan. Served as administrative designee in the absence of the Principal.

Van Buren Alternative High School, Belleville, MI
Summer School Coordinator

June 2010 – Aug 2010

Responsibilities included hiring staff, developing and managing the budget, establishing course offerings, and assisting staff with technology needs.

Van Buren Alternative High School, Belleville, MI
Coordinator of Student Services

Aug 2009 – June 2010

Administered student discipline and worked with students to develop education and career plans. Assisted in the management of building staff, including creating master schedule. Served as administrative designee in the absence of the principal.

Van Buren Alternative High School, Belleville, MI

Building Substitute/Tutor

Aug 2007 – June 2009

Responsibilities included tutoring at-risk students in Math and counseling students on dispute resolution. Served as substitute teacher in grades 7-12. Assisted Principal in dealing with student discipline issues.

Washtenaw County Public Defenders, Ann Arbor, MI

Extern

Jan 2009–Aug 2009

Worked in Juvenile Court as Guardian Ad Litem. Served as first chair legal counsel in several trials in misdemeanor court. Responsibilities included interviewing in-custody clients and witnesses.

Education & Endorsements

Juris Doctorate – Concentration: Civil and Criminal Litigation
(Expert in negotiation and ADR skills)

Thomas M. Cooley Law School

Bachelor of Science - Computer Science

Wayne State University

School Administrator Certificate with Central Office Endorsement
(SA0000000955574)

References and credentials are available upon request

2023/24 SCHOOL YEAR

NAME, ASSIGNMENT, DATE OF HIRE

REASON, EFFECTIVE DATE

LEAVES

DUNN, CHERYL
(0.5) ELEM. CLSRM. - EL TEACHER
ISBISTER
08/28/2017

Unpaid childcare leave of absence.
2024/25 School year

JOSSEY, KERI
MATH
CANTON
08/26/2013

Childcare leave of absence.
February 1, 2024 – March 20, 2024

RESIGNATIONS

LEVIN, MELISSA
INSTRUCTIONAL COACH
FARRAND
04/26/2023

Resignation effective February 21, 2024.

ONDER, CHELSEA
MATH
PLYMOUTH
09/01/2011

Resignation effective February 12, 2024.

WELCH, RICHARD
DIRECTOR OF OPERATIONS
PCCS EDUC. SUPPORT CENTER
10/31/2016

Resignation effective February 29, 2024.

RETIREMENTS

BRESLIN, LIZBETH
INNOVATION PERIOD TEACHER
ERIKSSON
02/03/1997

Retirement effective June 12, 2024.

SAWCHUK, TERRANCE
MIDDLE SCHOOL PRINCIPAL
DISCOVERY
11/14/2001

Retirement effective February 28, 2024.

MOTION:

AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.

"Move that the Board of Education approve the above Leaves, Resignations and Retirements as listed above."

**BOARD OF EDUCATION SPECIAL MEETING MINUTES
February 13, 2024**

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Special Meeting on Tuesday, February 13, 2024, at 6 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Present: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson
Absent: Member Christenson

President Wilson called the Special Meeting to order at 6:03 p.m. in the Collaboration Room.

Citizens' Comments:

- None

Closed Session:

It was moved by Member Kehoe and seconded by Member Westra to move into Closed Session Pursuant to Section 8 (1)(c) of the Open Meetings Act to Consider Material Exempt from Discussion by State and Federal Statute, being negotiation sessions connected with a collective bargaining agreement, which are exempt from the Freedom of Information Action Pursuant to MCL 15.243(1)(g).

Ayes: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson
Nays: None
The motion was carried 6-0

The Board moved into a Closed Session at 6:05 p.m.

A roll call vote was taken.

Ayes: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson
Nays: None
The motion was carried 6-0

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
Ms. Jill Minnick, Chief Finance and Operations Officer

Others Present: Mr. William Blaha, Collins and Blaha District Legal Counsel
Mr. David Comsa, Collins and Blaha Legal Counsel
Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
Ms. Shonta Langford

It was moved by Member Kehoe and seconded by Member Sidhu to adjourn the Closed Session at 7:01 p.m.

Ayes: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson
Nays: None
The motion was carried 6-0

President Wilson adjourned the Special Meeting at 7:01 p.m.

Anupam Chugh Sidhu
Secretary, Board of Education

BOARD OF EDUCATION REGULAR MEETING MINUTES
February 13, 2024

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Regular Meeting on Tuesday, February 13, 2024, at 7 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

President Wilson called the Regular Meeting to order at 7:05 p.m. in the Boardroom.

Present: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Absent: Member Christenson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement
Ms. Jill Minnick, Chief Finance and Operations Officer
Ms. Bethany Rayl, Chief Academic and Innovation Officer
Ms. Carly Rays, Assistant Director of Marketing and Promotion
Ms. Lisa Anglin, Executive Director of Human Resources
Ms. Colleen Sienkiewicz, Assistant Director of Human Resources
Ms. Katie Ilijic, Director of Diversity, Equity, and Inclusion
Ms. Gina Stanford, Assistant Director of Nutrition Services

Others Present Ms. Shonta Langford
Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
Mr. Josh Patterson, SVA Student Co-Chair
Ms. Sae Pawar, SVA Student Co-Chair

Josh Patterson led the Pledge of Allegiance.

A. Adoption of the Agenda/Approval of the Consent Agenda

Action Item #24-02-41: It was moved by Member Kehoe and seconded by Member Sidhu to adopt the Agenda and the Consent as presented. The Consent Agenda consisted of New Hires, Leaves, Resignations, Retirements, Tenure Recommendations, Regular Meeting Minutes of January 9, 2024, First Reading Policies, Out-of-Country Field Trips, and a Resolution-Jill Minnick to Continue Service to ILAF Board of Trustees.

Ayes: Members Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Nays:

The motion was carried 6-0

New Hires

Kendall, Logan	Chemistry Canton High School	Effective 1-16-24
McCavit, Jessica	Occupational Therapy Farrand Elementary School	Effective 2-20-24
Symington, Todd	Psychologist Salem High School	Effective 2-22-24
Vallencourt, Emily	Social Studies/Elective Liberty Middle School	Effective 2-12-24
Vance, Lisa	Accounting Specialist-Payroll Administrative Building	Effective 1-18-24
Walsh, Heather	P-CCS Registrar Educational Support Center	Effective 1-23-24
Ahmed, Huma	Specialized Services-Admin. Assistant Administrative Building	Effective 3-1-24

Leaves

Browning, Kelley	Elementary Classroom Hulsing Elementary School	Unpaid Leave of Absence 2-19-24 to 3-22-24
Dondzila, Heather	Counselor (Non-Instructional) Plymouth High School	Childcare Leave of Absence 12-25-23 to 3-22-24
Kozlowski, Angela	Resource Room East Middle School	Unpaid Leave of Absence 11-26-23 to 12-11-24
Kursa, Lindsay	Cognitively Impaired Teacher Plymouth High School	Childcare Leave of Absence 1-8-24 to 5-10-24
Lewin, Emily	Elementary Classroom Hoben Elementary School	Childcare Leave of Absence 12-21-23 to 3-20-24
MacDonald, Courtney	Elementary Classroom Bird Elementary School	Childcare Leave of Absence 12-12-23 to 3-29-24
St. Peter, Meghan	Social Studies Liberty Middle School	Childcare Leave of Absence for the 2024-2025 School Year

Resignations

Bess, Casey	Teacher on Special Assignment - S Canton High School	Resignation Effective 1-26-24
Cox, Megan	Clinical Behavior Specialist Plymouth High School Goals)	Resignation Effective 1-26-24
Kaye, Jason	Elective 21 st Century Skills Project-Based Learning Pioneer Middle School	Resignation Effective 6-30-24
Langford, Shonta	Chief Human Resource Officer Administrative Building	Resignation Effective 1-25-24
Schwartz, Kristen	Student Support Coordinator Field Elementary School	Resignation Effective 1-31-24
Simms, Susan	ECDD – Special Education Teacher Allen Early Learning Academy	Resignation Effective 1-26-24
Travick, Justine	(0.5) Substitute Teacher Administrative Building	Resignation Effective 1-26-24
Utter, Megan	Cognitive IMP (EMI Cat Classroom) Bentley Elementary School	Resignation Effective 2-12-24
Washington-Brown, Lowanda	(0.3) Social Worker Plymouth High School (Goals)	Resignation Effective 1-12-24

Retirements

Lane, Kevin	Principal - Alternative School Starkweather Academy	Retirement Effective 6-30-24
Parkinson, Gwendolyn	Language Arts Liberty Middle School	Retirement Effective 6-12-24
Stanley, Frederick	Language Arts East Middle School	Retirement Effective 2-16-24

Tenure Recommendations

Kuhl, Margaret	Music Shared Time – Spiritus Sanctus	Tenure Effective 6-30-22
Long, Hannah	Elementary Classroom Eriksson Elementary School	Tenure Effective 6-30-23
Hoard, Jillian	Secondary ASD Teacher Plymouth (Madonna)	Tenure Effective 1-27-24

Maryanski, Janelle

Math
Plymouth High School

Tenure Effective 1-21-24

Approval of Minutes

The Regular Meeting Minutes of January 9, 2024, were approved as presented.

First Reading Policies

- Policy #7540.03 - Student Technology Acceptable Use and Safety
- Policy #7540.04 - Staff Technology Acceptable Use and Safety

Out-of-Country Field Trips

Greece - Plymouth High School (Grades 10-12)

Action Items

Considered Approval of a Resolution for Jill Minnick to Continue Service to MILAF Board of Trustees (First and Final Reading)

B. Celebrating Success

Member Kehoe presented the Mary Beth Carroll Extra Miler Award to Ms. Annie Cebull, Farrand Elementary School First Grade Teacher, recognizing her unwavering dedication, efforts, and ongoing support to enhance the lives of P-CCS students, staff, and the community. Ms. Taylor Tyszkiewicz, Bentley Speech Language Pathologist, shared heartfelt sentiments about Annie's welcoming and supportive nature and stated that Annie has the qualities that truly represent what an outstanding teacher looks like.

C. Board Committee Reports/ActionPresidents Report – Shawn Wilson

No report this evening.

Student Performance and Achievement Committee (SPA) - Anupam Chugh Sidhu

Member Sidhu shared that the SPA Committee met on February 7, 2024, and reviewed the many program offerings of the P-CEP Career and Technical Education (CTE) Department. Current CTE students were in attendance and shared inspiring presentations about their positive experiences, providing a glimpse of what students are doing inside and outside of the classroom. A new course recommendation and an out-of-country field trip were also reviewed. The next SPA meeting is scheduled for March 6, 2024, at 5 p.m. in the Boardroom at the E.J. McClendon Educational Center, and everyone is welcome to attend.

Policy Advisory Committee - Patti McCoin

Member McCoin shared that the Policy Committee met on February 12, 2024, and reviewed multiple personnel policy updates that will be brought to the Board at the next meeting, which are necessary to comply with state law. She also spoke about the technology policies appearing on this evening's agenda and applauded Mr. Mark Salzer and the technology department for their innovative work. The next policy meeting is scheduled for February 27, 2024, at 5:30 p.m. in the Collaboration Room at the E.J. McClendon Educational Center, and everyone is welcome to attend.

Finance and Operations Committee - Patrick Kehoe

Member Kehoe shared that the F&O Committee met on February 8, 2024, and reviewed a purchase for ovens for P-CEP kitchens, a water main easement, a tennis court replacement, and the upcoming community budget survey. The next F&O meeting will be held on February 22, 2024, at 5 p.m. in the Boardroom at the E.J. McClendon Educational Center, and everyone is welcome to attend.

Student Voice in Action Committee – Josh Patterson and Sae Pawar

Josh Patterson and Sae Pawar, SVA co-chairs, shared that the SVA Committee met on January 29, 2024, along with the P-CCS dietitian, and participated in a great conversation regarding school meals and nutrition. The committee also worked on suggested updates for the student handbook regarding the dress code. The next SVA meeting is scheduled for February 26, 2024, in the Canton High School Media Center, and everyone is welcome to attend.

D. Administrative Reports/Recommendations

Superintendent's Report

Superintendent Merritt spoke about the non-homestead millage renewal that will be up for voter consideration on the February 27 ballot. This proposal, which is not a request for new taxes but a renewal of a millage that has been in place since 1994, only applies to commercial businesses and secondary properties. Funding from this millage is vital for P-CCS and represents 16% of the district's operating budget. She encouraged everyone to visit the district website for additional information and to vote on February 27.

She also shared that the 2024-2025 Budget Survey is now open and accepting community responses until Sunday, February 25. The feedback received through this annual survey provides valuable community input to guide the district with funding decisions for the upcoming year. A survey link can be found on the P-CCS website.

She highlighted recent student and staff accomplishments and congratulated Pamela Morgan, Bird Elementary teacher who was named Michigan K-5 Teacher of the Year by the Veterans of Foreign Wars; P-CEP students Emilio Herrero and Nolan McDowell for receiving gold-level certification from DECA; Salem students Mahdi Molaei and Jacob Dalebout, who were recently named winners in the Suburban Collection "Focus on the Road" video public service announcement contest; & Canton High School student, Sophie Sumampow, who was named runner-up in this year's New York Times international high school memoir writing contest.

In closing, Superintendent Merritt invited the community to join her for the winter edition of "Coffee with Monica," which will be held on February 22, 2024, at 10:30 a.m. at the Plymouth District Library. Community members will have an opportunity to ask questions and hear about upcoming events happening throughout the district.

Human Resources – Shonta Langford

Members of the P-CCS Human Resource Department gave a presentation to provide 2023-2024 districtwide recruitment and staffing updates. During the presentation, they reviewed key findings and examined spreadsheets that outlined staffing numbers categorized by group and ethnicity. Current staff openings, new teacher recruitment efforts, staff retention, and ongoing action plans were discussed. The department will continue to host P-CCS and multi-district job fairs, which have proven successful in recent months. Goals and next steps were outlined and are aligned with the objectives of the P-CCS Dynamic Plan, with a commitment to hiring highly-skilled, diverse staff. Despite the decreasing number of collegiate students entering the educational field, the district has fewer teaching vacancies than last year. The department will also continue to increase community partnerships to improve recruitment efforts.

Board members were given an opportunity to comment and ask questions.

Finance and Operations - Jill Minnick

Final Reading Resolutions

- **Action Item #24-02-42:** It was moved by Member Kehoe and seconded by Member Picard to Approve a Resolution to Purchase Six (6) Combi Ovens for the P-CEP kitchens. Stafford-Smith, Inc. submitted the recommended quote at a total cost of \$157,123.30 through the Wayne RESA consortium purchasing program, which includes delivery and installation as well as moving two existing ovens to the middle schools. This item was initially scheduled as a first reading at the January 9, 2024, meeting, which was canceled. This purchase is being presented as a first and final reading to allow time to order and receive the equipment for installation over the summer of 2024. (First and Final Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 6-0

- **Action Item #24-02-43:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for a Water Main Easement for Bid Package #HS-2. As a result of the ongoing construction for the Plymouth High School and room addition, it is necessary and standard practice to furnish an easement granting the township access to the water main located on school district property. (First and Final Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 6-0

- **Action Item #24-02-44:** It was moved by Member Kehoe and seconded by Member Sidhu to Approve a Resolution for the Purchase of Computers for the CTE Department as part of the department's planned five-year cycle for the replacement/upgrade of its computer lab. This purchase, in an amount not to exceed \$92,983, granted to People Driven Technologies, Inc., will be funded by the CTE 61A added cost budget. (Final Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 6-0

- **Action Item #24-02-45:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for an ABM Industries Amendment to the Contract. Due to recent additions to many district buildings, cleanable space has increased by 60,038 square feet, necessitating the hiring of three additional cleaners. The cost of this 4th memorandum of understanding will be \$1220,124.73. (Final Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 6-0

Teaching and Learning – Bethany Rayl

First Reading Resolutions

- Consider Approval of a Resolution for a Course Name Change Request (Beginning/Intermediate Piano to Piano Studies). This more inclusive name change will help high school students interested in studying piano at a higher level understand that Piano Studies is an option and ensure that students who complete their course of study will have this course more accurately reflected on their transcript. This name change would go into effect during the 2024-2025 school year and beyond. (First Reading)

Board members were given an opportunity to comment and ask questions.

Final Reading Resolutions

- **Action Item #24-02-46:** It was moved by Member Sidhu and seconded by Member Westra to Approve a Resolution for Middle School Health Curriculum Materials. After an extensive review and with guidance from Wayne RESA school health consultants, it is recommended that *HealthSmart* be selected as the curriculum resource for middle school health, not to exceed the cost of \$58,000. This purchase will be paid from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (Final Reading)

Ayes: Members Christenson Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

- **Action Item #24-02-47:** It was moved by Member Sidhu and seconded by Member Kehoe to Approve a Resolution for High School Health Curriculum Materials. After an extensive review and with guidance from Wayne RESA school health consultants, it is recommended that *Glencoe Health* be selected as the curriculum resource for middle school health, not to exceed the cost of \$71,000. This purchase will be paid from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (Final Reading)

Ayes: Members Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

- **Action Item #24-02-48:** It was moved by Member Sidhu and seconded by Member Kehoe to Approve a Resolution for Middle School Reproductive Health Curriculum Material. After an extensive review and with guidance from Wayne RESA school health consultants, it is recommended that *HealthSmart* be adopted as the curriculum resource for HIV/AIDS and sex education. This cost is included in the overall health curriculum resource purchase. These resources would be purchased from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (Final Reading)

Ayes: Members Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

- **Action Item #24-02-49:** It was moved by Member Kehoe and seconded by Member Sidhu to Approve a Resolution for High School Reproductive Health Curriculum Material. After an extensive review and with guidance from Wayne RESA school health consultants, it is recommended that *Glencoe Health and the Glencoe Human Sexuality Supplement* curriculum resource be adopted as the curriculum resource for HIV/AIDS and sex education. This cost is included in the overall health curriculum resource purchase. These resources would be purchased from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (First Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

- **Action Item #24-02-50:** It was moved by Member Sidhu and seconded by Member Kehoe to Approve a Resolution for a New High School Social Studies Elective Course Proposal (History of Hip Hop and Rap and Rap). The P-CEP Social Studies team proposes adding this new elective social studies course, allowing students to study how hip-hop and rap evolved from their origins to become a multibillion-dollar industry. The recommended curriculum will be developed by a team of social studies teachers and published on Atlas. Open Educational Resources and district-provided resources will be utilized to help develop the curriculum. A textbook will not be required, eliminating the need for additional funds to offer this course. This new elective course would be implemented during the 2024-2025 school year and beyond. (Final Reading)

Ayes: Members Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

Action Item #24-02-51: It was moved by Member Sidhu and seconded by Member Kehoe to Approve a Resolution

- for a High School Visual and Performance Arts Course Name Change (Parksmen to Bravo!). The P-CEP Choir Program, Visual and Performing Arts Department, and P-CEP Instructional Team have proposed the name change of this course to follow the practice modeled by university vocal ensembles in removing the gendered naming of vocal ensembles. This change will be implemented during the 2024-2025 school year and beyond. (Final Reading)

Ayes: Members Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

Student Services – Kurt Tyszkiewicz

Final Reading Resolutions

- **Action Item #24-02-52:** It was moved by Member Kehoe and seconded by Member McCain to Approve a Resolution for the Enrollment of Non-Resident Applicants for the 2024-2025 School Year Pursuant to Schools of Choice, Section 105 and 105c. This resolution will allow students from contiguous counties to apply for enrollment. The 2024-2025 proposal provides for a minimum of one seat for Kindergarten through 10th grade with a maximum of 500 seats. (Final Reading)

Ayes: Members Kehoe, McCain, Sidhu, Westra, and Wilson

Nays: Member Picard

The motion was carried 5-1

- **Action Item #24-02-53:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for the Enrollment of Non-Resident Students for PCCS Employees for the 2024-2025 School Year. (Final Reading)

Ayes: Members Kehoe, McCain, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 6-0

E. Citizens' Comments

- Lisa Capatina spoke on nutrition and student meal options

F. Discussion

- Board members were encouraged to review the MASB Board of Directors candidate booklet provided in Board notes and be prepared at the February 27, 2024, meeting to reach a consensus on which candidate will receive their collective vote.
- Member Kehoe asked for an update on the discussion regarding athletics and activities. President Wilson will reach out for further clarity prior to the next F&O committee meeting.
- Board members discussed the importance of continuing to share factual information with the community regarding the upcoming non-homestead millage renewal appearing on the February 27, 2024, ballot.
- Member Westra shared positive comments about the technology policies on this evening's agenda and spoke about the importance of seeking input from the district's technology teachers.

G. Follow-up Board Questions

- Related to the Human Resources report, Member Sidhu would like to see if there is data from the last 2-5 years to identify barriers for teachers who have left the district.
- Member Picard would like to see a list of professional development training offered to teachers this year.

H. Adjournment

President Wilson adjourned the Regular Meeting at 9:05 p.m.

Anupam Chugh Sidhu
Secretary, Board of Education

**BOARD OF EDUCATION SPECIAL MEETING MINUTES
February 21, 2024**

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Special Meeting on Wednesday, February 21, 2024, at 5:30 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Absent: None

President Wilson called the Special Meeting to order at 5:35 p.m. in the Boardroom.

Citizens' Comments:

- None

Closed Session:

It was moved by Member Kehoe and seconded by Member Picard to move into Closed Session Pursuant to Section 8(1) (a) of the Open Meetings Act to Consider the Periodic Personnel Evaluation of the Superintendent (Superintendent Evaluation Check-in)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 7-0

The Board moved into a Closed Session at 5:42 p.m.

A roll call vote was taken.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried 7-0

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools

Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent & Board

It was moved by Member Kehoe and seconded by Member Christenson to adjourn the Closed Session at 7:26 p.m.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, Westra, and Wilson

Nays: None

The motion was carried

After coming out of the closed session, the Board had a brief discussion of the following items:

- Board members discussed and selected Tuesday, April 16, 2024, at 5:30 p.m. for the next special meeting to conduct a superintendent evaluation check-in.

February 21, 2024

- Board members briefly discussed MASB Board of Director candidates and were encouraged to review the candidate guide provided through Board notes. A collective vote is expected at the next Board meeting on February 27, 2024.

President Wilson adjourned the Special Meeting at 7:44 p.m.

Anupam Chugh Sidhu
Secretary, Board of Education

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Bylaw 0122 – Board Powers**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This bylaw from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate bylaws
☐	is recommended but not required
☐	is optional

This bylaw is being brought to the Board of Education for first reading.

KEY IDEA:

The redlined revisions reflect the amendments to the Public Employment Relations Act (“PERA”) repeal of prohibited subjects of bargaining.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Bylaw 0122** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Bylaw
 Current Bylaw

Book	Policy Manual
Section	0000 Bylaws
Title	BOARD POWERS
Code	po0122
Status	Active
Adopted	August 23, 1993

Commented [C&B1]: The redlined revisions reflect the amendments to the Public Employment Relations Act ("PERA") repeal of prohibited subjects of bargaining.

Last Revised	, 2024
--------------	--------

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the policies.

PCCS Policy 0122 – Board Powers

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K- 12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.
- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)

~~F. contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~

~~G.F.~~ use of volunteers

~~H.G.~~ decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit

~~I.H.~~ compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act

~~J.~~ any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit

~~K.~~ for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction

This includes the impact of any such decisions on an individual employee or the bargaining unit.

~~L.~~ decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators

~~M.~~ decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision

~~N.~~ decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)

~~O.~~ decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit

~~P.~~ decisions about the development, content, standards, procedures, adoption and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250

~~Q.~~ decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators

~~R.~~ decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit

~~S.~~ decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)

~~T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit~~

~~U.I.~~ insertion of statutorily required emergency manager language into all collective bargaining agreements

~~V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one or more functions or services~~

~~1. procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~

~~2. identities of any other parties to such an agreement~~

~~W. any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)~~

~~X. decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year)~~

Legal MCL 380.11a, 380.1131 et seq.
MCL 423.201, 202, 206, and 215
MCL 168.301 et seq.

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 1420 - School Administrator Evaluation**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

The redlined revisions reflect the amendments to the law, including requirements effective prior to July 1, 2024 versus after July 1, 2024. The redlined revisions also include several grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 1420** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book	Policy Manual
Section	1000 Administration
Title	SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	Adopted
Adopted	August 23, 1993

Commented [C&B1]: The redlined revisions reflect the amendments to the law, including requirements effective prior to July 1, 2024 versus after July 1, 2024. The redlined revisions also include several grammatical revisions.

Last Revised	February 25, 2020, 2024
--------------	-------------------------

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the Policies.

PCCS Policy 1420 – School Administrator Evaluation

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance ~~at least~~ annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective 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 school administrators with relevant data on student growth.

- C. Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. ~~Evaluates a school administrator's job performance in accordance with the law.~~

Prior to July 1, 2024 for ~~For~~ building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central -office-level administrator, the pertinent data is that of the entire School District.

Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics.

After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
 3. Prior to July 1, 2024, Removing ineffective school administrators after they have 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 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 school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if ~~s/he does~~they do so or ~~a his/her~~ designee's proficiency and training if the administrator 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.
- After July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data 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, 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. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

G. 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.
2. 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.
4. 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 also:

1. Provide training to school administrators 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 a District or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.

2. 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.

Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective, minimally effective, or ineffective. After July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. After July 1, 2024, if a teacher is rated as needing support, the options related to review of the evaluation, including a written response, the ability to request mediation where appropriate, utilization of the grievance process or binding arbitration will be available to the teacher as set out in MCL 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator 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 administrator on ~~his/her~~ the next annual year-end evaluation. An administrator rated as “ineffective” prior to July 1, 2024, or needing support on or after July 1, 2024 on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

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

After July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, 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 the administrator’s ~~his/her~~ performance which are to be placed in the personnel file.

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

© Neola ~~2023~~¹⁹

Legal

M.C.L. 380.1249, 1249b

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 3120/4120 - Employment of Personnel**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

This policy is being update to address grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3120/4120** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book Policy Manual

Section 3000 Professional Staff

Title EMPLOYMENT OF PERSONNEL

Code po3120/4120

Status Active

Adopted August 23, 1993

Last Revised September 27, 2022, 2024

Commented [C&B1]: The redlined revisions contain grammatical revisions.

3120/4120 - EMPLOYMENT OF PERSONNEL

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which ~~they are the professional staff member~~ is assigned.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

All staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent or their designee.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Human Resources Department.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which ~~she/he~~ the staff would be supervised directly by the relative staff member. The Board shall be informed of any relatives of Board member or staff members who are being hired by the District.

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the Policies.

The provisions of this policy shall not be interpreted as requiring the dismissal or reassignment of current employees.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, ~~their~~ the Board member's resignation must be accepted by the Board at least one (1) year prior to submitting an application.

The Board may employ administrators, without provision for tenure as an administrator, by means of a written contract for a term not to exceed three (3) years.

Any professional staff member's intentional misstatement of fact or omission material to ~~his/her~~ qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a non-administrator shall receive recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent or their designee shall obtain from the applicant a signed PA-189 form and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records may be disclosed to those individuals directly involved in evaluating the applicant's qualifications. The review of such records, upon receipt, may be grounds for dismissal. The Board may approve contingent employment until such time as the records herein described are received.

The Superintendent or their designee shall prepare administrative guidelines for the recruitment and selection of all professional staff.

Revised 10/28/08

Revised ~~10/22/19~~ /24

© Neola ~~2018~~23

Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d,
380.623

R 390.1105

§

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 3139 - Staff Discipline**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

This policy is being update to address grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3139** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book Policy Manual
Section 3000 Professional Staff
Title STAFF DISCIPLINE
Code po3139-4139
Status Active
Adopted January 24, 2012

Last Revised November 21, 2017, 2024

Commented [C&B1]: The redlined revisions contain grammatical revisions.

3139-4139 - STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, and the following principles and procedures.

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. The teacher shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, the teacher's ~~his/her~~ designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline may include, but is not limited to:

- A. written warning;

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the Policies.

- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

Any disciplinary action that is not subject to Board review, as described below, may be submitted to the Superintendent for review within five (5) work days of the teacher's receipt of the written confirmation. The Superintendent is not required to conduct an independent investigation. The Superintendent S/He shall meet with the administrator who issued the discipline and with the teacher and the teacher's his/her designated representative, if requested. The Superintendent may affirm, revise, or reject any disciplinary action taken against a teacher and the Superintendent's his/her decision is final.

The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than the equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher; M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

© Neola 201723

Legal M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

§

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 3140 - Termination and Resignation**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

This policy is being update to address grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3140** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book Policy Manual

Section 3000 Professional Staff

Title TERMINATION AND RESIGNATION TERMINATION

Code po3140-4140

Status Active

Adopted August 23, 1993

Last Revised March 1, 2007, 2024

Commented [C&B1]: The redlined revisions contain grammatical revisions

3140-4140 - TERMINATION AND RESIGNATION

TERMINATION

Employment contracts may be suspended or terminated upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, cannot continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L.A. 28.722.

Individuals convicted of a non-listed felony or certain enumerated misdemeanors as defined by law cannot continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion in accordance with the Teacher Tenure Act.

The State Superintendent of Public Instruction will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or the staff member's his/her employment contract.

A professional staff member may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation, if possible.

The Superintendent may act for the Board in the acceptance of a resignation.

A resignation, once acted upon by the Board, may not then be rescinded.

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the Policies.

Revised ~~5/23/06~~ /24

Legal M.C.L.A. 28.722, 38.74, 380.1230 et seq., 380.1535a

§

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 3220 Professional Staff Evaluation**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

The redlined revisions reflect the amendments to the law, including requirements effective prior to July 1, 2024 versus after July 1, 2024. The redlined revisions also include several grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3220** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book Policy Manual

Section 3000 Professional Staff

Title PROFESSIONAL STAFF EVALUATION

Code po3220

Status Adopted

Adopted August 23, 1993

Commented [C&B1]: The redlined revisions reflect the amendments to the law, including requirements effective prior to July 1, 2024 versus after July 1, 2024. The redlined revisions also include several grammatical revisions.

Last Revised February 25, 2020, 2024

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the Policies.

PCCS Policy 3220 – Professional Staff Evaluation

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, ~~the Board~~ delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

- A. Evaluates the employee's job performance ~~at least annually~~ in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth ~~based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.~~
- C. Evaluates an employee's job performance in accordance with the law.

Evaluations must also comply with the following:

1. The portion of a teacher's ~~annual~~ year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District ~~as described below.~~

2. ~~Prior to July 1, 2024, Beginning with the 2018—2019 school year,~~ for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. ~~Prior to July 1, 2024, If~~ the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.
4. ~~Prior to July 1, 2024, If~~ there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
- ~~4.5.~~ As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. ~~prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development~~

3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures
- E. provides a mid-year progress report for every ~~certificated~~ teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent ~~annual~~ year-end evaluation
- This mid-year report shall supplement and not replace the ~~annual~~ year-end evaluation. The mid-year report shall:
1. prior to July 1, 2024, be based, at least in part, on student achievement;
 2. be aligned with the teacher's individualized development plan;
 3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.
- F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher;
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;
3. observations need not be for an entire class period but, as of July 1, 2024, must not be less than fifteen (15) minutes;
4. at least one (1) observation ~~must may~~ be unscheduled;
5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the district shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation.
- G. For the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will adopt and implement one (1) or more of the evaluation

tools for teachers that are included on the list established and maintained by the Michigan Department of Education (“MDE”).

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. The District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

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.
2. 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.
4. 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.

I. The District shall also:

1. Provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.
 2. 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 training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.
- 2.3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, 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. A teacher rated as ~~"ineffective"~~ ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on ~~his/her~~ review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the options related to review of the evaluation, including a written response, the ability to request mediation where appropriate, utilization of the grievance process or binding arbitration will be available to the teacher as set out in MCL 380.1249.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on ~~his/her~~ the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on ~~his/her~~ the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on ~~his/her~~ the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's ~~his/her~~ performance which are to be placed in the personnel file.

Commented [C&B3]: Section 1249 states that the Superintendent shall review the evaluation and provide a written response. The statute does not include "Superintendent's designee."

The Superintendent may designate another administrator to conduct an initial review of the evaluation and make a recommendation to the Superintendent, so the Superintendent is still deciding. (Although the administrator who conducted the evaluation should not be designated to conduct this review.)

Commented [C&B4]: This section applies to evaluation review prior to July 1, 2024. The prior statutory language did not define "days."

Generally, where a statute states "days" without defining calendar or business days, the language is interpreted to mean "calendar days." See MCR 1.108; *Stanley v Genesee Cnty Clerk*, 258 Mich App 215 (2003).

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

© Neola 20~~19~~23

Legal M.C.L. 380.1249 (as amended)

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 20, 2024

SUBJECT: **Policy 3244 - Individualized Development Plan**

Date to Administrator for review: February 2024 Reviewed by: William Blaha, District Counsel

Date reviewed and approved by the Policy Advisory Committee: February 12, 2024

This policy from NEOLA:

☒	reflects current state of the law and should be adopted to have accurate policies
☐	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

The redlined revisions reflect the amendments to the law, including requirements effective prior to July 1, 2024 versus after July 1, 2024. The redlined revisions also include several grammatical revisions.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3244** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book	Policy Manual
Section	3000 Professional Staff
Title	INDIVIDUALIZED DEVELOPMENT PLAN
Code	po3244
Status	Active
Adopted	January 24, 2012
Last Revised	, 2024

Commented [C&B1]: The redlined revisions reflect the amendments to the law.

Commented [C&B2]: The "Last Revised" date will need to reflect the date the Board takes action to revise the policies

3244 - INDIVIDUALIZED DEVELOPMENT PLAN

The Plymouth-Canton Community Schools Board of Education is responsible by law for the employment and supervision of all staff and personnel. MCL 380.11a(3)(d).

~~Public Acts 101 and 102 of 2011, by amending the Teachers' Tenure Act and the Revised School Code, made significant revisions to the achievement of teacher tenure and the teacher evaluation and observation process. MCL 38.81, 38.83a, 38.93.~~

~~Public Act 103 of 2011, by amending Section 15 of the Public Employment Relations Act, places the decision-making authority regarding the development, content, standards, procedures, adoption, and implementation of the performance evaluation system for teachers, conducted pursuant to MCL 380.1249, along with the format, timing, or number of classroom observations to be used in relation to the performance evaluations with the District. MCL 423.215(3)(l) & (n).~~

~~Pursuant to Public Act 101, school boards are required to:~~ It is the policy of the Board that an individualized development plan shall be provided to all probationary teacher and any teacher who received a rating of minimally effective, ineffective, needing support, or developing on the teacher's most recent year-end evaluation.

~~Provide each probationary teacher with an individualized development plan developed by appropriate administrative personnel in consultation with the individual teacher and provide the teacher is provided with at least an annual year-end performance evaluation each year during the teacher's probationary period, conducted in accordance with MCL 380.1249. The annual year-end performance evaluation shall be based on classroom observations and shall include at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan.~~

~~Provide a teacher on continuing tenure who has received a rating of ineffective or minimally effective on an annual year-end performance evaluation in accordance with MCL 380.1249, with an individualized development plan developed by appropriate administrative personnel in consultation with the individual teacher. The individualized development plan shall require the teacher to make progress toward individual development goals within a specified time period, not to exceed 180 days. The annual year-~~

~~end-performance evaluation shall be based on multiple classroom observations conducted during the period covered by the evaluation and shall include, in addition to the factors required under section MCL 380.1249, at least an assessment of the teacher's progress in meeting the goals of his or her individualized development plan.~~

The Plymouth-Canton Community Schools Board of Education delegates to the Superintendent the responsibility of developing administrative procedures, in accordance with the Teachers' Tenure Act, Revised School Code, ~~a negotiated agreement or contract, and the Superintendent's administrative guidelines and Public Employment Relations Act~~, to provide for the creation and implementation of individualized development plans for probationary teachers and tenured teachers.

Legal: MCL 380.1249; MCL 38.71, et seq.

Commented [C&B3]: "Superintendent" is deleted as the prior sentence delegates to the Superintendent the responsibility of developing administrative procedures.

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 22, 2024

SUBJECT: **Policy 7540.03- Student Technology Acceptable Use and Safety**

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford/Mark Salzer

Date reviewed and approved by the Policy Advisory Committee: December 12, 2023

This policy from NEOLA:

☐	reflects current state of the law and should be adopted to have accurate policies
☒	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for second reading.

KEY IDEA:

This policy has been revised to include updated language technology and Artificial Intelligence use.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the second reading of **Policy 7540.03** for the Plymouth-Canton Community Schools.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 _____ Current Policy

Policy #-7540.03

Adopted June 14, 2005

Last Revised June 11, 2013

Revised Policy - Vol. 37, No. 2

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. ~~Educators are expected to continually adapt~~ ~~As a result, educators are continually adapting~~ their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") ~~vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.~~

The Board regulates the use of District Information & Technology Resources in a manner ~~by principles~~ consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).~~

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).~~ Because its Information & Technology Resources are not unlimited, the District ~~may institute~~ ~~has also instituted~~ restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

~~Students~~ ~~Users~~ have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and/or records of their online activity) ~~when using the District's computer network and/or Internet connection).~~

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen all materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board ~~implements~~ ~~has implemented~~ technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board, or the Superintendent, or the Director of Integrated Technology Systems, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA ~~the Children's Internet Protection Act~~. Any student who attempts to disable the technology protection measures will be disciplined in accordance with the student handbook ~~subject to discipline~~.

The Superintendent or **Director of Integrated Technology Systems** may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been **mistakenly, improperly, or inadvertently** blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/**Guardians** are advised that a determined user may be able to gain access to **online content and/or services/apps and/or resources on the Internet** that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to **content information and communications** that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using **digital technology resources** ~~the Internet~~.

Admin and building staff are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide **guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above.** Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and **cyberbullying awareness and response** ~~instruction for their students regarding the appropriate use of technology and online safety and security as specified above.~~ Furthermore, staff members **can and may** will monitor the online activities of students while **they are using District Information & Technology Resources at school.** Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. Every student who uses District Information & Technology Resources must have a parent or guardian acknowledge electronically they abide by the terms and conditions of this policy and its accompanying guidelines, via their Parent Connection account for that student. (See Form 7540.03 F1)~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a **District-provided** school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, ~~and individuals,~~ and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps, ~~including mobile applications/apps that will be utilized by the student for educational purposes.~~

Students **and staff** are responsible for good behavior when using District **Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events.** ~~Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general.~~ ~~General~~ school rules for behavior and communication apply. The Board does not approve any use of its **Information & Technology Resources** that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District **Information & Technology Resources** to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools

It is the Board's policy that students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to complete school work. The use of AI/NLP without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely

on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner, the AI/NLP terms of use and/or privacy terms permit their access, and no technical or security concerns preclude such access. Teachers have the discretion to authorize students to use AI/NLP tools for various uses including the following, provided the AI/NLP terms of use and/or privacy terms permit their access and technology protection measures aren't otherwise blocking said access:

Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Integrated Technology Systems as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

© Neola ~~2023~~2017

Legal P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica Merritt, Superintendent

FROM: Kurt Tyszkiewicz, Assistant Superintendent of Student Services

DATE: February 22, 2024

SUBJECT: **Policy 7540.04- Staff Technology Acceptable Use and Safety**

Date to Administrator for review: October 2023 Reviewed by: Shonta Langford/Mark Salzer

Date reviewed and approved by the Policy Advisory Committee: December 12, 2023

This policy from NEOLA:

☐	reflects current state of the law and should be adopted to have accurate policies
☒	is recommended but not required
☐	is optional

This policy is being brought to the Board of Education for second reading.

KEY IDEA:

This policy has been revised to include updated language technology and Artificial Intelligence use.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the second reading of **Policy 7540.04** for the Plymouth-Canton Community Schools.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 _____ Current Policy

Policy#7540.04

Adopted December 13, 2005

Last Revised June 11, 2013

Revised Policy - Vol. 37, No. 2

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology ~~directly affects~~ ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") ~~As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.~~

The Board regulates the use of District Information & Technology ~~and Information~~ Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines (), ~~Policy 7544 and AG 7544~~ **[END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the ~~staff's~~ ~~staffs'~~ use of the District's Information & Technology ~~and Information~~ Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property, ~~the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).~~

[DRAFTING NOTE: Choose the option in the preceding paragraph if above if the Superintendent recommends and the Board adopts Policy 7544.]

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers. ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.~~

~~Staff members~~ ~~Users~~ have no right or expectation to privacy when using District Information & Technology ~~and Information~~ Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity ~~when using the District's computer network and/or Internet connection~~).

Staff are expected to ~~use~~ ~~utilize~~ District Information & Technology ~~and Information~~ Resources to promote educational excellence in our schools by providing students with the opportunity to develop the ~~resource-sharing~~ ~~resource sharing~~, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

<https://go.boarddocs.com/mi/pccs/Board.nsf/Private?open&login# 1/4>

6/29/23, 4:37 PM BoardDocs® PL

The Internet is a global information and communication network that brings incredible education and information resources to our students. ~~The Internet connects computers and users in the District with computers and users worldwide.~~ Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with ~~other people from~~ throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online

services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre approved for use by students of certain ages. It is no longer possible for educators and community members ~~The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined subject to disciplinary action, up to and including termination.

The Superintendent or Director of Integrated Technology Systems may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. () The Superintendent or Director of Integrated Technology Systems may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. [END OF OPTION]

~~Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.~~

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school. Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

☒] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. [END OF OPTION]

The disclosure of personally identifiable information about students online is prohibited.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology~~ All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)

<https://go.boarddocs.com/mi/pccs/Board.nsf/Private?open&login# 2/4>

6/29/23, 4:37 PM BoardDocs® PL

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factored authentication (MFA), [END OF OPTION] for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

☐ Staff will be assigned a District provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. **[END OF OPTION]**

☐ With prior approval from the Superintendent or _____, staff may direct students who have been issued school assigned e-mail accounts to use those accounts when signing up/registering for access to various online educational services/apps that the student will use, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision. **[END OF OPTION]**

Staff members are responsible for good behavior when using District Information & Technology and Information Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. (-) and Policy 7544 and its accompanying procedure **[END OF OPTION]**.

[DRAFTING NOTE: Choose the preceding option if the Superintendent recommends and the Board adopts Policy 7544.]

[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]

☐ Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. **[END OF OPTION]** Employees and District approved volunteers who access District approved social media platforms are expected to conduct themselves in a respectful, courteous and professional manner.

☐ Staff membermembers' use of District Information & Technology Resourcestechnology resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure. **[END OF OPTION]**

[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]

☐ An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. **[END OF OPTION]**

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job or violates State and/or Federal law, Board policies or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

[X] [AI/NLP TOOLS OPTIONAL LANGUAGE]

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.). General school rules for behavior and communication apply.

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner, and the AI/NLP terms of use and/or privacy terms permit their access. Teachers have the discretion to authorize students to use AI/NLP tools for

the following uses, provided the AI/NLP terms of use and/or privacy terms permit their access and technology protection measures aren't otherwise blocking said access:+

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

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

[END OF OPTIONAL LANGUAGE]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Integrated Technology Systems as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff ~~members'~~ use of District Information & Technology and Information Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality ~~and/or laws or~~ privacy laws related to the disclosure of ~~student or employee personally identifiable confidential employee~~ information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities. © Neola ~~2023~~2018

Legal P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Office of Chief Finance & Operations Officer

TO: Monica Merritt, Superintendent
Board of Education Finance & Operations Committee

FROM: Jill Minnick, Chief Finance & Operations Officer

DATE: February 27, 2024

RE: **Purchase of Furniture and Equipment for BP # MS—2 East and West Middle Schools - First Reading**

OVERVIEW:

As part of the planning for the 2020 bond campaign, every building in the district was assessed, and one of the main needs that surfaced was new furnishings and equipment.

This purchase is for the furnishings for Bid Package #MS-2 (East and West Middle Schools). The recommended pieces are durable, flexible, and were purposefully chosen with consideration to flexibility, and equity across the middle schools. This purchase includes general education and special education classrooms, learning commons, and main offices at each building.

TMP received quotes from furniture vendors on February 5, 2024. All quotes were obtained through purchasing consortiums. The quotes that were received resulted in a positive variance for the two buildings of \$354,212.85. The total cost for the furniture and equipment at both buildings is \$1,115,787.15.

This item was presented at the Finance & Operations Committee Meeting of February 22, 2024.

RECOMMENDED RESOLUTION:

It was moved by Member _____ and seconded by Member _____ to approve the purchase of the furniture and equipment for Bid Package #MS-2, East and West Middle Schools, at a total cost for both buildings of \$1,115,787.15, which will be paid for with 2020 and 2023 bond funds.

Ayes: _____

Nays: _____

The motion was: _____



2020 BOND PROGRAM

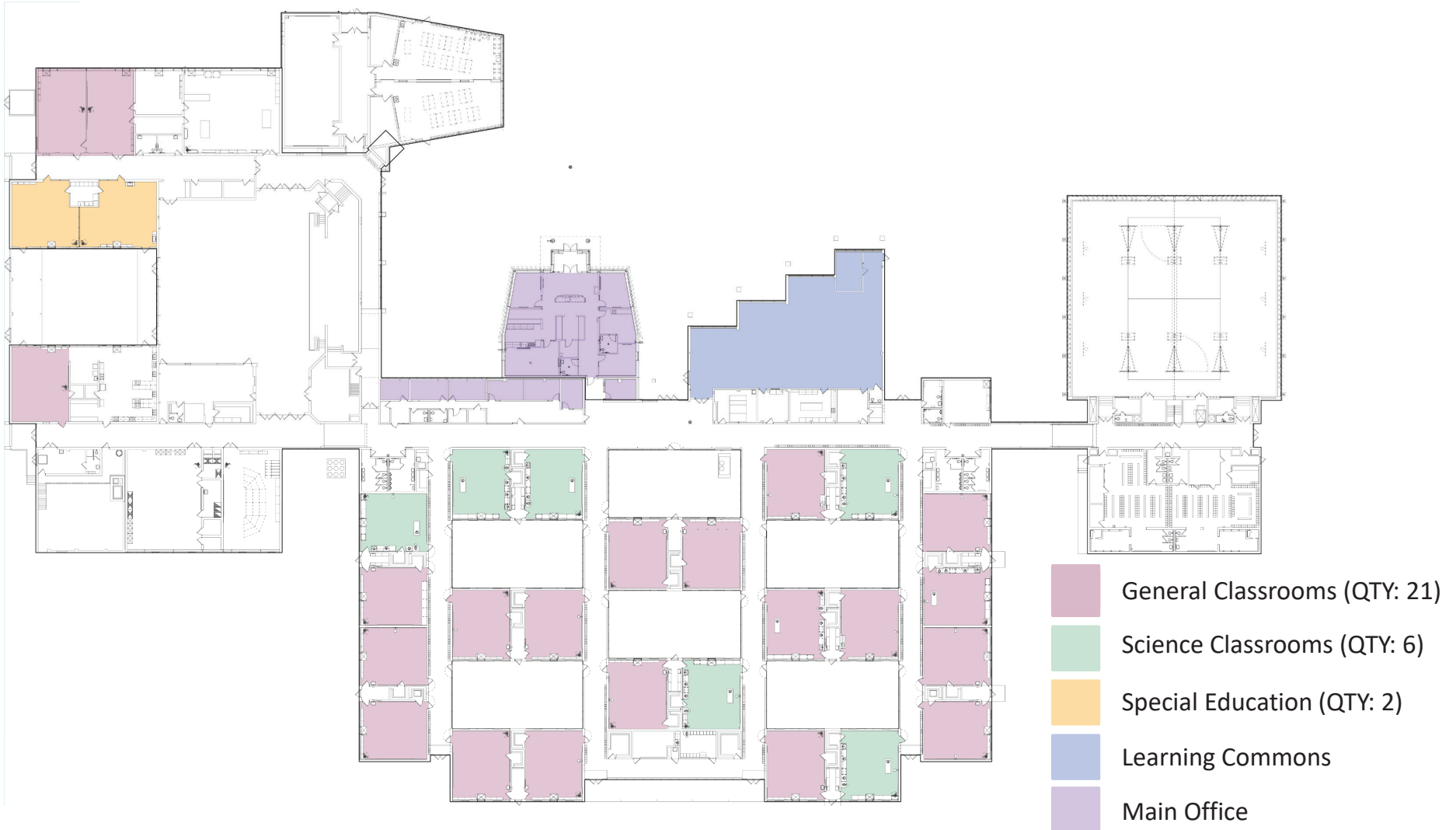
MS-2 Furniture Package

East & West Middle School

February 27, 2024



BUILDING: East



COMPOSITE PLAN



BUILDING: West



COMPOSITE PLAN



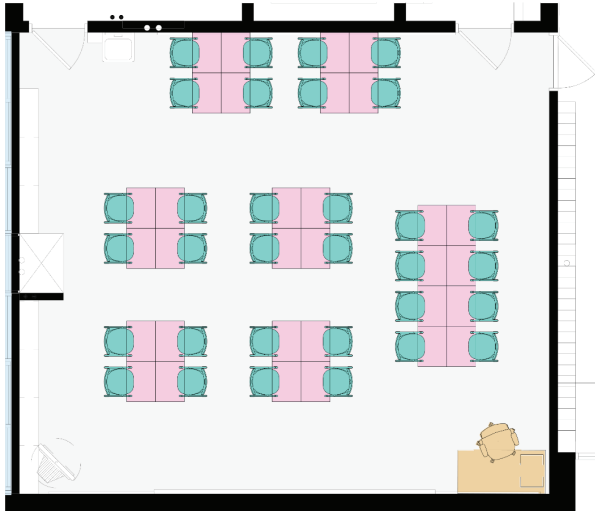
Classrooms

Furniture Plans and Selections



General Classrooms

32 student stations



Student Furniture



Student Table

Compressed Solid Core Top (LIGNOdur)
Size: 27.5"W x 19.75"D x 29"H
with two (2) casters
Qty: 32



Student Chair

Plastic Seat Shell
Seat Height: 18"
Cantilever with glides
Qty: 32

Teacher Furniture



Teacher Chair

Height-adjustable
with casters
Qty: 1



Teacher Table

Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 1



Teacher Storage

Mobile Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 1

EAST & WEST MIDDLE SCHOOL

Science Classrooms

34 student stations



Student Furniture



Student Table

Chem-resistant Plastic Laminate (typical)
Size: 54"W x 24"D x 36"H (height-adjustable)
with casters
Qty: 17



Student Stool

Plastic Seat Shell
Seat Height: 24"
with glides
Qty: 34

Teacher Furniture



Teacher Chair

Height-adjustable
with casters
Qty: 1



Teacher Table

Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 1



Teacher Storage

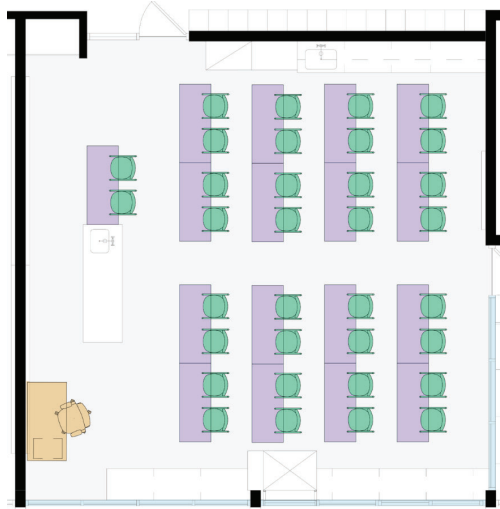
Mobile Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 1

EAST MIDDLE SCHOOL



Science Classrooms

34 student stations



Student Furniture



Student Table

Chem-resistant Plastic Laminate (typical)
Size: 54"W x 24"D x 29"H (height-adjustable)
with casters
Qty: 17



Student Chair

Plastic Seat Shell
Seat Height: 18"
Cantilever with glides
Qty: 34

Teacher Furniture



Teacher Chair

Height-adjustable
Qty: 1



Teacher Table

Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 1



Teacher Storage

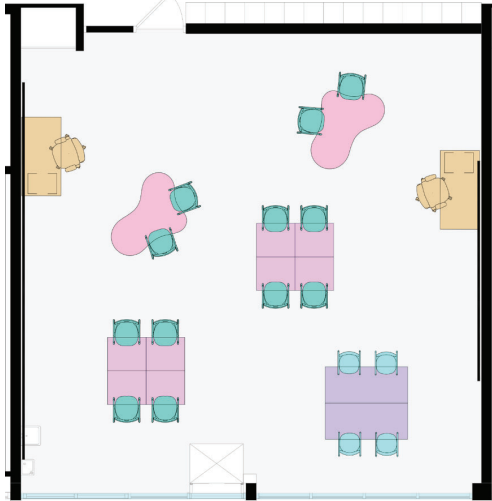
Mobile Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 1

WEST MIDDLE SCHOOL



Special Education Classrooms

16 student stations



Student Furniture



Student Desk

Compressed Solid Core Top (typical)
LIGNOdur
Size: 27.5"W x 19.75"D x 29"H
with two (2) Casters
Qty: 8



High-Top Table

Plastic Laminate Top
Size: 63"W x 27.5"D x 36"H
with two (2) casters
Qty: 2



Student Group Table

Plastic Laminate Top
Size: 65"W x 44"D x 29"H
with glides
Qty: 2

Teacher Furniture



Teacher Chair

Height-adjustable
with casters
Qty: 2



Teacher Table

Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 2



Teacher Storage

Mobile Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 2



Student Chair

Plastic Seat Shell
Seat Height: 18"
Cantilever with glides
Qty: 12



Student Stool

Plastic Seat Shell
Seat Height: 24"
with glides
Qty: 4

EAST & WEST MIDDLE SCHOOL



Learning Commons

Furniture Plans and Selections



Learning Commons

Functional Zones

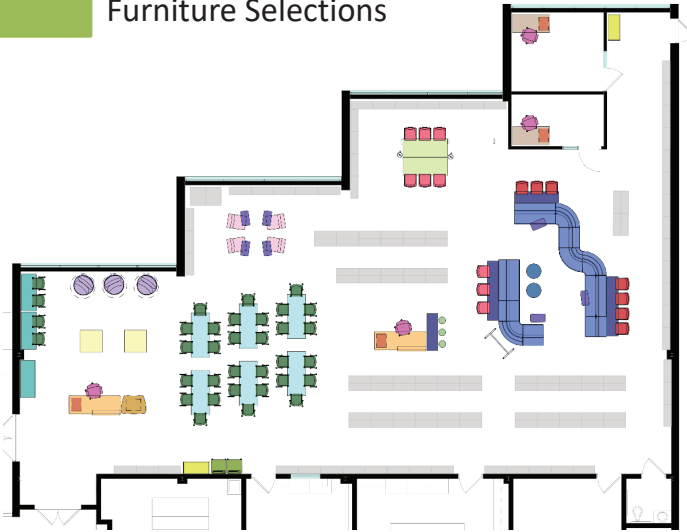


EAST MIDDLE SCHOOL



Learning Commons

Furniture Selections



Independent Study



Student Lounge
Armless, Clean-out design
with Caster
Qty: 4



Pull-Up Table
Size: 24"W x 13" D x 25"H
Qty: 4

Entry/Welcome



Teacher Chair
Height-adjustable
with casters
Qty: 2



Circulation Desk/Para Desk
Size: 84"W x 30"D x 29"H
with transaction top and casters
Qty: 2

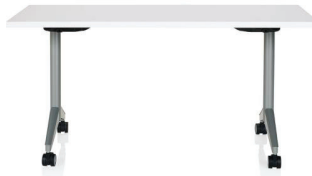


Book Return
with Depressible Book Truck
Qty: 1



Tech Para Collaboration Table
Size: 60"W x 18"D x 29"H
with two (3) Wobble Stools
Qty: 1

Large Group



Student Table
Flip & Nest
Size: 72"W x 30"D x 29"H
Qty: 6



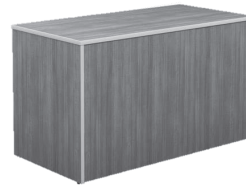
Student Chair
Nesting Chair w/ Upholstered Seat
Armless
Qty: 30



Student Lounge
Upholstered
Seat Height: 18"
Qty: 2



Pull-Up Table
Size: 24"W x 13" D x 25"H
Qty: 3



Student Lounge Counter
Size: 72"/96"W x 18"D x 29"/36"H
with Glides
Qty: 3



Student Chair
Plastic Seat Shell
Seat Height: 18"
Qty: 3



Student Stool
Plastic Seat Shell
Seat Height: 24"
Qty: 7



Ottoman
Size: 24" dia.
Qty: 2



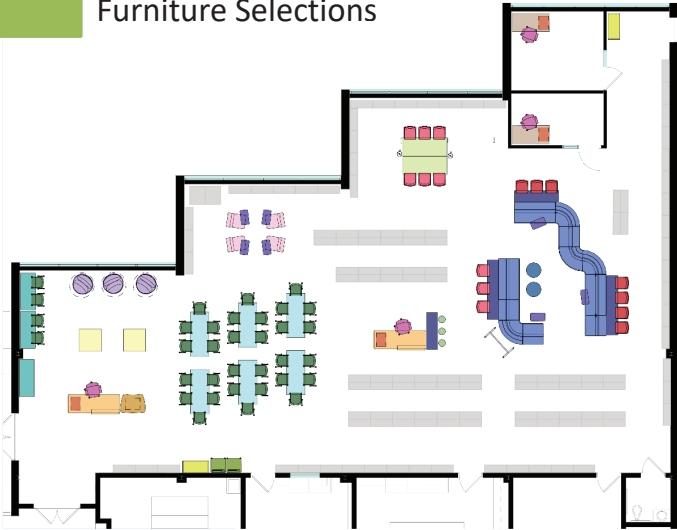
Mobile Markerboard
Qty: 1

EAST MIDDLE SCHOOL



Learning Commons

Furniture Selections



Technology Touchdown



Student Gathering Table

Size: 72"W x 24"D x 29"H
Qty: 2



Desktop/Printer Table

Size: 60"W x 24"D x 29"H
Qty: 3



Student Chair

Plastic Seat
Seat Height: 29"
Qty: 6



Student Chair

Nesting Chair with Upholstered Seat
Armless
Qty: 4



Power Hub

Size: 30"H, lounge height
Qty: 2



Catalog Table

Size: 24"W x 22"D, Pneumatic height-adjustable
Qty: 2

Quiet/Reading



Sway Lounge

Qty: 3

Storage & Book Display



Mobile Storage

(1) with Open Shelves and (1) with Shelves/Totes
with Doors and Casters
Qty: 2 (one of each)



Book Display

Mobile 4-side Display
Qty: 2

Learning Commons Offices



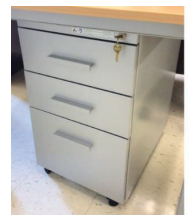
Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 2



Staff Desk

Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 2



Mobile Storage

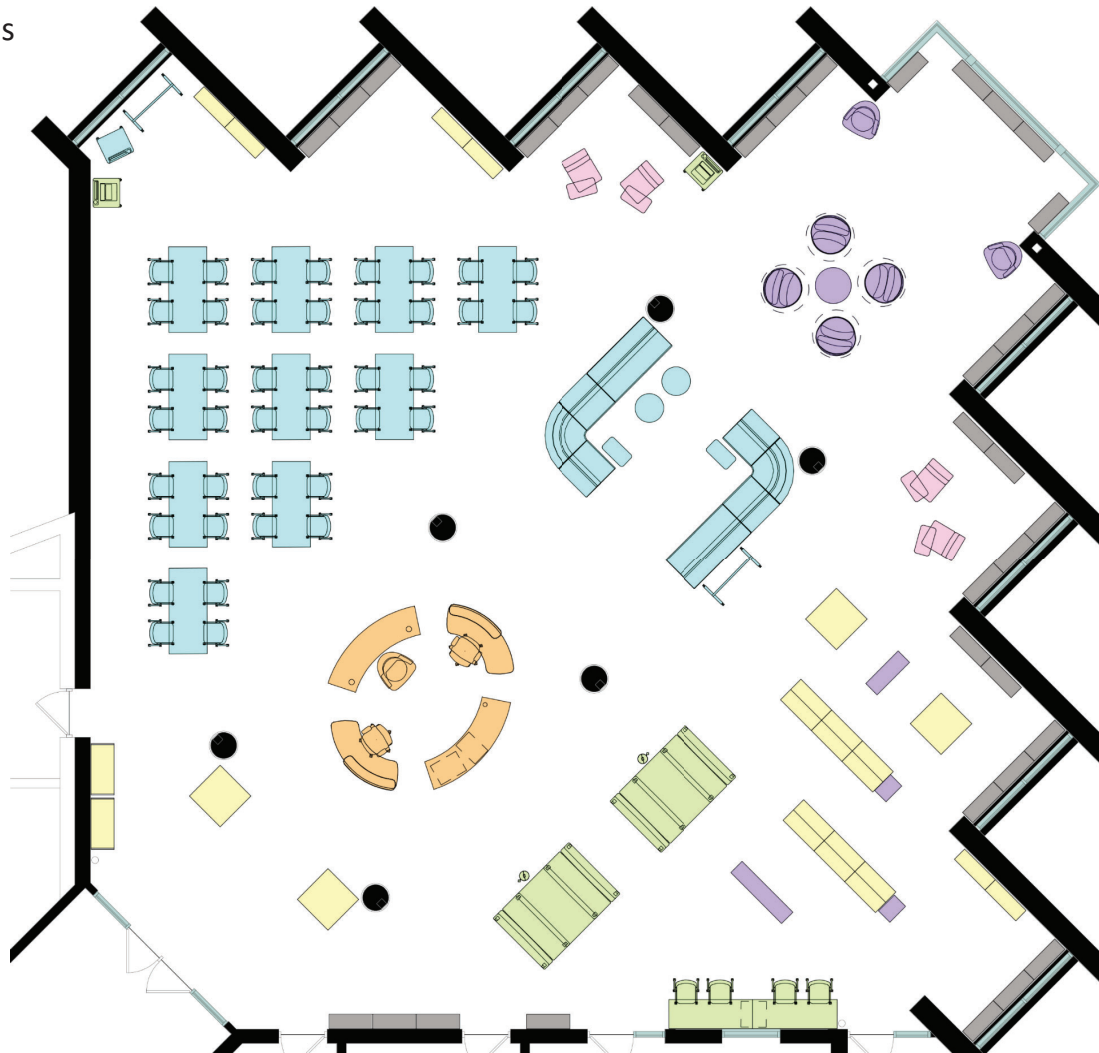
Mobile B/B/F Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 2

EAST MIDDLE SCHOOL



Learning Commons

Functional Zones



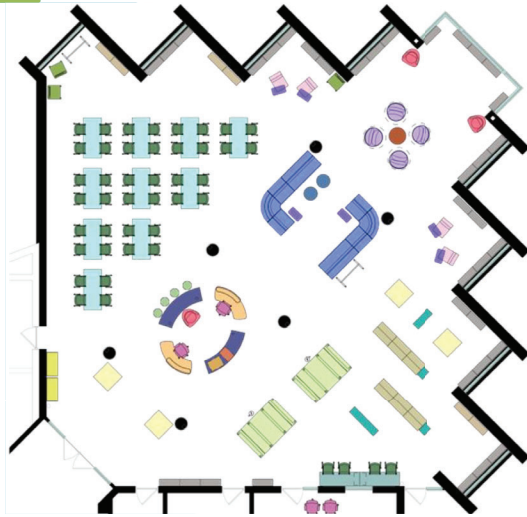
LEGEND	
	ENTRY/WELCOME
	TECHNOLOGY TOUCHDOWN
	LARGE GROUP INSTRUCTION/COLLAB.
	INDEPENDENT STUDY
	READING/QUIET ZONES
	BOOK DISPLAY/STORAGE

WEST MIDDLE SCHOOL



Learning Commons

Furniture Selections



Independent Study



Student Lounge
Armless, Clean-out design
With Caster



Pull-Up Table
Qty: 4

Large Group



Student Table
Flip & Nest
Size: 72"W x 30"D x 29"H
Qty: 10



Student Chair
Nesting Chair w/ Upholstered Seat
Armless
Qty: 40



Student Lounge
Upholstered
Seat Height: 18"
Qty: 2



Pull-Up Table
Qty: 2



Mobile Lectern
Size: 24" x 22", height-adjustable
Qty: 1



Ottoman
Size: 24" dia.
Qty: 2



Mobile Markerboard
Qty: 2

Entry/Welcome



Teacher Chair
Height-adjustable
Qty: 4



Circulation Desk/Para Desk
Size: 75"W x 24"D x 35"H
with transaction top and casters
Qty: 2



Tech Para Collaboration Table
Size: 96"W x 24"D x 29"H
with two (4) Wobble Stools
Qty: 4



Teacher Lounge
Automatic-return lounge
Qty: 1



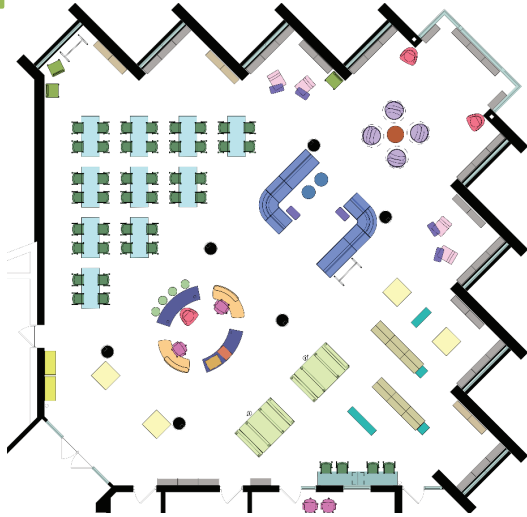
Mobile Storage
Mobile Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 1

WEST MIDDLE SCHOOL



Learning Commons

Furniture Selections



Quiet/Reading



Sway Lounge
Qty: 4



Lounge Table
Size: 30" dia. x 22"H
Qty: 1



Reading Lounge
Automatic-return lounge
Qty: 2



Reading Bench
Small: 13"D x 18.5"W x 17.5"H; Qty: 2
Medium: 13"D x 38"W x 17.5"H; Qty: 1
Large: 13"D x 59.5"W x 17.5"H; Qty: 1

Storage & Book Display



Mobile Storage
With shelves (1) and shelves/totes (1)
with Doors and Casters
Qty: 2 (one of each)



Book Display
Mobile 4-side Display
Qty: 4

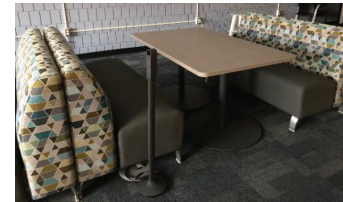


Book Shelving
Size: 36"W x 12"D x 72"H
Qty: 6



Book Shelving
Size: 36"W x 24"D x 42"H
Qty: 6

Technology Touchdown



Student Gathering Table
Size: 72"W x 24"D x 29"H
Qty: 2



Power Hub
Qty: 2



Catalog Table
Size: 24"W x 22"D, height-adjustable
Qty: 2



Printer Table
Size: 70"W x 27"D x 29"H
Qty: 2



Student Chair
Nesting Chair with Upholstered Seat
Armless
Qty: 4

WEST MIDDLE SCHOOL



Main Office

Furniture Plans and Selections



Main Office

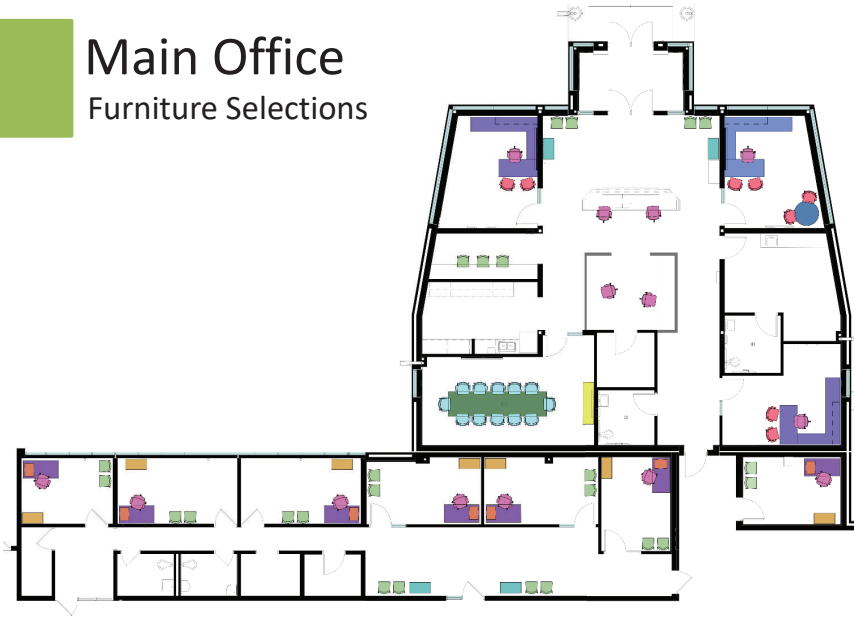
Furniture Plan



EAST MIDDLE SCHOOL



Main Office Furniture Selections



V.P./Dean's Office



AP's Office

Front and back worksurface with bridge
2-drawer Lateral File, B/B/F Personal File,
B/F Mobile Pedestal, Overhead Storage, and Tackboard



Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 1



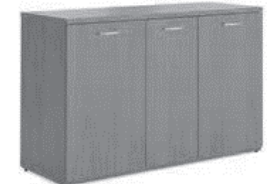
Guest Chair

Mesh back, upholstered Seat
Seat Height: 18"
Qty: 2



Conference Chairs

Mesh back, Upholstered Seat
Qty: 12



Credenza

Size: 57"W x 20"D x 36"H
Qty: 1

Principal's Office



Principal's Office

Front and back worksurface with bridge
Bookcase, 2-drawer Lateral File, B/F Mobile Pedestal,
Overhead Storage, and Tackboard



Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 1



Guest Chair

Mesh back, upholstered Seat
Seat Height: 18"
Qty: 4



Conference Table

Size: 42" dia. X 29" H
Qty: 1

Conference Room



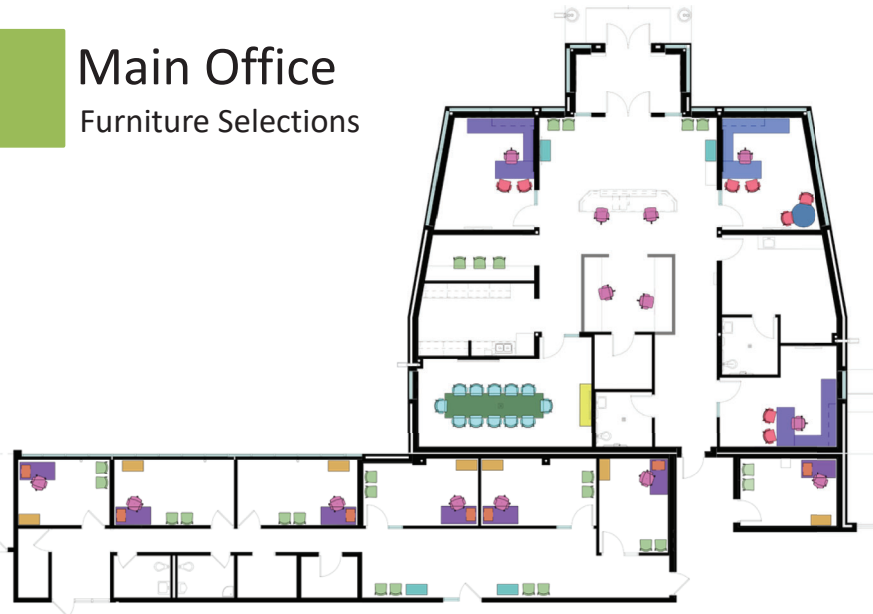
Conference Table

Size: 168"W x 42"D x 29"H
Qty: 1

EAST MIDDLE SCHOOL



Main Office Furniture Selections



Staff Offices



Task Chair
Height-adjustable
4-way Adjustable Arms
Qty: 7



Staff Desk
Size: 63"W x 27.5"D x 29"H
with two (2) casters
Qty: 7



Guest Seating
Plastic Seat and Seat Back, Armless
Qty: 14

Reception/Admin



Task Chair
Height-adjustable
4-way Adjustable Arms
Qty: 4

Welcome Center/Student Alcove/Waiting



Guest/Student Seating
Plastic Seat and Seat Back, Armless
Qty: 11



Bench Ottoman
Size: 36"W x 18"D x 19"H
Qty: 4



Mobile Storage
Mobile B/B/F Pedestal File
Size: 15"W x 22"D x 26.5"H
Qty: 7



Staff Storage
B/F Lateral File
Size: 18"W x 36"D x 21"H
Qty: 7

EAST MIDDLE SCHOOL



Main Office

Furniture Plan

WELCOME CENTER

PRINCIPAL'S OFFICE

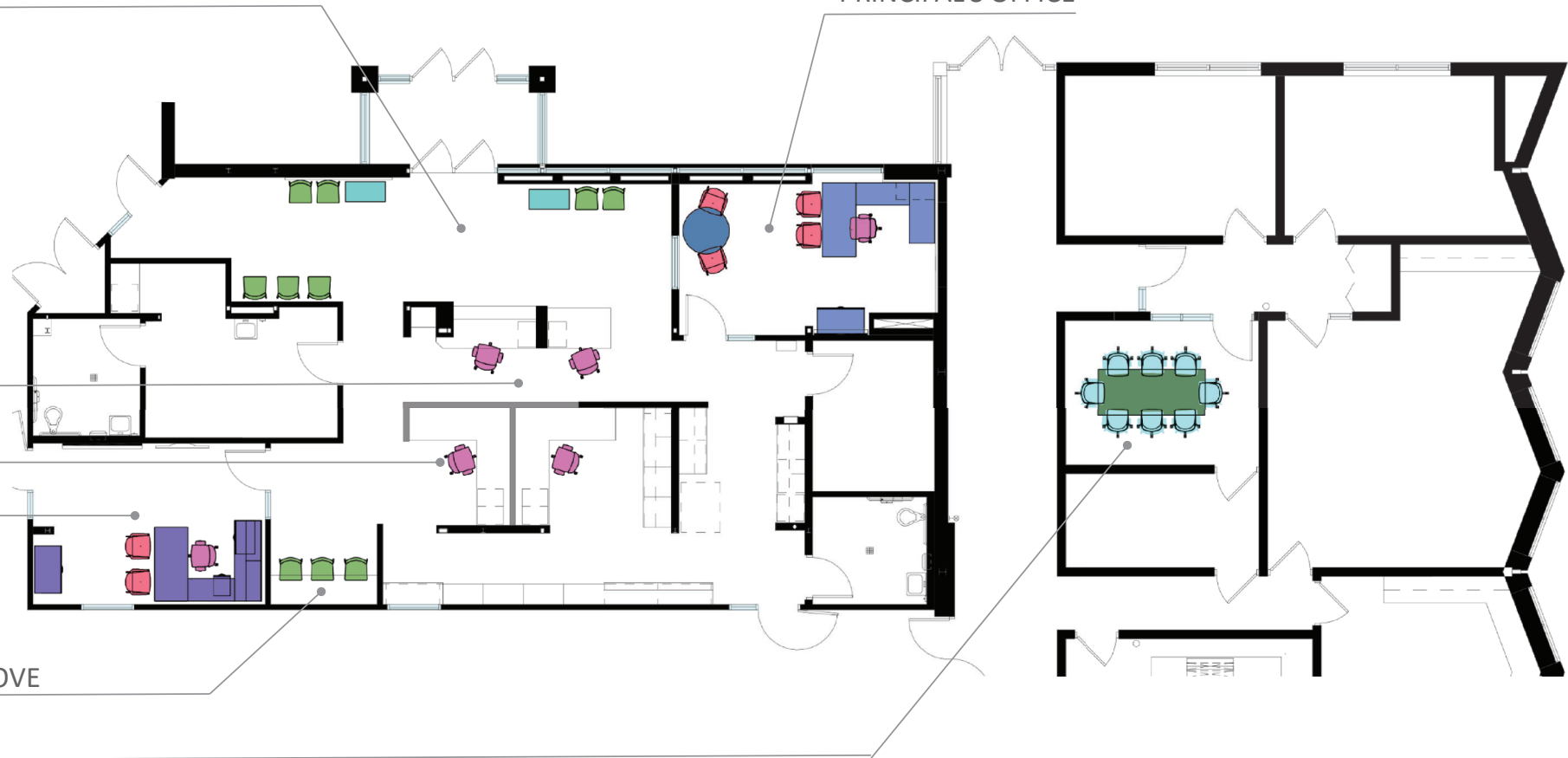
RECEPTION

ADMIN

V.P. OFFICE

STUDENT ALCOVE

CONFERENCE



WEST MIDDLE SCHOOL



Main Office

Furniture Selections



VP's Office



AP's Office

Front and Back worksurface with Return
2-drawer Lateral File, B/B/F Personal File, B/F
Mobile Pedestal, Overhead Storage, and Tackboard



Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 1



Guest Chair

Upholstered Seat
Armless, with casters
Seat Height: 18"
Qty: 2

Principal's Office



Principal's Office

Front and Back worksurface with Return
Bookcase, two (2) 2-drawer Lateral File, B/F Mobile
Pedestal, Overhead Storage, and Tackboard



Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 1



Guest Chair

Upholstered Seat
Armless, with casters
Seat Height: 18"
Qty: 4



Conference Table

Size: 42" dia. X 29" H
Qty: 1

WEST MIDDLE SCHOOL



Main Office

Furniture Selections



Conference Room



Conference Table

Size: 96"W x 42"D x 29"H
Qty: 1



Conference Chairs

Armless, with Upholstered Seat
Qty: 8

Reception



Task Chair

Height-adjustable
4-way Adjustable Arms
Qty: 4

Welcome Center/Student Alcove



Welcome Center Guest Seating

Plastic Seat and Seat Back, Armless
Qty: 10



Bench Ottoman

Size: 36"W x 18"D x 19"H
Qty: 2

WEST MIDDLE SCHOOL





Thank You!



February 19, 2024

Ms. Jill Minnick
 Chief Finance and Operations Officer
 E.J. McClendon Educational Center
 454 S. Harvey Street
 Plymouth, MI 48170

Re: Furnishing Recommendation
 East Middle School Addition and Remodeling
 West Middle School Remodeling
 TMP Project Nos. 20061A, 20064A

Dear Ms. Minnick:

On February 5, 2024, TMP received quotes for Plymouth-Canton Community Schools MS-2 Furnishings. MS-2 includes East and West Middle School. Quotes were obtained using pre-negotiated consortiums.

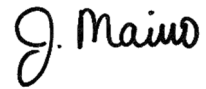
TMP Interior Designers, in partnership with District Administration, conducted an extensive validation process of the classroom furniture from the previously designed MS-1 furniture package – Pioneer Middle School. This process commenced in October of 2023 with a kick-off meeting and furniture introduction with the East and West Middle School Principals, and included the Pioneer Middle School Principal. The process continued with regular meetings with key individuals from District Administration, Curriculum & Instruction, the middle school Principals, select teachers, and middle school students to discuss furniture layouts, proposed products, and furniture finish selection. This process allowed input and evaluation from various stakeholders.

TMP has compiled furniture pricing quotations for the MS-2 furniture package, for review at the February 27, 2024 Board of Education Meeting. I have attached furniture quotations for each building. Below is a summary of the total costs per building.

East Middle School	Bond Budget, Classroom, Learning Commons, & Main Office Furniture	\$730,000.00
	Final Cost, Classroom, Learning Commons, & Main Office Furniture	<u>\$562,536.88</u>
	Positive Variance	\$167,463.12
West Middle School	Bond Budget, Classroom & Learning Commons Furniture	\$740,000.00
	Final Cost, Classroom & Learning Commons Furniture	<u>\$553,250.27</u>
	Positive Variance	\$186,749.73

Sincerely,

TMP ARCHITECTURE, INC.

A handwritten signature in black ink that reads "J. Maino". The signature is written in a cursive, flowing style.

*Jennifer Maino, NCIDQ
Interiors*

*Enclosure: Quote Summary, MS-2 Furniture Quotations, Specifications, Dealer Assurances
Cc: Derek Dinkeloo (TMP Architecture)
Anna Read (TMP Architecture)*



Plymouth-Canton Community Schools
MS-2 Furniture Package
TMP Project No.: 20061A, 20064A
February 16, 2024

Page No. 1 of 1

FURNITURE QUOTE SUMMARY						
MS-2 FURNITURE						
Dealer	Category	Manufacturer	Item	Total by Buiding		Total by Vendor
				East MS	West MS	
NBS Commercial Interiors	B	Sit On It	Teacher Chairs + LC Chairs	\$39,865.54	\$35,959.07	\$345,902.60
	C	Steelcase+	Classroom and Office Storage + LC Furniture	\$53,122.19	\$44,243.08	
	D	Smith System	Learning Commons Storage	\$2,880.54	\$2,778.24	
	E	WB Manufacturing	Science Tables	\$63,232.42	\$74,338.11	
	G	Integra	Learning Commons Furniture	\$6,330.44	\$19,302.19	
	M	Watson	Mobile Markerboards	\$1,273.00	\$2,577.78	
	NBS Totals:			\$166,704.13	\$179,198.47	
Great Lakes Furniture Supply	A	VS America	Classroom Furniture	\$317,704.88	\$298,297.92	\$616,002.80
	GLFS Totals:			\$317,704.88	\$298,297.92	
Dew-EI	H	Media Technologies	LC Circulation Desks + Book Display	\$21,101.47	\$38,210.96	\$59,312.43
	Dew-EI Totals:			\$21,101.47	\$38,210.96	
KI	F	KI	LC Furniture	\$16,275.12	\$10,852.80	\$27,127.92
	KI Totals:			\$16,275.12	\$10,852.80	
Interior Environments	J	Allsteel	Privates Offices	\$35,152.55	\$23,571.88	\$25,439.08
	K	HON	Conference Room Furniture	\$4,353.21	\$1,867.20	
	IE Totals:			\$39,505.76	\$25,439.08	
ISCG	L	Ergotron	Mobile Lecterns	\$1,245.52	\$1,251.04	\$2,496.56
	ISCG Totals:			\$1,245.52	\$1,251.04	
TOTAL:				\$562,536.88	\$553,250.27	\$1,115,787.15
BOND BUDGET:				\$730,000.00	\$740,000.00	\$1,470,000.00
POSITIVE VARIANCE:				\$167,463.12	\$186,749.73	\$354,212.85

PLYMOUTH-CANTON COMMUNITY SCHOOLS TECHNOLOGY DEPARTMENT

TO: Monica Merritt, Superintendent
Board of Education

FROM: Mark Salzer, Director of Integrated Technology Systems

DATE: February 27, 2024

RE: Approve 2020 Bond Project Tech Contract - BPT8 –E-rate Structured Cabling and Network Infrastructure related to 2020 Bond Program additions and renovations at Plymouth High School, Canton High School, East Middle School, West Middle School, and the P-CEP New Stadium – First Reading

OVERVIEW:

School districts are eligible for partial reimbursement of some telecommunications services under the federal eRate / Universal Service Fund (USF) program. Federal regulations require a District to bid on any services for which they are seeking such reimbursement.

For School Year 2024-25, Plymouth-Canton Community Schools requested bids in the T8 bid package for structured cabling and network infrastructure needs for the bond projects planned at Plymouth High School, Canton High School, East Middle School, West Middle School, and the P-CEP New Stadium.

Under eRate guidelines, nearly all of these services are eligible, and P-CCS was eligible for \$201,618.08 of needs. Multiplying the eligible amount (\$201,618.08) by the district's reimbursement rate of 50% means the federal government is expected to underwrite up to \$100,809.04 of the costs.

The posting of this bid package followed appropriate newspaper bid requirements and was published online. A virtual public bid opening was held at the E.J. McClendon Educational Center on February 1, 2024 with eight bids received between two categories.

Based upon the evaluation of the project team, we present the following for consideration by the administration and Board of Education.

Bid Category	Vendor	Bid Amount	Contingency Allowance
27:1 Network Electronics	People Driven Technologies	\$132,383.81	10% Contingency
27:2 Structured Cabling	Nerds Xpress	129,234.27	
TOTAL CONTRACT AWARD		\$ 261,618.08	\$ 26,161.81
TOTAL PROJECT COST		\$ 287,779.89	

These purchases will be funded using the 2020 and 2023 bond funds. Please see the attached letter from Barton Malow providing more details regarding our recommendation to award to two bidders.

This item was presented at the Finance & Operations Committee meeting that was held on February 22, 2024.

RECOMMENDED RESOLUTION:

It was moved by member _____ and seconded by member _____ to approve the resolution to award contracts to People Driven Technology in an amount not to exceed \$145,622.19 and to Nerds Xpress in an amount not to exceed \$142,157.70. The total awarded amount for BP T8 will be an amount not to exceed \$287,779.89, net of reimbursements for \$100,809.04. These purchases will be funded using the 2020 and 2023 bond funds.

Ayes: _____

Nays: _____

The motion was: _____



Mr. Mark Salzer
Director of Technology
Plymouth-Canton Community Schools
454 S. Harvey Street
Plymouth, MI 48170

February 14, 2024

RE: BP T8 –E-rate Structured Cabling and Network Infrastructure needs for 2024 Funding Cycle

Dear Mr. Salzer,

Bid documents were issued for Bid Package T8 for the structured cabling and network infrastructure needs related to 2020 Bond Program additions and renovations at Plymouth High School, Canton High School, East Middle School, West Middle School, and the P-CEP New Stadium. This scope of work is for eligible E-Rate USAC reimbursable expenses and includes the following work:

- the buildout of new network closets where necessary,
- structured cabling to support workstations and other network devices,
- network switches and wireless access points.

Documents were issued on December 13, 2023. In addition to contacting known interested bidders, the RFP was advertised per the state and USAC requirements and posted online. A prebid meeting was held via video conference on December 20, 2023. Eight bids were received between the two bid categories, from seven different contractors, on February 1, 2024.

Bid Evaluation Summary and Recommendations

After receiving bids, Barton Malow and Plymouth-Canton Community Schools' Technology Department staff evaluated the proposals to ensure they were inclusive of the scope of work and schedule. It was found that the network infrastructure bid was complete and satisfactory. The project team evaluated all bidders who submitted proposals on the project, and after evaluation of the apparent second low bidders' proposal, it was found to be complete. Barton Malow also called references for the bidder, and received glowing reviews.

Based upon the evaluation of the project team, we present the following for consideration by the administration and Board of Education.

BP T8	Award Amount
27:1 Network Electronics – People Driven Technologies	\$132,383.81
27:2 Structured Cabling – Nerds Xpress	\$129,234.27
Total Contract Award Amount:	\$261,618.08
Contingency (10%)	\$26,161.81
Total Project Cost:	\$287,779.89

Sincerely,

Brian Jessie, CTS
Barton Malow

c: P-CCS: J. Minnick

Plymouth-Canton Community Schools 2020 Bond Program
BP T8 E-Rate 2024 Network Electronics and Structured Cabling

2/1/2024	BID TABULATION									
	Bidder	Bid Bond	Familial	Iran Form	Criminal BK	Addendum 1	Addendum 2	SBE Affiliation	Base Bid	Voluntary Alternate - Deduct to utilize third party optics
Bid Package No. T8	27-1: Network Electronics									
	People Driven Technology*	X	X	X	X	X	X	N/A	\$132,383.81	-\$7,613.61
	Inacomp TSG	X	X	X	X	X	X	N/A	\$137,209.00	
	Nerds Xpress**	X	X	X	X	X	X	Minority Owned Business	\$198,416.36	
	27-2: Structured Cabling									
	Nerds Xpress**	X	X	X	X	X	X	Minority Owned Business	\$129,234.27	
	Complete Interactive Technologies	X	X	X	X	X	X	N/A	\$153,419.00	
	Amcomm Telecommunications Inc.	X	X	X	X	X	X	N/A	\$166,330.00	
	Great Lakes Cabling Solutions	X	X	X	X	X	X	N/A	\$183,488.74	
	The DataCom Group, Inc.	X	X	X	X	X	X	Veteran Owned Business	\$186,815.00	
	Notes: *During post bid reviews, it was identified that People Driven Technologies included 11 unnecessary power supplies. Utilizing their submitted BOM, we were able to accurately delete these items from scope. **At bid opening, it was apparent that Nerds Xpress combined the two bid categories into their response. Their as read number for data cabling was \$327,650.63. We were able to separate the scope of work using their provided BOM.									

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling
454 South Harvey Street, Plymouth, MI 48170, United States of America

Additional Scope was given for additional power
supplies in their base bid- Deducted \$14,435.19
Total Awarded amount now \$132,383.81

Sent proposal: \$146,819.00

Submitted Feb 1, 2024 at 11:13 AM EST
People Driven Technology
6300 Venture Hills Blvd SW, Byron Center, MI 49315, United States of America
Scott Sutherland | Account Manager | +1 248-860-9920 | sutherlands@peopledriven.com

Line Items

Description	Quantity	Unit Cost	Total Cost
East Middle School (eligible) (base bid including bond)			\$12,726.70
East Middle School (non-eligible) (base bid including bond)			\$2,779.58
West Middle School (eligible) (base bid including bond)			\$13,707.44
West Middle School (non-eligible) (base bid including bond)			\$5,440.16
Canton High School Annex Addition and New Stadium (eligible) (base bid including bond)			\$36,029.68
Canton High School Annex Addition and New Stadium (non-eligible) (base bid including bond)			\$5,632.16
Canton High School Innovation Hub Addition (eligible) (base bid including bond)			\$33,058.23
Canton High School Innovation Hub Addition (non-eligible) (base bid including bond)			\$13,587.89
Plymouth High School (eligible) (base bid including bond)			\$11,094.87
Plymouth High School (non-eligible) (base bid including bond)			\$2,762.29
Owner-Directed Allowance (\$10,000)			\$10,000
Base Bid			\$146,819.00

Alternates

VOLUNTARY ALTERNATES:	
Voluntary Alternate 1	Deduct of -\$7613.61 for 3rd party optics
Voluntary Alternate 2	
Voluntary Alternate 3	

Inclusions

Did you include the \$10,000 Owner-Directed Allowance?	Yes
--	-----

Scope-Specific Information and Unit Costs

UNIT PRICES: NETWORK EQUIPMENT:

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Percent off list price for equipment/models not included as unit price. (Provide a number not a range. 69.0%
If % varies by model/category upload the list with bid submission)

48 Port PoE+ Switch	\$2,940.41 /per each
Network Switch Secondary Power Supply	\$1,312.29 /per each
Installation and Configuration of 48 Port Switch	\$400 /per each
Fiber Optic Transceiver (If multiple product numbers upload the price list with bid submission)	\$378.36 /per each

UNIT PRICES: WIRELESS EQUIPMENT:

Percent off list price for equipment/models not included as unit price. (Provide a number not a range. 69.0%
If % varies by model/category upload the list with bid submission)

Indoor Wireless Access Point (with 7 year DNA license or equivalent)	\$1,021.25 /per each
Outdoor Wireless Access Point (with 7 year DNA license or equivalent)	\$1,057.92 /per each
External Antenna	\$843.03 /per each
Cable Connector (if applicable for proposed products)	\$303.99 /per each
Horizontal wall mount for wireless access point	\$105 /per each
Installation and Configuration of Wireless Access Point	\$50 /per each
Remove Wireless Access Point and turn over to Owner (accessible from ladder)	\$50 /per each

General Acknowledgments

Bidder, in compliance with the Advertisement to Bid for this bid package having carefully examined the Contract Documents and the site of the proposed Project and the conditions affecting the proposed Work proposes to furnish all labor, materials, tools, equipment, equipment rental, transportation, supervision, and services as are necessary to perform all Work in the Bid Category(ies) stated in accordance with the Contract Documents.	Yes
If identified as one of the apparent lowest bidder(s) for a Bid Category, Bidder agrees to meet immediately with Barton Malow and submit post bid information as described in the Project Manual.	Yes
Bidder, if awarded a contract, agrees to: (1) execute the Agreement within fifteen (15) days of receiving notice of the award; (2) provide performance/payment bonds and insurance certificates in full compliance with the Contract Documents, (3) submit the Project Safety Program as described in the bid proposal documents (4) commence Work upon execution of the Contract or at such other time as directed, and (5) to complete its Work in accordance with the Contract Documents and within the milestone activity dates and durations set forth in the Project Manual. In the event Bidder defaults in complying with any portion of this paragraph, Bidder specifically agrees that the entire bid security amount shall become the property of the Owner as liquidated damages constituting the reasonable estimate of the damages that Owner would incur for delays and additional expenses in the event of such default, and not as a penalty.	Yes
Warranties Included (if applicable)?	Yes
Permits Included (if applicable, please list)?	N/A

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Applicable sales tax included?	Yes
Insurance Coverage and Limits acknowledged and will be provided	Yes
Have you visited the site?	No
Cleanup Included per BMB Clean Up Procedures	Yes
Bidder has included AutoDesk Build documentation cost	Yes
Bidder understands Textura will be used for pay applications and has included applicable costs	Yes
List anticipated subcontractors. Owner reserves the right to approve any subcontractors used.	None

REQUIRED DOCUMENTS TO UPLOAD ALONG WITH BID SUBMISSION (ENSURE NOTARY SEALS ARE VISIBLE):

Bidder has included required Familial Disclosure Affidavit found in the bid document distribution folder	Yes
Bidder has included required Iran Sanctions Affidavit found in the bid document distribution folder	Yes
Bidder has included required Criminal Background Affidavit found in the bid document distribution folder	Yes
Bidder has included required Bid Bond from a qualified surety company	Yes
Bidder has uploaded the required Bill of Materials, schematic designs (if applicable) and any supporting documentation.	Yes

AFFILIATIONS:

The Bidder is a Woman Owned Business Enterprise (WBE)	No
The Bidder is a Minority Business Enterprise (MBE)	No
The Bidder is a Veteran Owned Business	No
The Bidder is a Union Business	No
The Bidder is a Non-Union Business	Yes
Give a brief description of the outreach programs the Bidder has in place to encourage diversity in its workforce and its subcontracting.	N/A

Bond Information

Current EMR Rating	1.0
Bonding Company Name	Western Surety Company

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Bonding Company A.M. Best Rating	A
Bonding Company NAIC Number	13188

Labor Rates	
Project Foreman / Project Lead	\$195 /per hour
Engineer	\$155 /per hour
Apprentice/Field Technician	\$135 /per hour

Certifications	
USAC SPIN Number	143052828
Bidder is a certified direct reseller and installer of the submitted products.	Yes
Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12689, 48 C.F.R. 9.404?	No

Additional Information	
Notes	Thank you for the opportunity!

Attachments	
	People Driven Technology In... (4.5 MB)
	Cisco Gold Partner Certificat... (185 KB)
	Affadavit of Compliance-Cri... (1.0 MB)
	Familial Disclosure.pdf (713 KB)
	Iran Sanctions Affadavit.pdf (972 KB)
	Bid Bond Plymouth Canton ... (613 KB)
	Plymouth Canton BP T8 USF... (150 KB)

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling
454 South Harvey Street, Plymouth, MI 48170, United States of America

Nerds Xpress submitted a combined bid for:
Network Electronics - \$198,416.36
Structured Cabling - \$129,234.27
Only awarding the structured cabling scope

Sent proposal: \$327,650.63

Submitted Jan 17, 2024 at 7:36 PM EST

Nerds Xpress

Techone, 440 Burroughs St, Detroit, MI 48202, USA

Dustin Barlow | President | +1 313-460-0407 | dbarlow@nerdsxpress.com

Line Items

Description	Quantity	Unit Cost	Total Cost
East Middle School (eligible) (base bid including bond)			\$47,564.07
East Middle School (non-eligible) (base bid including bond)			\$1,835.48
West Middle School (eligible) (base bid including bond)			\$40,788.10
West Middle School (non-eligible) (base bid including bond)			\$2,056.54
Canton High School Annex Addition and New Stadium (eligible) (base bid including bond)			\$84,389.48
Canton High School Annex Addition and New Stadium (non-eligible) (base bid including bond)			\$7,377.86
Canton High School Innovation Hub Addition (eligible) (base bid including bond)			\$109,112.08
Canton High School Innovation Hub Addition (non-eligible) (base bid including bond)			\$3,278.78
Plymouth High School (eligible) (base bid including bond)			\$19,471.07
Plymouth High School (non-eligible) (base bid including bond)			\$1,777.17
Owner-Directed Allowance (\$10,000)			\$10,000
Base Bid			\$327,650.63

Alternates

VOLUNTARY ALTERNATES:

Voluntary Alternate 1

Voluntary Alternate 2

Voluntary Alternate 3

Inclusions

Did you include the \$10,000 Owner-Directed Allowance?	Yes
Did you separate eligible and non-eligible items above? Ex. Cabling shown for security is non-eligible.	Yes

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Scope-Specific Information and Unit Costs

UNIT PRICES: STRUCTURED CABLING:

48 Port Patch Panel	\$235 /per each
24 Port Patch Panel	\$147.50 /per each
Wall Mounted Cabinet	\$1,375.85 /per each
Run of 500' 12 strand SM fiber	\$1,250 /per each
2 Post Relay Rack with vertical wire managers	\$1,238.53 /per each
Single Category 6 drop (including patch cables)	\$210 /per each
Two Category 6 drops to the same room or termination location (including patch cables)	\$375 /per each
Single Category 6A drop (including patch cables)	\$275 /per each

General Acknowledgments

Bidder, in compliance with the Advertisement to Bid for this bid package having carefully examined the Contract Documents and the site of the proposed Project and the conditions affecting the proposed Work proposes to furnish all labor, materials, tools, equipment, equipment rental, transportation, supervision, and services as are necessary to perform all Work in the Bid Category(ies) stated in accordance with the Contract Documents.	Yes
If identified as one of the apparent lowest bidder(s) for a Bid Category, Bidder agrees to meet immediately with Barton Malow and submit post bid information as described in the Project Manual.	Yes
Bidder, if awarded a contract, agrees to: (1) execute the Agreement within fifteen (15) days of receiving notice of the award; (2) provide performance/payment bonds and insurance certificates in full compliance with the Contract Documents, (3) submit the Project Safety Program as described in the bid proposal documents (4) commence Work upon execution of the Contract or at such other time as directed, and (5) to complete its Work in accordance with the Contract Documents and within the milestone activity dates and durations set forth in the Project Manual. In the event Bidder defaults in complying with any portion of this paragraph, Bidder specifically agrees that the entire bid security amount shall become the property of the Owner as liquidated damages constituting the reasonable estimate of the damages that Owner would incur for delays and additional expenses in the event of such default, and not as a penalty.	Yes
Warranties Included (if applicable)?	Yes
Permits Included (if applicable, please list)?	Low Voltage Permit
Applicable sales tax included?	Yes
Insurance Coverage and Limits acknowledged and will be provided	Yes
Have you visited the site?	Yes
Cleanup Included per BMB Clean Up Procedures	Yes

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Bidder has included AutoDesk Build documentation cost Yes

Bidder understands Textura will be used for pay applications and has included applicable costs Yes

List anticipated subcontractors. Owner reserves the right to approve any subcontractors used. None

REQUIRED DOCUMENTS TO UPLOAD ALONG WITH BID SUBMISSION (ENSURE NOTARY SEALS ARE VISIBLE):

Bidder has included required Familial Disclosure Affidavit found in the bid document distribution folder Yes

Bidder has included required Iran Sanctions Affidavit found in the bid document distribution folder Yes

Bidder has included required Criminal Background Affidavit found in the bid document distribution folder Yes

Bidder has included required Bid Bond from a qualified surety company Yes

Bidder has uploaded the required Bill of Materials, schematic designs (if applicable) and any supporting documentation. Yes

AFFILIATIONS:

The Bidder is a Woman Owned Business Enterprise (WBE) No

The Bidder is a Minority Business Enterprise (MBE) Yes

The Bidder is a Veteran Owned Business No

The Bidder is a Union Business Yes

The Bidder is a Non-Union Business No

Give a brief description of the outreach programs the Bidder has in place to encourage diversity in its workforce and its subcontracting. Part of USMCA and Local Diversity Councils, Nerds Xpress is MBE Certified and DBE

Bond Information

Current EMR Rating .95

Bonding Company Name Selective Insurance Company of America

Bonding Company A.M. Best Rating A+ Superior

Bonding Company NAIC Number 12572

Labor Rates

Project Foreman / Project Lead \$75 /per hour

BPT8 Plymouth-Canton Community Schools - E-Rate Network Electronics and Structured Cabling

454 South Harvey Street, Plymouth, MI 48170, United States of America

Engineer	
Apprentice/Field Technician	\$75 /per hour

Certifications

USAC SPIN Number	143052558
Bidder is a certified direct reseller and installer of the submitted products.	Yes
Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12689, 48 C.F.R. 9.404?	No

Attachments

 PLYMOUTH.docx.pdf (5.2 MB)

PLYMOUTH-CANTON COMMUNITY SCHOOLS

TECHNOLOGY DEPARTMENT

TO: Monica Merritt, Superintendent
Board of Education

FROM: Mark Salzer, Director of Integrated Technology Systems

DATE: February 27, 2024

RE: Resolution for BP T9 – Technology Related to 2020 Bond Projects HS-2A (Plymouth HS Band Room), HS-4 (Canton HS Annex Addition and P-CEP New Stadium), MS-2 (East MS and West MS), HS-4A (Canton HS Innovation Hub and Robotics) – First Reading

OVERVIEW:

Our T9 bid package for the 2020 Bond Projects was to engage one or more vendors to supply the Technology equipment needed in learning, office and activity/athletic spaces at Canton High School, East Middle School, Plymouth High school and West Middle School. The posting of this bid package followed appropriate newspaper bid requirements and was published online. A virtual public bid opening was held at the E.J. McClendon Educational Center on January 29, 2024 with seven bids received across the three bid categories, from six different contractors.

Please see the attached letter from Barton Malow providing more details regarding our recommendation to award to three bidders.

This item was presented at the Finance & Operations Committee meeting that was held on February 22, 2024

RECOMMENDED RESOLUTION:

It was moved by member _____ and seconded by member _____ to approve the resolution to award contracts to TEL Systems in an amount not to exceed \$205,441.39, to SoundCom Systems in an amount not to exceed \$120,147.50, and to Security 101 in an amount not to exceed \$414,321.57. The total award for BP T9 in the three awarded categories will be an amount not to exceed \$748,610.46 and will be funded by proceeds from the 2020 and 2023 bond.

Ayes: _____

Nays: _____

The motion was: _____



Mr. Mark Salzer
Director of Technology
Plymouth-Canton Community Schools
454 S. Harvey Street
Plymouth, MI 48170

February 14, 2024

RE: BP T9 – Technology Related to 2020 Bond Projects HS-2A (Plymouth HS Band Room), HS-4 (Canton HS Annex Addition and P-CEP New Stadium), MS-2 (East MS and West MS), HS-4A (Canton HS Innovation Hub and Robotics).

Dear Mr. Salzer,

Bid documents were issued for Bid Package T9, which includes three bid categories. The three categories capture audiovisual needs, public address modifications, as well as expansion of the video surveillance and access control systems required for the additions and renovations at Plymouth High School, Canton High School, East Middle School, West Middle School, and the P-CEP New Stadium. Documents were issued on January 8, 2024. In addition to contacting known interested bidders, bids were advertised per the state requirements. A prebid meeting was held via video conference on January 11, 2024. Seven bids were received across the three bid categories, from six different contractors.

Bid Evaluation Summary and Recommendations

After receiving bids, Barton Malow and Plymouth-Canton Community Schools' Technology and Security department staff evaluated the proposals to ensure they were inclusive of the scope of work and schedule. It was found that for the three categories, the low bidders captured and understand the full scope of work. Also included below is an allowance to purchase the anticipated two additional interactive flat panels from the current elementary school SMART integrator, VSC. These would each be supplied with a cart and a soundbar, and utilized in the Innovation/Robotics Hub at Canton High School.

Based upon the evaluation of the project team, we present the following for consideration by the administration and Board of Education.

BP T9	Award Amount
27:1 Audiovisual – TEL Systems	\$186,764.90
27:2 Paging and Clocks – SoundCom Systems	\$109,225.00
28:1 Video Surveillance and Access Control - Security 101	\$376,655.97
Total Contract Award Amount:	\$669,645.87
Contingency (10%)	\$66,964.59
VSC Audiovisual Allowance (Purchase through BP T5)	\$12,000.00
Total Project Cost:	\$748,610.46

Sincerely,

Brian Jessie, CTS
Barton Malow

c: PCCS: J. Minnick

Plymouth-Canton Community Schools
BP T9 Technology Infrastructure and Security

1/29/2024	BID TABULATION													
Bid Package No. 19	Bidder	Bid Bond	Familial	Iran Form	Criminal BK	Addendum 1	Addendum 2	SBE Affiliation	Base Bid	AV Mandatory Alt 27:1-1 Projector at PHS Band Room	AV Mandatory Alt 27:1-2 Sound System at PHS Band Room	28:1 Voluntary Alt Provide and install 128TB Video Server	Total Potential Award	
Combined Bid Tabulation	27:1 - AUDIOVISUAL SYSTEMS													
	TEL Systems	X	X	X	X	X	X	N/A	\$165,631.36	\$10,545.31	\$7,588.23		\$183,764.90	
	Digital Age Technologies	X	X	X	X	X	X	N/A	\$184,655.00	\$12,985.00	\$16,280.00			
	SoundCom Systems	X	X	X	X	X	X	N/A	\$248,750.00	\$7,950.00	\$19,900.00			
	27:2 - PUBLIC ADDRESS SYSTEMS AND CLOCKS													
	SoundCom Systems	X	X	X	X	X	X	N/A	\$109,225.00				\$109,225.00	
	28:1 - VIDEO SURVEILLANCE AND ACCESS CONTROL													
	Security 101	X	X	X	X	X	X	N/A	\$332,895.65			\$43,760.32	\$376,655.97	
	AOB Security dba Security Designs	X	X	X	X	X	X	N/A	\$335,300.00					
	DA Central	X	X	X	X	X	X	N/A	\$408,388.00					
	Notes:													



BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Wireless Microphones were added at a cost of
\$2,336.46 and awarding the two mandatory alternates
Mandatory alternate 1 had additional scope and was
reduced to a new cost of \$10,545.31
Total Award \$183,764.90

Sent proposal: \$163,294.90

Submitted Jan 29, 2024 at 12:18 PM EST

TEL Systems

7235 Jackson Rd, Ann Arbor, MI 48103, USA

Chris Lindsay | Sales | +1 734-761-4506 | sales@thalnerv.com



Line Items

Description	Quantity	Unit Cost	Total Cost
East Middle School (base bid including bond)			\$12,579.84
West Middle School (base bid including bond)			\$10,065.79
Canton High School Annex Addition and New Stadium (base bid including bond)			\$30,736.78
Canton High School Innovation Hub Addition (base bid including bond)			\$55,090.23
Plymouth High School (base bid including bond)			\$34,822.26
Owner-Directed Allowance (\$20,000)			\$20,000
Base Bid			\$163,294.90

Alternates

27-1-1: Projector at Plymouth HS Band Room	\$16,407.05
27-1-2: Sound System at Plymouth HS Band Room	\$7,588.23

Scope-Specific Information and Unit Costs

GENERAL:	
How much did you include in your base bid for the owner-directed allowance?	\$20,000.00
VOLUNTARY ALTERNATES:	
Voluntary Alternate No. 1	Sales tax if not required remove (-\$9,912.18)
Voluntary Alternate No. 2	
Voluntary Alternate No. 3	
UNIT PRICES:	
Unit Price: 75" Flat Panel Display	\$2,778.26
Unit Price: 65" Flat Panel Display	\$1,506.52
Unit Price: 55" Flat Panel Display	\$1,165.22
Unit Price: 50" Flat Panel Display	\$839.30

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Unit Price: Soundbar with Microphone and Camera	\$655.56
Unit Price: Fixed Wall Mount	\$97.87
Unit Price: Mobile Flat Panel Display Cart with installation	\$713.77
Unit Price: Installation of Flat Panel Display	\$2,083.09
Unit Price: Ultra-Short Throw Projector	\$2,823.09
Unit Price: Ultra-Short Throw Projector Mount	\$107.87
Unit Price: Installation of Ultra-Short Throw Projector	\$3,705.87

General Acknowledgments

Bidder, in compliance with the Advertisement to Bid for this bid package having carefully examined the Contract Documents and the site of the proposed Project and the conditions affecting the proposed Work proposes to furnish all labor, materials, tools, equipment, equipment rental, transportation, supervision, and services as are necessary to perform all Work in the Bid Category(ies) stated in accordance with the Contract Documents.	Yes
If identified as one of the apparent lowest bidder(s) for a Bid Category, Bidder agrees to meet immediately with Barton Malow and submit post bid information as described in the Project Manual.	Yes
Bidder, if awarded a contract, agrees to: (1) execute the Agreement within fifteen (15) days of receiving notice of the award; (2) provide performance/payment bonds and insurance certificates in full compliance with the Contract Documents, (3) submit the Project Safety Program as described in the bid proposal documents (4) commence Work upon execution of the Contract or at such other time as directed, and (5) to complete its Work in accordance with the Contract Documents and within the milestone activity dates and durations set forth in the Project Manual. In the event Bidder defaults in complying with any portion of this paragraph, Bidder specifically agrees that the entire bid security amount shall become the property of the Owner as liquidated damages constituting the reasonable estimate of the damages that Owner would incur for delays and additional expenses in the event of such default, and not as a penalty.	Yes
Warranties Included (if applicable)?	Yes
Permits Included (if applicable, please list)?	Included
Applicable sales tax included?	Yes
Insurance Coverage and Limits acknowledged and will be provided	Yes
Have you visited the site?	No
Cleanup Included per the RFP?	Yes
Bidder has included BIM 360 documentation cost	Yes
Bidder understands Textura will be used for pay applications and has included applicable costs	Yes

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security
454 South Harvey Street, Plymouth, MI 48170, United States of America

List anticipated subcontractors. Owner reserves the right to approve any subcontractors used.

None

REQUIRED DOCUMENTS TO UPLOAD ALONG WITH BID SUBMISSION (ENSURE NOTARY SEALS ARE VISIBLE):	
Bidder has included required Familial Disclosure Form found in the bid document distribution folder	Yes
Bidder has included required Iran Sanctions Affidavit found in the bid document distribution folder	Yes
Bidder has included required Criminal Background Affidavit found in the bid document distribution folder	Yes
Bidder has included required Bid Bond from a qualified surety company	Yes
Bidder has uploaded the required Bill of Materials, schematic designs (if applicable) and any supporting documentation.	Yes

Bond Information	
Current EMR Rating	0.86
Bonding Company Name	Developers Surety and Indemnity Company
Bonding Company A.M. Best Rating	A - Excellent
Bonding Company NAIC Number	12718

Labor Rates	
Project Foreman / Project Lead	\$95 /per hour
Engineer	\$110 /per hour
Apprentice/Field Technician	\$80 /per hour

Certifications	
Bidder is a certified direct reseller and installer of the submitted products.	Yes

Additional Information	
Notes	TEL Warranty is for first year parts and workmanship per document included. Year 2 - 5 to be negotiated with client.

Attachments

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

-  [PCCS Criminal Background -...](#) (918 KB)
-  [PCCS Bid Bond.pdf](#) (1.1 MB)
-  [PCCS Familial Disclosure A...](#) (664 KB)
-  [PCCS Iran Affidavit of Compl...](#) (873 KB)
-  [Warranty Contract for Syste...](#) (44 KB)
-  [QUOTE_19610.pdf](#) (536 KB)

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Sent proposal: \$109,225

Submitted Jan 26, 2024 at 4:10 PM EST

SoundCom Systems

24600 North Industrial Drive, Farmington Hills, MI 48335, USA

Joe Samborski | Account Executive | +1 248-787-2317 | joe.samborski@ametek.com



Line Items

Description	Quantity	Unit Cost	Total Cost
East Middle School (base bid including bond)			\$14,350
West Middle School (base bid including bond)			\$19,675
Canton High School Annex Addition and New Stadium (base bid including bond)			\$27,250
Canton High School Innovation Hub Addition (base bid including bond)			\$14,250
Plymouth High School (base bid including bond)			\$13,700
Owner-Directed Allowance (\$20,000)			\$20,000
Base Bid			\$109,225

Scope-Specific Information and Unit Costs

GENERAL:

How much did you include in your base bid for the owner-directed allowance? 20000

VOLUNTARY ALTERNATES:

Voluntary Alternate No. 1 None

Voluntary Alternate No. 2 None

Voluntary Alternate No. 3 None

UNIT PRICES:

Furnish & install drop ceiling paging speaker with cabling	\$400
Furnish & install a surface mount paging speaker with cabling	\$450
Furnish & install an exterior paging speaker with cabling	\$550
Furnish & install 16" atomic battery analog clock	\$140
Furnish & install 12" atomic battery analog clock	\$125
Analog strobe including installation and required cabling	\$950
Controller for analog strobe, including installation, cabling, and programming	\$450

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

General Acknowledgments

Bidder, in compliance with the Advertisement to Bid for this bid package having carefully examined the Contract Documents and the site of the proposed Project and the conditions affecting the proposed Work proposes to furnish all labor, materials, tools, equipment, equipment rental, transportation, supervision, and services as are necessary to perform all Work in the Bid Category(ies) stated in accordance with the Contract Documents.	Yes
If identified as one of the apparent lowest bidder(s) for a Bid Category, Bidder agrees to meet immediately with Barton Malow and submit post bid information as described in the Project Manual.	Yes
Bidder, if awarded a contract, agrees to: (1) execute the Agreement within fifteen (15) days of receiving notice of the award; (2) provide performance/payment bonds and insurance certificates in full compliance with the Contract Documents, (3) submit the Project Safety Program as described in the bid proposal documents (4) commence Work upon execution of the Contract or at such other time as directed, and (5) to complete its Work in accordance with the Contract Documents and within the milestone activity dates and durations set forth in the Project Manual. In the event Bidder defaults in complying with any portion of this paragraph, Bidder specifically agrees that the entire bid security amount shall become the property of the Owner as liquidated damages constituting the reasonable estimate of the damages that Owner would incur for delays and additional expenses in the event of such default, and not as a penalty.	Yes
Warranties Included (if applicable)?	Yes
Permits Included (if applicable, please list)?	Yes
Applicable sales tax included?	Yes
Insurance Coverage and Limits acknowledged and will be provided	Yes
Have you visited the site?	Yes
Cleanup Included per the RFP?	Yes
Bidder has included BIM 360 documentation cost	Yes
Bidder understands Textura will be used for pay applications and has included applicable costs	Yes
List anticipated subcontractors. Owner reserves the right to approve any subcontractors used.	None
REQUIRED DOCUMENTS TO UPLOAD ALONG WITH BID SUBMISSION (ENSURE NOTARY SEALS ARE VISIBLE):	
Bidder has included required Familial Disclosure Form found in the bid document distribution folder	Yes
Bidder has included required Iran Sanctions Affidavit found in the bid document distribution folder	Yes
Bidder has included required Criminal Background Affidavit found in the bid document distribution folder	Yes
Bidder has included required Bid Bond from a qualified surety company	Yes

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security
454 South Harvey Street, Plymouth, MI 48170, United States of America

Bidder has uploaded the required Bill of Materials, schematic designs (if applicable) and any supporting documentation. Yes

Bond Information

Current EMR Rating	.53
Bonding Company Name	AON
Bonding Company A.M. Best Rating	A
Bonding Company NAIC Number	19399

Labor Rates

Project Foreman / Project Lead	\$115 /per hour
Engineer	\$130 /per hour
Apprentice/Field Technician	\$115 /per hour

Certifications

Bidder is a certified direct reseller and installer of the submitted products. Yes

Attachments



Plymouth-Canton BP9 -PA S... (2.8 MB)

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Access Control Licenses and (2) cameras were added at a cost of \$5,598.19 and awarding the voluntary for an additional video surveillance server and added the bond cost for the voluntary alternate of \$1,275

Total Award \$376,655.97

Sent proposal: \$327,297.46

Submitted Jan 27, 2024 at 2:41 PM EST

Security 101

7767 Ronda Dr, Canton, MI 48187, USA

Bill Spinek | Account Executive | +1 248-953-7935 | bspinek@security101.com

Line Items

Description	Quantity	Unit Cost	Total Cost
East Middle School (base bid including bond)			\$44,307.66
West Middle School (base bid including bond)			\$47,314.71
Canton High School Annex Addition and New Stadium (base bid including bond)			\$120,938.16
Canton High School Innovation Hub Addition (base bid including bond)			\$45,110.65
Plymouth High School (base bid including bond)			\$49,626.28
Owner-Directed Allowance (\$20,000)			\$20,000
Base Bid			\$327,297.46

Scope-Specific Information and Unit Costs

GENERAL:

How much did you include in your base bid for the owner-directed allowance? \$20,000

VOLUNTARY ALTERNATES:

Voluntary Alternate No. 1 H5A - H6A Camera Swap - \$327,093.37

Voluntary Alternate No. 2 128TB PRM NVR - \$42,485.32

Voluntary Alternate No. 3 N/A

UNIT PRICES (VIDEO SURVEILLANCE):

Unit Price: A2 - 2 MEGAPIXEL INDOOR: 2.0C-H6M-D1-IR \$220.50

Unit Price: A4 - 4 MEGAPIXEL INDOOR: 4.0C-H5A-D1-IR \$731.62

Unit Price: A4 - 4 MEGAPIXEL OUTDOOR: 4.0C-H5A-DO1-IR \$842.35

Unit Price: A8 - 8 MEGAPIXEL INDOOR: 8.0C-H5A-D1-IR \$995.65

Unit Price: A8 - 8 MEGAPIXEL OUTDOOR: 8.0C-H5A-DO1-IR \$1,106.28

Unit Price: A16 - 16 MEGAPIXEL OUTDOOR: 16C-H5PRO-B with enclosure \$8,723.63

Unit Price: B10 - 10 MEGAPIXEL INDOOR / OUTDOOR: 10.0C-H5DH-DO1-IR \$1,120.02

Unit Price: C15 - 15 MEGAPIXEL INDOOR / OUTDOOR 180° OR 270°: 15C-H5A-3MH \$1,932.48

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Unit Price: C24 - 24 MEGAPIXEL INDOOR / OUTDOOR 180° OR 270°: 24C-H5A-3MH	\$2,149.36
Unit Price: D32 - 32 MEGAPIXEL OUTDOOR: 32C-H5A-4MH	\$2,471.23
Unit Price: P1 - 2.0C-H5A-IRPTZ-DP40-WP	\$2,623.75
Unit Price: P2 - 8.0C-H5A-PTZ-DP36	\$2,577.68
Unit Price: P3 - AXIS Q6225-LE PTZ	\$3,311.24
Unit Price: Category 6 data drop for security camera with installation and jacks	\$305
Unit Price: Corner Mount	\$90.63
Unit Price: POE Injector	\$110.63
Unit Price: POE Extender	\$268.74
Unit Price: Installation and configuration of single-sensor camera	\$170
Unit Price: Installation and configuration of multi-sensor camera	\$255
Unit Price: Camera License	\$197.82
UNIT PRICES (ACCESS CONTROL):	
Unit Price: Card reader	\$241.24
Unit Price: Installation of card reader	\$85
Unit Price: Door Contact	\$23.64
Unit Price: Installation of door contact	\$85
Unit Price: Motion Sensor	\$133.74
Unit Price: Installation of motion sensor	\$85
Unit Price: Cut in electric strike	\$437.50
Unit Price: Installation of recessed mounted electric strike	\$170
Unit Price: Surface mount electric strike	\$437.50
Unit Price: Installation of surface mount electric strike	\$85
Unit Price: Video Intercom - A8207-VE Mk II, 02026-001	\$1,431.24
Unit Price: Mullion Video Intercom - I8116-E Black, 02409-001	\$804.60
Unit Price: Video Intercom Master Station - 2N IP Phone D7A, 02660-001	\$634.99
Unit Price: Installation and programming of video intercom	\$255
Unit Price: Installation and programming of video intercom master station	\$170
Unit Price: Lockdown button	\$53.74
Unit Price: Installation and programming of lockdown button with cabling	\$402.50
Unit Price: 16 count Access Control License	\$811.25

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Unit Price: 32 count Access Control License

\$1,622.50

General Acknowledgments

Bidder, in compliance with the Advertisement to Bid for this bid package having carefully examined the Contract Documents and the site of the proposed Project and the conditions affecting the proposed Work proposes to furnish all labor, materials, tools, equipment, equipment rental, transportation, supervision, and services as are necessary to perform all Work in the Bid Category(ies) stated in accordance with the Contract Documents. Yes

If identified as one of the apparent lowest bidder(s) for a Bid Category, Bidder agrees to meet immediately with Barton Malow and submit post bid information as described in the Project Manual. Yes

Bidder, if awarded a contract, agrees to: (1) execute the Agreement within fifteen (15) days of receiving notice of the award; (2) provide performance/payment bonds and insurance certificates in full compliance with the Contract Documents, (3) submit the Project Safety Program as described in the bid proposal documents (4) commence Work upon execution of the Contract or at such other time as directed, and (5) to complete its Work in accordance with the Contract Documents and within the milestone activity dates and durations set forth in the Project Manual. In the event Bidder defaults in complying with any portion of this paragraph, Bidder specifically agrees that the entire bid security amount shall become the property of the Owner as liquidated damages constituting the reasonable estimate of the damages that Owner would incur for delays and additional expenses in the event of such default, and not as a penalty. Yes

Warranties Included (if applicable)? Yes

Permits Included (if applicable, please list)? Yes - Permit fees for the Access Control Drops

Applicable sales tax included? Yes

Insurance Coverage and Limits acknowledged and will be provided Yes

Have you visited the site? Yes

Cleanup Included per the RFP? Yes

Bidder has included BIM 360 documentation cost Yes

Bidder understands Textura will be used for pay applications and has included applicable costs Yes

List anticipated subcontractors. Owner reserves the right to approve any subcontractors used. N/A

REQUIRED DOCUMENTS TO UPLOAD ALONG WITH BID SUBMISSION (ENSURE NOTARY SEALS ARE VISIBLE):

Bidder has included required Familial Disclosure Form found in the bid document distribution folder Yes

Bidder has included required Iran Sanctions Affidavit found in the bid document distribution folder Yes

Bidder has included required Criminal Background Affidavit found in the bid document distribution folder Yes

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security

454 South Harvey Street, Plymouth, MI 48170, United States of America

Bidder has included required Bid Bond from a qualified surety company Yes

Bidder has uploaded the required Bill of Materials, schematic designs (if applicable) and any supporting documentation. Yes

Bond Information

Current EMR Rating	.77
Bonding Company Name	Construction Bonding Specialists
Bonding Company A.M. Best Rating	Selective Insurance Company of America - - AM Best. A+ Superior, Financial Size Category XV
Bonding Company NAIC Number	NAIC No. 12572

Labor Rates

Project Foreman / Project Lead	\$90 /per hour
Engineer	\$105 /per hour
Apprentice/Field Technician	\$85 /per hour

Certifications

Bidder is a certified direct reseller and installer of the submitted products. Yes

Additional Information

Notes

- 1.) This proposal assumes normal working hours (M-F 8:00am-5:00pm) no overtime, weekend or holiday labor has been proposed.
- 2.) This proposal does include permit fees for access control.
- 3.) This proposal does not include any electrical power. This is assumed to be existing or supplied by others.
- 4.) This proposal assumes all active equipment (network PoE switches, patch panels, etc) to be existing or supplied by others.
- 5.) This proposal assumes all video surveillance cabling to be done by others.
- 6.) This proposal includes a 25' scissor lift in areas when needed.
- 7.) All access control points conduit to be provided by others and is not included in this proposal.
- 8.) This proposal includes all associated bonds.
- 9.) This proposal assumes PCCS will provide IP assignments, port assignments, and any VLAN programming prior to installation.
- 10.) Cameras system head end cable patching is included in this proposal.
- 11.) Project ADA Openers and buttons are provided and installed by others. This proposal includes wiring to integrate this system into the ACS Solution.
- 12.) Payment and Performance Bond is only warrantied for 3-years. Per the Bonding Company, A 5-year warranty cannot be bonded.

BPT9 Plymouth-Canton Community Schools - Technology Infrastructure and Security
454 South Harvey Street, Plymouth, MI 48170, United States of America

Attachments

-  Signed Documents.pdf (320 KB)
-  Bid Response Pricing Summ... (70 KB)
-  Proposal 219089.0 S101 - Ba... (951 KB)
-  Proposal 219399.0 S101 - Ba... (979 KB)
-  Proposal 219531.0 S101 - Bar... (880 KB)
-  Proposal 219605.0 S101 - B... (951 KB)
-  Proposal 219605.0 S101 - B... (950 KB)
-  Proposal 219630.0 S101 - Ba... (1.5 MB)
-  Proposal 219978.0 S101 - Ba... (982 KB)
-  Proposal 219982.0 S101 - Ba... (949 KB)
-  Proposal 219987.0 S101 - Ba... (878 KB)
-  Proposal 219990.0 S101 - B... (1.5 MB)
-  Proposal 220099.0 S101 - B... (509 KB)



Mid-Year Budget Amendment Fiscal Year 2023-2024

February 27, 2024

Presented by:

Jill Minnick

Chief Finance and Operations Officer

Jody Malbon

Director of Finance & Accounting

Connection to the P-CCS DYNAMIC PLAN:

Strategic Goal A:

P-CCS will increase achievement for all students and close achievement gaps.

Strategic Objective FO - I & II:

Align financial resources, including state & federal resources, to areas of greatest need as support for individual students as identified through academic achievement data.

Strategic Goal E:

P-CCS will be recognized as a leader and innovator for student learning and growth.

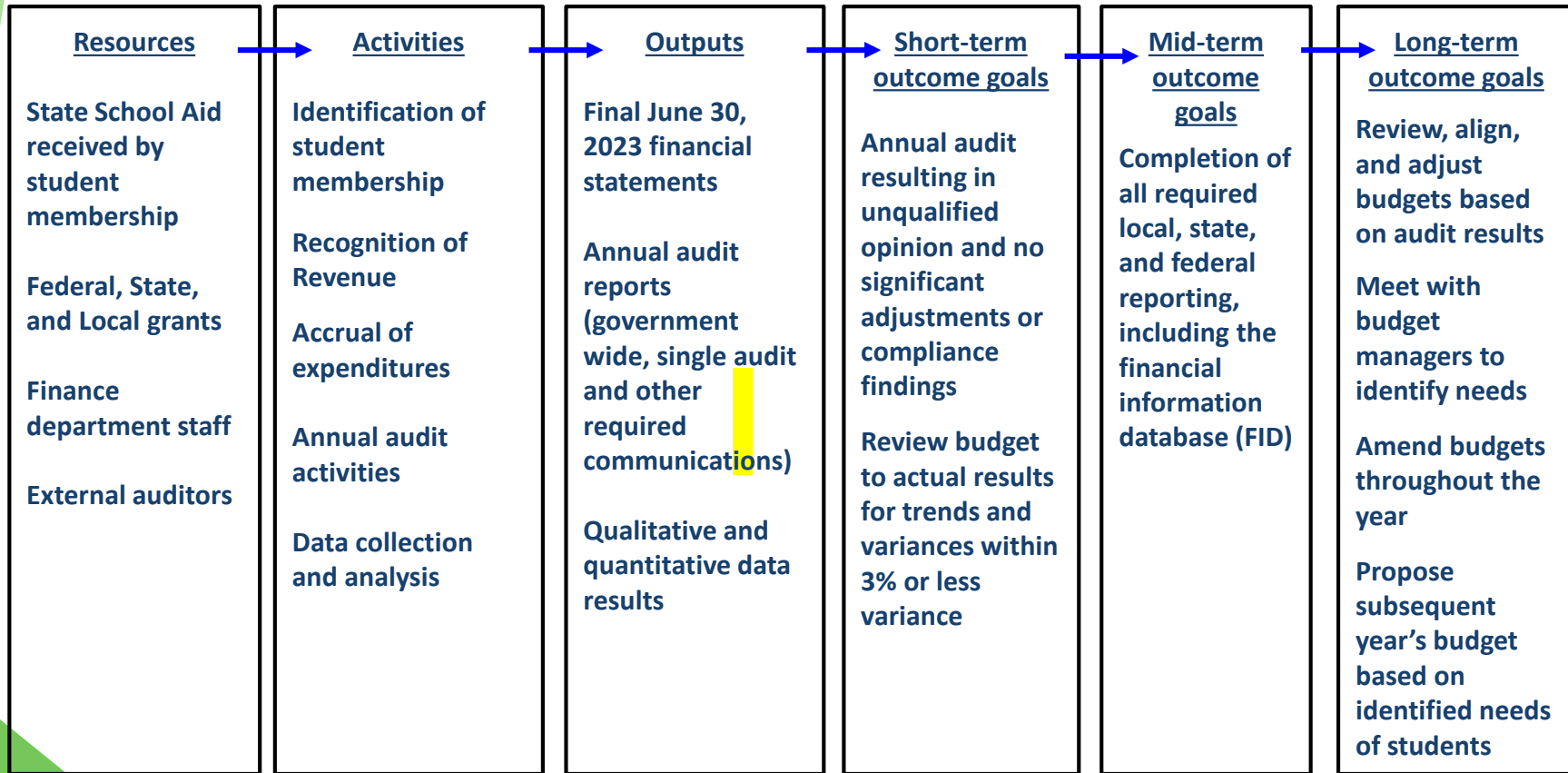
Strategic Objective FO - X:

Ensure district capability to anticipate and respond to strategic changes or opportunities in educational service and delivery systems through sound financial planning.

2023-2024 Mid-Year General Fund Budget Amendment

Purpose:

Attainment of the Dynamic Plan Action Items through fiscal responsibility and alignment of resources to district goals, needs, and objectives as identified through academic achievement data.

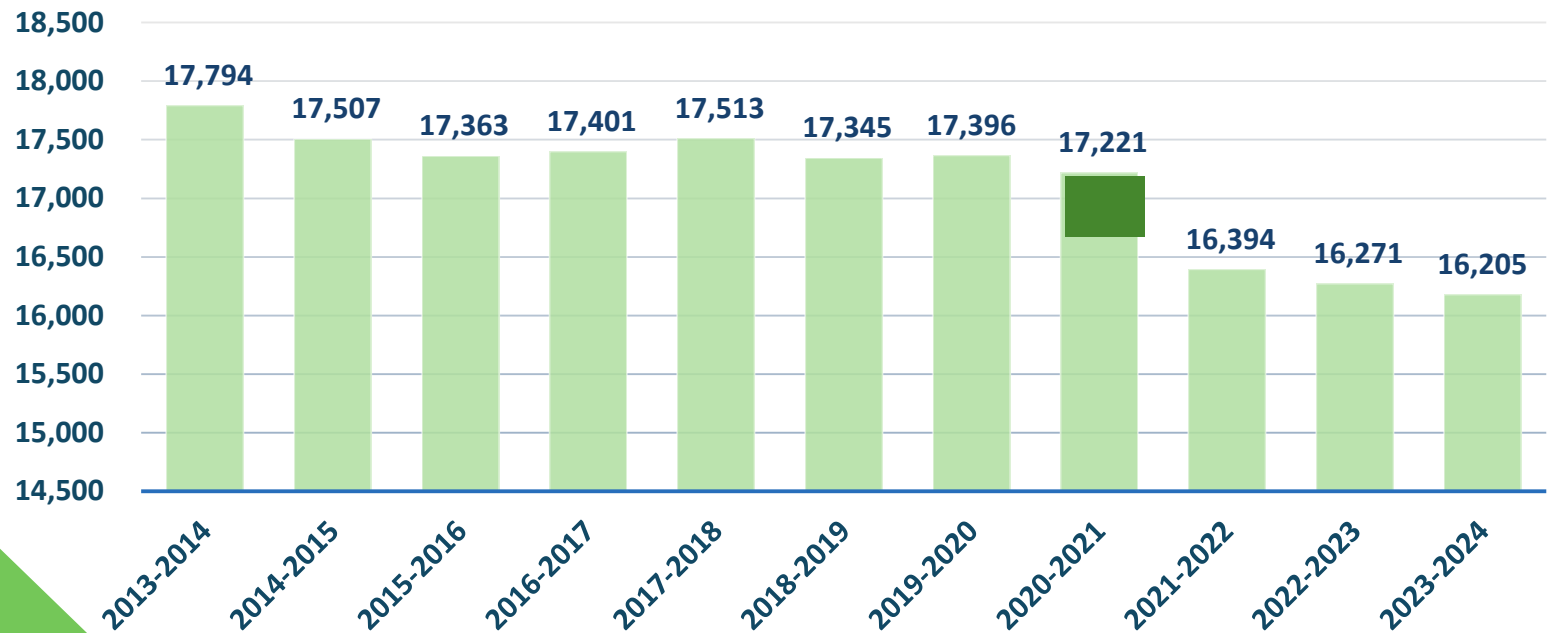


Overview

- **Historical Financial Data**
- **General Fund Summary:
Original Budget & Amendments**

Historical Financial Data

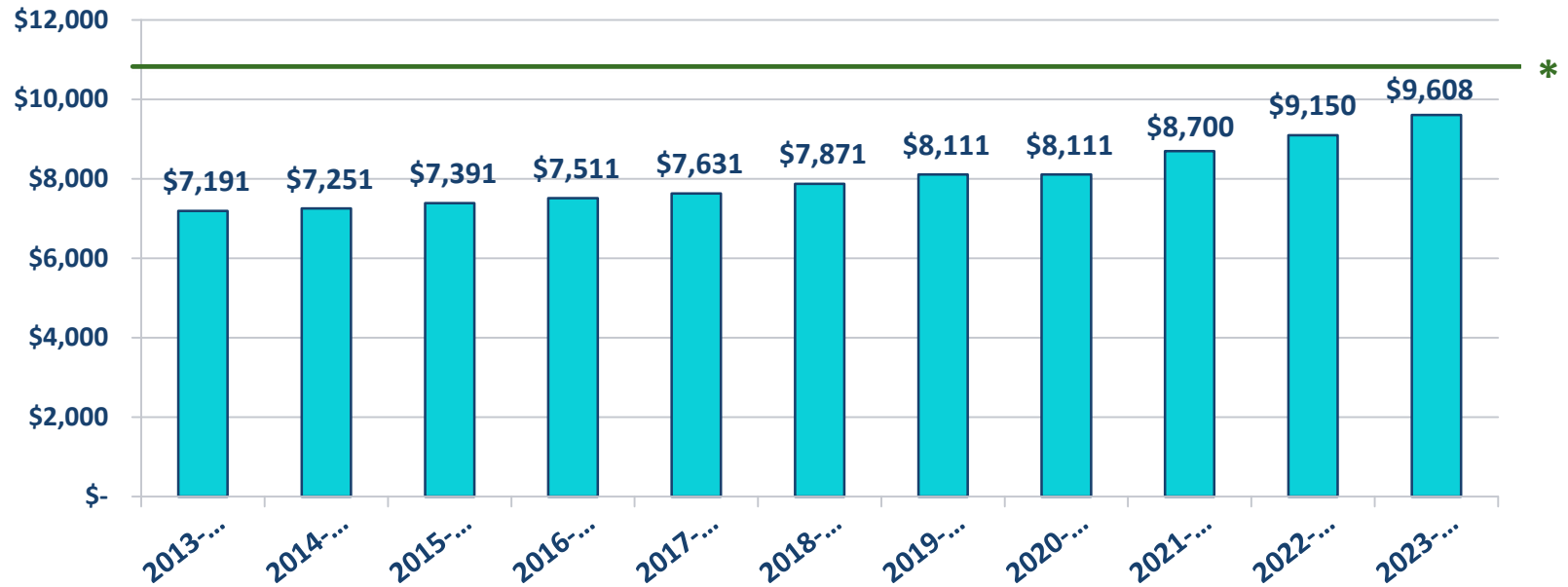
Blended Full Time Equivalent (Student FTEs)



****2020-2021: 17,221 FTEs with super blend formula; 16,649 without super blend formula**

Historical Financial Data

Foundation Allowance Per Pupil FTE



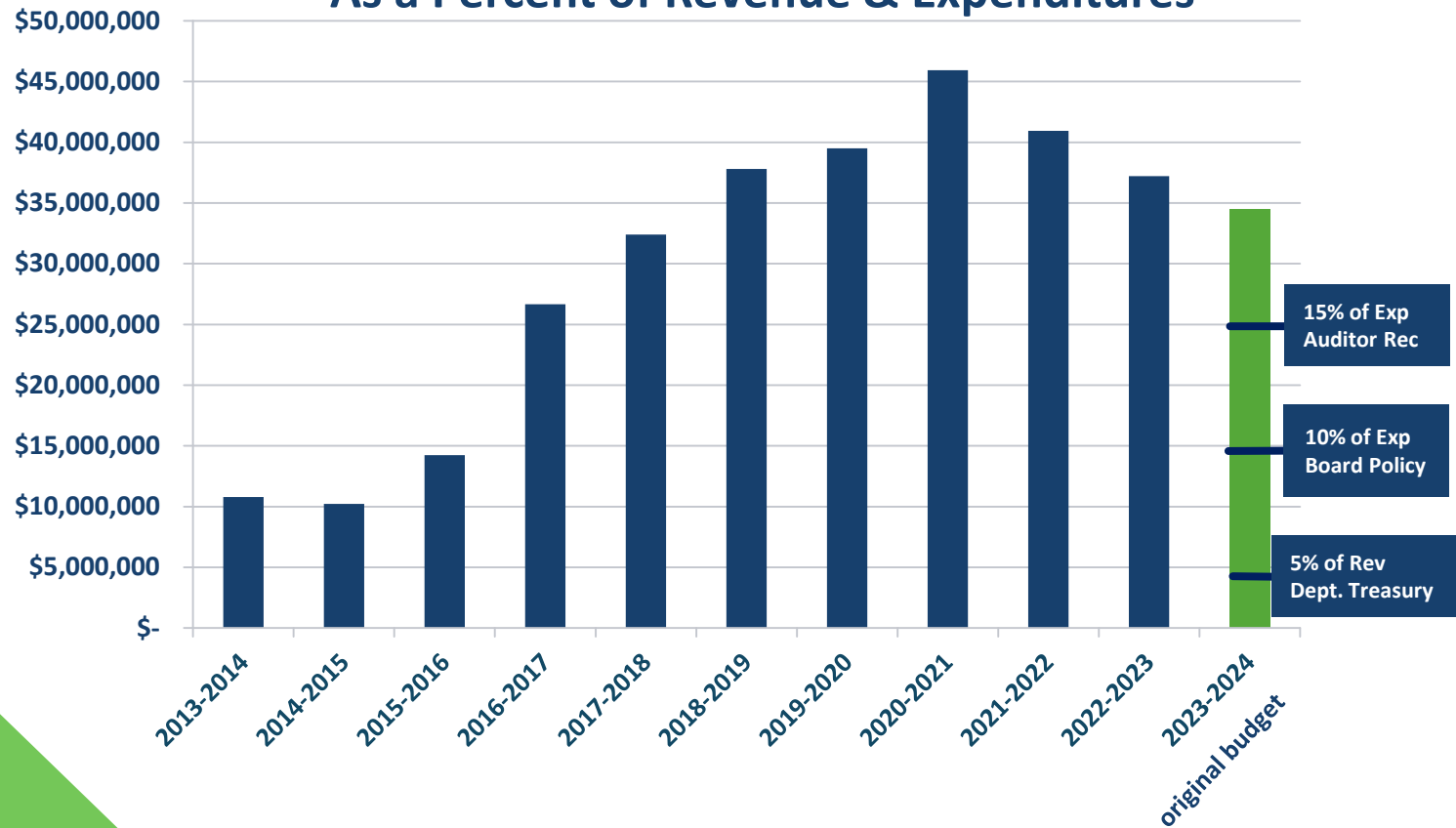
* \$10,421 = School Finance Research Collaborative est. base cost per-pupil (2021)

\$813 funding gap per pupil

\$13.2M funding gap for P-CCS

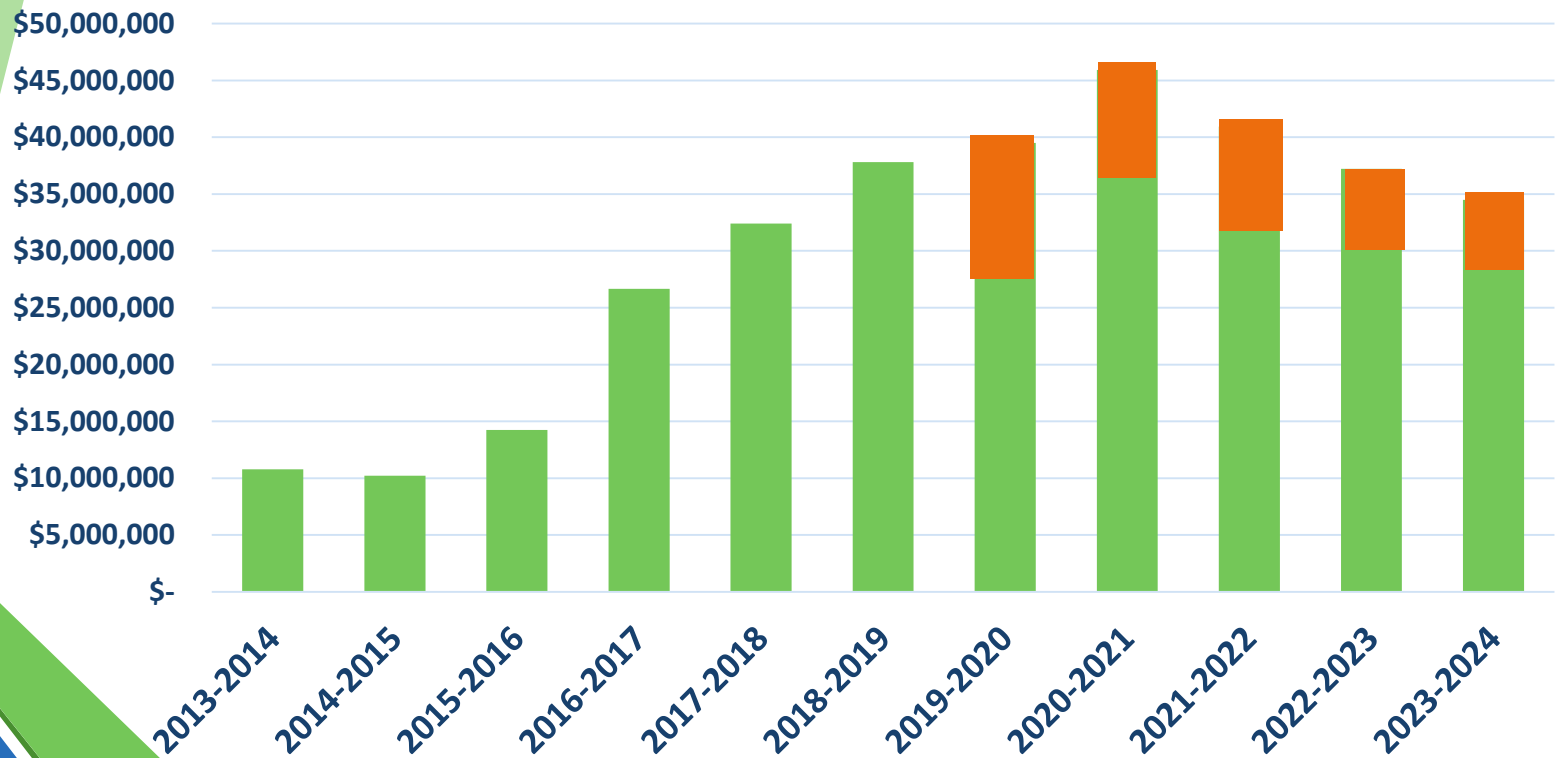
Historical Financial Data

Fund Balance As a Percent of Revenue & Expenditures



Historical Financial Data

Fund Balance - Enhancement Millage Amounts



2023-2024 Original Budget Summary

Total Revenue	\$ 203,681,554
Total Expenditures	<u>\$ 206,417,828</u>
Net Change in Fund Balance	\$ (2,736,274)
Beginning Fund Balance - July 1, 2023 Budgeted	\$ 37,219,626
Ending Fund Balance - June 30, 2024 Budgeted	\$ 34,483,352
As a Percent of Expenditures	16.7%
Beginning Fund Balance - July 1, 2023 Audited	\$ 42,041,141
Ending Fund Balance - June 30, 2024 Projected	\$ 39,304,867
As a Percent of Expenditures	19.0%

Summary of Amendments

Revenue Increases (Decreases):

- Anticipated property tax collections: (\$160k)
- JV turf field insurance proceeds estimate: \$488k
- Pay to Participate: \$30k
- State school aid adjustments for enrollment and special education foundation amounts: \$626k net
- New Categoricals: 22(L) - District Transportation Cost Support \$1.3M
29(7) - Enrollment Stabilization \$192k
- MPSERS: cost offset \$3.4M; UAAL rate stabilization \$2.9M
- PA-18 special education cost reimbursement reconciliation payment: \$2.8M

Expenditure Increases (Decreases):

- Salaries and benefits due to finalized staff placements: \$1.1M
- UAAL rate stabilization: \$2.9M
- Program supports, classroom and media center supplies: \$675k net
- Athletics and Activities: \$274k
- Maintenance, repairs, and custodial services: \$731k
- Transportation costs for added routes and specialized transportation: \$1.3M
- Communications, marketing, legal: \$361k net

Reconciliation Summary

Original 2023-2024 Budget:

Revenue	\$ 203,681,554
Expenditures	<u>206,417,828</u>
Revenue Over (Under) Expenditures	\$ (2,736,274)

Amendments:

Revenue	\$ 11,654,063
Expenditures	<u>7,336,359</u>
Revenue Over (Under) Expenditures	\$ 4,317,704

Proposed 2023-2024 Amended Budget:

Revenue	\$ 215,335,617
Expenditures	<u>213,754,187</u>
Revenue Over (Under) Expenditures	\$ 1,581,430

2023-2024 Proposed Amended Budget Summary

Total Revenue	\$ 215,335,617
Total Expenditures	<u>\$ 213,754,187</u>
Net Change in Fund Balance	\$ 1,581,430
Beginning Fund Balance - July 1, 2023 Audited	\$ 42,041,142
Ending Fund Balance - June 30, 2024 Amended Budget	\$ 43,622,572
As a Percent of Expenditures	20.4%

Thank you!

PLYMOUTH-CANTON COMMUNITY SCHOOLS

REACH HIGHER



PLYMOUTH-CANTON COMMUNITY SCHOOLS
Office of the Chief Finance & Operations Officer

TO: Monica Merritt, Superintendent
Board of Education

FROM: Jill Minnick, Chief Finance & Operations Officer

DATE: February 27, 2024

RE: **Resolution to Adopt the 2023-2024 Mid-Year Budget Amendment-
First and Final Reading**

OVERVIEW

Please see the attached recommendation for a general fund budget amendment for the 2023-24 fiscal year.

This amendment was presented at the Finance & Operations Committee meeting of February 22, 2024.

RESOLUTION

It was moved by Member _____ and seconded by Member _____ to adopt the 2023-2024 Mid-Year Budget Amendment.

Ayes: _____

Nays: _____

The motion was: _____

**PLYMOUTH-CANTON COMMUNITY SCHOOLS
GENERAL FUND BUDGET AMENDMENT #1
FISCAL YEAR 2023-2024**

			AMENDMENTS	
	2022-2023 PRIOR YEAR ACTUAL	2023-2024 ORIGINAL BUDGET	TOTAL AMENDMENTS	AMENDED BUDGET
REVENUE				
LOCAL SOURCES				
Property taxes	\$ 32,113,023	\$ 34,563,978	\$ (160,178)	\$ 34,403,800
Interest	1,148,555	800,600	-	800,600
Student activity revenue	1,384,045	1,118,399	30,000	1,148,399
Rental income	376,172	251,180	-	251,180
Other local sources	334,327	658,057	-	658,057
Student tuition	229,715	15,000	-	15,000
Medicaid - Fee for Service	853,807	850,000	-	850,000
Insurance Reimbursement	4,760	-	488,476	488,476
Sale of assets		-	-	-
Total Local Revenue	\$ 36,444,404	\$ 38,257,214	\$ 358,298	\$ 38,615,512
STATE REVENUE				
Foundation Allowance	\$ 115,385,021	\$ 120,282,838	\$ (267,307)	\$ 120,015,531
Special Ed Foundation Allowance	11,576,777	11,576,777	893,276	12,470,053
MPSERS Costs Pymnt & Cost Offset & Reform	15,895,342	3,185,760	3,358,517	6,544,277
MPSERS UAAL Stabilization	19,707,258	19,707,258	2,945,943	22,653,201
Less: State Aid Alloc to Act 18 Center Programs	(3,010,323)	(2,528,315)	-	(2,528,315)
Headlee Oblig for Data Collect-Adair	437,852	438,096	36,079	474,175
Vocational Education	631,605	631,605	-	631,605
Enrollment Stabilization - Sec 29(7)	-	426,921	192,276	619,197
District Transportation Cost Support - Sec 22(L)	-	-	1,309,230	1,309,230
State Aid Adjustments	(3,117)	-	-	-
Total State Revenue	\$ 160,620,416	\$ 153,720,940	\$ 8,468,014	\$ 162,188,954
FEDERAL REVENUE				
QSCB Interest Subsidy	\$ 380,353	\$ 353,602	\$ -	\$ 353,602
Medicaid - Outreach	49,921	38,000	-	38,000
Total Federal Revenue	\$ 430,274	\$ 391,602	\$ -	\$ 391,602
INTERMEDIATE REVENUE				
Act 18 Independence Parapros	\$ 2,244,995	\$ 2,603,380	\$ -	\$ 2,603,380
Act 18 Center Program Indirect	976,665	771,063	-	771,063
Act 18 Center Prog Settlement/Distributions	249,794	(41,000)	-	(41,000)
Enhancement Millage	6,038,293	6,153,830	-	6,153,830
SE Program Costs Reimb	881,525	-	2,827,751	2,827,751
Other Intermediate Revenue	727,670	1,799,525	-	1,799,525
Total Intermediate Revenue	\$ 11,118,942	\$ 11,286,798	\$ 2,827,751	\$ 14,114,549
OTHER FINANCING SOURCES				
Transfers in from Other Funds	\$ 244,672	\$ 25,000	\$ -	\$ 25,000
Total Other Financing Sources	\$ 244,672	\$ 25,000	\$ -	\$ 25,000
TOTAL REVENUE & OTHER FINANCING SOURCES	\$ 208,858,707	\$ 203,681,554	\$ 11,654,063	\$ 215,335,617

**PLYMOUTH-CANTON COMMUNITY SCHOOLS
GENERAL FUND BUDGET AMENDMENT #1
FISCAL YEAR 2023-2024**

	2022-2023 PRIOR YEAR ACTUAL	2023-2024 ORIGINAL BUDGET	AMENDMENTS	
			Total Amendments	AMENDED BUDGET
REVENUE				
Local Sources	\$ 36,444,407	\$ 38,257,214	\$ 358,298	\$ 38,615,512
State Sources	160,620,414	153,720,940	8,468,014	162,188,954
Federal Sources	430,274	391,602	-	391,602
Interdistrict Sources	11,118,941	11,286,798	2,827,751	14,114,549
Other Financing Sources	244,672	25,000	-	25,000
TOTAL REVENUE	\$ 208,858,708	\$ 203,681,554	\$ 11,654,063	\$ 215,335,617
EXPENDITURES				
INSTRUCTION				
Basic Programs	\$ 108,727,696	\$ 99,515,742	\$ 3,859,360	\$ 103,375,102
Added Needs	16,429,375	16,631,802	204,580	16,836,382
Adult Education (Sec 107)	-	-	-	-
Total Instruction	\$ 125,157,071	\$ 116,147,544	\$ 4,063,940	\$ 120,211,484
SUPPORTING SERVICES				
Pupil Support	15,725,434	\$ 18,152,142	\$ 81,403	\$ 18,233,545
Instructional Support	15,252,919	16,210,086	303,089	16,513,175
General Administration	1,142,336	1,109,553	183,572	1,293,125
School Administration	12,085,583	13,681,013	15,934	13,696,947
Business	1,914,315	2,074,364	26,809	2,101,173
Maintenance & Operations	18,598,494	19,121,748	637,777	19,759,525
Transportation	9,124,088	10,357,772	1,342,167	11,699,939
Central Support Services	4,548,615	4,862,649	212,155	5,074,804
School Activities	2,372,357	2,624,637	264,426	2,889,063
Community Services	856,941	907,525	205,087	1,112,612
Facility Improvements	103,807	287,055	-	287,055
Non-voted Debt Service	882,840	881,740	-	881,740
Total Supporting Services	82,607,729	90,270,284	3,272,419	93,542,703
TOTAL OPERATING EXPENDITURES	207,764,800	206,417,828	7,336,359	213,754,187
OTHER FINANCING USES				
Proceeds from sale of capital assets	-	-	-	-
Transfers to Other Funds	-	-	-	-
Total Other Financing Uses	-	-	-	-
TOTAL EXPENDITURES	207,764,800	206,417,828	7,336,359	213,754,187
NET CHANGE IN FUND BALANCE	1,093,908	(2,736,274)	4,317,704	1,581,430
BEGINNING FUND BALANCE	40,947,234	37,219,626		42,041,141
ENDING FUND BALANCE	\$ 42,041,141	\$ 34,483,352		\$ 43,622,571
	20.2%	16.7%		20.4%

Information Only:

OBJECT LEVEL EXPENDITURES				
Salaries & Fringe Benefits	\$ 174,683,731	\$ 170,492,008	\$ 4,963,810	\$ 175,455,818
Purchased Services	21,784,082	23,318,954	1,945,811	25,264,765
Supplies & Materials	8,823,542	9,446,204	648,793	10,094,997
Capital Outlay & Equipment	1,016,638	1,342,280	(10,913)	1,331,367
Other Expenditures	1,456,807	1,818,382	(211,142)	1,607,240
TOTAL EXPENDITURES	\$ 207,764,800	\$ 206,417,828	\$ 7,336,359	\$ 213,754,187

**PLYMOUTH-CANTON COMMUNITY SCHOOLS
SUMMARY OF MID-YEAR BUDGET AMENDMENTS
FISCAL YEAR 2023-2024**

		<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>FUND BALANCE IMPACT</u>
2023-2024 ORIGINAL BUDGET		\$ 203,681,554	\$ 206,417,828	\$ (2,736,274)
MID-YEAR ADJUSTMENTS				
1	Adjust property tax revenue projection	\$ (160,178)	\$ -	\$ (160,178)
2	Adjust Pay to Participate revenues	30,000		30,000
3	JV Turf Field Insurance Proceeds estimate	488,476	-	488,476
4	State School Aid adjustments for enrollment and special education foundation amounts	625,969	-	625,969
5	New State School Aid categorical for transportation costs	1,309,230	-	1,309,230
6	New State School Aid categorical for enrollment stabilization	192,276	-	192,276
7	Adjustments to MPSERS offset amount based on actual payroll expenditures and state aid reports	3,358,517	-	3,358,517
8	Adjustments to UAAL rate stabilization amount based on actual payroll expenditures and state aid reports	2,945,943	-	2,945,943
9	Increase in Headlee obligation for data collection	36,079	-	36,079
10	Increase in Special Education program cost reimbursement for Act 18	2,827,751	-	2,827,751
11	Adjust salary, retirement and FICA to current balance of contract; variances are due to staff assignments and vacant positions	-	1,126,546	(1,126,546)
12	Adjustments to UAAL rate stabilization amount based on actual payroll expenditures and state aid reports	-	2,945,943	(2,945,943)
13	Adjustments for program supports, classroom and media center supplies		675,037	(675,037)
14	Adjustments for legal costs, publications, athletics and activities	-	634,863	(634,863)
15	Increase maintenance contracted services, custodial costs, and utilities	-	730,841	(730,841)
16	Adjustments for added bus routes and specialized transportation	-	1,223,129	(1,223,129)
GRAND TOTAL ADJUSTMENTS		\$ 11,654,063	\$ 7,336,359	\$ 4,317,704
2023-2024 MID-YEAR AMENDED BUDGET		<u>\$ 215,335,617</u>	<u>\$ 213,754,187</u>	<u>\$ 1,581,430</u>



PLYMOUTH-CANTON
COMMUNITY SCHOOLS
GLOBALLY FOCUSED. LOCALLY CONNECTED.

MEMO

To: Members of the P-CCS Board of Education
Dr. Monica Merritt, Superintendent

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: Other Worlds of Science Fiction and Fantasy Course Materials (FIRST READING)

Date: February 23, 2024

Other Worlds of Science Fiction and Fantasy is a yearlong English Language Arts (ELA) course for 11th and 12th-grade students launched in the 2023-24 school year. This course introduces students to a world of possibilities by reflecting on various “What if...?” questions through science fiction and fantasy. In the course, students analyze and respond to multiple literature and media resource interpretations, which may include futuristic societies, post-apocalyptic worlds, alien life, time travel, space exploration, genetic modifications, the relationship between humans and machines, and artificial intelligence advancements.

The Other Worlds of Science Fiction and Fantasy curriculum team recommends implementing *The Emperor’s Soul* by Bryan Sanderson as a whole-class text for the second semester of the 2023-24 school year and beyond. This novella complements the much longer first-semester text, *Ender’s Game*.

The Emperor’s Soul has complex, interesting characters and cleverly crafted conflicts. It showcases a strong female character persevering in challenging situations that offer opportunities to explore truth, trust, leadership, identity, and ethics. This novella models various narrative techniques, including characterization, integration of multiple conflicts into a single overarching plot, use of symbols and tropes and irony, description of setting, character, and action, and contrasting internal monologue with actions and dialogue. *The Emperor’s Soul* allows students to make text-to-text and text-to-world connections. The text also serves as a mentor text for the creative writing requirement during the second semester, when students write their own fantasy short stories. The cost for 465 books is approximately \$6,300.

RECOMMENDED RESOLUTION:

It was moved by member _____ and seconded by member _____
to approve the purchase of 465 copies of *The Emperor's Soul* for Other Worlds of Science
Fiction and Fantasy, not to exceed \$6,300.00. These books would be purchased from the
2023-24 budget and implemented during the 2023-24 school year and beyond. FIRST
READING at the Board of Education meeting on February 27, 2024.

Ayes: _____

Nays: _____

The motion was: _____



PLYMOUTH-CANTON
COMMUNITY SCHOOLS
GLOBALLY FOCUSED. LOCALLY CONNECTED.

Board Meeting: February 27, 2024
Action Item # 24-02-56
Final Reading

MEMO

To: Members of the P-CCS Board of Education
Dr. Monica Merritt, Superintendent

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: Beginning/Intermediate Piano to Piano Studies Course Name Change (Final Reading)

Date: January 24, 2024

The P-CEP Visual and Performing Arts (VAPA) Department has proposed changing the name of *Beginning/Intermediate Piano* to *Piano Studies*. Revising the course name aims to improve access to the opportunity to study piano for all interested high school students at P-CEP.

The current course title, *Beginning/Intermediate Piano*, may unintentionally exclude students who could benefit from the course. The course is structured to allow students at any level of piano skill to progress with support from the teacher. Individual learning goals are set with each student and pursued through independent practice and group performance.

If approved, this more inclusive course name will help high school students who are interested in studying piano but are not at the beginning/intermediate level understand that Piano Studies is an option for them, as well as ensuring that students who complete the course at a level other than beginning/intermediate will have their course of study more accurately reflected on their transcript. This name change would go into effect during the 2024-25 school year and beyond.

RECOMMENDED RESOLUTION:

It was moved by member _____ and seconded by member _____ to approve changing the name of Beginning/Intermediate Piano to Piano Studies. This change would be implemented during the 2024-25 school year and beyond. FINAL READING at the Board of Education meeting on February 27, 2024.

Ayes: _____

Nays: _____

The motion was: _____

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

TO: Members of the Board of Education
FROM: Monica L. Merritt, Superintendent
DATE: February 27, 2024
**RE: MASB Region 8 Board of Directors Election
(First and Final Reading)**

Recommended Resolution

It was moved by Member _____ and seconded by Member _____
to designate Diane Robertson, Executive Assistant to the Superintendent and Board,
to cast a vote on behalf of the Board for _____ to
represent Region 8 for a three-year term on the Michigan Association of School
Boards (MASB) Board of Directors.

Ayes: _____

Nays: _____

The Motion was _____

Follow-up Board Questions (as of 2-13-24)

- Related to the Human Resources report – Member Sidhu would like to see if there is data from the last 2-5 years to identify barriers for teachers that have left the district
- Member Picard would like to see a list of professional development training offered to teachers this year.