



**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**

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## **Regular Meeting - Tuesday, February 13, 2024 - 7:00 p.m.**

### **2023-2024 Meeting Calendar**

[Calendar of Board Meetings 2023-2024 \(p. 5\)](#)

### **Call The Meeting to Order**

- Roll Call
- Pledge of Allegiance

### **A. Adoption of Agenda/Approval of Consent Agenda**

Action Item #24-02-41

#### **1. Human Resources**

**New Hires**

[New Hires \(p. 6\)](#)

**Leaves, Resignations, and Retirements**

[Leaves, Resignations, and Retirements \(p. 15\)](#)

**Tenure Recommendations**

[Tenure Recommendations \(p. 17\)](#)

#### **2. Approval of Minutes**

[Regular Meeting Minutes - January 9, 2024 \(p. 18\)](#)

#### **3. First Reading Policies**

[Policy #7540.03-Student Technology Acceptable Use and Safety \(p. 24\)](#)

#### **4. Out-of-Country Field Trips**

[Out-of-Country Field Trip \(p. 33\)](#)

#### **5. Action Items**

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

[Resolution-MILAF Approval Memo - Minnick \(p. 34\)](#)

### **B. Celebrating Success**

Annie Cebull, Farrand First Grade Teacher  
Presenter: Member Kehoe

### **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 McCoin**

Next Meeting: Tuesday, February 27, 2024 - 5:30 p.m.

#### **4. Finance and Operations Committee-Patrick Kehoe**

Next Meeting: Thursday, February 22, 2024 - 5 p.m.

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

Next Meeting: Monday, February 26, 2024 - 6 p.m.

### **D. Administrative Reports/Recommendations**

#### **1. Superintendent's Report**

#### **2. Human Resources - Shonta Langford**

P-CCS Recruitment and Staffing - 2024 Human Resources Update (Strategic Goals A & C) (Presentation)

[P-CCS Staffing Presentation 2023-2024 \(p. 35\)](#)

#### **3. Finance and Operations - Jill Minnick**

Action Item #24-02-42: Consider Approval of a Resolution to Purchase Six (6) Combi Ovens for P-CEP Kitchens (First and Final Reading)

[Resolution-Purchase of Combi Ovens for the P-CEP Kitchens \(p. 59\)](#)

Action Item # 24-02-43: Consider Approval of a Water Main Easement for BP #HS-2a (Band Room Addition) (First and Final Reading)

[Resolution-Water Main Easements BP #HS-2a \(p. 81\)](#)

Action Item #24-02-44: Consider Approval of a Resolution for the Purchase of Computers for the CTE Department (Final Reading)

[Resolution-CTE Computer Purchase \(p. 86\)](#)

Action Item #24-02-45: Consider Approval of a Resolution for an ABM Industries Amendment to Contract (Final Reading)

[Resolution-ABM Industries 4th Memo of Understanding \(p. 97\)](#)

#### 4. Teaching and Learning - Bethany Rayl

Consider Approval of a Resolution for a Course Name Change Request (Beginning/Intermediate Piano to Piano Studies) (First Reading)

[Resolution-Course Name Change-Piano \(p. 101\)](#)

Action Item #24-02-46: Consider Approval of a Resolution for Middle School Health Curriculum Materials (Final Reading)

[Resolution-MS Health Course Materials \(p. 102\)](#)

Action Item #24-02-47: Consider Approval of a Resolution for High School Health Curriculum Materials (Final Reading)

[Resolution-HS Health Course Materials \(p. 104\)](#)

Action Item #24-02-48: Consider Approval of a Resolution for Middle School Reproductive Health Curriculum Materials (Final Reading)

[Resolution-MS Reproductive Health Course Materials \(p. 106\)](#)

Action Item #24-02-49: Consider Approval of a Resolution for High School Reproductive Health Curriculum Materials (Final Reading)

[Resolution-HS Reproductive Health Course Materials \(p. 109\)](#)

Action Item #24-02-50: Consider Approval of a Resolution for a New High School Social Studies Elective Course Proposal (History of Hip Hop & Rap) (Final Reading)

[Resolution- New Course Proposal-History of Hip Hop & Rap \(p. 112\)](#)

Action Item #24-02-51: Consider Approval of a Resolution for a High School Visual & Performing Arts Course Name Change (Parksmen to Bravo!) (Final Reading)

[Resolution-Course Name Change-Parksmen to Bravo! \(p. 114\)](#)

#### 5. Student Services - Kurt Tyszkiewicz

Action Item #24-02-52: Consider Approval of a Resolution for the Enrollment of Non-Resident Applicants for the 2024-2025 School Year Pursuant to Schools of Choice, Section 105 and 105c (Final Reading)

**Action Item #24-02-53: Consider Approval of a Resolution for the Enrollment of Non-Resident Students for P-CCS Employees for the 2024-2025 School Year (Final Reading)**

## **E. Citizens' Comments**

## **F. Discussion**

**MASB Board of Directors Election**

## **G. Follow-up Board Questions**

[Follow-up Board Questions from 1-9-24 \(p. 117\)](#)

## **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.

**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 13, 2024 | 7 p.m.    | Regular Meeting | E.J. McClendon Center |
| February 21, 2024 | 5:30 p.m. | Special Meeting | E.J. McClendon Center |
| 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 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 = 5<sup>th</sup> 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](mailto: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 2-9--23*

## **New Contracts**

## **2023/2024 School Year**

| <u>NAME/POSITION/SCHOOL<br/>CERTIFICATION</u>                                                                                                     | <u>HIRE DATE<br/>SALARY</u> | <u>DEGREE/UNIVERSITY<br/>EXPERIENCE</u>                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------|
| <b>KENDALL, LOGAN A</b><br>CHEMISTRY<br>CANTON<br>CERTIFICATE: STANDARD TEACHING CERTIFICATE: EXP: 06/30/2028 6-12 DI                             | 01/16/2024                  | BA-Wayne State Univ.                                                                          |
| <b>MCCAVIT, JESSICA</b><br>OCCUPATIONAL THERAPY<br>FARRAND<br>CERTIFICATE: OCCUPATIONAL THERAPIST LIC: EXP: 09/06/2025 K-12 NU1                   | 02/20/2024                  | BA-Grand Valley State Univ.<br>MA-Grand Valley State Univ.<br>12 YRS PRIVATE OT SERVICES      |
| <b>SYMINGTON, TODD</b><br>PSYCHOLOGIST<br>SALEM<br>CERTIFICATE: SCHOOL PSYCHOLOGIST CERTIFICATE: EXP: 06/30/2025 K-12 SG                          | 02/22/2024                  | BA-Central Mich. Univ.<br>MA-Central Mich. Univ. DR-Oakland Univ.<br>20 YRS FARMINGTON PUBLIC |
| <b>VAILLIENCOURT, EMILY</b><br>SOCIAL STUDIES/ELECTIVE-<br>LIBERTY<br>CERTIFICATE: STANDARD TEACHING CERTIFICATE: EXP: 06/30/2027 6-12 CC 6-12 RX | 02/12/2024                  | BA-Michigan State Univ.<br>1.5 YRS THREE RIVERS                                               |

### **MOTION:**

**AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.**

**"Move that the Board of Education approve the new hires as listed above."**

**MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_**

**MEMORANDUM**

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

**FROM:** Dr. Lisa Anglin  
Executive Director of Human Resources

**RE:** Plymouth-Canton Community Schools Accounting Specialist - Payroll

**DATE:** February 13, 2024

Attached is the resume of Lisa Vance who is being recommended for the Accounting Specialist - Payroll position. It is the consensus of the committee that Lisa Vance be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Lisa Vance to the position of Accounting Specialist – Payroll.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

# Lisa M. Vance

Hard working self motivated individual looking to advance in the school district.

## EXPERIENCE

Plymouth-Canton Community Schools- *Administrative Assistant to Director of Operations*

FEBRUARY 2022 - CURRENT

- Process purchase orders and check requests for department
- Create and maintain attendance logs for Maintenance employees
- Process payroll
- Maintain a database for all district work orders, including the School Dude work order management system.
- Purchase supplies and items needed for work orders, grounds, playgrounds and buildings.
- Make purchases, monitor and process HomeDepot vendor account for the district
- Equipment repair cost tracking, monitor licenses/renewals
- Monitor and Maintain budgets for Operations & Transportation
- Monitor and Maintain contracts for grounds
- Maintain and order supplies for department

FEBRUARY 2020 - FEBRUARY 2022, Special Education Records Secretary

- Maintain student files for accuracy
- Process record requests/Obtain Records
- Obtain documentation and process for deadline oriented audits
- Create and maintain logs for all documents received
- Communication with staff and parents
- Assist with data entry and reports

SEPTEMBER 2018- JANUARY 2020, Special Education Paraprofessional

Primary Care Specialists, P.C. — *Office Manager*

MARCH 2012 - SEPTEMBER 2018

- Over see workflow
- Prepare reports for payroll and CMS
- Manage deadline for reports and referrals
- Prepare referrals and authorizations
- Maintain inventory and ordering of office supplies
- Scheduling for doctors and employees
- Written communications to patients and other authorities
- Oral communication with patients
- Banking/deposits/balance accounts
- Hiring of Employees and Interns
- Employee Relations

Dickinson Wright, PLLC, Mark F. Makower, Esq. — *Collection Specialist*

JANUARY 2004 - SEPTEMBER 2006

- Maintain court schedule and deadlines
- Prepare complaints, court documents and letters to co-owners
- Order title work
- Written and oral communication with co-owners and management companies

Mark F. Makower & Assoc — *Collection Specialist/Receptionist*

JUNE 1994- DECEMBER 2003

- Answer phones
- Written and oral communication with co-owners and management companies
- Maintain court calendar and deadlines
- Maintain payment arrangements
- Order title work, prepare court documents
- Maintain inventory and order office supplies
- Payroll
- Banking/deposits/pay invoices balance accounts

#### EDUCATION

Ross Business Institute, Canton Mi — *Certified Medical Assistant*

AUGUST 2011 - MARCH 2012

Walsh College, Troy, MI —

1999-2002

Business and Accounting classes

Schoolcraft College

1995-1999

General, Business and Accounting Classes

#### REFERENCES

Available upon request

**MEMORANDUM**

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

**FROM:** Dr. Lisa Anglin  
Executive Director of Human Resources

**RE:** Plymouth-Canton Community Schools Registrar

**DATE:** February 13, 2024

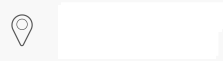
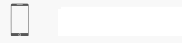
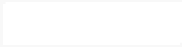
Attached is the resume of Heather Walsh who is being recommended for the P-CCS Registrar position. It is the consensus of the committee that Heather Walsh be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Heather Walsh to the position of P-CCS Registrar.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

# HEATHER WALSH



## WORK EXPERIENCE

### Administrative Assistant

Miller Elementary School, Plymouth-Canton Community Schools

- Facilitated new student enrollment including gathering accurate data input in MiStar as well as maintaining MCIR rosters for immunizations
- Assisted new families with access to district services and programs
- Entered payroll for hourly employees
- Organized field trips
- Managed building budgets and purchasing

2015-Present

## EDUCATION

B.A. Psychology

Michigan State University

1993-1997

### Administrative Assistant

Plymouth High School

- Managed assignments of 1:1 paraprofessional staff of 20
- Coordinated Specialized bussing needs
- Assisted with student scheduling
- Assisted with enrollment process of students with IEP and 504 documents
- Maintained and managed caseloads for Special Education Department teaching staff

August 2015-September 2015

### Receptionist

Board of Education Office- Plymouth-Canton Community Schools

- Managed contact directories and compiled directory information across district buildings
- Responsible for directing questions and concerns to the appropriate departments
- Assisted with work permits for students
- Assisted with paperwork for athletic trips and camps

July 2015- August 2015

### Administrative Assistant

Field Elementary School, Plymouth-Canton Community Schools

- Facilitated new student enrollment including gathering accurate data input in MiStar as well as maintaining MCIR rosters for immunizations
- Assisted new families with access to district services and programs
- Entered payroll for hourly employees
- Organized field trips
- Managed building budgets and purchasing

October 2013- June 2015

### Paraprofessional

Field Elementary School, Plymouth-Canton Community Schools

- Maintained attendance records
- Assisted in office with filing, phone calls. student injuries and medical needs
- Assisted in Media Center with checking in and out of materials
- Supervised students during lunch and recess

September 2012-October 2013

**MEMORANDUM**

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

**FROM:** Dr. Lisa Anglin  
Executive Director of Human Resources

**RE:** Plymouth-Canton Community Schools  
Specialized Services Administrative Assistant - Finance

**DATE:** February 13, 2024

Attached is the resume of Huma Ahmed who is being recommended for the P-CCS Specialized Services Administrative Assistant - Finance position. It is the consensus of the committee that Huma Ahmed be appointed to the position.

**BOARD RESOLUTION**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Board of Education approves the appointment of Huma Ahmed to the position of P-CCS Specialized Services Administrative Assistant - Finance.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

# HUMA Ahmed

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Strategic and analytical professional offering 10+ years of experience in stakeholder relationship, customer services and learning and development. A dedicated professional who takes initiative to find sustainable solutions, facilitated by excellent interpersonal communication skills. Proven ability to work effectively with cross-functional, multi-level stakeholder's group. Ability to lead and manage employees.

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## PROFESSIONAL EXPERIENCE

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### **IMB Bank Canberra, Australia**

**April 2017- Nov 2017**

#### **Customer Care Representative**

- Developed and implemented sales techniques and tools which helped team members to achieve deposit sales goals individually and as a team.
- Responsible for branch deposits & sales activities to achieve branch targets.
- Conducted referral activities for Residential Lending, Business Banking and Financial Planning.
- Identified areas of service improvements and provide recommendations, which results in expediting the correction process.
- Streamlined customer complaint process to improve day to day banking services and provide recommendation to branch management.

### **Myer, Australia**

**May 2015 – April 2017**

#### **Counter Manager (Clinique)**

- Established, strong and collaborative working relations with key stakeholders, representatives and staff to achieve desired sales goals.
- Established, executed and maintain action plans for goals for the financial year.
- Provided assistance, recommendation and advice to customers on sales & products and maintained exceptional quality service.
- Provided leadership training and mentorship to team members to enhance their capacity and capability level to increase individual sales and build customer loyalty.
- Built customer base and maintained data for loyal clients & monthly budgets.

### **Queanbeyan Public School, NSW, Australia**

**Feb 2015 – Dec 2015**

#### **Teacher Aide (Contract Based)**

- Worked with children with special needs (Majority Aboriginal Students).
- Assisted class teacher with the regular lesson planning & provided support for the low achieving groups.
- Conducted assessments & assisted the class teacher with regular lesson planning for grades 2-5.
- Supervised & provided one on one support for the low achieving groups.

### **Woden Community Service**

**Jan 2013 – Dec 2014**

#### **School Age Carer**

- Monitored health and safety of the group while ensuring physical and emotional needs of each child were met.
- Maintained the developmental needs of children through child/adult interactions and planned activities (ages 5-19).
- Calmly worked under pressure and handling emergencies effectively.

**Arab Open University, Kuwait**

**June 2009 - June 2012**

**Lecturer/ Branch Course Coordinator/Human Resource Officer**

- Developed job descriptions and duty statements for various jobs.
- Advertised staff vacancies, assess applications, interview applicants, administer selection tests, prepare reports and make recommendations to management regarding staff appointments.
- Organised employee welfare services such as health and wellbeing programs, first aid and fire warden training, superannuation and social activities.
- Successfully implemented protocols and safety procedures to ensure they are complying (Occupational health and safety) OH&S and other regulatory requirements.

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## **SOCIAL WORK**

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**Red Cross, Canberra. Volunteer.**

**Jan 2015 – Jan 2017**

- Following up on clients asking for support at different levels from Red Cross.
- Doing appraisals for the Case workers and the clients.
- Filing reports on Child and Youth Protection Services (CYPS) clients.
- Working on Client Case management (CCM) system to update information about different cases.
- Ensuring client information secrecy privilege.

**Australian Indigenous Mentoring Experience (AIME) Volunteer. Feb 2014- Dec 2014**

- Working with Australian Indigenous children to help them assimilate back in the society.
- Mentoring high schoolers individually and helping them boost their self-esteem.

**International Voluntary Women's Group, Sudan**

**1995- 1997**

- Liaising with different Embassies and foreign missions on behalf of the society.
- Organising and distributing food to people in need on a weekly basis.

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## **EDUCATION**

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**Graduate Certificate in Business Informatics** | University of Canberra | Australia.

**Master of Education (M.Ed.)** | University of Canberra | (Recipient of Dean's Excellence Award)

**Disability Standards for Education Certificate** | University of Canberra.

**MBA|HRM** | Hamdard University | Islamabad | Pakistan.

**B.A (Hons)** | English Literature | Khartoum University | Sudan (Gold Medallist)

**2023/24 SCHOOL YEAR**

**NAME, ASSIGNMENT, DATE OF HIRE**

**REASON, EFFECTIVE DATE**

**LEAVES**

BROWNING, KELLEY  
ELEM. CLSRM.  
HULSING  
08/29/2000

Unpaid leave of absence  
February 19, 2024 – March 22, 2024

DONDZILA, HEATHER  
COUNSELOR (NON-INSTRUCTIONAL)  
PLYMOUTH  
11/01/2017

Childcare leave of absence  
December 25, 2023 – March 22, 2024

KOZLOWSKI, ANGELA  
RESOURCE ROOM  
EAST  
04/25/2006

Unpaid leave of absence  
November 26, 2023 – June 12, 2024

KURSA, LINDSAY  
COGNATIVELY IMPAIRED TCHR  
PLYMOUTH  
08/28/2017

Childcare leave of absence  
January 8, 2024 – May 10, 2024

LEWIN, EMILY  
ELEM. CLSRM.  
HOBEN  
08/30/2021

Childcare leave of absence  
December 21, 2023 – March 20, 2024

MACDONALD, COURTNEY  
ELEM. CLSRM.  
BIRD  
07/07/2014

Childcare leave of absence  
December 12, 2023 – March 29, 2024

ST PETER, MEGHAN  
SOCIAL STUDIES  
LIBERTY  
06/20/2013

Childcare leave of absence  
2024/25 school year

**RESIGNATIONS**

BESS, CASEY  
TEACHER ON SPECIAL ASSIGN - HS  
CANTON  
08/28/2023

Resignation effective January 26, 2024.

COX, MEGAN  
CLINICAL BEHAVIOR SPECIALIST  
PLYMOUTH (GOALS)  
05/28/2019

Resignation effective January 26, 2024.

KAYE, JASON  
ELECTIVE-21ST CENTRY SKLS-PROJ BASED LRN  
PIONEER  
07/08/1996

Resignation effective June 30, 2024.

| <u>NO.</u>                | <u>NAME, ASSIGNMENT, DATE OF HIRE</u>                                              | <u>REASON, EFFECTIVE DATE</u>            |
|---------------------------|------------------------------------------------------------------------------------|------------------------------------------|
|                           | LANGFORD, SHONTA<br>CHIEF HUMAN RESOURCE OFFICER<br>ADMIN. BLDG.<br>07/01/2022     | Resignation effective January 25, 2024.  |
|                           | SCHWARTZ, KRISTEN<br>STUDENT SUPPORT COORDINATOR<br>FIELD<br>08/28/2000            | Resignation effective January 31, 2024.  |
|                           | SIMMS, SUSAN<br>ECDD - SPECIAL EDUCATION TEACHER<br>ALLEN<br>08/21/2003            | Resignation effective January 26, 2024.  |
|                           | TRAVICK, JUSTINE<br>(0.5) SUBSTITUTE TEACHER<br>ADMIN. BLDG.<br>12/19/2022         | Resignation effective January 26, 2024.  |
|                           | UTTER, MEGAN<br>COGNATIVE IMP (EMI CAT CLSRM)<br>BENTLEY<br>02/17/2021             | Resignation effective February 12, 2024. |
|                           | WASHINGTON-BROWN, LOWANDA<br>(0.3) SOCIAL WORKER<br>PLYMOUTH (GOALS)<br>09/07/2023 | Resignation effective January 12, 2024.  |
| <b><u>RETIREMENTS</u></b> |                                                                                    |                                          |
|                           | LANE, KEVIN<br>PRINCIPAL - ALTERNATIVE SCHOOL<br>STARKWEATHER<br>10/09/2008        | Retirement effective June 30, 2024.      |
|                           | PARKINSON, GWENDOLYN<br>LANGUAGE ARTS<br>LIBERTY<br>04/05/2021                     | Retirement effective June 12, 2024.      |
|                           | STANLEY, FREDERICK<br>LANGUAGE ARTS<br>EAST<br>01/03/2000                          | Retirement effective February 16, 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."**

PLYMOUTH-CANTON COMMUNITY SCHOOLS  
Plymouth, Michigan

**RECOMMENDATIONS FOR TENURE**  
SCHOOL YEAR 2023/24

| NO. | Name              | School (s)/<br>Assignment                   | Date of<br>Hire | Effective Date |
|-----|-------------------|---------------------------------------------|-----------------|----------------|
|     | Margaret Kuhl     | Music<br>Shared Time – Spiritus Sanctus     | 08/28/2017      | 06/30/2022     |
|     | Hannah Long       | Elem. Classroom<br>Eriksson                 | 08/27/2018      | 06/30/2023     |
|     | Jillian Hoard     | Secondary ASD Teacher<br>Plymouth (madonna) | 01/28/2019      | 01/27/2024     |
|     | Janelle Maryanski | Math<br>Plymouth                            | 01/22/2019      | 01/21/2024     |

"Move that the Board of Education approve the tenure recommendation for Number 3 upon the effective date."

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ VOTE \_\_\_\_\_

Board of Education

B

**BOARD OF EDUCATION REGULAR MEETING MINUTES**  
**January 9, 2024**

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Regular Meeting on Tuesday, January 9, 2024, at 7 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Vice President Christenson called the Regular Meeting to order at 7 p.m. in the Boardroom.

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

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools  
Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement  
Ms. Jill Minnick, Chief Finance & Operations Officer  
Ms. Bethany Rayl, Chief Academic & Innovation Officer  
Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services  
Mr. Nick Brandon, Executive Director of Communications & Marketing  
Ms. Shonta Langford, Chief Human Resource Officer  
Mr. Mark Salzer, Director of Integrated Technology Systems  
Ms. Montyne Barbee, Canton High School Assistant Principal  
Mr. Rich Welch, Director of Operations  
Mr. Jonathan Flukes, Director of Data, Assessment, Research, & Evaluation

Others Present Mr. Todd Fleming, ABM Industries, Inc. Regional Director of Operations  
Ms. Diane Robertson, Executive Assistant to the Superintendent and Board  
Mr. Josh Patterson, SVA Student Co-Chair  
Ms. Sae Pawar, SVA Student Co-Chair

Vice President Christenson led the Pledge of Allegiance.

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

**Action Item #24-01-37:** 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, Regular Meeting Minutes of December 12, 2023, Final Reading Policies, and Out-of-Country Field Trips.

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

Nays: None

The motion was carried 6-0

**New Hires**

|                      |                                                               |                    |
|----------------------|---------------------------------------------------------------|--------------------|
| Bostley, Scout       | Language Arts/Project-Based Learning<br>Pioneer Middle School | Effective 1-8-24   |
| Kazmierski, Penelope | Music Elementary School<br>Farrand & Smith Elementary Schools | Effective 1-9-24   |
| Shepherd, Riley      | History/Economics<br>Plymouth High School                     | Effective 1-8-24   |
| Malbon, Jody         | Director of Finance and Accounting<br>Administrative Building | Effective 12-18-23 |

**Leaves**

|                       |                                                        |                                                     |
|-----------------------|--------------------------------------------------------|-----------------------------------------------------|
| Christoffersen, Jamie | (0.5) Elementary Classroom<br>Miller Elementary School | Childcare Leave of Absence<br>Extended until 6-1-24 |
|-----------------------|--------------------------------------------------------|-----------------------------------------------------|

Resignations

|                   |                                                                         |                                |
|-------------------|-------------------------------------------------------------------------|--------------------------------|
| Bird, Jennifer    | Administrative Assistant-Special Education<br>Administrative Building   | Resignation Effective 1-8-24   |
| Brandon, Nicholas | Exec. Director of Communications & Marketing<br>Administrative Building | Resignation Effective 1-26-24  |
| Clover, Bridgete  | Counselor (Non-Instructional)<br>Eriksson Elementary School             | Resignation Effective 12-22-23 |

Retirements

|                 |                                                      |                              |
|-----------------|------------------------------------------------------|------------------------------|
| Blaylock, James | High School Assistant Principal<br>Salem High School | Retirement Effective 1-26-24 |
|-----------------|------------------------------------------------------|------------------------------|

Approval of Minutes

The Regular Meeting Minutes of December 12, 2023, were approved as presented.

Final Reading Policies

Policy #5310 Health Services

Out-of-Country Field Trips

Japan – Salem High School (Grades 9-12)

**B. Celebrating Success**

Member Sidhu presented the Mary Beth Carroll Extra Miler Award to Mr. Paul Bird, P-CEP Auditorium Manager and Technical Director. Paul manages the Gloria Logan Auditorium and the Dubois Little Theater with expertise and devotion. He also serves as the Director of the Park Players Theater Company. He is often on campus late at night and on weekends, overseeing the auditoriums for outside rentals and student events. Mr. Nick Brandon, Executive Director of Communications and Marketing, shared that Paul is dedicated, humble, and always focused on what is best for students, staff, and the entire P-CCS school community.

**C. Board Committee Reports/Action**Student Performance and Achievement Committee (SPA) - Anupam Chugh Sidhu

Member Westra shared that the SPA Committee has not met since the last Board meeting. An out-of-country field trip and health curriculum materials, which the committee previously reviewed, are on this evening's agenda. The next SPA meeting is scheduled for January 10, 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 has not met since the last Board meeting. The next policy meeting is scheduled for January 23, 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 December 21, 2023, and reviewed a computer purchase for the CTE department, a resolution to replace the JV stadium turf, and a contract amendment with ABM Industries. The committee also reviewed data from the Panorama Family-School Survey and KPIs for custodial and transportation services. The next F&O meeting will be held on January 18, 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 December 18, 2023, and reviewed the P-CCS student dress code and the district's food services menus. The next SVA meeting is scheduled for January 29, 2024, in the Canton High School Media Center, and everyone is welcome to attend.

## **D. Administrative Reports/Recommendations**

### **Superintendent's Report**

Superintendent Merritt extended congratulations to four P-CEP graduates who gained national attention last night. They showcased their talents as members of the University of Michigan Marching Band during a performance at the college football national championship playoff game in Houston.

She also congratulated Dr. Allie Williams, Eriksson Elementary School Student Support Coordinator, who was recently recognized as the "Educator of the Week" by WNIC's Jay Towers in the Morning Program for her work and dedication to ensuring student success.

She also invited the entire P-CCS Community to join in a celebration honoring the life and legacy of Dr Martin Luther King, Jr. This event is set to take place on Monday, January 15, at the Cherry Hill Village Theater in Canton at 6:30 p.m. P-CCS is pleased to partner with Canton Township and the Canton Chamber of Commerce in co-hosting this special gathering.

Finally, in recognition of School Board Appreciation Month, Superintendent Merritt thanked Board members for their ongoing commitment and advocacy for P-CCS students and families. She expressed appreciation on behalf of the entire school community and read a resolution from Wayne RESA to acknowledge the leadership, dedication, and vision of the Board of Education.

### **Finance and Operations - Jill Minnick**

#### **First Reading Resolutions**

- **Consider Approval of a Resolution for the Purchase of Computers for the CTE Department.** Mr. Mark Salzer, Director of Integrated Technology Systems, and Ms. Montyne Barbee, Canton High School Assistant Principal, provided details for this purchase, which is requested as part of the CTE program's planned five-year cycle for the replacement/upgrade of its computer lab. Five quotes were reviewed, and the lowest-priced vendor, People Driven Technologies, Inc., via MHEC contract is being recommended. This purchase, in an amount not to exceed \$92,983, will be funded by the CTE 61A added cost budget. (First Reading)
- **Consider Approval of a Resolution for a P-CEP JV Stadium Synthetic Turf Replacement.** After discussion, the Board decided to make this resolution a **first and final reading** to expedite the project's completion. An action item number was assigned and appears below.
- **Consider Approval of a Resolution for an ABM Industries Amendment to Contract.** Mr. Todd Fleming, ABM Industries, Inc. Regional Director of Operations, and Mr. Rich Welch, Director of Operations, outlined the details of this 4<sup>th</sup> memorandum of understanding, which expands upon the current five-year agreement with ABM Industries. The recent additions to many district buildings have increased cleanable space by 60,038 square feet, necessitating the hiring of three additional cleaners with an associated annual increase of \$120,124.73. (First Reading)

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

#### **Final Reading Resolutions**

- **Action Item #24-01-40:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for a P-CEP JV Stadium Synthetic Turf Replacement. Due to severe storms and flooding, the turf at the JV field was damaged and determined to be unrepairable. Two quotes were received. It is recommended that this project be awarded to AstroTurf, Inc. from Novi, MI, the lowest bidder, at a total cost of \$518,476. The district's insurance carrier, SET SEG, also inspected the field and verbally approved the insurance claim. Insurance proceeds, FEMA disaster relief funds, and capital improvement funds will be used for this project. (First and Final Reading)  
 Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra  
 Nays: None  
 The motion was carried 6-0
- **Action Item #24-01-38:** It was moved by Member Kehoe and seconded by Member Westra to Approve a Resolution for Bid Package #MS-2 East and West Middle School Addition and Renovations. The recommended award total of \$8,099,432 will be paid from 2020 and 2023 bond funds. (Final Reading)

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

Nays: None

The motion was carried 6-0

- **Action Item #24-01-39:** It was moved by Member Kehoe and seconded by Member McCain to Approve a Resolution to Purchase 158 Marching Band Uniforms from Fred J. Miller, Inc. from Miamisburg, Ohio, at a total cost of \$183,280, which includes a ten-year warranty. This purchase will be paid from the general fund. (Final Reading)

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

Nays: None

The motion was carried 6-0

### **Communications and Marketing - Nick Brandon**

#### P-CCS Family-School Relationship and Student Social-Emotional Learning Survey Report (Presentation)

*(Strategic Goal C: P-CCS will increase, enhance, and sustain community partnerships to improve student outcomes, student & family engagement, student enrollment, and opportunities)*

Mr. Nick Brandon, Executive Director of Communications and Marketing, and Mr. Jonathan Flukes, Director of Data, Assessment, Research, and Evaluation, gave a presentation to provide a comprehensive overview of the data gathered from the Fall Panorama Family-School Relationship and Student Social-Emotional Learning Survey.

The survey, conducted in collaboration with Panorama during the fall and administered to district students and families, aligns with all five strategic goals outlined in the district's Dynamic Plan. During the review, key findings were highlighted, short and long-term goals were discussed, and next steps were reviewed. There was a notable increase in survey participation rates compared to the previous year. It was noted that strategies have been implemented to sustain this positive trend so P-CCS can continue to gather valuable feedback from students, staff, and families. The survey results will be available on the district website for community review. Staff surveys are scheduled for administration in February.

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

### **Teaching and Learning – Bethany Rayl**

#### First Reading Resolutions

- Consider Approval of a Resolution for Middle School Health Curriculum Materials. A team of P-CCS middle school health teachers reviewed the Michigan Academic Standards for Health and determined the district's current curriculum resource is not fully aligned with the standards. After an extensive review and with guidance from Wayne RESA school health consultants, the team is recommending *HealthSmart* as the curriculum resource for middle school health, not to exceed the cost of \$58,000. This cost includes a three-year digital license for students to access the eBook, interactive activities, and assessments. This purchase will be paid from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (First Reading)
- Consider Approval of a Resolution for High School Health Curriculum Materials. A team of P-CCS high school health teachers reviewed the Michigan Academic Standards for Health and determined that the district's current curriculum resource is not fully aligned with the standards. After an extensive review and with guidance from Wayne RESA school health consultants, the team recommends purchasing the *Glencoe Health Curriculum* resources for high school health, not to exceed a cost of \$71,000. This purchase is for a six-year digital license for students to access the eBook, interactive activities, and assessments. This purchase will be paid from the 2023-2024 budget and implemented during the 2023-2024 school year and beyond. (First Reading)
- Consider Approval of a Resolution for Middle School Reproductive Health Curriculum Materials. A team of middle school health teachers reviewed the Michigan Academic Standards, the legal obligations, and best practices for HIV/AIDS and sex education. They determined that the current curriculum resource is not aligned with the HIV/AIDS and sex education standards and have recommended purchasing new curricular materials. The middle school health team reviewed updated health curriculum materials with guidance from two health consultants from Wayne RESA and recommend adopting the *HealthSmart* 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)

- Consider Approval of a Resolution for High School Reproductive Health Curriculum Materials. A team of high school health teachers reviewed the Michigan Academic Standards, the legal obligations, and best practices for HIV/AIDS and sex education. They determined that the current curriculum resource is not aligned with the HIV/AIDS and sex education standards and have recommended purchasing new curricular materials. The high school health team reviewed updated health curriculum materials with guidance from two health consultants from Wayne RESA and are recommending adopting the *Glencoe Health and the Glencoe Human Sexuality Supplement* 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)
- Consider Approval of a Resolution for a New High School Social Studies Elective Course Proposal (History of Hip Hop 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. (First Reading)
- Consider Approval of 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 would be implemented during the 2024-2025 school year and beyond. (First Reading)

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

### **Student Services – Kurt Tyszkiewicz**

#### **First Reading Resolutions**

- Consider Approval of 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 10<sup>th</sup> grade with a maximum of 500 seats. Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services, provided an overview of the timeline, including the advertisement window, application period, and the potential lottery if there are more applicants than seats available. (First Reading)
- Consider Approval of a Resolution for the Enrollment of Non-Resident Students for P-CCS Employees for the 2024-2025 School Year. This option is available for current staff members who receive a P-CCS paycheck. (First Reading)

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

### **E. Citizens' Comments**

- Mr. Chris Vos spoke on district facilities
- Ms. Jennifer Vos spoke on student school pride
- Mr. Rocky Johnson spoke on P-CEP athletic funding

### **F. Discussion**

Member Kehoe spoke about the upcoming Non-Homestead Property Tax Renewal appearing on the February 27, 2024, ballot. He recommended creating a committee to educate the community and PTO groups on the renewal's critical role as a funding source for the district, highlighting that it does not affect residential taxes. Member McCain volunteered to assist with this effort.

### **G. Follow-up Board Questions**

- Related to the 31aa Grant Fund Presentation:
  - Member Sidhu would like to know what resources are currently being used and the number of students receiving services. Additionally, what programs will be purchased with new grant funds.
  - Member Kehoe asked if there any unmet needs or services that could be filled with additional funding.

- Related to the 2023-24 Fall Data Review Presentation: Member Sidhu expressed interest in receiving data pertaining to NWEA Key Findings from the graphs presented on pages 23, 24, 25, and 26.
- The Board would like to receive a link to the Michigan Department of Education Standards.
- The Board would like to receive a copy of the syllabus for the new course proposal "Hip Hop & Rap."
- Related to the Fall Panorama Family-School Relationship Survey: The Board would like to receive information in Board notes that outlines strategies being implemented to address the areas marked in red on the presentation charts, identifying areas needing improvement.
- The Board would like to receive links for the new health and reproductive health course materials presented as first readings during this evening's meeting.
- The Board requested written confirmation from the district's insurance provider, SET SEG, to formalize their verbal acknowledgment, ensuring that the P-CEP JV stadium turf replacement is officially approved as an insurance claim.

#### **H. Adjournment**

Vice President Christenson adjourned the Regular Meeting at 9:28 p.m.

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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  
Monica Merritt, Superintendent

FROM: Shonta Langford, Chief Human Resource Officer

DATE: February 13, 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:

|                                     |                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/>            | reflects current state of the law and should be adopted to have accurate policies |
| <input checked="" type="checkbox"/> | is recommended but not required                                                   |
| <input type="checkbox"/>            | is optional                                                                       |

This policy is being brought to the Board of Education for first 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 first reading of **Policy 7540.04** for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments   X   New/Revised/Replacement Policy

**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.

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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  
Monica Merritt, Superintendent

FROM: Shonta Langford, Chief Human Resource Officer

DATE: February 13, 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:

|                                     |                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/>            | reflects current state of the law and should be adopted to have accurate policies |
| <input checked="" type="checkbox"/> | is recommended but not required                                                   |
| <input type="checkbox"/>            | is optional                                                                       |

This policy is being brought to the Board of Education for first 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 first reading of **Policy 7540.04** for the Plymouth-Canton Community Schools.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The Motion was: \_\_\_\_\_

Attachments   X   New/Revised/Replacement 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~~ 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.

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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)

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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

Out-of-Country Field Trip - February 13, 2024, Board of Education Meeting

| Grade Levels | Building | Destination of Trip | Purpose                                                                                                                                                                                 | # of students | # of chaperones | Date of Student Performance and Achievement Committee Review |
|--------------|----------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--------------------------------------------------------------|
| 10-12        | Plymouth | Greece              | Work with a non-profit organization focused on helping communities around the world rise out of poverty. Students will engage in a community service project to support a teen shelter. | Approx 17     | 3               | February 7, 2024                                             |

Meeting Date: February 13, 2024  
First and Final Reading

**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 13, 2024

**RE: Approval for Jill Minnick to Continue Service to MILAF+ Board of Trustees – First and Final Reading**

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At its Organizational Meeting on July 11, 2023, as in years past, the Plymouth-Canton Community Schools Board of Education reauthorized MILAF+ as an authorized depository for the District.

The Michigan Liquid Asset Fund Plus ("MILAF+" or the "Trust," formerly MILAF) is a comprehensive cash management program created in 1987 by the Michigan Association of School Boards. The Trust was established for the purpose of allowing Michigan public schools, and other agencies, to pool their investment funds to seek the highest possible yield, while maintaining liquidity and preserving capital.

MILAF+ school entity investors must be members in good standing with the Michigan Association of School Boards. Public agencies eligible to participate in MILAF+ include: general-powers school districts (as defined by the Revised School Code), school districts of the first class, local or special act school districts, intermediate school districts, and other classifications of schools.

I have served on the MILAF+ Board of Trustees since appointed in July 2020, and then as elected since February 2021, serving first as Trustee, then Treasurer, and currently as Vice President. My term expires in 2025 unless re-elected. As a member of the Board of Trustees, I am committed to managing the Trust in a manner that meets the investment, recordkeeping, and cash management needs of schools and public agencies across the state.

Trustees must secure consent to serve from their Board of Education. As such, as P-CCS is my employer, I am requesting approval of the Plymouth-Canton Community Schools Board of Education to continue serving on the MILAF+ Board of Trustees.

Consent to serve requires only a brief motion and approval of the Board: "Motion to authorize Jill Minnick to serve as a member of the Board of Trustees of the Michigan Liquid Asset Fund Plus."

Thank you for your consideration of this request.

# Recruitment and Staffing 2024 Annual Update

Board of Education  
February 13, 2024

# Human Resource Dynamic Plan Goals

**Strategic Goal A: P-CCS will increase achievement for all students and close achievement gaps.**

- ▶ Diligently, intentionally and consistently recruit, attract, hire and retain exceptional and diverse staff members
- ▶ Implement relevant and job-focused professional development who demonstrate a growth mindset.

**Strategic Goal C: P-CCS will increase, enhance, and sustain community partnerships to improve student outcome**

- ▶ Increase communication strategies that will promote stronger engagement with staff.

# Guiding Principles of Diversity in Staffing

## In P-CCS, we:

- ✓ Respect diversity; celebrate and benefit from a diverse learning and work environment; and understand that diversity strengthens the organization.
- ✓ Acknowledge that all voices, experiences, opinions, and cultures within our community must be respected and valued.
- ✓ Understand that a variety of approaches to teaching is critical in helping students learn.
- ✓ Recognize that instructional strategies, methods, and materials must promote equity for all students.
- ✓ Know that students who learn, grow, and succeed in a diverse K-12 environment will be much better prepared to take next steps in a diverse world.

# 2023-2024 Staffing Update - Logic Model

**Problem Statement:** To ensure P-CCS adequately fills open position with a highly-skilled, diverse staff, and increase efforts to retain current staff while ensuring adequate coverage to support absences in order for our students to thrive at maximum capacity.

| Resources                          | Outputs/Data                 | Activities                                                                                | Goals                                                                                                                                                                                         |
|------------------------------------|------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open Positions Report/Data         | Frontline Application System | Job Fairs (internal & external)<br>Consistent hiring process<br>Increased advertising     | To diligently, intentionally and consistently recruit, attract, hire and retain exceptional and diverse staff members who demonstrate a growth mindset for every school and district position |
| Student and Staff Demographic Data | MIstar/REP Report            | Partnerships with Colleges & Universities and other organizations that support minorities | Increase and enhance communication channels to promote active engagement with employee groups, families and students to improve over connection and productivity in our school district.      |
| Daily Substitute Fill Report/Data  | Frontline Absence Report     | Daily monitoring<br>Proactively assigning subs                                            |                                                                                                                                                                                               |
| Employee Retention Data            | Exit Surveys                 | Stay Interviews<br>HR Roadshow (staff input)<br>Culture & Climate                         |                                                                                                                                                                                               |

# Teacher & Staff Recruitment & Hiring

## New for 2023-2024

- ▶ Hosted P-CCS Job Fair
- ▶ Hired Premier Subs for every building
- ▶ Recruiting teachers from those who have student taught/subbed in the district
- ▶ Weekly new hire orientations
- ▶ Frontline new HR Job Posting & Hiring System
- ▶ Participated in multi-district Job Fair
- ▶ Grow Your Own Program

# New Teacher Recruitment

## Ongoing Action Plan

- Job postings are sent nationally and posted on job posting boards.
- Develop network of key **University and Organizational contacts** for outreach to minority candidates:
  - EMU, MSU, U of M, WSU (College of Education, Minority Associations)
  - Historical black colleges, sororities and fraternities
  - National Alliance of Black School Educators (NABSE)
  - Michigan Roundtable for Diversity and Inclusion
- Attend **annual teacher fairs**
- Follow **student teachers and substitute candidates**
- Seek new **advertising opportunities** and **best avenues for recruitment** such as social media, education publications and job boards (i.e., Linked-In, Facebook, Twitter, etc.)
- Collaborate with building **Equity Teams** on hiring.
- Build a '**Grow Your Own**' program for outreach to P-CCS staff and students interested in pursuing teaching certification.

# Staff Retention

- ☐ “HR Roadshow” - Building Connections
- ☐ Stay Interviews
- ☐ Provide professional development on culture and climate
- ☐ Ensure that equity is at the helm of every decision we make
- ☐ Building Equity Teams
- ☐ Employee Resource groups
- ☐ Staff Appreciation
- ☐ Monthly HR Newsletter
- ☐ Employee Assistance Program
- ☐ Monthly contest for staff
- ☐ Ensuring safety as a #1 priority

# Substitute Teacher Report



EDUStaff is an educational staffing company that specializes in training and providing quality substitute teachers (or guest teachers), substitute paraprofessionals, and other employee types to our partnering school districts. Founded in 2010, EDUStaff has quickly become known in the educational community for providing outstanding customer service to our partnering school districts our external employees, and our substitute paraprofessionals.

# Substitute Recruiting Efforts

- ☐ To date 495 active substitute teachers are working in P-CCS and approved in the Edustaff System
- ☐ Building fill rates have increased to the 93rd percentile
- ☐ Partnering with EduStaff we continuously recruit and market for additional substitute teachers
- ☐ Recruiting eligible retired teachers
- ☐ Identifying para educators qualified to substitute teach
- ☐ Offering teachers an opportunity for additional hourly work during their planning periods
- ☐ Increased number of dedicated building premier substitutes to each location
- ☐ Offering premium long-term rates

# Next Steps – Building Pipelines

We are committed to continuing our efforts to hire, support, and engage staff

- ☐ Continue to increase partnerships to improve recruitment efforts
- ☐ Enhance retention efforts
- ☐ Continue to provide annual diversity and sensitivity training to all staff
- ☐ P-CCS Job Fairs to continue, next one is Spring 2024
- ☐ Continue to seek additional “Grow your Own” programs

# 2023-2024 Staffing Goals

- ✓ **Address unique challenges of staffing**
  - Higher number of retirements/exits
  - Shallow pool of applicants – professional and support personnel
  - National number of students going into Educational Field is decreasing
    - Nationally 21% of students pursuing Educational degrees in 2023 as compared to 28% in 2017
    - Staff of color going into the field in Michigan averages 8%
- ✓ **Support increased staffing needs in Special Education**
- ✓ **Continue commitment to hire a highly-skilled and diverse staff**

# Staff Totals By Group

| 2023-2024                             |      |
|---------------------------------------|------|
| Teachers & Professional School Staff* | 1150 |
| School/District Support Staff         | 706  |
| School Administrators                 | 64   |
| Central Leaders/Non Affiliated        | 34   |
| TOTAL                                 | 1954 |

\*Includes Social Workers, Psychologists, Counselors, OT, PT, and Speech Pathologists.

# Staff Totals By Group - New Hires

| 2023-2024                             |     |
|---------------------------------------|-----|
| Teachers & Professional School Staff* | 71  |
| School/District Support Staff         | 73  |
| School Administrators                 | 5   |
| Central Leaders/Non Affiliated        | 3   |
| TOTAL                                 | 152 |

\*Includes Social Workers, Psychologists, Counselors, OT, PT, and Speech Pathologists.

# Current Openings

| 2023-2024                             |    |
|---------------------------------------|----|
| Teachers & Professional School Staff* | 23 |
| School/District Support Staff         | 50 |
| School Administrators                 | 2  |
| Central Leaders/Non Affiliated        | 3  |
| TOTAL                                 | 78 |

\*Includes Social Workers, Psychologists, Counselors, OT, PT, and Speech Pathologists.

# Race & Ethnicity of New Hires Data & Key Findings

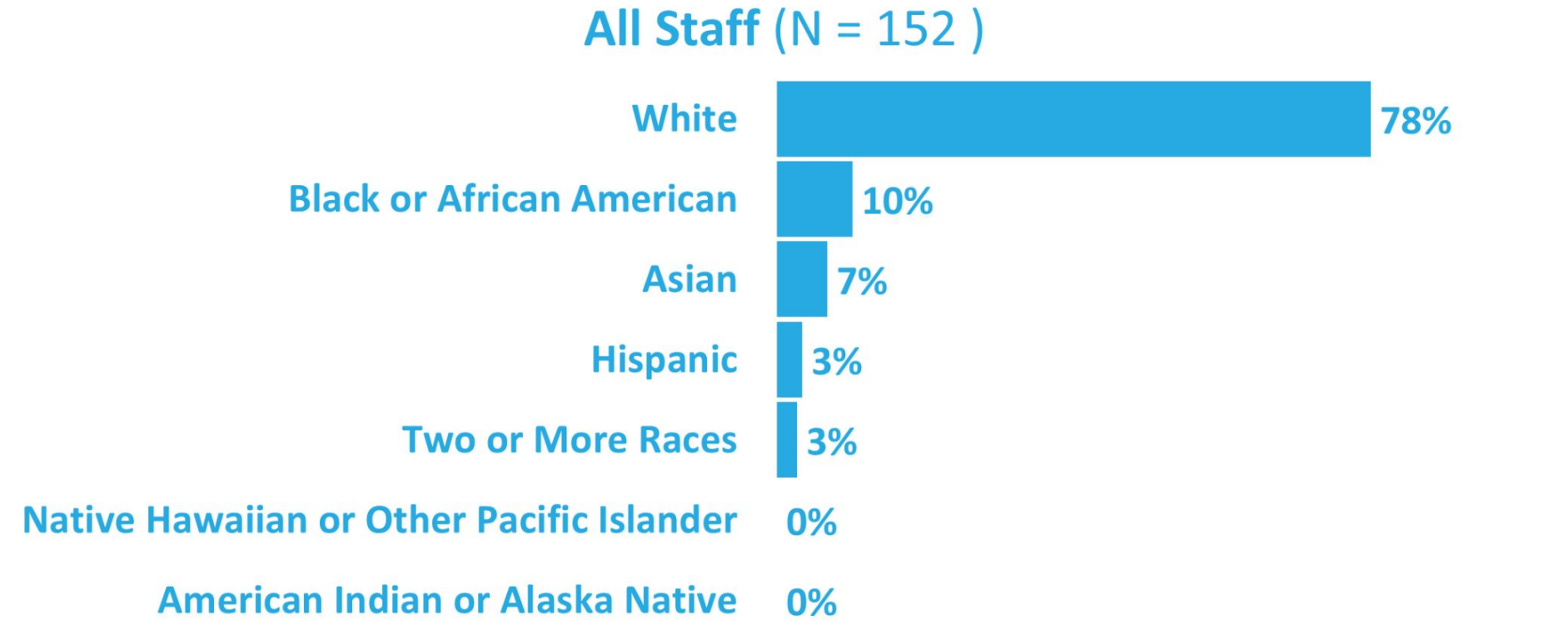
## P-CCS New Hire Data Highlights the Diversity of the 2023-2024 Hiring Pool

### Main Points:

- ▶ The new hire data reflects a more diverse staff by ethnic subgroup in comparison to P-CCS overall staff demographics.
- ▶ The data shows that an area of focus moving forward is to increase efforts to attract and hire more teachers of color and diverse backgrounds.
- ▶ P-CCS support staff are the employee group with the greatest range of diversity for this current school year.

# Race/Ethnicity of New Hires

7/1/23 - 1/9/24



# Student and Staff Race/Ethnicity Data 5-Year Comparison



# Student and Staff Race/Ethnicity Data Trends & Key Findings

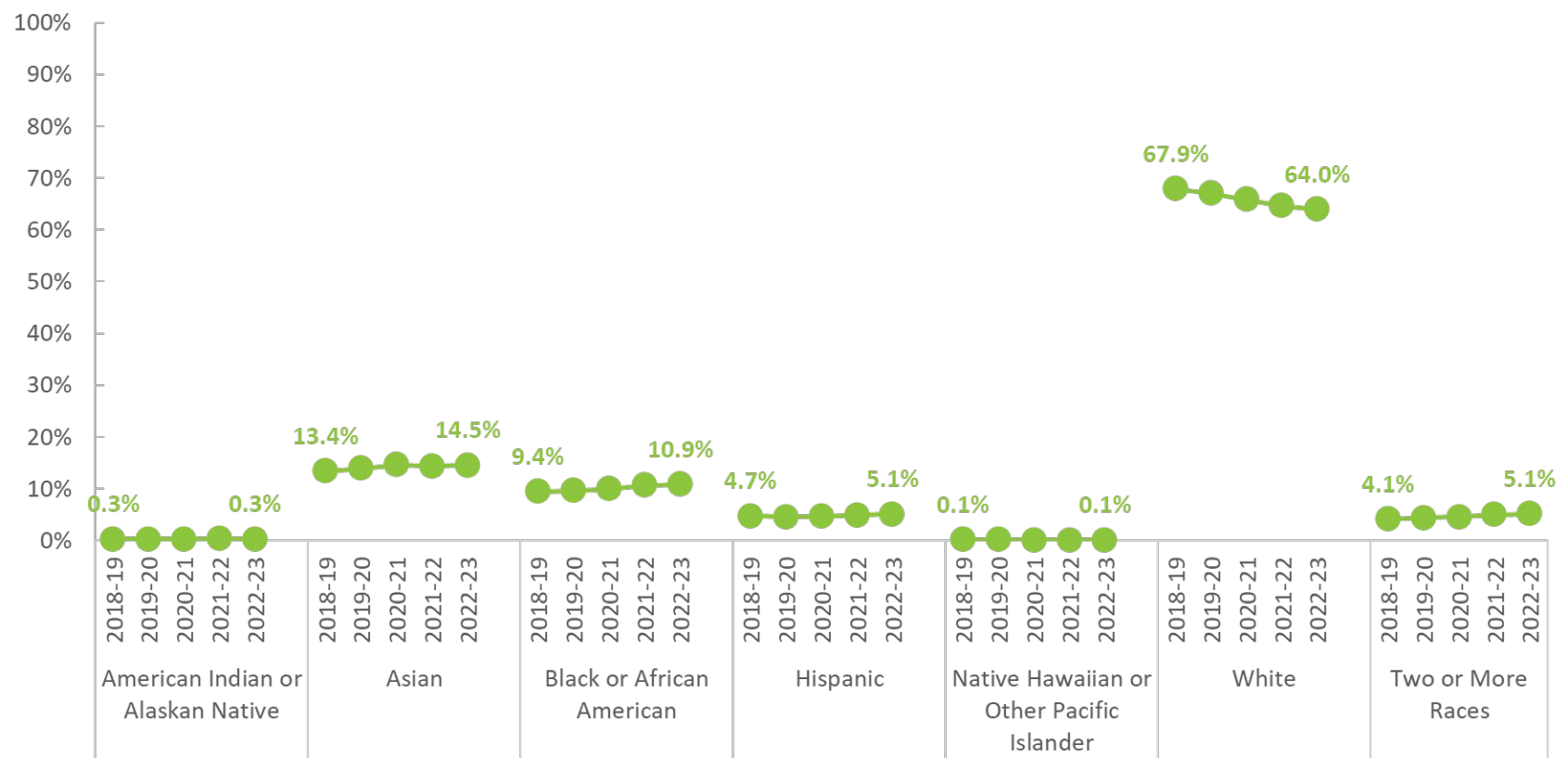
## P-CCS Trend Data Highlights Potential Shifts in Hiring & Retention

### Main Points:

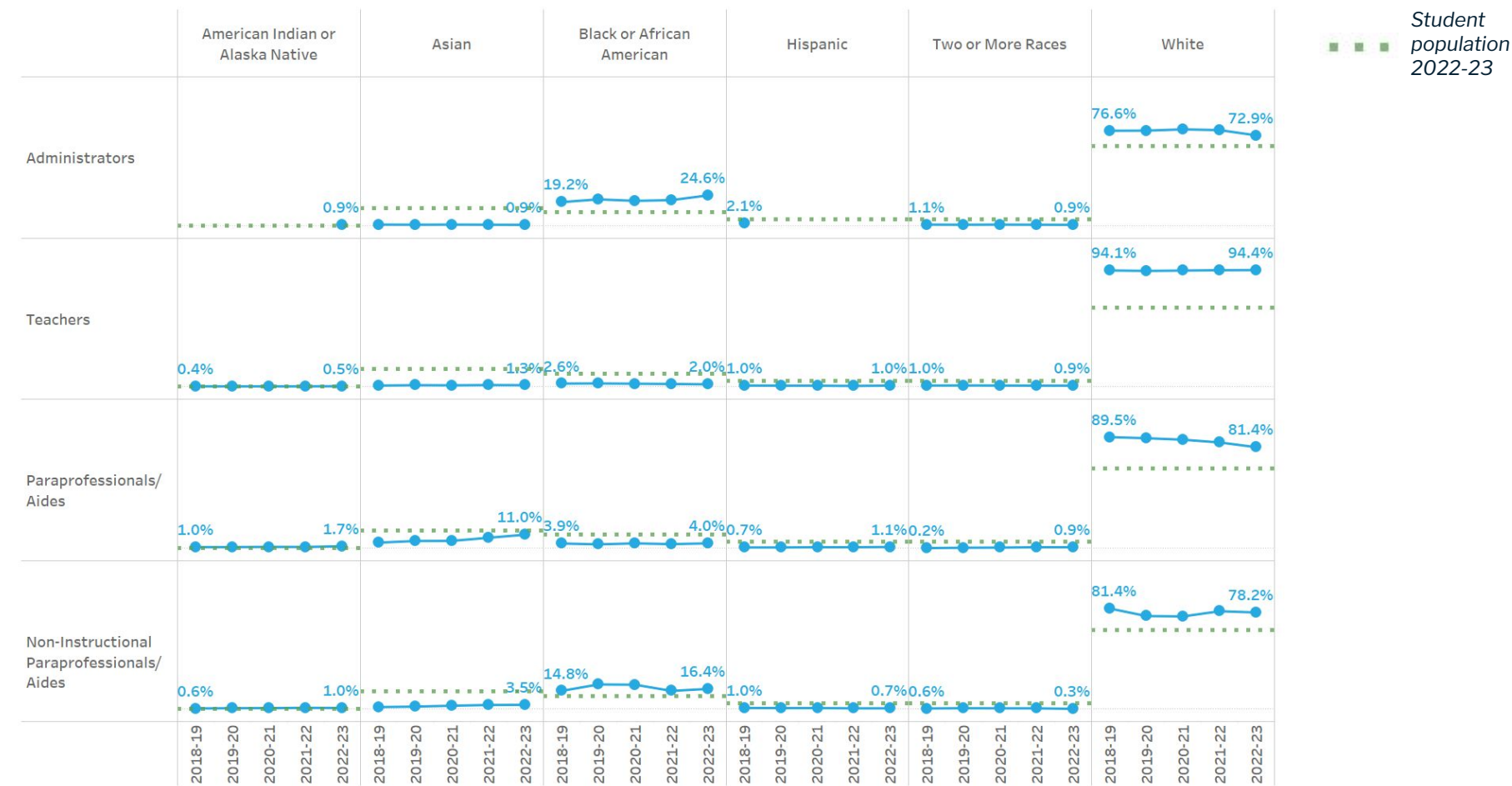
- ▶ Overall, P-CCS trend data has remained consistent over the past four years for most ethnic groups.
- ▶ Student trend data reflects slight increases among Asian, African American, Hispanic, and students represented in the two or more races category.
- ▶ An increase in African American hires among building leaders and central leaders/non-affiliated employees, as well as a slight increase in Asian paraprofessional hires is also reflected in this data.

# P-CCS Student Population Trend by Race/Ethnicity

## Students



# P-CCS Staff Population Trend by Race/Ethnicity



Source: MI School Data [Staffing Count Report](#) (headcount). Race/ethnicity is determined according to state reporting requirements.

# Student and Staff Race/Ethnicity Comparison



# Student and Staff Race/Ethnicity Data Comparison & Key Findings

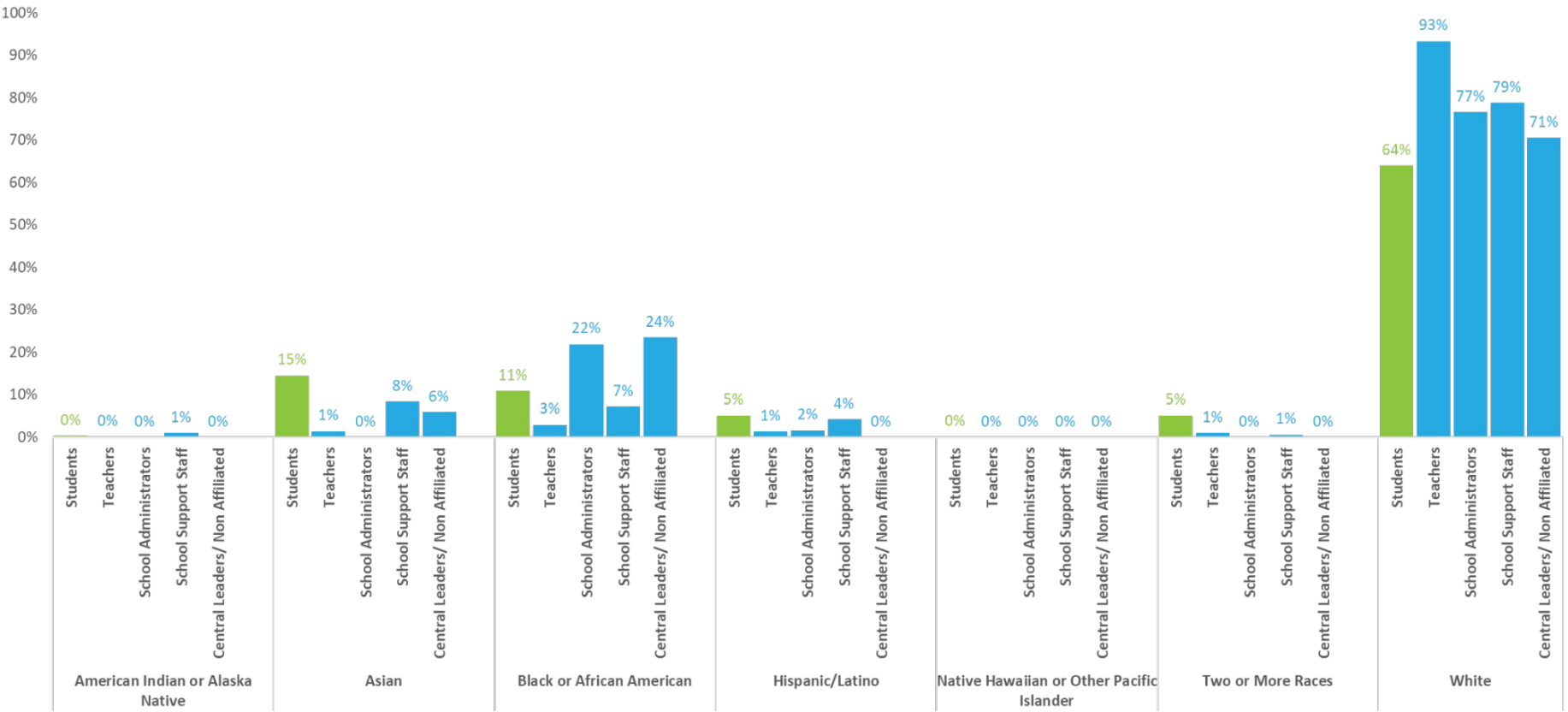
## **P-CCS Student/Staff Comparison Data Highlights the Diversity of the 2023-2024 Hiring Pool**

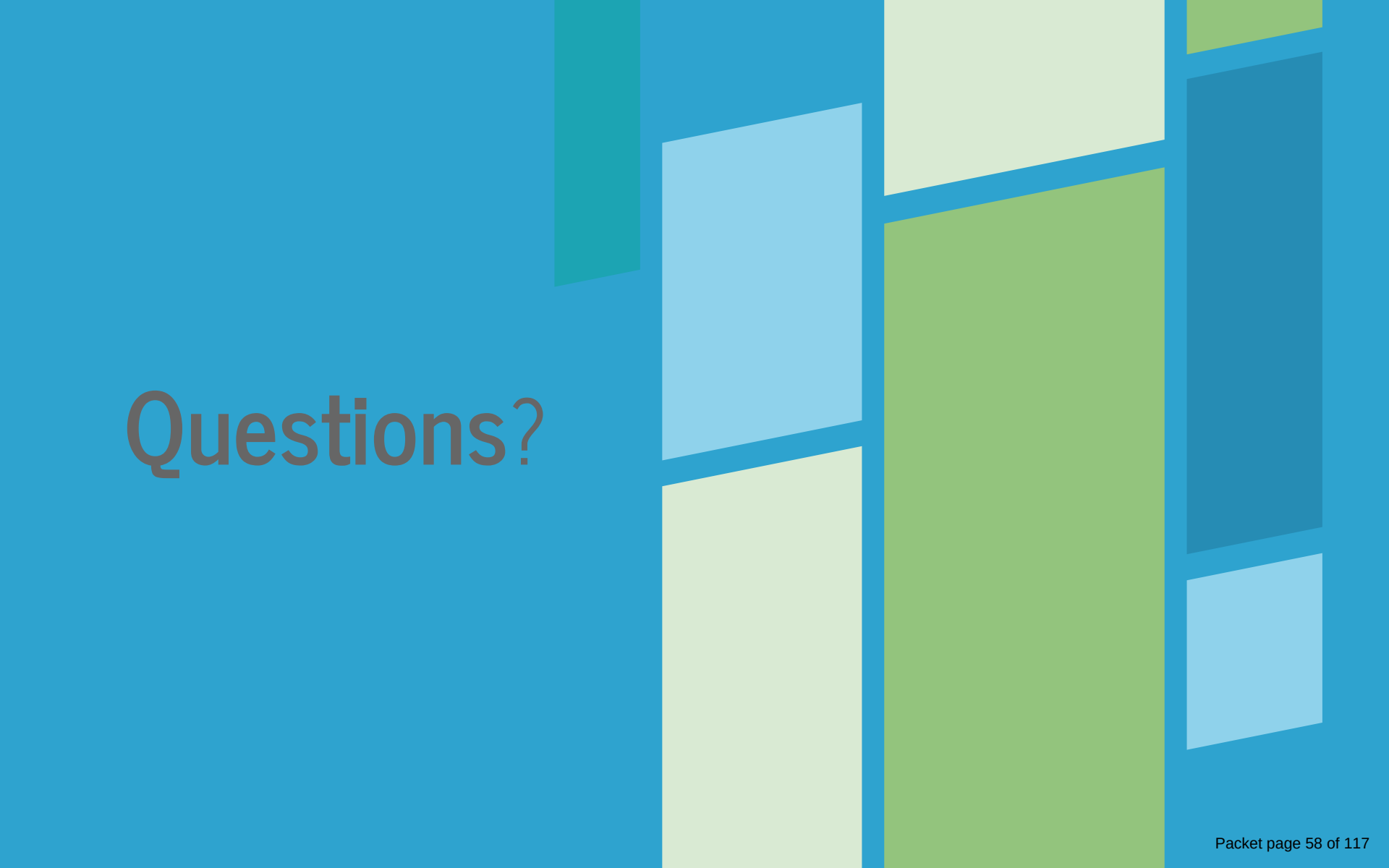
### **Main Points:**

- ▶ Reaching the target of having staff demographics meet or exceed student demographics in most subgroups is not reflected.
- ▶ The number of teachers employed in every ethnic group is lower than the student percentage, with the exception of the white category.
- ▶ The support staff category has seen the greatest shift in hiring of ethnically diverse employees.

# P-CCS Staff/Student Comparison 2023-2024

## How similar is the student population compared to the staff population?





# Questions?

**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 13, 2024

**RE: Approval to Purchase Six Combi Ovens for the P-CEP Kitchens-  
First and Final Reading**

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**Background:**

The Nutrition Services Department is requesting the purchase of six (6) Combi Ovens, two for each of the kitchens at P-CEP. This new equipment will improve the production, meal quality, and efficiency of the distribution of meals at the high school campus. With the implementation of the new ovens, each of the P-CEP kitchens will have two ovens, and the two existing ovens will be installed at East Middle School and Pioneer Middle School.

The following documentation includes a recommendation memo with details about the purchases and equipment, a quote furnished by Stafford-Smith, Inc., and specification information for the equipment. The total cost will be \$157,123.30. This total includes the delivery and installation of the new equipment, as well as the moving and installation of the two existing ovens to the middle schools.

This purchase adheres to the State of Michigan Food Service Administration Guidelines, and the pricing comes from the Wayne RESA consortium purchasing program, Co-Pro.

This purchase was presented at the Finance & Operations Committee meeting held on January 18, 2024. It was originally set for first reading at the Board of Education meeting scheduled for January 23, 2024, however, that meeting was canceled. It was requested at the Finance & Operations Committee meeting held on February 8, 2024 that the item now be presented for first and final reading at this meeting in order to allow time to order and receive the equipment for installation over the summer of 2024.

**Recommended Resolution:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the purchase of six (6) Combi Ovens from Stafford-Smith at a cost of \$157,123.30. This cost will be paid from the Nutrition Services budget.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Passed: \_\_\_\_\_



**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS  
GLOBALLY FOCUSED. LOCALLY CONNECTED.

**Gina Stanford**

Assistant Director of Nutrition Services  
454 S. Harvey Street · Plymouth, Michigan 48170  
(734) 416-3011

To: Jill Minnick, Chief Finance & Operations Officer  
From: Gina Stanford, Assistant Director of Nutrition Services  
CC: Kurt Tyszkiewicz, Assistant Superintendent of Student Services  
Date: January 16, 2024  
Re: Purchase of Combi Ovens for Canton, Plymouth and Salem High School Cafeterias

In our ongoing commitment to enhancing services for students at P-CEP, and in response to the growing participation across all three high schools, we are seeking approval for the acquisition of two combi ovens for each high school kitchen. Presently, Canton HS and Salem HS each have one oven. This combi oven purchase for Plymouth HS will replace a steamer and give them an additional oven. This strategic investment aims to improve food production efficiency, enabling our staff to deliver high-quality, innovative meals to a larger student and staff audience.

To accommodate this upgrade, the existing ovens from Canton HS and Salem HS will be relocated to East Middle School and Pioneer Middle School. Both schools have experienced an uptick in participation in the Michigan School Meals program, which offers free meals to all students. The oven slated for Pioneer Middle School will replace a steamer and introduce another oven option.

Adhering to guidelines outlined in the State of Michigan's Food Service Administrative Memo no. 5, these ovens fall within the pre-approved Food Service Equipment List, eliminating the need for prior approval. Our procurement process will follow the Wayne RESA equipment purchasing program, Co-Pro.

After careful consideration, we recommend engaging Stafford-Smith for this project, given their prior experience installing our existing Combi ovens. They have also offered to manage the relocation of the current ovens. The comprehensive quote from Stafford-Smith, covering the cost of equipment, moving existing ovens, delivery, and installation, totals \$157,123.30.

The Nutrition Services Department operates as a self-funded entity with some excess fund balance to cover purchases such as these. Utilizing these funds aligns with the approved purposes outlined for the department, including equipment purchases.

Pending approval, we anticipate scheduling the equipment installation during the summer of 2024. We appreciate your consideration of this proposal and look forward to further enhancing our culinary capabilities to better serve the P-CEP community.

**To:**  
Plymouth Canton Schools  
Gina Stanford  
454 South Harvey Street  
Plymouth, MI 48170  
7344163015  
734-416-3011 (Contact)

**Project:**  
Plymouth Canton High Schools

**From:**  
Stafford Smith, Inc.  
Craig Warner  
25311 Dequindre Road  
Madison Heights, MI 48071  
2693431240 1111  
248-744-4414 3602 (Contact)

Job Reference Number: 73126

Due to the global supply chain issues and subsequent freight issues, Stafford Smith is not responsible for any unforeseen surcharges, price increases and other increases in cost after the order is placed. These costs will be passed along to the customer.

PRICING REFLECTS COOPERATIVE BID PRICING WITH CoPro Agreement #2020-WR-165-032020-S

| Item | Qty  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sell        | Sell Total  |
|------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1    | 2 ea | <b>COMBI OVEN, ELECTRIC</b><br><br>Vulcan Model No. ABC7E-208<br>Combi Oven/Steamer, electric, boilerless, (7) 18" x 26" full size sheet or (14) 12" x 20" full size hotel pan capacity, (3) knobs with LED displays for temperature, timer & humidity, auto-adjustment of humidity with temperature selection, auto-reversing fan with electronic braking system, cool to touch glass door, flashing door light & audible alert, (4) Grab n Go wire racks, stainless steel interior & exterior, engineered & assembled in USA, UL EPH Classified, cULus | \$19,381.07 | \$38,762.14 |
|      | 2 ea | NOTE: Item qualifies for a no charge equipment check out after the unit has been fully installed & put into service. contact your Vulcan Representative for more details                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |             |
|      | 2 ea | 1 year limited parts & labor warranty, standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |             |
|      | 2 ea | 208v/60/3-ph, 50 amps, 18kW (field convertible to 1-ph), standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |             |
|      | 1 ea | Filtration System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |             |
|      | 1 ea | NOTE: Water is a customer supplied utility just like Gas & Electric to the equipment. Proper Water Filtration based on customer water quality is essential to meet the equipment water spec requirements. Verify type of filtration needed based on performing a cold water analysis from the customer site. A suitable Water Treatment System & regular filter replacements coupled with routine cleaning/deliming is required.                                                                                                                                                                                                            |             |             |

| Item | Qty  | Description                                                                                                                                                                                                                                                                                                          | Sell               | Sell Total         |
|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
|      | 1 ea | CB30K-SYSTEM Single Hollow Carbon Filter System, with 30,000 gallon capacity, for chlorine & chloramine reduction, sediment, bad tastes & odors, total organic compounds, tannins & trihalomethanes, ANSI/NSF 42 & 53                                                                                                | \$1,052.07         | \$1,052.07         |
|      | 2 ea | Opted out of Reverse Osmosis System                                                                                                                                                                                                                                                                                  |                    |                    |
|      | 5 ea | 1220-BASKET Air Fry Basket, 12"x20", fits ABC & Minijet Combi                                                                                                                                                                                                                                                        | \$172.28           | \$861.40           |
|      | 1 ea | STACK-ABC/E Stacking Kit, electric, for (2) ABC7E Combi, includes: vent kit, spray hose, drip tray & casters                                                                                                                                                                                                         | \$2,669.93         | \$2,669.93         |
|      | 1 ea | SPRAY-ABC Spray Hose Kit, Provided with ABC Stand or ABC Stacking Kits - includes spray handle, 8 ft. stainless steel braided hose & mounting hardware                                                                                                                                                               |                    |                    |
|      | 1 ea | Basic installation will include: receive, uncrate, deliver, set in place, final connections to proper existing utilities within 5 feet of machine. If customer location is beyond 100 miles of local Hobart Service office, and/or if unusual installation circumstances are required, additional charges may apply. | \$4,620.00         | \$4,620.00         |
|      |      | <b>SALEM HIGH SCHOOL</b><br><b>46181 JOY RD.</b><br><b>CANTON, MI 48187</b>                                                                                                                                                                                                                                          |                    |                    |
|      |      |                                                                                                                                                                                                                                                                                                                      | <b>ITEM TOTAL:</b> | <b>\$47,965.54</b> |
| 2    | 2 ea | <b>COMBI OVEN, GAS</b>                                                                                                                                                                                                                                                                                               | \$20,320.60        | \$40,641.20        |



Vulcan Model No. ABC7G-NAT  
Combi Oven/Steamer, natural gas, boilerless, (7) 18" x 26" full size sheet or (14) 12" x 20" full size hotel pan capacity, (3) knobs with LED displays for temperature, timer & humidity, auto-adjustment of humidity with temperature selection, auto-reversing fan with electronic braking system, cool to touch glass door, flashing door light & audible alert, (4) Grab n Go wire racks, stainless steel interior & exterior, 80,000 BTU, 120v/60/1-ph, engineered & assembled in USA, UL EPH Classified, cULus

2 ea NOTE: Item qualifies for a no charge equipment check out after the unit has been fully installed & put into service. contact your Vulcan Representative for more details

2 ea 1 year limited parts & labor warranty, standard

2 ea K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation

2 ea Filtration System

2 ea NOTE: Water is a customer supplied utility just like Gas & Electric to the equipment. Proper Water Filtration based on customer water quality is essential to meet the equipment water spec requirements. Verify type of filtration needed based on performing a cold water analysis from the customer site. A suitable Water Treatment System & regular filter replacements coupled with routine cleaning/deliming is required.

| Item | Qty  | Description                                                                                                                                                                                                                                                                                                          | Sell               | Sell Total         |
|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
|      | 1 ea | CB30K-SYSTEM Single Hollow Carbon Filter System, with 30,000 gallon capacity, for chlorine & chloramine reduction, sediment, bad tastes & odors, total organic compounds, tannins & trihalomethanes, ANSI/NSF 42 & 53                                                                                                | \$1,052.07         | \$1,052.07         |
|      | 2 ea | Opted out of Reverse Osmosis System                                                                                                                                                                                                                                                                                  |                    |                    |
|      | 5 ea | 1220-BASKET Air Fry Basket, 12"x20", fits ABC & Minijet Combi                                                                                                                                                                                                                                                        | \$172.28           | \$861.40           |
|      | 1 ea | STACK-ABC/G Stacking Kit, gas, for (2) ABC7G Combi, includes: vent kit, spray hose, drip tray & casters                                                                                                                                                                                                              | \$3,323.26         | \$3,323.26         |
|      | 1 ea | SPRAY-ABC Spray Hose Kit, Provided with ABC Stand or ABC Stacking Kits - includes spray handle, 8 ft. stainless steel braided hose & mounting hardware                                                                                                                                                               |                    |                    |
|      | 1 ea | Basic installation will include: receive, uncrate, deliver, set in place, final connections to proper existing utilities within 5 feet of machine. If customer location is beyond 100 miles of local Hobart Service office, and/or if unusual installation circumstances are required, additional charges may apply. | \$4,620.00         | \$4,620.00         |
|      | 2 kt | T&S Brass HG-4D-48SK Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity                             | \$309.38           | \$618.76           |
|      |      | <b>CANTON HIGH SCHOOL</b><br><b>8415 N. CANTON CENTER RD.</b><br><b>CANTON, MI 48187</b>                                                                                                                                                                                                                             |                    |                    |
|      |      |                                                                                                                                                                                                                                                                                                                      | <b>ITEM TOTAL:</b> | <b>\$51,116.69</b> |

|   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |             |
|---|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 3 | 2 ea | <b>COMBI OVEN, GAS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$20,320.60 | \$40,641.20 |
|   |      | Vulcan Model No. ABC7G-NAT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |             |
|   |      | Combi Oven/Steamer, natural gas, boilerless, (7) 18" x 26" full size sheet or (14) 12" x 20" full size hotel pan capacity, (3) knobs with LED displays for temperature, timer & humidity, auto-adjustment of humidity with temperature selection, auto-reversing fan with electronic braking system, cool to touch glass door, flashing door light & audible alert, (4) Grab n Go wire racks, stainless steel interior & exterior, 80,000 BTU, 120v/60/1-ph, engineered & assembled in USA, UL EPH Classified, cULus |             |             |
|   | 2 ea | NOTE: Item qualifies for a no charge equipment check out after the unit has been fully installed & put into service. contact your Vulcan Representative for more details                                                                                                                                                                                                                                                                                                                                             |             |             |
|   | 2 ea | 1 year limited parts & labor warranty, standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |             |
|   | 2 ea | K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation                                                                                                                                                                                                                                                                                                                                        |             |             |
|   | 2 ea | Filtration System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |             |
|   | 2 ea | NOTE: Water is a customer supplied utility just like Gas & Electric to the equipment. Proper Water Filtration based on customer water                                                                                                                                                                                                                                                                                                                                                                                |             |             |



| Item | Qty  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Sell               | Sell Total         |
|------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
|      |      | quality is essential to meet the equipment water spec requirements. Verify type of filtration needed based on performing a cold water analysis from the customer site. A suitable Water Treatment System & regular filter replacements coupled with routine cleaning/deliming is required.                                                                                                                                                                                                                                                                                                                                                                   |                    |                    |
|      | 1 ea | CB30K-SYSTEM Single Hollow Carbon Filter System, with 30,000 gallon capacity, for chlorine & chloramine reduction, sediment, bad tastes & odors, total organic compounds, tannins & trihalomethanes, ANSI/NSF 42 & 53                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$1,052.07         | \$1,052.07         |
|      | 2 ea | Opted out of Reverse Osmosis System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                    |
|      | 5 ea | 1220-BASKET Air Fry Basket, 12"x20", fits ABC & Minijet Combi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$172.28           | \$861.40           |
|      | 1 ea | STACK-ABC/G Stacking Kit, gas, for (2) ABC7G Combi, includes: vent kit, spray hose, drip tray & casters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$3,323.26         | \$3,323.26         |
|      | 1 ea | SPRAY-ABC Spray Hose Kit, Provided with ABC Stand or ABC Stacking Kits - includes spray handle, 8 ft. stainless steel braided hose & mounting hardware                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                    |
|      | 1 ea | Basic installation will include: receive, uncrate, deliver, set in place, final connections to proper existing utilities within 5 feet of machine. If customer location is beyond 100 miles of local Hobart Service office, and/or if unusual installation circumstances are required, additional charges may apply.                                                                                                                                                                                                                                                                                                                                         | \$4,620.00         | \$4,620.00         |
|      | 2 kt | T&S Brass HG-4D-48SK Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity                                                                                                                                                                                                                                                                                                                                                                     | \$309.38           | \$618.76           |
|      |      | <b>PLYMOUTH HIGH SCHOOL</b><br><b>8400 N. BECK RD.</b><br><b>CANTON, MI 48187</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                    |
|      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>ITEM TOTAL:</b> | <b>\$51,116.69</b> |
| 4    | 1 ea | <b>INSTALLATION</b><br>Stafford-Smith, Inc. Model No. INSTALL - KITCHEN EQUIPMENT<br>Relocation of existing ovens at Salem and Canton High Schools. Move to East and Pioneer Middle Schools, including deliver, set in place, final connections to proper existing utilities within 5 feet of oven. If customer location is beyond 100 miles of local Hobart Service office, and/or if unusual installation circumstances are required, additional charges may apply.<br><br>***All mechanical connections (i.e. electrical, plumbing, gas, etc.), roofing, masonry work, tiling, drywall, structural framing, flooring, ceiling work, etc. BY OTHER TRADES. |                    |                    |

|              |              |
|--------------|--------------|
| Merchandise  | \$150,198.92 |
| Freight      | \$375.00     |
| Installation | \$6,549.38   |
| Total        | \$157,123.30 |



For more information, visit  
[LEAF HRFG Credit Application](#)  
 or contact:

**ERIC CHESSER**

Office: 410-933-8138

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**ROB WASSON**

Office: 410-933-8135

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[rwasson@leafnow.com](mailto:rwasson@leafnow.com)

### Lease-to-Own

12-month term: \$13,850.42\*

18-month term: \$9,472.96\*

24-month term: \$7,287.38\*

30-month term: \$5,976.97\*

36-month term: \$5,106.51\*

42-month term: \$4,485.87\*

48-month term: \$4,022.36\*

60-month term: \$3,376.58\*

**\* Payments are subject to change based on credit approval.**

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 ½% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.

Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

When ordering drop-ship equipment, please be aware to inspect your order immediately upon receipt. You may request the driver wait, for a reasonable amount of time, while you inspect and they must comply to your request. If the driver refuses to wait, please mark the receipt "driver not willing to wait" and contact Stafford-Smith within (48) hours in order for a claim to be filed. If there is damage, you may refuse or you can accept and note the damage. Please take photos, if possible, to assist in filing the claim. You must keep all original cartons, even if you accept the damage, so Stafford-Smith can pursue a freight claim on your behalf. Please send the bill of lading and any additional documentation to your Stafford-Smith representative.

If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

We have implemented a 3.0% surcharge on credit card transactions. As an alternative we also accept ACH, ECheck and wire transactions and you can pay directly from our website.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$157,123.30



## ABC SERIES

### Electric Boilerless Combi Oven Steamer



**Model ABC7E**  
Shown stacked

SELL SHEET



ANSI/NSF Standard #4



## SPECIFIER STATEMENT

Vulcan Combi Oven, Electric, Boilerless, 7 level full size combi, Model ABC or ABC-P. Engineered and assembled in USA. Just three knobs, no modes, only temperature, time and humidity for ultimate ease of use. Humidity level control automatically adjusts after setting temperature. Multiple cooking capabilities from one piece of equipment: Baking, Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing, Poaching, Stewing, Low Temp and Defrosting results. Direct steam creation for optimized cooking capability and production with minimal energy and water consumption. Auto-reversing fan with electrical braking system on fan motor. Large LED displays for temperature, time and humidity controls. Visual recall display of actual temperature and humidity LED's. Timer reloads for batch cooking after completion of timed cycle. Flashing door light & audible alarm system alert user when cooking cycle finished. Halogen door light behind heat reflective inner glass. (4) stainless steel Grab-N-Go Racks with 15½" x 3¼" cutout design for easy access to pans. Maximum capacity of (7) racks for a total of (7) 18" x 26" or (14) 12" x 20" pans. Machine diagnostics accessed thru controls or via USB. Cool to the touch & energy efficient heat reflective tempered glass door. All stainless steel cavity, top, sides & fully insulated. One year limited parts and labor warranty.

### Exterior Dimensions:

Combi: 35"H x 42.2"W x 43.5"D

Stand & Combi: 63.1"H x 42.2"W x 43.5"D

Stacked Combi: 75.2"H x 42.2"W x 43.5"D

Project \_\_\_\_\_

AIA # \_\_\_\_\_ SIS # \_\_\_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ C.S.I. Section 114000

## MODELS

☐ ABC7E-208

☐ ABC7E-240

☐ ABC7E-480

☐ ABC7E-208P

☐ ABC7E-240P

☐ ABC7E-480P

## STANDARD FEATURES

- Engineered and assembled in Louisville, Kentucky, USA
- Just three knobs, no modes, only temperature, time and humidity
- Patent-pending humidity level control automatically adjusts after setting temperature
- Multiple cooking capabilities from one piece of equipment: Baking Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing Poaching, Stewing, Low Temp and Defrosting results
- Boilerless combi uses direct steam creation optimizing cooking capability & production with minimal energy & water
- Auto-reversing fan with electronic braking system on fan motor
- Large LED displays for temperature, time and humidity controls
  - Temperature range: 80-450°F
  - Timer range: continuous (---) up to 23:59 hours and minutes
  - Humidity range: 0-100%
- Visual recall display of actual temperature and humidity LED's
- Timer reloads for batch cooking after completion of timed cycle
- Flashing door light & audible alarm system alert user when cooking cycle finished
- Halogen door light behind heat reflective inner glass
- (4) stainless steel Grab-n-Go Racks with 15½" x 3¼" cutout design for easy access to pans
- Machine diagnostics accessed thru controls or via USB
- Cool to the touch & energy efficient heat reflective tempered glass door
- All stainless steel cavity, top, sides & fully insulated
- One year limited parts and labor warranty (two year K-12)
- ABC-P models include food probe and fan speed control

## OPTIONS

- ☐ Hollow Carbon Filter System – Good (Suggested Minimum)
  - CB15K-SYSTEM – 15,000 gal. (carbon only treatment)
  - Op1.5 30,000 gal. (carbon only treatment)
- ☐ Water Softening – Better (Carbon CBK System Required)
  - WS-40 – 40 lb. capacity (hard water treatment)
- ☐ Reverse Osmosis System – Best
  - V3MRO-2 up to 200 gpd capacity, double unit
- ☐ Second year extended limited parts and labor warranty contract.

## ACCESSORIES (PACKAGED AND SOLD SEPARATELY)

- ☐ ADDRACK-ABC1 – (1) One additional Grab-N-Go Rack
- ☐ ADDRACK-ABC3 – (3) Three additional Grab-N-Go Racks
- ☐ 1220-BASKET – Fry Basket 12" x 20"
- ☐ ABC-HEAT – Combi heat shield
- ☐ Stands & Stacking Kits include: (1) Spray Hose and Drip Tray Kit
  - ABC-STAND – Stainless steel stand with base
  - STACK-ABC/E – Electric stacking kit for two ABC7E combis
  - STACK-ABC/CONV – Stack kit for combi/convection
- ☐ HOSEWTR-3/4BBV – s/s flex water hose 72" length, ¾" female NSHT (2 per unit recommended)

ABC SERIES – Electric Boilerless Combi Oven Steamer

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_



## ABC SERIES

### Electric Boilerless Combi Oven Steamer

### WATER QUALITY STATEMENT

The fact that a water supply is potable is no guarantee that it is suitable for steam generation. All steam equipment is subject to contamination and failure due to chemical and mineral content found in water. A suitable Hobart Water Treatment System and regular filter replacements coupled with routine deliming is the recommended minimum. Damage as a result of poor water quality or lack of required owner/operator maintenance is the responsibility of the owner/operator.

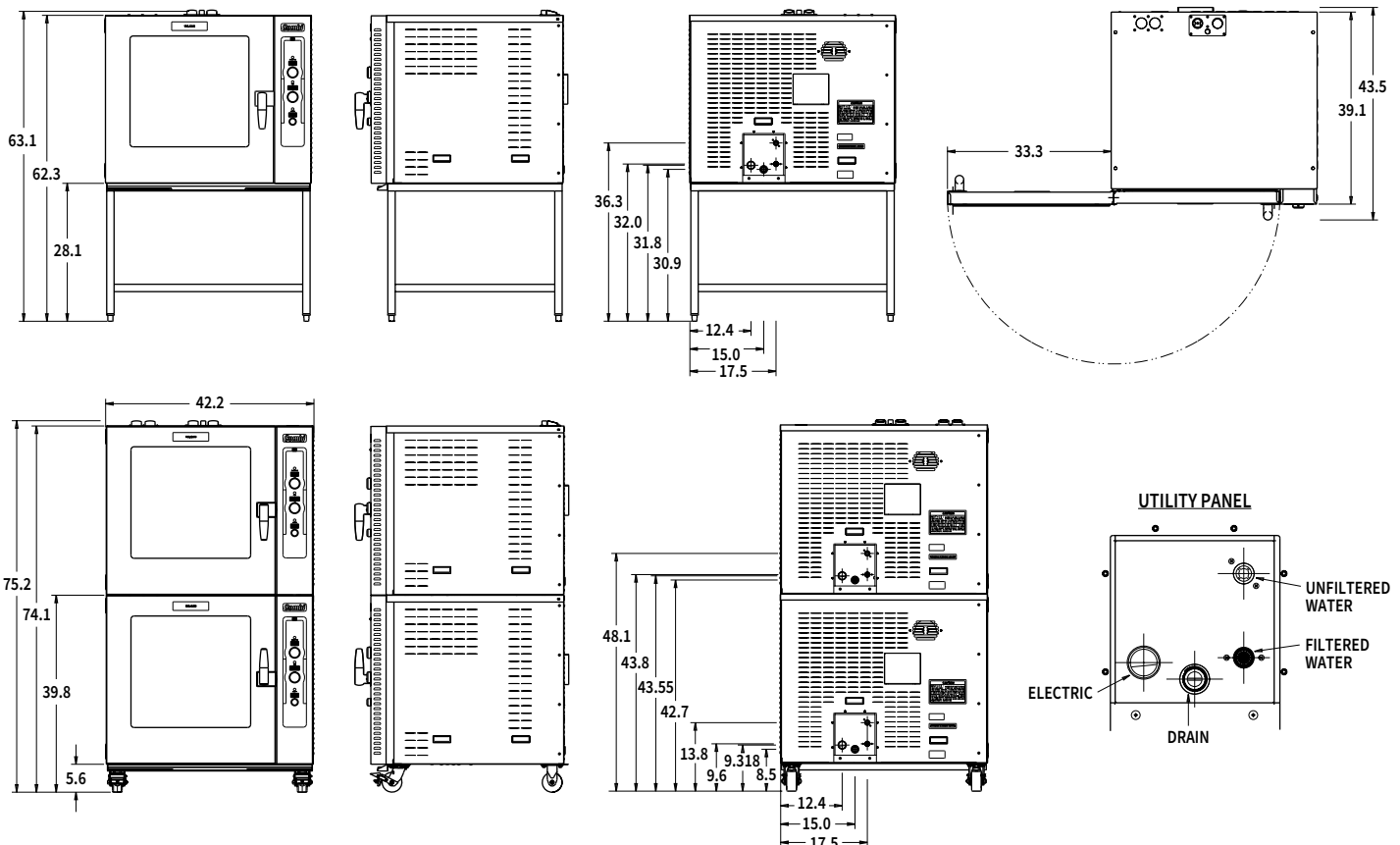
Your water supply must be within these general guidelines:

|                                  |                     |
|----------------------------------|---------------------|
| <b>DYNAMIC WATER PRESSURE</b>    | 30 - 60 psig        |
| <b>HARDNESS*</b>                 | 1 - 3 grains        |
| <b>SILICA</b>                    | less than 13 ppm    |
| <b>TOTAL CHLORIDE</b>            | less than 30 ppm    |
| <b>pH RANGE</b>                  | 7-8                 |
| <b>CHLORINE &amp; CHLORAMINE</b> | 0 ppm               |
| <b>ALKALINITY</b>                | less than 20 ppm    |
| <b>TDS</b>                       | less than 60 ppm    |
| <b>UN-DISSOLVED SOLIDS</b>       | less than 5 microns |

\* 17.1 ppm = 1 grain of hardness

Other factors affecting steam generation are iron content, amount of chlorination and dissolved gases. Water supplies vary from state to state and from locations within a state. Therefore it is necessary that the local water treatment specialist be consulted before the installation of any steam generating equipment.

### INSTALLATION MANUAL



**MACHINE WEIGHT:** 580 lbs.

### USER RESPONSIBILITY

The product must be installed, cleaned and maintained as described in the Manual furnished with the product. It is the responsibility of the owner and installer to comply with local codes.

### SERVICE CONNECTIONS

**Water:** 3/4" NSHT female split water line connections (filtered and unfiltered).

**Drain:** 1" Stainless steel round tube connection to be piped to open drain, 60" maximum length before open air gap and not more than two bends or elbows.

**Electrical:** Field wire electrical connection 1.36" or 1.69" K.O. service entrance.

| Model | PH | 208V |      | 240V |      | 480V |      |
|-------|----|------|------|------|------|------|------|
|       |    | KW   | Amp  | KW   | Amp  | KW   | Amp  |
| ABC7E | 1  | 18   | 86.5 | 24   | 100  | -    | -    |
|       | 3  | 18   | 50   | 24   | 57.8 | 24   | 28.9 |

Amperage values in the table are nominal. Tolerance is +5/-10%. Always refer to the NEC, state and local codes.

### NOTE

**Clearance:** Left 1", Back 4", Right 3" required, 18" recommended for service access on right side.

CAD and/or Revit Files Available

As continued product improvement is a policy of Vulcan, specifications are subject to change without notice.

# FREE Vulcan & Wolf New Equipment Checkout

A PARTNERSHIP WITH HOBART & AUTHORIZED WARRANTY SERVICE PROVIDERS



To ensure new Vulcan and Wolf equipment has been properly installed and is operating correctly, an authorized service technician will:

- Verify that the proper gas type (LP or natural) has been connected to the equipment
- Verify that the proper voltage and electrical connections have been made
- Verify that proper pressure regulators have been installed and adjusted, when applicable
- Verify that gas supply size and pressure are adequate
- Verify that proper water, steam, drain supplies and connections have been made
- Check to ensure the ventilation system is operating correctly
- Check pilot and burner adjustments
- Verify thermostat operation, including calibration, when required
- Check functional parts of operation, for example: doors, lids, valves, etc.
- Advise on preventive maintenance procedures

**To schedule your free checkout, please contact your sales rep!**

- Equipment must be completely installed and ready to operate before the equipment checkout request is made
- Equipment checkout should be completed within 90 days after installation



**WOLF**



S E R V I C E



701 S Ridge Avenue, Troy, OH 45374  
1-888-4HOBART • www.hobartcorp.com

## WATER TREATMENT SYSTEMS STEAMER/COMBI (FLASH TYPE) APPLICATIONS

### STANDARD FEATURES

- Single cartridge hollow carbon filter system includes mounting bracket,  $\frac{3}{4}$ " NPTF inlet and outlet, shut-off valve, test port, and gauge.
- Reduce Chloramine, Chlorine, Sediment, Bad Tastes and Odors, Total Organic Compounds, Tannins and Trihalomethanes
- Modular design is adaptable to accommodate changing water conditions
- Simple to install and service
- FOR COLD WATER USE ONLY
  - Min./Max. Pressure: 40 – 125 psi
  - Min./Max. Temperature: 40° – 100° F
  - CB15K-SYSTEM (00-847487-00001)
    - Rated Capacity (Gallons)\*: 15,000
    - Flow Rate: 3.7 gpm
    - Shipping Weight: 18 Lbs.
  - CB30K-SYSTEM (00-847487-00002)
    - Rated Capacity (Gallons)\*: 30,000
    - Flow Rate: 5 gpm
    - Shipping Weight: 20 Lbs.
- Quick-Change cartridge design for replacement without tools
- Replacement Cartridge Filters:
  - CB15K-PMKIT - 15,000 Gallon Rated Capacity (00-847487-1PMK)
  - CB30K-PMKIT - 30,000 Gallon Rated Capacity (00-847487-2PMK)
- Exterior dimensions:
  - CB15K-SYSTEM 14" w x 9" d x  $23\frac{7}{8}$ "
  - CB30K-SYSTEM 14" w x 9" d x  $28\frac{7}{8}$ "

### MODELS

- ☐ CB15K-SYSTEM
- ☐ CB30K-SYSTEM

Specifications, Details and Dimensions on Reverse Side.



\* Independently tested by an E.P.A. approved laboratory to ANSI/NSF Standard 42 & 53 specifications for the reduction of Cyst, Particulate Class I, Chlorine, Chloramine, Taste and Odor.



**HOBART**

WATER TREATMENT SYSTEMS STEAMER/COMBI (FLASH TYPE) APPLICATIONS

# WATER TREATMENT SYSTEMS STEAMER/COMBI (FLASH TYPE) APPLICATIONS

**HOBART**

 701 S Ridge Avenue, Troy, OH 45374  
 1-888-4HOBART • www.hobartcorp.com

## NOTICE:

- Failure to replace cartridge before end of capacity life can result in pitting, rusting and discoloration due to Chloramines and Chlorine in water supply.
- Routine filter replacement & deliming are required for warranty consideration.
- This filter does not remove scale build-up due to hardness or other contaminants that may be in water.
- Hardness will result in scale build-up. Deliming is required to remove scale build-up or use of an additional treatment such as a water softener is recommended.
- Gallon capacity will vary according to flow rate, inlet pressure and local water conditions.
- Replace cartridge if outlet pressure gauge is less than 20 psi. or before end of capacity life (Maximum cartridge operating life 1 year.)

## Water Quality Statement

The fact that a water supply is potable is no guarantee that it is suitable for steam generation. Systems are not to be used where water is microbiologically unsafe or with water of unknown quality without adequate disinfections before

and after use. Other factors affecting steam generation include iron content, amount & type of chlorination, and dissolved gasses. Water supplies vary from state to state and from locations within a state.

**As with all steam related products, water filtration and regular filter replacements coupled with routine Deliming are required. Your local Hobart office can recommend a water treatment or filtration system to meet the needs of your local water conditions. Contact your local Hobart representative for water treatment offerings.**

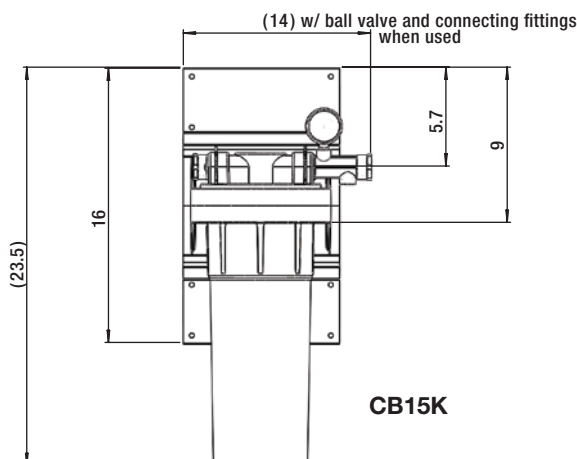
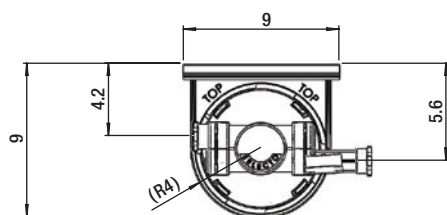
## Note:

- Installation of backflow preventers, vacuum breakers and other specific code requirements is the responsibility of the owner and installer in compliance with local codes.

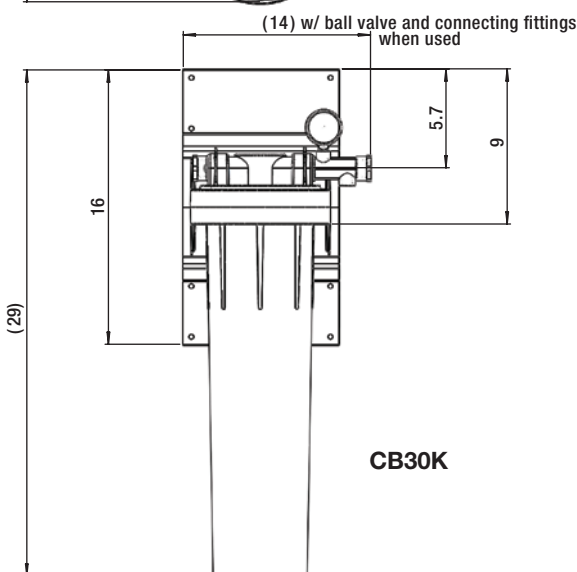
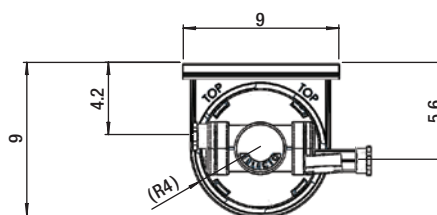
Recommended filter clearance needed for access:

Front 13"  
Bottom 4"

This appliance is manufactured for commercial installation only and not intended for home use.



CB15K



CB30K

## EXTERIOR DIMENSIONS:

| MODEL        | WIDTH | DEPTH | HEIGHT                         |
|--------------|-------|-------|--------------------------------|
| CB15K-SYSTEM | 14"   | 9"    | 23 <sup>5</sup> / <sub>8</sub> |
| CB30K-SYSTEM | 14"   | 9"    | 28 <sup>7</sup> / <sub>8</sub> |

As continued product improvement is a policy of Hobart, specifications are subject to change without notice.



## ABC SERIES

### Gas Boilerless Combi Oven Steamer



**Model ABC7G**  
Shown on stand

SELL SHEET



ANSI/NSF Standard #4



## SPECIFIER STATEMENT

Vulcan Combi Oven, Gas, Boilerless, 7 level full size combi, Model ABC or ABC-P. Engineered and assembled in USA. Just three knobs, no modes, only temperature, time and humidity for ultimate ease of use. Humidity level control automatically adjusts after setting temperature. Multiple cooking capabilities from one piece of equipment: Baking, Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing, Poaching, Stewing, Low Temp and Defrosting results. Direct steam creation for optimized cooking capability and production with minimal energy and water consumption. Auto-reversing fan with electrical braking system on fan motor. Large LED displays for temperature, time and humidity controls. Visual recall display of actual temperature and humidity LED's. Timer reloads for batch cooking after completion of timed cycle. Flashing door light & audible alarm system alert user when cooking cycle finished. Halogen door light behind heat reflective inner glass. (4) stainless steel Grab-N-Go Racks with 15½" x 3¼" cutout design for easy access to pans. Maximum capacity of (7) racks for a total of (7) 18" x 26" or (14) 12" x 20" pans. Machine diagnostics accessed thru controls or via USB. Cool to the touch & energy efficient heat reflective tempered glass door. All stainless steel interior cooking compartment, top, sides & fully insulated. One year limited parts and labor warranty.

### Exterior Dimensions:

Combi: 35"H x 42.2"W x 43.5"D

Stand & Combi: 63.1"H x 42.2"W x 43.5"D

Stacked Combi: 75.2"H x 42.2"W x 43.5"D

Project \_\_\_\_\_

AIA # \_\_\_\_\_ SIS # \_\_\_\_\_

Item # \_\_\_\_\_ Quantity \_\_\_\_\_ C.S.I. Section 114000

## MODELS

☐ ABC7G-NAT

☐ ABC7G-NATP

☐ ABC7G-PRO

☐ ABC7G-PROP

## STANDARD FEATURES

- Engineered and assembled in Louisville, Kentucky, USA
- Just three knobs, no modes, only temperature, time and humidity
- Patent-pending humidity level control automatically adjusts after setting temperature
- Multiple cooking capabilities from one piece of equipment: Baking, Steaming, Roasting, Air-Fry, Rethermalization, Proofing, Finishing, Poaching, Stewing, Low Temp and Defrosting results
- Boilerless combi uses direct steam creation optimizing cooking capability & production with minimal energy & water
- Auto-reversing fan with electronic braking system on fan motor
- Large LED displays for temperature, time and humidity controls
  - Temperature range: 80-450°F
  - Timer range: continuous (---) up to 23:59 hours and minutes
  - Humidity range: 0-100%
- Visual recall display of actual temperature and humidity LED's
- Timer reloads for batch cooking after completion of timed cycle
- Flashing door light & audible alarm system alert user when cooking cycle finished
- Halogen door light behind heat reflective inner glass
- (4) stainless steel Grab-n-Go Racks with 15½" x 3¼" cutout design for easy access to pans
- Machine diagnostics accessed thru controls or via USB
- Cool to the touch & energy efficient heat reflective tempered glass door
- All stainless steel cavity, top, sides & fully insulated
- One year limited parts and labor warranty (two year K-12)
- ABC-P models include food probe and fan speed control

## OPTIONS

- ☐ Hollow Carbon Filter System – Good (Suggested Minimum)
  - CB15K-SYSTEM – 15,000 gal. (carbon only treatment)
  - CB30K-SYSTEM – 30,000 gal. (carbon only treatment)
- ☐ Water Softening – Better (Carbon CBK System Required)
  - WS-40 – 40 lb. capacity (hard water treatment)
- ☐ Reverse Osmosis System – Best
  - V3MRO-2 up to 200 gpd capacity, double unit
- ☐ Second year extended limited parts and labor warranty contract

## ACCESSORIES (PACKAGED AND SOLD SEPARATELY)

- ☐ GASKIT-ABC – Propane & altitude kit (2,000-10,000 ft.)
- ☐ ADDRACK-ABC1 – (1) One additional Grab-N-Go Rack
- ☐ ADDRACK-ABC3 – (3) Three additional Grab-N-Go Racks
- ☐ 1220-BASKET – Fry Basket 12" x 20"
- ☐ ABC-HEAT – Combi heat shield
- ☐ Stands & Stacking Kits include: (1) Spray Hose and Drip Tray Kit
  - ABC-STAND – Stainless steel stand with base
  - STACK-ABC/G – Gas stacking kit for two ABC7G combis
  - STACK-ABC/CONV – Stack kit for combi/convection
- ☐ HOSEWTR-3/4BBV – s/s flex water hose 72" length, ¾" female NSHT (2 per unit recommended).

ABC SERIES – Gas Boilerless Combi Oven Steamer

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_



## ABC SERIES

### Gas Boilerless Combi Oven Steamer

### WATER QUALITY STATEMENT

The fact that a water supply is potable is no guarantee that it is suitable for steam generation. All steam equipment is subject to contamination and failure due to chemical and mineral content found in water. A suitable Hobart Water Treatment System and regular filter replacements coupled with routine deliming is the recommended minimum. Damage as a result of poor water quality or lack of required owner/operator maintenance is the responsibility of the owner/operator.

Your water supply must be within these general guidelines:

|                                  |                     |
|----------------------------------|---------------------|
| <b>DYNAMIC WATER PRESSURE</b>    | 30 - 60 psig        |
| <b>HARDNESS*</b>                 | 1 - 3 grains        |
| <b>SILICA</b>                    | less than 13 ppm    |
| <b>TOTAL CHLORIDE</b>            | less than 30 ppm    |
| <b>pH RANGE</b>                  | 7-8                 |
| <b>CHLORINE &amp; CHLORAMINE</b> | 0 ppm               |
| <b>ALKALINITY</b>                | less than 20 ppm    |
| <b>TDS</b>                       | less than 60 ppm    |
| <b>UN-DISSOLVED SOLIDS</b>       | less than 5 microns |

\* 17.1 ppm = 1 grain of hardness

Other factors affecting steam generation are iron content, amount of chlorination and dissolved gases. Water supplies vary from state to state and from locations within a state. Therefore it is necessary that the local water treatment specialist be consulted before the installation of any steam generating equipment.

### USER RESPONSIBILITY

The product must be installed, cleaned and maintained as described in the Manual furnished with the product. It is the responsibility of the owner and installer to comply with local codes.

### SERVICE CONNECTIONS

**Water:** ¾" NSHT female split water line connections (filtered and unfiltered).

**Drain:** 1" Stainless steel round tube connection to be piped to open drain, 60" maximum length before open air gap and not more than two bends or elbows.

**Electrical:** 120 Volt, 15 Amp, NEMA 5-15P plug and cord.

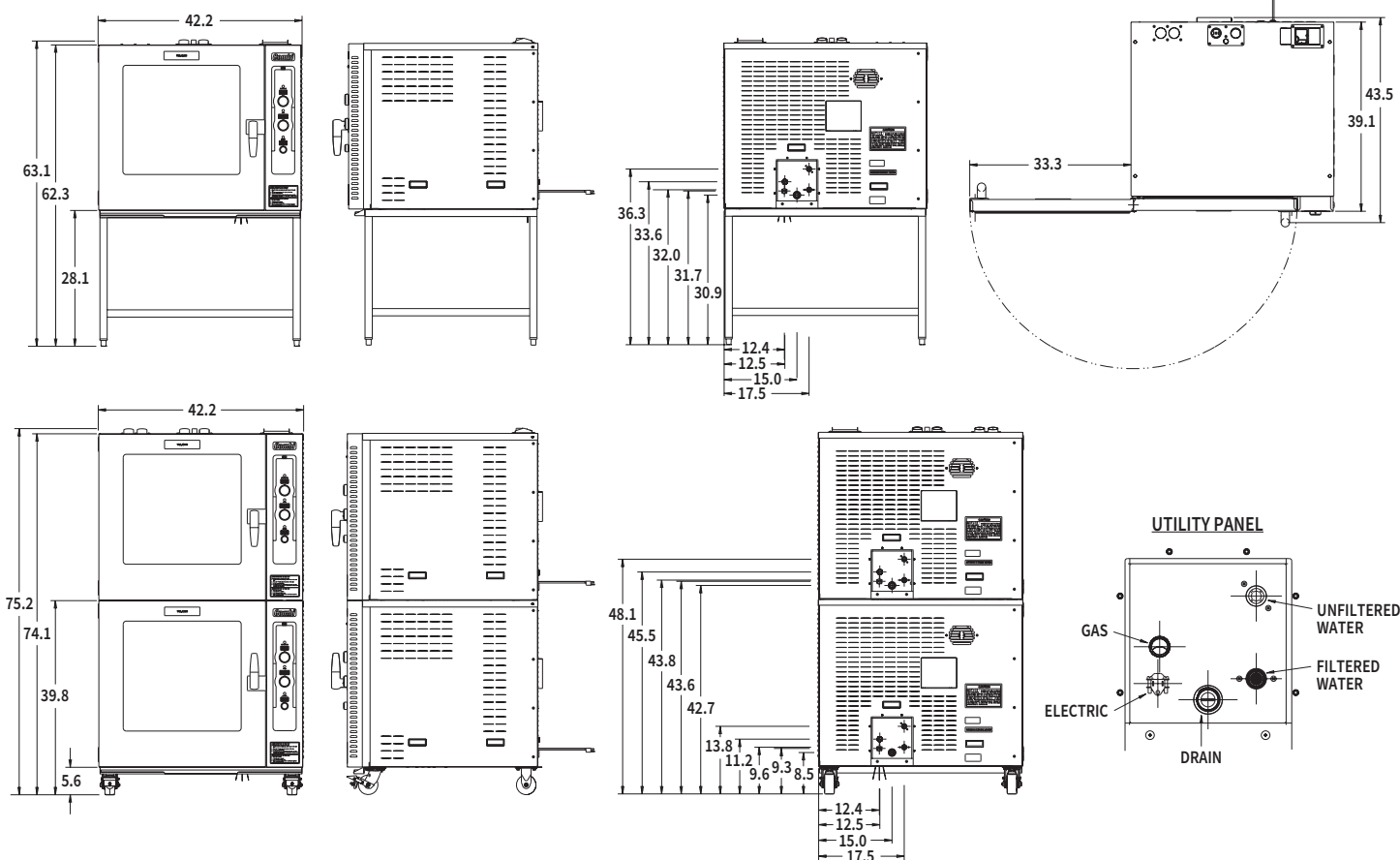
**Gas:** 80,000 BTU, ¾" NPT female connection. Supply gas pressure should be: Natural gas 5" - 10.5" W.C.; Propane gas 11" - 13" W.C.

### NOTE

**Clearance:** Left 1", Back 4", Right 3" required, 18" recommended for service access on right side.

The spark ignition in this appliance can cause electrical noise that can false trigger the GFCI detection. Some GFCI's are more sensitive than others. The use of a higher trip tolerance GFCI will reduce nuisance tripping. Contact Technical Support for more information.

#### INSTALLATION MANUAL



**MACHINE WEIGHT:** 600 lbs.

[CAD and/or Revit Files Available](#)

As continued product improvement is a policy of Vulcan, specifications are subject to change without notice.


**T&S BRASS AND BRONZE WORKS, INC.**

 2 Saddleback Cove / P.O. Box 1088  
 Travelers Rest, SC 29690

Model No.

**HG-4-SK Series**

Item No.

Travelers Rest, SC: 800-476-4103 • Simi Valley, CA: 800-423-0150 • Fax: 864-834-3518 • www.tsbrass.com

This Space for Architect/Engineer Approval

Job Name \_\_\_\_\_ Date \_\_\_\_\_

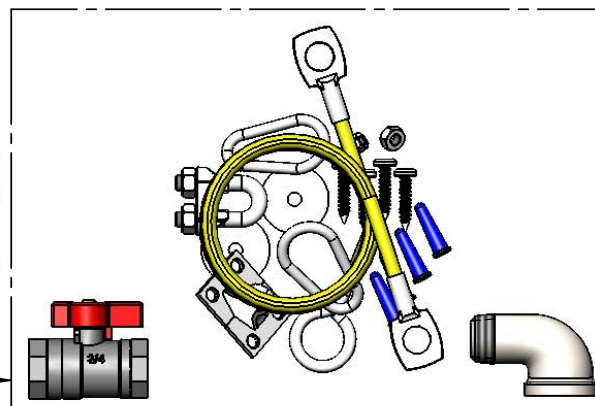
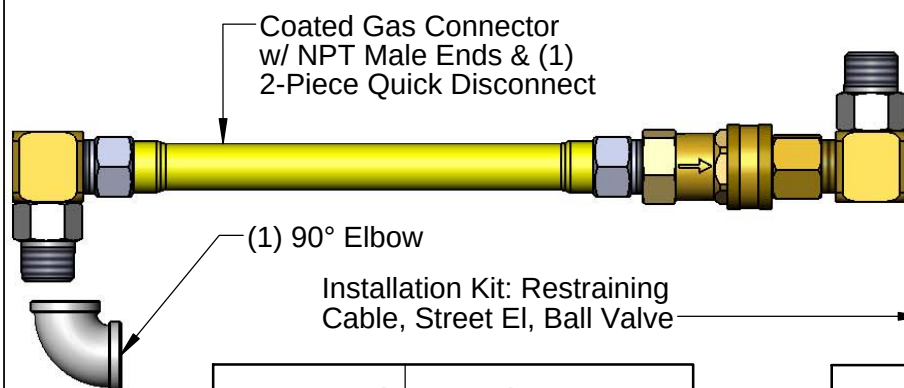
Model Specified \_\_\_\_\_ Quantity \_\_\_\_\_

Customer/Wholesaler \_\_\_\_\_

Contractor \_\_\_\_\_

Architect/Engineer \_\_\_\_\_

# SAFE-T-LINK



| "L" = Length | 1/2" NPT   |
|--------------|------------|
| 12"          | HG-4C-12SK |
| 24"          | HG-4C-24SK |
| 36"          | HG-4C-36SK |
| 48"          | HG-4C-48SK |
| 60"          | HG-4C-60SK |
| 72"          | HG-4C-72SK |

| "L" = Length | 3/4" NPT   |
|--------------|------------|
| 12"          | HG-4D-12SK |
| 24"          | HG-4D-24SK |
| 36"          | HG-4D-36SK |
| 48"          | HG-4D-48SK |
| 60"          | HG-4D-60SK |
| 72"          | HG-4D-72SK |

| "L" = Length | 1" NPT     |
|--------------|------------|
| 12"          | HG-4E-12SK |
| 24"          | HG-4E-24SK |
| 36"          | HG-4E-36SK |
| 48"          | HG-4E-48SK |
| 60"          | HG-4E-60SK |
| 72"          | HG-4E-72SK |

| "L" = Length | 1 1/4" NPT |
|--------------|------------|
| 12"          | HG-4F-12SK |
| 24"          | HG-4F-24SK |
| 36"          | HG-4F-36SK |
| 48"          | HG-4F-48SK |
| 60"          | HG-4F-60SK |
| 72"          | HG-4F-72SK |

**HG-4-SK Series Product Configurator: HG - 4  -  SK**

 Ex: HG - 4  -  SK

 Gas Hose, 3/4" NPT Male Ends, 36" Length, (1) 2-Piece Quick Disconnect,  
 (1) 90° Elbow, (2) Swivel Links, (1) Installation Kit

**Product Specifications:**

 Safe-T-Link Gas Appliance Connector: Coated Hose w/ NPT Male Ends,  
 Swivel Links, 2-Piece Quick Disconnect, 90° Elbow & Installation Kit

**Product Compliance:**

 ANSI Z21.69 / CSA 6.16  
 NSF 2  
 NFPA 54

Drawn: KJG | Checked: JRM | Approved: JHB | Date: 10/09/15 | Scale: NTS | Sheet: 1 of 1



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**FOOD SERVICE  
ADMINISTRATIVE MEMO NO. 5**

**TO:** Child Nutrition Program (CNP) Sponsors participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Summer Food Service Program (SFSP)

**SUBJECT:** When Do You Need Pre-Approval for Food Service Equipment Purchases?

**DATE:** February 3, 2021

- The Pre-Approved Food Service Equipment List that CNP Sponsors can purchase from without requesting prior approval
- Instructions for submitting an approval request for equipment not on the Pre-Approved Food Service Equipment List

**Background**

The United States Department of Agriculture (USDA), in accordance with federal regulations<sup>1</sup>, requires CNP Sponsors to get prior written approval from the Michigan Department of Education (MDE) before purchasing a capital expenditure, such as food service equipment.

The objective for the required prior approval process is to provide reasonable assurance that the cost of the equipment is necessary for program purposes. The Sponsor's Non-profit Food Service Account (NFSA) must be able to cover the cost.

**What is considered equipment?**

The Office of Management and Budget (OMB) guidance and USDA regulations<sup>2</sup> define equipment as tangible personal property having a useful life of one year or longer and a per unit cost of at least \$5,000 unless a lesser amount has been established in the Sponsor's capitalization policy. A Sponsor's capitalization policy sets the criteria and threshold used to differentiate equipment from supplies for financial statement reporting.

**What are the Requirements?**

- 1) MDE is responsible for making sure Sponsors comply with the National School Lunch Program (NSLP) and School Breakfast Program (SBP) Resource Management Review process<sup>3</sup> along with the review

<sup>1</sup> OMB guidance cited at Title 2, Code of Federal Regulations [2 CFR], Part 200 (Subpart E Cost Principles) and

2 CFR 200.439 (Equipment and other capital expenditures) along with [USDA FNS SP 39-2016 State Agency Prior Approval Process for SFA Equipment Purchases](#)

<sup>2</sup> 2 CFR 200.33

<sup>3</sup> 7 CFR 210.18, 7 CFR 210.14, and 2 CFR 200.501

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process for the Summer Food Service Program (SFSP)<sup>4</sup>. MDE must confirm that equipment and capital outlay purchases are an allowable use of Federal funds from the Sponsor's Non-profit Food Service Account (NFSA). Failure to get prior approval from MDE will result in an unallowable cost. All unallowable costs must be reimbursed in the NFSA with non-federal funds, such as the general fund.

- 2) Sponsors must demonstrate that all equipment and capital outlay purchases meet the Federal cost principles of necessary, reasonable, allocable, etc.<sup>5</sup> The Sponsor's NFSA must also be able to fund the purchase.
- 3) Sponsors must follow all Federal, State, and local procurement regulations for equipment purchases. If MDE identifies an unallowable purchase or an improperly procured purchase, that would also result in an unallowable cost. The Sponsor would be required to transfer funds from non-federal sources to cover the cost in the NFSA. To review procurement requirements, visit [MDE's procurement website](#)<sup>ii</sup>.
- 4) If equipment will be shared with other programs outside of food service, the amount funded by the NFSA must be prorated. An example would be installing new flooring in the cafeteria. If the cafeteria is a shared space (it is used for other school purposes) and not exclusively used by food service, then the cost must be shared with the general fund or another non-federal funding source based on the percentage of use.
- 5) Selling equipment purchased with Federal funds must comply with regulations.<sup>6</sup> The proceeds from the sale must be deposited into the NFSA.

#### **Is prior approval needed for my equipment purchase?**

Follow the steps below if you plan to purchase equipment with funds from your NFSA. If your purchase is considered equipment (as described on page 1 above), remember that the equipment must:

- have a useful life of more than one year AND
- have a cost that exceeds the Federal per-unit capitalization threshold of \$5,000 (or a lower threshold set by your Sponsor, whichever is more restrictive).

#### **Step One: Review the Pre-approved Food Service Equipment List**

If the equipment you want to purchase is listed, no approval from MDE is required. Proceed with properly procuring the equipment. There is no longer a cumulative threshold requirement of \$25,000 per building per school year. If the equipment is not on this list, go to step two.

#### **Step Two: Initiate the Procurement Process**

Get quotes or formal bids using the proper procurement method based on the Michigan small purchase threshold for equipment. This threshold is adjusted annually. Select the vendor that is most responsive and responsible with the lowest price. That price will be used in Step Three to complete the *Equipment and Other Capital Expenditures Request Form*. The procurement process will pause here until Step Three is complete.

---

<sup>4</sup> 7 CFR Part 225.7

<sup>5</sup> 2 CFR Part 200 (Subpart E Cost Principles)

<sup>6</sup> 2 CFR 200.313

**Step Three: Complete an Equipment and Other Capital Expenditures Request Form**

Complete and submit an [\*Equipment and Other Capital Expenditures Request Form\*](#)<sup>iii</sup> to MDE with the quoted price determined in Step Two before finalizing the purchase. Prior written approval from MDE must happen before you order or purchase the equipment. Sponsors must submit supporting documentation with the form, including a detailed explanation of work to be completed and the equipment to be purchased.

**Step Four: Finalize Procurement and Documentation**

After MDE sends written approval, notify the selected vendor, and continue the purchase to complete the procurement process. Sponsors must keep a copy of the following for their records:

- A copy of the completed Equipment and Other Capital Expenditures Request Form
- MDE approval notice
- Specifications used
- Solicitation
- Bids/quotes received
- Any other documentation of the procurement process

If you have questions about this Administrative Memo, please contact the Fiscal and Administrative Services unit at [MDE-Fiscal@michigan.gov](mailto:MDE-Fiscal@michigan.gov) or 517-241-5380.

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<sup>i</sup> [https://fns-prod.azureedge.net/sites/default/files/cn/SP39\\_CACFP11\\_SFSP13\\_2016os.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP39_CACFP11_SFSP13_2016os.pdf)

<sup>ii</sup> [https://www.michigan.gov/mde/0,4615,7-140-66254\\_61446-522833--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_61446-522833--,00.html)

<sup>iii</sup> <https://mdoe.state.mi.us/GEMS/public/QuestionnaireHome.aspx?code=i3e7o9cz>

# Pre-approved Food Service Equipment List

## Carts/Cabinets

- Can Dispenser Rack
- Condiment Cart/Bar
- Dish Dolly/Caddy
- Heated Transport Cart
- Holding Cabinet
- Insulated Transport Cart
- Kiosk
- Proofing Cabinet
- Refrigerated Transport Cart
- Sheet Pan Rack/Speed Rack
- Storage Rack
- Trash Cart
- Tray Dispenser
- Utility Cart

---

## Cleaning

- Commercial Sinks/Three Compartment Sinks
- Containers to Handle Recyclables
- Dish Machine/Dishwasher
- Dish Tables
- Floor Troughs
- Garbage Disposal
- Pot and Pan Machine
- Specialty Sinks: Hand, Pot and Pan, Prep, Produce, Utility
- Sprayer Hose
- Water Booster Heater
- Water Softener (food service exclusive)

---

## Computers/Hardware & Software

- Cash Registers/Point-of-Sale (POS) Equipment/Hardware
- Computer hardware
- Point of Sale (POS) Software

- Software/programs for management (i.e. inventory, nutritional analysis)
- Meal Counts, Eligibility Application Approval

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## Cooking

- Barbeque
- Broiler
- Char broiler
- Cook Chill Kettle
- Cook Top/Range
- Exhaust Hood/System
- Fryer Dump Station
- Fryer
- Griddle/Flat Top Grill
- Hot Plates
- Induction Cooker
- Microwave Oven
- Oven: Combi, Convection, Conventional, Cook and Hold, Pizza, Retherm, Rotary, Rotisserie
- Smoker
- Soup Kettle
- Steam Kettle
- Steamer: Convection, Double Stack
- Tilt Skillet/Braising Pan
- Toaster

---

## Dry Storage

- Dunnage, Pan Tray Rack
- Stainless Steel Cabinets/Counters
- Shelving/Shelf System

Equipment on this list may cost more or less than the capitalization threshold.

## Farm to School and School to Gardens

- Seeds and General Garden Supplies
- Composting Bins
- Garden Tiller
- Grow Lights
- Hoop House Kit
- Hydroponic and Aquaponic Systems
- Rain Barrel/Water Tank
- Raised Bed Kit
- Wagon/Wheelbarrow

Food Service funds may be used to buy supplies or equipment for the school garden or school farm if they are used within the context of the school meal programs and serve the purpose of operating and improving the school meal program only. See USDA guidance memos <sup>1</sup> [SP 06-2015: Farm to School and School Garden Expenses](https://www.fns.usda.gov/cn/farm-school-and-school-garden-expenses) and <sup>2</sup> [SP-32-2009: School Garden Q&As](https://www.fns.usda.gov/cn/school-garden-qas).

Note: The items above are not allowable if they are permanent, immovable structures. Permanent structures are considered capital infrastructure costs, which are not allowed with Non-profit Food Service Account (NFSA) funds.

## Miscellaneous

- Air Curtain/Fly Fan
- Compressors/Condensers
- Electronic Menu Boards
- Faucet Aerator
- Fire Suppression System
- Generators (food service exclusive)
- Grease pumps
- Hot Water Heater
- Ice Machine

- Point of Service (POS) hardware, scanners, keypads
- Temperature Monitoring Equipment
- Vending machines (food service exclusive)
- Washers and dryers (food service exclusive)
- Water Descaler System
- Water Filtration System

## Preparation

- Blender: Immersion, Smoothie Mixer
- Bread Slicer
- Buffalo Chopper
- Cold Sandwich Station
- Depositor: Cookie, Cupcake, Donut, Muffin
- Dough Divider, Press, Cutter Roller/Sheeter
- Food Processors/Choppers/Dicers
- Hot Water Dispenser
- Mixer: Countertop, Floor, Handheld, Planetary, Vertical Cutter
- Packaging Machine/Vacuum Sealer/Tray Sealer, Pre-pack System, Shrink Wrap Machine
- Pulper

## Refrigeration

- Blast Chiller
- Camchiller
- Cooling Tower
- Display Case/Open-Front Refrigerators
- Ice Cream/Slushie Machine
- Milk Cooler
- Pass Thru Refrigerator
- Reach In Freezer
- Reach In Refrigerator
- Refrigerated: Buffet Tables, Display Case, Drawers, Prep Tables, Salad Bars
- Refrigerator Freezer Dual Temperature

<sup>1</sup> <https://www.fns.usda.gov/cn/farm-school-and-school-garden-expenses>

<sup>2</sup> <https://www.fns.usda.gov/cn/school-garden-qas>

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## Refrigeration Continued

- Tumbler Chiller
- Under-Counter Refrigerators/Freezer
- Walk-In Freezer
- Walk-In Cooler
- Worktop Refrigerators/Freezer
- Yogurt Machine

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## Replacement Parts

Replacement parts for equipment on the Pre-approved Food Service Equipment List are also pre-approved regardless of cost. Sponsors must still practice proper procurement to find the best value when replacing parts/servicing units.

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## Service Items

- Cashier Station
- Cafeteria Signage
- Chill Table
- Coffee/Tea Machine
- Condiment Bar
- Cold Food Well
- Food Warmers: Countertop, Drop-In, Drawer
- Heated Display Case
- Heated Sandwich Slide
- Hot Food Well
- Pass Thru Warmer
- Portable Hand Washing Station
- Portable Serving Line
- Salad Bar
- Serving Line Counter
- Sneeze Guards
- Steam Table
- Steam Table Serving Shelves
- Tables and Chairs for Cafeteria\*
- Tray line

---

## Shared Costs

\* If equipment will be shared with other programs outside of food service, the amount funded by the Non-profit Food Service Account (NFSA) must be prorated.

---

## Transportation

- Food Transport Van/Truck
- Lift Gate, Added to New or Existing Food Transport Van
- Ramp for Transport Van

**Reminder:** If the vehicle is shared outside of food service, the amount funded by the NFSA must be prorated.

---

## Worktables

- Enclosed Base Worktables
- Poly Top Worktable
- Stainless-Steel Worktable

---

## Unallowable Items

- Air Conditioning
- Security Cameras/Systems
- Public Announcement Systems
- Contingency Fees
- Infrastructure Costs
- Additional square footage for kitchen or cafeteria expansions
- Fans (Comfort Items)

Contact MDE to discuss allowability of items not listed.

---

## Questions

Please contact the Fiscal and Administrative Services Unit at:

[MDE-Fiscal@michigan.gov](mailto:MDE-Fiscal@michigan.gov)

517-241-5380

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

TO: Monica Merritt, Superintendent  
Board of Education

FROM: Jill Minnick, Chief Finance & Operations Officer

DATE: February 13, 2024

**RE: Approval of Water Main Easements for Bid Package #HS-2a (Band Room Addition) - First and Final Reading**

As part of the construction work to be completed at Plymouth High School, as part of BP #HS-2a, (PHS Band Room addition) that following water main easements are required to be approved by our Board of Education. The water main is a public utility owned and operated by the Charter Township of Canton, and as such, it is standard practice to furnish an easement granting the township access to the water main located on our site.

This item was presented at the Finance & Operations Committee Meeting held on February 8, 2024.

**RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_  
to approve the agreement with the Charter Township of Canton regarding the water main easement on P-CCS owned property at Plymouth High School, in the area of the new Band Room Addition.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_

PRIVATE SPONSORED PROJECT  
EASEMENT FOR WATER MAIN

PARCEL/LOT & SUBN. \_\_\_\_\_  
SIDWELL NO. \_\_\_\_\_ 71-014-99-0001-702

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_ between  
Plymouth-Canton Community Schools a Michigan general power school district, whose address is 454 S. Harvey St.  
Plymouth Michigan, 48170

party of the first part, and the Charter Township of Canton, 1150 South Canton Center Road, Canton, MI 48188-1699,  
a Municipal Corporation, of the County of Wayne, State of Michigan, party of the second part.

WITNESSETH: That the said parties of the first part, for and in consideration of the sum of One Dollar and  
other valuable consideration to them in hand paid by the said party of the second part, the receipt whereof is hereby  
confessed and acknowledged, do, by these presents, grant unto the said party of the second part, its successors, and  
assigns, an easement for the purpose of access to install and maintain water lines and connections and equipment  
therefore, in, unto, and upon that certain piece of land situated in the Charter Township of Canton, County of Wayne,  
and State of Michigan, to-wit:

SEE EXHIBIT "A"

PROVIDED: That the granting of the above easement does not vest in the party of the second part authority to  
use any portion of the said property for purposes other than herein designated: Provided also, that this easement shall  
obligate the party of the first part to pay all costs associated with restoration work, performing maintenance and  
replacement operations of any surface improvements. Provided, also, that this easement shall continue for such period  
of time as the said party of the second part, their successors, and assigns, shall maintain said water lines to provide  
service to the local community.

The said parties of the first part have hereunto set their hands and seals the day and year first above written.

OWNER: Plymouth-Canton Community Schools

SIGNATURE: \_\_\_\_\_  
Jill Minnick - Chief Finance and Operations Officer

STATE OF MICHIGAN ) SS  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a Notary Public in and  
for said County, personally appeared: Jill Minnick - Chief Finance and Operations Officer  
Plymouth-Canton Community Schools

to me known to be the same persons described in and who executed the within instrument, and who have  
acknowledged the same to be their free act and deed.

INSTRUMENT DRAFTED BY:

Daniel Jackson, P.S.  
Spalding DeDecker, Inc.  
905 South Blvd. E  
Rochester Hills, MI 48307

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My commission expires \_\_\_\_\_

WHEN RECORDED RETURN TO:

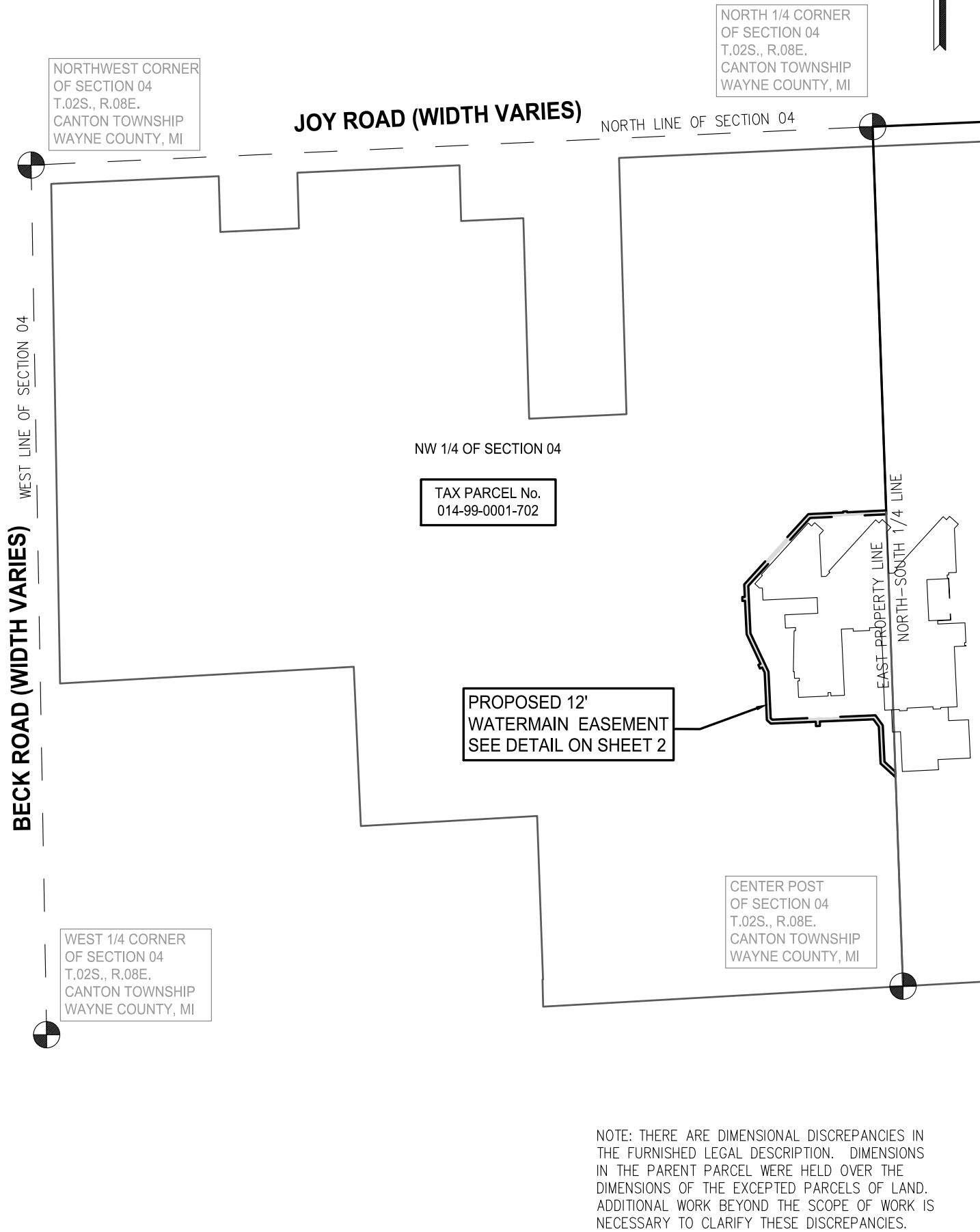
Charter Township of Canton  
1150 S. Canton Center Road  
Canton, MI 48188-1699  
Attention: Engineering Services

Exemption pursuant to County MCL 207.505(a) and State MCL 207.526(a)

Plotted: Oct 26, 2023, 4:51 PM by user: 1098 - Saved: 10/6/2023 by user: 1164  
N:\NP\NLD Projects\NP21025 - Plymouth Canton - Plymouth HS Additions\Survey\DWG\NP21025EAS-100523.dwg

# EXHIBIT 'A'

## WATERMAIN EASEMENT



**SPALDING DeDECKER**  
Engineers | Surveyors

905 South Blvd. East  
Rochester Hills, MI 48307

Phone: (248) 844-5400  
Fax: (248) 844-5440

[www.sda-eng.com](http://www.sda-eng.com)

|                                        |                  |
|----------------------------------------|------------------|
| DRAWN: R.CALI                          | DATE: 10-06-23   |
| CHECKED: D.JACKSON                     | DATE: 10-26-23   |
| MANAGER: G.PLATZ                       | SCALE: 1" = 400' |
| JOB No. NP21025                        | SHEET: 1 OF 3    |
| SECTION 04 TOWN 02 SOUTH RANGE 08 EAST |                  |
| CANTON TWP. WAYNE COUNTY COUNTY, MI    |                  |

NORTHEAST CORNER  
OF SECTION 04  
T.02S., R.08E.  
CANTON TOWNSHIP  
WAYNE COUNTY, MI

NORTHWEST CORNER  
OF SECTION 04  
T.02S., R.08E.  
CANTON TOWNSHIP  
WAYNE COUNTY, MI

NORTH LINE OF SECTION 04

**JOY ROAD (WIDTH VARIES)**

NORTH 1/4 CORNER  
OF SECTION 04  
T.02S., R.08E.  
CANTON TOWNSHIP  
WAYNE COUNTY, MI

**L1 P.O.C.**

NW CORNER OF SECTION 04

TAX PARCEL No.  
014-99-0001-702

PROPOSED 12'  
WATERMAIN EASEMENT

NOTE: THERE ARE DIMENSIONAL DISCREPANCIES IN THE FURNISHED LEGAL DESCRIPTION. DIMENSIONS IN THE PARENT PARCEL WERE HELD OVER THE DIMENSIONS OF THE EXCEPTED PARCELS OF LAND. ADDITIONAL WORK BEYOND THE SCOPE OF WORK IS NECESSARY TO CLARIFY THESE DISCREPANCIES.

| LINE TABLE |               |          | LINE TABLE |               |          | LINE TABLE |               |          | LINE TABLE |               |          |
|------------|---------------|----------|------------|---------------|----------|------------|---------------|----------|------------|---------------|----------|
| LINE NO.   | BEARING       | DISTANCE | LINE NO.   | BEARING       | DISTANCE | LINE NO.   | BEARING       | DISTANCE | LINE NO.   | BEARING       | DISTANCE |
| L1         | S87° 31' 04"W | 2606.94' | L11        | S36° 09' 31"E | 37.97'   | L21        | N02° 25' 38"W | 13.34'   | L31        | S87° 18' 30"W | 7.94'    |
| L2         | S02° 01' 19"E | 1170.59' | L12        | S02° 42' 28"E | 111.07'  | L22        | S87° 34' 22"W | 137.38'  | L32        | N02° 41' 30"W | 12.00'   |
| L3         | S02° 01' 19"E | 12.00'   | L13        | S47° 42' 28"E | 44.96'   | L23        | N47° 36' 32"W | 16.28'   | L33        | N87° 18' 30"E | 7.94'    |
| L4         | S87° 18' 30"W | 232.54'  | L14        | S02° 01' 19"E | 16.77'   | L24        | N02° 38' 08"W | 144.55'  | L34        | N02° 41' 30"W | 38.00'   |
| L5         | S42° 18' 30"W | 280.09'  | L15        | N47° 42' 28"W | 61.65'   | L25        | N25° 11' 30"W | 17.59'   | L35        | N42° 18' 30"E | 290.03'  |
| L6         | S02° 41' 30"E | 144.64'  | L16        | N02° 42' 28"W | 112.44'  | L26        | S64° 48' 30"W | 7.47'    | L36        | N87° 18' 30"E | 106.65'  |
| L7         | S25° 11' 30"E | 129.46'  | L17        | N36° 09' 31"W | 27.95'   | L27        | N25° 11' 30"W | 12.00'   | L37        | N02° 41' 30"W | 3.00'    |
| L8         | S02° 38' 08"E | 141.98'  | L18        | S87° 34' 22"W | 163.91'  | L28        | N64° 48' 30"E | 7.47'    | L38        | N87° 18' 30"E | 12.00'   |
| L9         | S47° 36' 32"E | 6.36'    | L19        | S02° 25' 38"E | 13.34'   | L29        | N25° 11' 30"W | 99.87'   | L39        | S02° 41' 30"E | 3.00'    |
| L10        | N87° 34' 22"E | 314.75'  | L20        | S87° 34' 22"W | 12.00'   | L30        | N02° 41' 30"W | 102.00'  | L40        | N87° 18' 30"E | 119.00'  |



905 South Blvd. East  
Rochester Hills, MI 48307

Phone: (248) 844-5400  
Fax: (248) 844-5440

[www.sda-eng.com](http://www.sda-eng.com)

DRAWN: R.CALI

DATE: 10-06-23

CHECKED: D.JACKSON

DATE: 10-26-23

|                  |
|------------------|
| MANAGER: G.PLATZ |
| JOB No. NP21025  |

|                  |
|------------------|
| SCALE: 1" = 200' |
| SHEET: 2 OF 3    |

SECTION 04 TOWN 02 SOUTH RANGE 08 EAST  
CANTON TWP. WAYNE COUNTY COUNTY, MI

Plotted: Oct 26, 2023, 4:51 PM by user: 1098 - Saved: 10/6/2023 by user: 1164  
N:\NP\NLD Projects\NP21025 - Plymouth Canton - Plymouth HS Additions\Survey\DWG\NP21025EAS-100523.dwg

Plotted: Oct 26, 2023, 4:51 PM by user: 1098 - Saved: 10/6/2023 by user: 1164  
N: \\NP\NLD Projects\NP21025 - Plymouth Canton - Survey\DWG\NP21025EAS-100523.dwg

# EXHIBIT 'A'

## WATERMAIN EASEMENT

### LEGAL DESCRIPTION

FURNISHED LEGAL DESCRIPTIONS SOURCE:  
CANTON TOWNSHIP TAX ASSESSOR

TAX PARCEL ID NO. 014-99-0001-702

PART OF THE NORTHWEST 1/4 OF SECTION 4, T.2S., R.8E., CANTON TOWNSHIP, WAYNE COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE NORTH 1/4 CORNER OF SECTION 4, THENCE S89°00'40"W 775.50'; THENCE S0° 01' 30" EAST 841.50'; THENCE S89° 10' 25" WEST 297'; THENCE N00°08'25"E 611.50'; THENCE S89°10'25"W 190'; THENCE N00°02'25"E 230'; THENCE S89°10'25"W 494.73'; THENCE S00°08'25"W 230'; THENCE S89°10'25"W 240'; THENCE N00°08'25"E 230'; THENCE S89°10'25"W 571'; THENCE SOUTH 1584'; THENCE EAST 957'; THENCE SOUTH 973.50'; THENCE EAST 532'; THENCE SOUTH 82.50'; THENCE N88°23'E 1098.65'; THENCE N00°25'W 2621.52' TO THE POINT OF BEGINNING; EXCEPT THE NORTH 60' THEREOF, ALSO EXCEPT THE WEST 60' THEREOF, ALSO EXCEPT THAT PART THEREOF DESCRIBED AS: BEGINNNING S01°39'40"W 1633.99' AND N89°25'41"E 479' AND S01°11'45"W 436' AND N89°25'40"E 478' FROM THE NORTHWEST CORNER OF SEC 4, THENCE N89°25'40"E 547.40'; THENCE S00°36'40"W 499.36'; THENCE S89°26'53"W 534.17'; THENCE N00°54'27"W 499.07' TO THE POINT OF BEGINNING.

CONTAINING 113.34 ACRES.

### EASEMENT DESCRIPTION

A PERMANENT 12' WIDE EASEMENT FOR WATERMAIN PURPOSES DESCRIBED AS:

DESCRIPTION FOR A 12 FOOT WIDE WATERMAIN EASEMENT WITHIN THE NORTHEAST 1/4 OF SECTION 04, TOWN 02 SOUTH, RANGE 08 EAST, CANTON TOWNSHIP, WAYNE COUNTY, MICHIGAN, BEING PART OF TAX PARCEL ID NO. 014-99-0001-702 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 04, THENCE S87°31'04"W 2606.94 FEET ALONG THE NORTH LINE OF SECTION 04 TO THE NORTH 1/4 CORNER OF SECTION 04; THENCE S02°01'19"E 1170.59 FEET ALONG THE EAST PROPERTY LINE TO THE POINT OF BEGINNING;

THENCE S02°01'19"E 12.00 FEET; THENCE S87°18'30"W 232.54 FEET; THENCE S42°18'30"W 280.09 FEET; THENCE S02°41'30"W144.64 FEET; THENCE S25°11'30"E 129.46 FEET; THENCE S02°38'08"E 141.98 FEET; THENCE S47°36'32"E 6.36 FEET; THENCE N87°34'22"E 314.75 FEET; THENCE S36°09'31"E 37.97 FEET; THENCE S02°42'28"E 111.07 FEET; THENCE S47°42'28"E 44.96 FEET; THENCE S02°01'19"E 16.77 FEET; THENCE N47°42'28"W 61.65 FEET; THENCE N02°42'28"W 112.44 FEET; THENCE N36°09'31"W 27.95 FEET; THENCE S87°34'22"W 163.91 FEET; THENCE S02°25'38"E 13.34 FEET; THENCE S87°34'22"W 12.00 FEET; THENCE N02°25'38"W 13.34 FEET; THENCE S87°34'22"W 137.38 FEET; THENCE N47°36'32"W 16.28 FEET; THENCE N02°38'08"W 144.55 FEET; THENCE N25°11'30"W 17.59 FEET; THENCE S64°48'30"W 7.47 FEET; THENCE N25°11'30"W 12.00 FEET; THENCE N64°48'30"E 7.47 FEET; THENCE N25°11'30"W 99.87 FEET; THENCE N02°41'30"W 102.00 FEET; THENCE S87°18'30"W 7.94 FEET; THENCE N02°41'30"W 12.00 FEET; THENCE N87°18'30"E 7.94 FEET; THENCE N02°41'30"W 38.00 FEET; THENCE N42°18'30"E 290.03 FEET; THENCE N87°18'30"E 106.65 FEET; THENCE N02°41'30"W 3.00 FEET; THENCE N87°18'30"E 12.00 FEET; THENCE S02°41'30"E 3.00 FEET; THENCE N87°18'30"E 119.00 FEET TO THE POINT OF BEGINNING. CONTAINING 0.412 ACRES, MORE OR LESS.

ALL BEARINGS AND DISTANCES BASED ON MICHIGAN STATE PLANE, SOUTH ZONE COORDINATES.

### SURVEYOR'S NOTE

THE TWO NEW EASEMENTS FOR THE ADJOINING TAX PARCELS 013-99-0007-701 AND 014-99-0001-702 ARE DESIGNED TO MOVE THE EXISTING WATERMAIN AROUND A PLANNED ADDITION TO PLYMOUTH HIGH SCHOOL. THESE RECORDED EASEMENTS ARE TO REPLACE THE EXISTING WATERMAIN EASEMENT ON THE PROPERTY RECORDED AS LIBER 37889 PAGE 2211. PLEASE VACATE SAID WATERMAIN EASEMENT. ALL OTHER WATERMAIN EASEMENTS OF RECORD SHALL NOT BE VACATED AND ARE STILL IN USE.



**SPALDING DeDECKER**  
Engineers | Surveyors

905 South Blvd. East  
Rochester Hills, MI 48307

Phone: (248) 844-5400  
Fax: (248) 844-5440

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|                                        |                |
|----------------------------------------|----------------|
| DRAWN: R.CALI                          | DATE: 10-06-23 |
| CHECKED: D.JACKSON                     | DATE: 10-26-23 |
| MANAGER: G.PLATZ                       | SCALE: N/A     |
| JOB No. NP21025                        | SHEET: 3 OF 3  |
| SECTION 04 TOWN 02 SOUTH RANGE 08 EAST |                |
| CANTON TWP. WAYNE COUNTY COUNTY, MI    |                |

# PLYMOUTH-CANTON COMMUNITY SCHOOLS

## TECHNOLOGY DEPARTMENT

**TO:** Monica Merritt, Superintendent  
Board of Education

**FROM:** Mark Salzer, Director of Integrated Technology Systems

**DATE:** February 13, 2024

**SUBJECT:** Approval for CTE Computer Purchase - Final Reading

---

### OVERVIEW

Technology purchases not to exceed \$92,983 are proposed to provide an equipment refresh for two of our CTE computer labs as well as the CTE communal device cart so that we can continue to meet the technology demands of our curriculum. The refresh is in keeping with the CTE program's planned 5-year cycle for the replacement/upgrade of its lab and program PCs. The equipment and materials requested include the following:

- **Thirty-two (32) Dell Precision 3660 Tower Computers** that meet or exceed system requirements for the curriculum in the teaching lab where they will be set up. These computers will be upgraded with the following to improve their performance and secure their anticipated viability through the school year 2028-29. Cost \$31,648.
  - i7-13700 Intel Core
  - 32GB Ram upgrades
  - 256GB PCIe NVMe Class 35 M.2 SSD

This purchase will support approximately 100 students taking CTE courses in the 2023-24 school year and approximately 200 students in each subsequent year.

- **Thirty (30) Dell Precision 3660 Tower Computers** that meet or exceed system requirements for the curriculum in the teaching lab where they will be set up. These computers will be upgraded with the following to improve their performance and secure their anticipated viability through the school year 2028-29. Cost \$32,370
  - i7-13700 Intel Core
  - 32GB Ram upgrades
  - 1 TB PCIe NVMe Class 40 M.2 SSD

This purchase will support approximately 150 students taking CTE courses in the 2023-24 school year and approximately 300 students in each subsequent year.

- **Thirty-six (36) Dell Latitude 3540 laptops** that meet or exceed system requirements for the curriculum with which department staff expect to use them. These 15.6" laptops will be upgraded with the following to improve their performance and secure their anticipated viability through the school year 2028-29. Cost \$27,180.
  - i5-1335u Intel Core

- 16GB Ram upgrades
- M.2 512GB PCIe NVMe Class 35 SSD
- **One (1) Bretford cart** for 36 laptops. Cost \$1,785.

This purchase will support approximately 1,600 students each semester taking CTE courses.

The CTE department requested and reviewed equipment quotes from five resellers: Bluum, CDW-G, Inacom TSG, People Driven Technologies and SEHI. All provided quotes under MiDeal, REMC or MHEC contract vehicles. None have MBE/SBE affiliations. The equipment proposed by People Driven Technologies had the lowest price point among the resellers and coupled with the fact that there are two other PCEP labs that have the same make and model equipment reporting very favorably on this equipment, CTE would like to proceed with making a purchase through them.

This item was discussed at the Finance & Operations Committee Meeting held on December 21, 2023 and was presented for first reading at the Board of Education meeting held on January 9, 2024.

### **RECOMMENDED RESOLUTION**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the resolution to purchase technology equipment from People Driven Technology, Inc., via MHEC contract, in an amount not to exceed \$92,983. This purchase will be funded by the CTE 61A Added Cost budget.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



## Precision 3660 i7, 32GB, Integrated Graphics, 256GB

### Prepared by:

#### East Michigan

Jeff Seelenbinder  
616-264-6725  
seelenbinderj@peopledriven.com  
Dawn Batson  
batsond@peopledriven.com

### Prepared for:

#### Plymouth-Canton Community Schools

Rachel Goad  
rachel.goad@pccsk12.com

### Quote Information:

#### Quote #: 007939

Version: 2  
Delivery Date: 12/08/2023  
Expiration Date: 01/26/2024

### Hardware

| Line                                                                      | Qty | Part Number       | Description                                                                                                                                                                                                  | Price    | Extended Price |
|---------------------------------------------------------------------------|-----|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1                                                                         | 32  | PDT-PREC3660-32GB | Dell Precision 3660: Intel i7-13700 Processor, 32GB RAM, 256GB PCIe NVMe Class 35 M.2 SSD, Integrated Graphics, Wired USB keyboard, USB optical mouse, Windows 10/11 Pro, (2) DP, Dell 3/3/3 Onsite Warranty | \$989.00 | \$31,648.00    |
| Midwestern Higher Education Compact (MHEC)<br>Contract Code C000000978628 |     |                   |                                                                                                                                                                                                              |          |                |

**Subtotal: \$31,648.00**



## Precision 3660 i7, 32GB, Integrated Graphics, 256GB

### Ship To:

#### Plymouth-Canton Community Schools

8400 Beck Rd  
jeri.giaier@pccsk12.com  
Canton, MI 48187  
Rachel Goad  
(734) 416-7539  
rachel.goad@pccsk12.com

### Bill To:

#### Plymouth-Canton Community Schools

454 S Harvey St  
Plymouth, MI 48170  
Rachel Goad  
(734) 416-7539  
rachel.goad@pccsk12.com

### Quote Information:

**Quote #: 007939**

Version: 2  
Delivery Date: 12/08/2023  
Expiration Date: 01/26/2024

## Quote Summary

| Description | Amount      |
|-------------|-------------|
| Hardware    | \$31,648.00 |

**Total: \$31,648.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## People Driven Technology

## Plymouth-Canton Community Schools

Signature: \_\_\_\_\_  
Name: Jeff Seelenbinder  
Title: Account Executive  
Date: 12/08/2023

Signature: \_\_\_\_\_  
Name: Rachel Goad  
Date: \_\_\_\_\_



## ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

**1. PRICING:** Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated.

Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges.

**2. PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice.

**3. DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc.

**4. SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived.

**5. RETURNS:** Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc.

**6. TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven Technology, Inc reserves, and Customer hereby grants to People Driven Technology, Inc, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.

**7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.

**8. EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven Technology, Inc by its suppliers, and People Driven Technology, Inc does not warrant its accuracy and will not be liable for any error with regard to same.



## Precision 3660 i7, 32GB, Integrated Graphics, 1TB

### Prepared by:

#### East Michigan

Jeff Seelenbinder  
616-264-6725  
seelenbinderj@peopledriven.com  
Dawn Batson  
batsond@peopledriven.com

### Prepared for:

#### Plymouth-Canton Community Schools

Rachel Goad  
rachel.goad@pccsk12.com

### Quote Information:

#### Quote #: 007938

Version: 2  
Delivery Date: 12/08/2023  
Expiration Date: 01/26/2024

### Hardware

| Line                                                                      | Qty | Part Number      | Description                                                                                                                                                                                                | Price      | Extended Price |
|---------------------------------------------------------------------------|-----|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| 1                                                                         | 30  | PDT-PREC3660-CUS | Dell Precision 3660: Intel i7-13700 Processor, 32GB RAM, 1 TB PCIe NVMe Class 40 M.2 SSD, Integrated Graphics, Wired USB keyboard, USB optical mouse, Windows 10/11 Pro, (2) DP,Dell 3/3/3 Onsite Warranty | \$1,079.00 | \$32,370.00    |
| Midwestern Higher Education Compact (MHEC)<br>Contract Code C000000978628 |     |                  |                                                                                                                                                                                                            |            |                |

**Subtotal: \$32,370.00**



## Precision 3660 i7, 32GB, Integrated Graphics, 1TB

### Ship To:

**Plymouth-Canton Community Schools**

8400 Beck Rd  
jeri.giaier@pccsk12.com  
Canton, MI 48187  
Rachel Goad  
(734) 416-7539  
rachel.goad@pccsk12.com

### Bill To:

**Plymouth-Canton Community Schools**

454 S Harvey St  
Plymouth, MI 48170  
Rachel Goad  
(734) 416-7539  
rachel.goad@pccsk12.com

### Quote Information:

**Quote #: 007938**

Version: 2  
Delivery Date: 12/08/2023  
Expiration Date: 01/26/2024

## Quote Summary

| Description               | Amount      |
|---------------------------|-------------|
| Hardware                  | \$32,370.00 |
| <b>Total: \$32,370.00</b> |             |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## People Driven Technology

## Plymouth-Canton Community Schools

Signature: \_\_\_\_\_  
Name: Jeff Seelenbinder  
Title: Account Executive  
Date: 12/08/2023

Signature: \_\_\_\_\_  
Name: Rachel Goad  
Date: \_\_\_\_\_



## ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

**1. PRICING:** Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated.

Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges.

**2. PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice.

**3. DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc.

**4. SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived.

**5. RETURNS:** Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc.

**6. TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven Technology, Inc reserves, and Customer hereby grants to People Driven Technology, Inc, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.

**7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.

**8. EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven Technology, Inc by its suppliers, and People Driven Technology, Inc does not warrant its accuracy and will not be liable for any error with regard to same.



## Salin- Latitude 3540's with cart

### Prepared by:

#### East Michigan

Jeff Seelenbinder  
616-264-6725  
seelenbinderj@peopledriven.com  
Dawn Batson  
batsond@peopledriven.com

### Prepared for:

#### Plymouth-Canton Community Schools

Mark Salzer  
mark.salzer@pccsk12.com

### Quote Information:

#### Quote #: 008315

Version: 1  
Delivery Date: 12/15/2023  
Expiration Date: 01/26/2024

### Hardware

| Line                                                                               | Qty | Part Number  | Description                                                                                                                                                                                                                             | Price      | Extended Price |
|------------------------------------------------------------------------------------|-----|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| 1                                                                                  | 36  | PDT-Lat3540  | Dell Latitude 3540: i5-1335u, 16GB RAM, M.2 512GB PCIe NVMe Class 35 SSD, Gigabit Ethernet, Intel Wi-Fi 6E AX211 2x2 802.11ax, 15.6" FHD (1920x1080) Non-Touch display, 54 Whr Battery, Windows 10/11 Pro, Dell 1-Year Mail-In Warranty | \$755.00   | \$27,180.00    |
| AC Adapter is 65 watt with 4.5mm barrel connection                                 |     |              |                                                                                                                                                                                                                                         |            |                |
| Same with with Dell 3 year mail in warranty and 3 year Accident Protection \$865ea |     |              |                                                                                                                                                                                                                                         |            |                |
| 2                                                                                  | 1   | PDT-AC457911 | Bretford Element - cart - for 36 notebooks / Chromebooks / tablets - cool gray (Prewired for USB-C laptops)                                                                                                                             | \$1,785.00 | \$1,785.00     |
| Midwestern Higher Education Compact (MHEC)<br>Contract Code C000000978628          |     |              |                                                                                                                                                                                                                                         |            |                |

**Subtotal: \$28,965.00**



## Salin- Latitude 3540's with cart

### Ship To:

#### Plymouth-Canton Community Schools

8400 Beck Rd  
jeri.giaier@pccsk12.com  
Canton, MI 48187  
Mark Salzer  
(734) 757-3871  
mark.salzer@pccsk12.com

### Bill To:

#### Plymouth-Canton Community Schools

454 S Harvey St  
Plymouth, MI 48170  
Mark Salzer  
(734) 757-3871  
mark.salzer@pccsk12.com

### Quote Information:

#### Quote #: 008315

Version: 1  
Delivery Date: 12/15/2023  
Expiration Date: 01/26/2024

## Quote Summary

| Description               | Amount      |
|---------------------------|-------------|
| Hardware                  | \$28,965.00 |
| <b>Total: \$28,965.00</b> |             |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## People Driven Technology

## Plymouth-Canton Community Schools

Signature: \_\_\_\_\_  
Name: Jeff Seelenbinder  
Title: Account Executive  
Date: 12/15/2023

Signature: \_\_\_\_\_  
Name: Mark Salzer  
Date: \_\_\_\_\_

## ACCEPTANCE OF THE PRICE QUOTE IS MADE ONLY UPON THESE TERMS AND CONDITIONS

**1. PRICING:** Prices for any Products or Services are valid for 30 days therefrom unless otherwise stated.

Customer is responsible for (i) all applicable federal, state or local sales, use or other taxes (except taxes on People Driven Technology, Inc's net income), (ii) shipping or packing charges, (iii) insurance and (iv) any other expenses associated with the sale and transportation, or storage of the Products or tariffs and any similar charges imposed upon or in connection with the Products. The parties agree that all charges included in the price of the Products and Services set forth in the Price Quote are based upon detailed specifications supplied by Customer and any deviation requested by the Customer from such specifications may result in additional charges.

**2. PAYMENT:** Unless otherwise specified in the Price Quote, payment for Products and Services is due net 30 days from the date of invoice. Any requests to satisfy the invoiced payment via a credit card or a prepaid card vendor program will be limited to \$5,000 per invoice.

**3. DELIVERY:** Unless otherwise agreed in writing, the Products shall be shipped and delivered F.O.B. Customer's ship to location set forth in the Price Quote. Unless Customer instructs People Driven Technology, Inc to use a particular carrier on customer's order letter, the Products shall be shipped via a common carrier chosen by People Driven Technology, Inc.

**4. SHORTAGE: CLAIMS AND INSPECTION:** Customer shall have the right to inspect the Products within 48 hours of receipt. Any shortages or other claims in connection with an order must be made in writing and delivered to People Driven Technology, Inc within such 48-hour period or shall be waived.

**5. RETURNS:** Customer acknowledges that People Driven Technology, Inc shall have no obligation to accept returns of any Products ordered by and sold to Customer. People Driven Technology, Inc, at its sole discretion, may authorize the return of unused Products. Such returns cannot be made without a return authorization in writing issued by People Driven Technology, Inc.

**6. TITLE AND RISK OF LOSS:** Unless otherwise specified in the Price Quote, title and risk of loss shall pass to Customer at the time the Products are tendered by each carrier at Customer's facilities, and any loss or damage thereafter shall not relieve Customer from any obligation hereunder. People Driven Technology, Inc reserves, and Customer hereby grants to People Driven Technology, Inc, a purchase money security interest in the Products, and all proceeds from the sale thereof, until full payment is received for all amounts due and payable by Customer.

**7. WARRANTIES AND REMEDIES:** All Products, and the components and materials utilized in any assembled or customized Products, are covered by, and subject to, the terms, conditions, and limitations of the manufacturer's standard warranty, which warranty is expressly in lieu of any other warranty, express or implied, of or by People Driven Technology, Inc or the applicable Product manufacturer. People Driven Technology, Inc represents, warrants and covenants that (i) People Driven Technology, Inc shall perform all Services, if any, in accordance with the material specifications set forth in the Price Quote and (ii) the functions and features of the Services and related deliverables shall operate in the manner described in the applicable Price Quote for ninety (90) days from the completion thereof.

**8. EXPORT RESTRICTIONS:** Products may be subject to export or resale restriction or regulation, and Customer acknowledges that it will comply with such restrictions and regulations. Any statement as to product country of origin, Export Control Classification Number, or compliance with applicable law (including, without limitation, that products are lead-free or RoHS compliant) is as provided to People Driven Technology, Inc by its suppliers, and People Driven Technology, Inc does not warrant its accuracy and will not be liable for any error with regard to same.

**9. ORDER CANCELLATION:** Product cancellation and/or return is subject to manufacturer restrictions. People Driven Technology, Inc will abide by its suppliers current restrictions for all cancellation and return requests up to and including a No Cancellation or Return policy.

**10. SPECIAL NOTICE:** Please note that VMware pricing, part numbers, and quote expiration dates may be subject to change at any time as a result of the Broadcom acquisition.

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

TO: Monica Merritt, Superintendent  
Board of Education

FROM: Jill Minnick, Chief Finance & Operations Officer

DATE: February 13, 2024

**RE: Resolution to Approve Fourth MOU with ABM Industries -Final Reading**

---

**OVERVIEW:**

ABM Industries, our Custodial services vendor, has proposed a Fourth Memo of Understanding (MOU) to our existing 5-year agreement, as a result of recent building additions (BP EL-1, EL-2, and HS-1) totaling 69,037 additional square feet of cleanable space. Effective February 1, 2024, the increase in cost would be approximately \$10,000 monthly, or \$120,000 annually, for an additional 3 custodial cleaners.

As future bond construction projects occur in the future and square footage increases, additional MOU's will be proposed to allow for the increased costs of custodial services.

This resolution was presented for first reading at the Board of Education meeting held on January 9, 2024.

**RESOLUTION:**

It was moved by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_ to approve the fourth Memorandum of Understanding with ABM Industries that represents an annual increase of \$120,124.73 due to increasing square footage.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Motion Carried: \_\_\_\_\_



## FOURTH MEMORANDUM OF UNDERSTANDING TO SERVICE AGREEMENT

**THIS FOURTH MEMORANDUM OF UNDERSTANDING TO SERVICE AGREEMENT** (the “MOU 4”), effective as of February 1, 2024, is made by and between **Plymouth-Canton Community Schools** (“School District”) and **ABM Industry Groups, LLC** (“Contractor”). Contractor and School District are hereinafter referred to as the “Parties” to this Fourth Memorandum of Understanding.

### ***RECITALS:***

A. **WHEREAS**, the Parties have entered into a Service Agreement with an effective date July 1, 2021, which was previously modified in First Memorandum of Understanding (“MOU 1”) effective December 1, 2021, Second Memorandum of Understanding (“MOU 2”) effective December 1, 2021, and Third Memorandum of Understanding (“MOU 3”) effective July 1, 2022 (collectively referred to as the “Agreement”), whereby School District retained Contractor to perform various services specified in the Agreement itself;

B. **WHEREAS**, the Parties desire to make certain modifications, revisions and amendments to the Agreement itself.

**NOW, THEREFORE**, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

1. **Pricing.** Attachment C to the Agreement, as modified in MOU 1, MOU 2, and MOU 3, shall be modified and replaced with ***Attachment A*** to this MOU 4, as set forth below.

2. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this Fourth Memorandum of Understanding, all terms, covenants, conditions, and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.

3. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this Fourth Memorandum of Understanding, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.

4. **Counterparts.** This Fourth Memorandum of Understanding may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have set their hands as of the day and year first above written.

**PLYMOUTH-CANTON COMMUNITY  
SCHOOLS**

**ABM INDUSTRY GROUPS, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## MOU #4 ATTACHMENT A PRICING

Pricing Effective February 1, 2024 - June 30, 2024  
The Cost increase is due to an increase of 69,037 SF coverage.

| MOU #4 Summary: EFF. 2/1/2024-6/30/2024 |                |              |                       |
|-----------------------------------------|----------------|--------------|-----------------------|
| Category                                | Current        | Addition     | MOU #4 Total          |
| Staffing: Custodians                    | 60 FTE's       | 3 FTE's      | 63 FTE's              |
| Staffing: Working Leads                 | 24 FTE's       | 0 FTE's      | 24 FTE's              |
| Staffing: Total                         | 84 FTE's       | 3 FTE's      | <b>87 FTE's</b>       |
| Annual Price                            | \$4,183,868.00 | \$120,124.73 | <b>\$4,303,992.73</b> |
| Monthly Price                           | \$348,655.67   | \$10,010.39  | <b>\$358,666.06</b>   |
| Cleanable Ft2                           | 2,410,217      | 69,037       | <b>2,479,254</b>      |
| Annual Cost per Ft2                     | \$1.74         | \$1.74       | <b>\$1.74</b>         |

### MOU #4: Effective February 1, 2024

| Building                                       | Existing Ft2 | Building Type | Contract Prod Rate | Additional Ft2 | Cleanable Ft2 | Cost per Ft2 | Annual Cost by Additional Ft2 | Cost Per Month     | Additional Staffing |              |
|------------------------------------------------|--------------|---------------|--------------------|----------------|---------------|--------------|-------------------------------|--------------------|---------------------|--------------|
|                                                |              |               |                    |                |               | \$1.74       |                               |                    | Daily Hours         | FTE's        |
| Eriksson                                       | 54,643       | Elem          | 3,046              | 11,668         | 10,501        |              | \$18,272.09                   | \$1,522.67         | 3.00                | 0.38         |
| Field                                          | 54,643       | Elem          | 3,046              | 11,668         | 10,501        |              | \$18,272.09                   | \$1,522.67         | 3.00                | 0.38         |
| Hulsing                                        | 54,643       | Elem          | 3,046              | 11,668         | 10,501        |              | \$18,272.09                   | \$1,522.67         | 4.00                | 0.50         |
| Dodson                                         | 60,427       | Elem          | 3,046              | 6,084          | 5,476         |              | \$9,527.54                    | \$793.96           | 3.00                | 0.38         |
| Bird                                           | 43,217       | Elem          | 3,046              | 9,672          | 8,705         |              | \$15,146.35                   | \$1,262.20         | 3.00                | 0.38         |
| Miller                                         | 43,376       | Elem          | 3,046              | 10,948         | 9,853         |              | \$17,144.57                   | \$1,428.71         | 4.00                | 0.50         |
| Smith                                          | 40,902       | Elem          | 3,046              | 9,809          | 8,828         |              | \$15,360.89                   | \$1,280.07         | 3.00                | 0.38         |
| Salem                                          | 355,744      | High          | 5,647              | 5,191          | 4,672         |              | \$8,129.11                    | \$677.43           | 1.00                | 0.13         |
| <b>MOU # 4 Additional Square Feet Summary:</b> |              |               |                    | <b>76,708</b>  | <b>69,037</b> |              | <b>\$120,124.73</b>           | <b>\$10,010.39</b> | <b>24.00</b>        | <b>3 FTE</b> |

**MOU#3 ATTACHMENT A**  
**PRICING**

Pricing Effective July 1, 2022 – June 30, 2024

I. Amended Staffing Model (**84 FTE's**)

- Custodians (60 FTE's)
- Working Lead Custodians (24 FTE's)
- Eliminated COVID Cleaners from Staffing Model (20 FTE's)
- Permanent Custodial Substitute Pool (8.5 FTE's)

• Amended Contract Price

- Year 2 Contract Price (7/1/2022 – 6/30/2023)  
Amended Annual Price: **\$4,101,831**  
Amended Monthly Price: **\$341,819.25**
- Year 3 Contract Price (7/1/2023 – 6/30/2024)  
Amended Annual Price: **\$4,183,868**  
Amended Monthly Price: **\$348,655.67**

• Amended Wages:

- Year 2 Contract Wage Rates (7/1/2022 – 6/30/2023)
  - Custodians (60 FTE's): **\$16.75/hr.**
  - Lead Custodians (24 FTE's): **\$17.75/hr.**
- Year 3 Contract Wage Rates (7/1/2023 – 6/30/2024)
  - Custodians (60 FTE's): **\$17.09/hr.**
  - Lead Custodians (24 FTE's): **\$18.11/hr.**

• Amended Hourly Credit Rates:

- Year 2 Contract Credit Rates (7/1/2022 – 6/30/2023)
  - Custodians (60 FTE's): **\$16.75/hr.**
  - Lead Custodians (24 FTE's): **\$17.75/hr.**
- Year 3 Contract Credit Rates (7/1/2023 – 6/30/2024)
  - Custodians (60 FTE's): **\$17.09/hr.**
  - Lead Custodians (24 FTE's): **\$18.11/hr.**



**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: Beginning/Intermediate Piano to Piano Studies Course Name Change (FIRST  
READING)

Date: January 16, 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. FIRST READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



**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: Middle School Health Course Materials (FINAL READING)

Date: January 16, 2024

---

The Michigan Department of Education requires health education at the middle school level. A team of P-CCS middle school health teachers reviewed the Michigan Academic Standards for Health and determined that our current curriculum resource is not fully aligned with the standards. They have recommended purchasing new curricular materials.

The middle school health team reviewed updated health curriculum materials with guidance from School Health Consultants from Wayne RESA. The P-CCS team included two middle school health teachers, two instructional coaches, the Multilingual Learner (MLL) Curriculum Coordinator, and district-level administration. The team reviewed three resource options and provided feedback on the materials using the HECAT (Health Education Curriculum Analysis Tool) developed by the Centers for Disease Control and Prevention. The review process also included vetting alignment to Michigan Academic Standards, connection to the P-CCS Dynamic Plan, cultural relevance, opportunities for student voice, options for assessment, and access to support materials online for students.

The team selected one resource, *HealthSmart*, to pilot. All middle school health teachers piloted the Health portion of the resource. The *HealthSmart* curriculum resource is proposed for purchase as an electronic resource only. This purchase will allow only content aligned with Michigan Academic Standards to be accessed by students. This resource is compatible with Canvas, Google Read Aloud, and Google Translate, which supports up to 133 languages.

**The total cost for the *HealthSmart* curriculum resource is \$57,890.49.** This cost includes a 3-year digital license for students to access the ebook, interactive activities, and assessments. Materials would consist of resources for 1300 students and seven teachers.

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the purchase of the *HealthSmart* curriculum resources for middle school health, not to exceed \$58,000.00. These resources would be purchased from the 2023-24 budget and implemented during the 2023-24 school year and beyond. FINAL READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



**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: High School Health Course Materials (FINAL READING)

Date: January 16, 2024

---

The Michigan Department of Education requires health education at the high school level. A team of P-CCS high school health teachers reviewed the Michigan Academic Standards for Health and determined that our current curriculum resource is not fully aligned with the standards. They have recommended purchasing new curricular materials.

The high school health team reviewed updated health curriculum materials with guidance from two School Health Consultants from Wayne RESA. The P-CCS team included high school health teachers, instructional coaches, the Multilingual Learner (MLL) Curriculum Coordinator, and district-level administration. The team reviewed three resources and provided feedback on the materials using the HECAT (Health Education Curriculum Analysis Tool) developed by the Centers for Disease Control and Prevention. The review process also included vetting alignment to Michigan Academic Standards, connection to the P-CCS Dynamic Plan, cultural relevance, opportunities for student voice, options for assessment, and access to support materials online for students.

The team selected one resource, *Glencoe Health*, to pilot. High school health teachers piloted the Health portion of the resource. The *Glencoe Health* curriculum resource is proposed for purchase as an electronic resource. This purchase will allow only content aligned with Michigan Academic Standards to be accessed by students. This resource is compatible with Canvas, Google Read Aloud, and Google Translate, which supports up to 133 languages.

**The total cost for the *Glencoe Health* curriculum resource is \$70,083.12.** This is a 6-year digital license for students to access the ebook, interactive activities, and assessments. The cost includes materials for 750 students and 12 teachers.

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_  
to approve the purchase of the *Glencoe Health* curriculum resources for high school health,  
not to exceed \$71,000.00. These resources would be purchased from the 2023-24 budget and  
implemented during the 2023-24 school year and beyond. FINAL READING at the Board of  
Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



**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: Middle School Reproductive Health Course Materials (FINAL READING)

Date: January 16, 2024

---

The Michigan Department of Education requires health education at the middle school level. Additionally, Michigan Compiled Laws (§380.1169) state that teaching about dangerous communicable diseases, including, but not limited to, HIV/AIDS, is required at all building levels.

School districts in the state of Michigan may choose to teach sex education. If they do teach sex education, they must do so in accordance with those sections of the Michigan Compiled Laws (MCL) related to sex education and reproductive health. (§380.1506, §380.1507, §380.1507a, §380.1507b, §388.1766, §388.1766a). P-CCS is a district that chooses to teach sex education. Following Michigan Compiled Laws (§380.1507), parents/guardians are notified before HIV/AIDS and sex education instruction takes place and given the opportunity to opt their students out of instruction about HIV/AIDS and sex education.

A team of middle school Health teachers reviewed the Michigan Academic Standards and the Legal Obligations and Best Practices for HIV/AIDS and sex education. They determined that the current curriculum resource is not aligned with the HIV/AIDS and sex education standards and have recommended purchasing new curricular materials.

The middle school health team reviewed updated health curriculum materials with guidance from two School Health Consultants from Wayne RESA. The P-CCS team included middle school health teachers, instructional coaches, the Multilingual Learner (MLL) Curriculum Coordinator, and district-level administration. The team reviewed three resources and provided feedback on the materials using the HECAT (Health Education Curriculum Analysis Tool) developed by the Centers for Disease Control and Prevention. The review process also

included vetting alignment to Michigan Academic Standards, connection to the P-CCS Dynamic Plan, cultural relevance, opportunities for student voice, options for assessment, and access to support materials online for students.

The team selected one resource, *HealthSmart*, to pilot. Middle school health teachers piloted **only** the Health portion of the resource. The HIV/AIDS and sex education units of *HealthSmart* were not piloted per state guidelines. The HIV/AIDS and sex education portion of *HealthSmart* was carefully reviewed by the middle school Health team, all middle school Health teachers, and members of SEAC (Sex Education Advisory Committee).

The Michigan Department of Education requires districts implementing sex education to have a Sex Education Advisory Committee (SEAC). The P-CCS SEAC includes district administrators, a school nurse, health teachers, local clergy, community advocates, parents of students enrolled in P-CCS at all three levels, and students. As required by the Michigan Department of Education, over half of the members of the SEAC are parents, and the majority of the parents are not employed by a school district. The P-CCS SEAC meets all legal requirements of committee membership.

Michigan Compiled Laws (§380.1507) require that HIV/AIDS and sex education curriculum materials being proposed for adoption must be presented at two separate public hearings at least one week apart. Advance notification of the two public hearings must be provided to the community. The timeline for notifications and hearings provided by P-CCS to review the proposed HIV/AIDS and sex education curriculum resource is found below.

- November 16, 2023 - Public notification of the upcoming meetings was posted on the district website and in school newsletters.
- November 30, 2023 - The first public hearing was held from 4:30 to 5:30 p.m. at the Educational Support Center at 14967 Pilot Drive, Plymouth, MI 48170.
- December 11, 2023 - The second public hearing was held during the Student Performance and Achievement (SPA) committee meeting from 5:00 to 6:30 p.m. at the P-CCS Board Office (E.J. McClendon Educational Center) at 454 S. Harvey, Plymouth, MI 48170.

The middle school Health team, middle school Health teachers, and SEAC support adopting *HealthSmart* as the curriculum resource for middle school HIV/AIDS and sex education. The curriculum resource proposed is an electronic resource only. This will allow all content about HIV/AIDS and sex education that is *not* in alignment with Michigan Academic Standards and the district's abstinence-only approach to middle school sex education to be blocked from student access. This electronic curriculum resource is compatible with Canvas, Google Read Aloud, and Google Translate.

The total cost for the *HealthSmart* curriculum resource for HIV/AIDS and sex education is included in the overall cost for the middle school Health curriculum resource of \$57,890.49,

also being reviewed at tonight’s meeting. This cost includes a 3-year digital license for students to access the ebook, interactive activities, and assessments. Materials would consist of resources for 1300 students and seven teachers.

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Below please find a list of the middle school health content that will be **omitted for student use** if the resource is approved since this content is not aligned with Michigan Academic Standards for Health and the abstinence-only focus of our middle school curriculum.

Middle School Health - *HealthSmart* content to be omitted from student use

Module Name: HIV, STI, and Pregnancy Prevention

- Lesson 12 Using Condoms for Safer Sex
  - Lesson 13 Negotiating Condom Use
  - Lesson 14 Preventing Pregnancy
  - Supplemental Lesson 1 Pregnancy Options
- 

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the purchase of the *HealthSmart* 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 2023-24 budget and implemented during the 2023-24 school year and beyond. FINAL READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



**PLYMOUTH-CANTON**  
COMMUNITY SCHOOLS  
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**MEMO**

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

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: High School Reproductive Health Course Materials (FINAL READING)

Date: January 16, 2024

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The Michigan Department of Education requires health education at the high school level. Additionally, Michigan Compiled Laws (§380.1169) state that teaching about communicable diseases, including, but not limited to, HIV/AIDS, is required at all building levels.

School districts in the state of Michigan may choose to teach sex education. If they do teach sex education, they must do so in accordance with those sections of the Michigan Compiled Laws (MCL) related to sex education and reproductive health. (§380.1506, §380.1507, §380.1507a, §380.1507b, §388.1766, §388.1766a). P-CCS chooses to teach sex education. Following Michigan Compiled Laws (§380.1507), parents/guardians are notified before HIV/AIDS and sex education instruction takes place and given the opportunity to opt their students out of instruction about HIV/AIDS and sex education.

A team of high school Health teachers reviewed the Michigan Academic Standards and the Legal Obligations and Best Practices for HIV/AIDS and sex education. They determined that the current curriculum resource is not aligned with the HIV/AIDS and sex education standards and have recommended purchasing new curricular materials.

The high school health team reviewed updated health curriculum materials with guidance from two School Health Consultants from Wayne RESA. The P-CCS team included high school health teachers, instructional coaches, the Multilingual Learner (MLL) Curriculum Coordinator, and district-level administration. The team reviewed three resources and provided feedback on the materials using the HECAT (Health Education Curriculum Analysis Tool) developed by the Centers for Disease Control and Prevention. The review process also included vetting alignment to Michigan Academic Standards, connection to the P-CCS Dynamic Plan, cultural

relevance, opportunities for student voice, options for assessment, and access to support materials online for students.

The team selected one resource, *Glencoe Health* and the *Glencoe Human Sexuality Supplement*, to pilot. High school health teachers piloted **only** the Health portion of the resource. The HIV/AIDS and sex education units of *Glencoe Health* were not piloted per state guidelines. The HIV/AIDS and sex education portion of *Glencoe Health* was carefully reviewed by the high school Health team, all high school Health teachers, and members of SEAC (Sex Education Advisory Committee).

The Michigan Department of Education requires districts implementing sex education to have a Sex Education Advisory Committee (SEAC). The P-CCS SEAC includes district administrators, a school nurse, health teachers, local clergy, community advocates, parents of students enrolled in P-CCS at all three levels, and students. As required by the Michigan Department of Education, over half of the members of the SEAC are parents, and the majority of the parents are not employed by a school district. The P-CCS SEAC meets all legal requirements of committee membership.

Michigan Compiled Laws (§380.1507) require that HIV/AIDS and sex education curriculum materials being proposed for adoption must be presented at two separate public hearings at least one week apart. Advance notification of the two public hearings must be provided to the community. The timeline for notifications and hearings provided by P-CCS to review the proposed HIV/AIDS and sex education curriculum resource is found below.

- November 16, 2023 - Public notification of the upcoming meetings was posted on the district website and in school newsletters.
- November 30, 2023 - The first public hearing was held from 4:30 to 5:30 p.m. at the Educational Support Center at 14967 Pilot Drive, Plymouth, MI 48170.
- December 11, 2023 - The second public hearing was held during the Student Performance and Achievement (SPA) committee meeting from 5:00 to 6:30 p.m. at the P-CCS Board Office (E.J. McClendon Educational Center) at 454 S. Harvey, Plymouth, MI 48170.

The high school Health team, high school Health teachers, and SEAC support adopting *Glencoe Health* and the *Glencoe Human Sexuality Supplement* as the curriculum resource for high school HIV/AIDS and sex education. The curriculum resource proposed is an electronic resource only. This will allow all content about HIV/AIDS and sex education that is *not* in alignment with Michigan Academic Standards and the district's abstinence-based approach to high school sex education to be blocked from student access. This electronic curriculum resource is compatible with Canvas, Google Read Aloud, and Google Translate.

The total cost for the *Glencoe Health* and the *Glencoe Human Sexuality Supplement* curriculum resource for HIV/AIDS and sex education is included in the overall cost for the high

school Health curriculum resource of \$70,083.12, also being reviewed at tonight’s meeting. This is a 6-year digital license for students to access the ebook, interactive activities, and assessments. The cost includes materials for 750 students and 12 teachers.

Below please find a list of the high school health content that will be **omitted for student use** if the resource is approved, as this content is not aligned with Michigan Academic Standards for Health.

| <i>Glencoe Health and the Glencoe Human Sexuality Supplement</i>                                                                                                                                     |                                                                                                                                                                           |                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Module 17</b> - The Beginning of the Life Cycle <ul style="list-style-type: none"><li>• Prenatal Development and Care</li><li>• Heredity and Genetics</li><li>• Birth Through Childhood</li></ul> | <b>Module 18</b> - The Life Cycle Continues <ul style="list-style-type: none"><li>• Adulthood, Marriage, and Parenthood</li><li>• Health Through the Life Cycle</li></ul> | <i>Glencoe Human Sexuality Supplement</i> <ul style="list-style-type: none"><li>• Module 4 Marriage and Parenthood</li><li>• Module 5 Pregnancy and Childbirth</li></ul> |

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the purchase of the *Glencoe Health* and the *Glencoe Human Sexuality Supplement* 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 2023-24 budget and implemented during the 2023-24 school year and beyond. FINAL READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_



**PLYMOUTH-CANTON**  
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**MEMO**

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

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: History of Hip Hop and Rap - New Course Proposal (FINAL READING)

Date: January 16, 2024

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The P-CEP Social Studies team proposes adding a new elective social studies course, the History of Hip Hop and Rap. This course will allow students to study how hip-hop and rap evolved from their origins to become a multibillion-dollar industry. Students will analyze lyrics, music videos, and other school- and age-appropriate resources to understand the struggles faced by underrepresented communities and how hip-hop gave them a voice.

The History of Hip Hop and Rap will focus on the evolution from a local music revolution created in the Bronx of New York City into a multibillion-dollar industry that has changed music forever. The course will begin with a look at the Harlem Renaissance during the 1920s, one of the first significant milestones of Black culture in the United States. After examining the art, poetry, and musical icons from this era, the course will transition into the 1960s and 1970s when Hip Hop began to emerge on the streets of the Bronx as artists looked to express themselves. The first central focus point of the class will be on the Four Pillars of Hip Hop (DJing, Rapping, Graffiti, and Breakdancing). Students will examine a variety of age and school-appropriate resources ranging from clips and documentaries to interviews and excerpts from songs.

Students will also look at various subtopics in the genre of Hip Hop, such as East vs West Coast rivalry, Rap in the Mass Media, Pioneers of Rap and Hip Hop, and Women of Rap (and their ability to change the female image). Students will learn how Hip Hop and Rap have empowered artists from various countries worldwide to use their voices to express viewpoints about the injustices occurring in their countries and communities. Students will also discuss and analyze music videos and lyrics to better understand people's struggles in underrepresented communities.

The History of Hip Hop and Rap 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. These include Newsela, Gale in Context: Contemporary Global Issues, the Michigan eLibrary (MEL), and various curriculum resources. A textbook will not be required, eliminating the need for additional funding to offer the new course.

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the addition of a semester-long high school social studies elective *History of Hip Hop and Rap* course in the Plymouth-Canton Community Schools. This change would be implemented during the 2024-25 school year and beyond. FINAL READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
The motion was: \_\_\_\_\_



**PLYMOUTH-CANTON**  
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**MEMO**

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

From: Beth Rayl, Chief Academic and Innovation Officer

Subject: Parksmen to Bravo! Course Name Change (FINAL READING)

Date: January 16, 2024

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Acknowledging the evidence-based impact of supportive school practices on adolescent identity development, the P-CEP Choir program, Visual and Performing Arts department, and P-CEP Instructional Team have proposed following the practice modeled by university vocal ensembles in removing the gendered naming of vocal ensembles.

Assignment to P-CEP vocal ensembles is based on students' skills and vocal range. Singers with a beginning to intermediate skill level whose voices fall in the Tenor, Baritone, or Bass range are assigned to the course currently called Parksmen. This assignment is based on the voice part and not gender identity, and our current gendered course name is not representative of all singers in the ensemble. The P-CEP team is proposing a name change of the course to Bravo! in keeping with our district's commitment to ensuring that our schools create a welcoming culture and inclusive environment reflecting and supporting the diversity of our students.

**RECOMMENDED RESOLUTION:**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve changing the name of Parksmen to Bravo! This change would be implemented during the 2024-25 school year and beyond. FINAL READING at the Board of Education meeting on February 13, 2024.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_

**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
**Plymouth, Michigan**

**TO:** Members of the Board of Education  
**FROM:** Dr. Monica L. Merritt, Superintendent  
**DATE:** February 13, 2024  
**RE:** **Resolution to Approve the Enrollment of Non-Resident Applicants for the 2024-2025 School Year Pursuant to Schools of Choice, Section 105 and 105c. (Final Reading)**

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**Recommended Resolution**

It was moved by member \_\_\_\_\_ and seconded by member \_\_\_\_\_ to approve the enrollment of non-resident applicants to enroll in the Plymouth-Canton Community School district pursuant to Schools of Choice, Section 105 and 105c.

**Proposal for 2024-2025:**

Minimum of one seat for Kindergarten through 10th grade with a maximum of 500 seats.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_

**PLYMOUTH-CANTON COMMUNITY SCHOOLS**  
**Plymouth, Michigan**

**TO:** Members of the Board of Education

**FROM:** Dr. Monica L. Merritt, Superintendent

**DATE:** February 13, 2024

**RE:** **Resolution to Approve the Enrollment of Non-Resident Students  
of P-CCS Employees for the 2024-2025 School Year  
(Final Reading)**

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**Recommended Resolution**

It was moved by member\_\_\_\_\_ and seconded by member  
\_\_\_\_\_ to approve the enrollment of non-resident  
students of Plymouth-Canton Community School district employees for the 2024-  
2025 school year, under the provisions of the School Aid Act.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

The motion was: \_\_\_\_\_

## **Follow-up Board Questions (as of 1-9-24)**

- Related to the 31aa Grant Fund Presentation:
  - Member Sidhu would like to know what resources are currently being used and the number of students receiving services. Additionally, what programs will be purchased with new grant funds.
  - Member Kehoe asked if there any unmet needs or services that could be filled with additional funding.
- Related to the 2023-24 Fall Data Review Presentation: Member Sidhu expressed interest in receiving data pertaining to NWEA Key Findings from the graphs presented on pages 23, 24, 25, and 26.
- The Board would like to receive a link to the Michigan Department of Education Standards.
- The Board would like to receive a copy of the syllabus for the new course proposal “Hip Hop & Rap”.
- Related to the Fall Panorama Family-School Relationship Survey: The Board would like to receive information in Board notes that outline strategies being implemented to address the areas needing improvement, which were marked in red on the presentation charts.
- The Board would like to receive links for the new health and reproductive health course materials presented as first readings during this evening's meeting.
- The Board requested written confirmation from the district's insurance provider, SET SEG, to formalize their verbal acknowledgment, ensuring that the P-CEP JV stadium turf replacement is officially approved as an insurance claim.