



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

January 24, 2022

7:00 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will also be live-streamed on YouTube. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person or by emailing Board President, Laura Adkins, prior to the meeting at laura.adkins@hazelparkschools.org.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

PUBLIC COMMENT

The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters.

During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.

SPECIAL ORDER OF BUSINESS

- A. Retiree Recognition
- B. Board of Education Organizational Meeting
 - 1) Election of Officers (Action Item)
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - 2) Committee Appointments (Action Items)
 - a. Board of Education Committees
 - 1. Finance Committee
 - 2. Buildings and Grounds Committee
 - 3. Personnel Committee
 - 4. Policy Committee

- 5. Enrollment Committee
 - b. Superintendent Committees
 - 1. Community Engagement
 - 2. Ruth Giese Fund
 - 3. Honoring HP Contributors
 - c. Local Appointments (Action Items)
 - 1. Designate and an Alternate to aid on the budget of Oakland Schools and to elect members to the Board of Oakland Schools
 - 2. Board Member to the Oakland County School Board Government Relations Committee (GRC)
 - C. 2022 Business Organizational Items (Action Item) 6
 - 1) Designation of District Legal Counsel Representation
 - 2) Establishment of Bank Accounts and Authorized Signers
 - 3) Persons Authorized to Make Investments
 - 4) Persons Authorized to Make Wire Transfers
 - 5) Persons Authorized to Enter into Agreements with Financial Institutions for Commercial Card Agreements, Custodial Agreements, and other Financial Transactions
 - 6) Persons Authorized to Sign in the Name of Hazel Park Schools
 - 7) Newspapers for Official Publications
 - 8) Authorize Summer and Winter Tax Collection for Each Municipality
 - 9) Designation of Person Responsible for Implementing Public Notice Requirement of the Open Meetings Act
 - 10) Designation of Property/Liability & Worker's Compensation Insurance Carriers
 - 11) Designation of Auditors
 - 12) Designation of Architect of Record
 - 13) Position Titles Authorized to use District Credit/Debit Cards
 - D. Complete the Board of Education Meeting Calendar through January 2023 (Action Item) 10
 - E. Michigan Association of School Boards-School Board Recognition Month (Informational Item) 11
 - F. Athletic Department Update (Informational Item)
 - G. PBIS Presentation (Informational Item) 12
 - CONSENT AGENDA (Action Items)** **44**
- The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.*
- A. Approval of Minutes
 - 1) Board Meetings

a. December 13, 2021 - Regular Meeting	45
2) Committee Meetings	
a. December 6, 2021 - Policy Committee	51
b. December 6, 2021 - Finance Committee	52
c. December 6, 2021 - Buildings & Grounds Committee	53
B. Monthly Financial Reports	55
C. Personnel Recommendations	66
D. Conference Requests	67
E. Notes of Appreciation	
1) Fraternal Order of Eagles Aerie #2449	68
2) Alpha Delta Kappa Michigan Mu Chapter	69
NEW BUSINESS	
A. Freedom Of Information Act (FOIA) Requests (Informational Items)	70
B. Review Policy 6423 ~ use of Debit/Credit Cards	135
C. Review Policy 0144.2~Board Member Ethics	138
D. Board of Education Policy Update - First Reading (Action Item)	
1) Policy 0144.1 Compensation (First Reading)	139
E. Communication Plan (Informational Item)	141
F. Summer School Proposal (Action Item)	150
G. Technology	
1) EFC Update (Informational)	156
2) Technology Department Break/Summer Help (Action Item)	157
3) ERate (Action Item)	158
H. Navigate 360 Proposal (Action Item)	160
I. Custodial and Grounds Break/Summer Help (Action Item)	161
J. Camera System RFP (Action Item)	163
K. Woodworking Stations for Woodshop (Action Item)	232
L. High School Pool Renovations RFP (Action Item)	234
M. Building Entrance Mats (Action Item)	238
N. 2022 REFUNDING BONDS (Informational Item)	241
O. Superintendent Contract (Action Item)	244
SUPERINTENDENT REPORT	
A. Enrollment Update (Informational)	246
B. Attendance Update (Informational)	247
C. Strategic Plan Update (Informational Item)	
CLOSED SESSION	
A. Motion to recess into closed session (h) attorney client privilege to consider material exempt from discussion or disclosure by state or federal statute; which is exempt from disclosure pursuant to Section 8(h) of the Open Meetings Act.	
REQUESTS FOR FUTURE AGENDA ITEMS	

PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.

BOARD MEMBER AND ADMINISTRATION COMMENTS

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976

Committees of the Board (limit of 3 members)	2022
Finance Jason, Matt, Amy	Laura, Bev, Heidi*
Buildings and Grounds Jason, Amy	Kristy*, Heidi, Melissa
Personnel Amy	Kristy, Rachel*, Dawn
Policy Amy	Melissa*, Dawn, Laura
Open Enrollment Committee	Kristy, Melissa, Dawn
Committees of the Superintendent (limit of 2 members)	
Community Engagement	Laura, Melissa
Ruth Giese	Rachel, Bev
Honoring HP Contributors, Darrin, Tina Saferian	Kristy, Bev
Other	
Oakland County School Boards Association Government Relations Committee	Melissa
Oakland School Liason	Melissa
HP Youth Assistance Liaison	Dawn
Moving Forward	Melissa, Kristy
* Denotes the Chairperson of the Committee	

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022 ORGANIZATIONAL ITEMS
January 10, 2022

1. Designation of District Legal Counsel Representation:

That the following firms be designated as district legal counsel:

Clark Hill, P.L.C.
Giarmarco, Mullins, & Horton, P.C.
McGraw Morris P.C.
Miller Canfield, P.C.

2. Establishment of Bank Accounts and Authorized Signers:

That the following bank accounts and authorized signers be established for Hazel Park Schools.

A. Authorized Signers:

Board of Education President
Board of Education Treasurer
Assistant Superintendent of Business and Operations
Director of Business

B. Bank Accounts:

Huntington Bank:

Common Cash
Common Debt
Sinking Fund

MILAF

Common Cash
Common Debt
Sinking Fund

Authorized Investment Banks:

J.P. Morgan – Chase Bank
Michigan Liquid Asset Fund Plus
Michigan Class
Michigan National Bank
Comerica Bank
U.S. Bank

Bank of America
Bank of New York Mellon
Harris Bank
First Merit Bank
Fifth Third Bank
Huntington Bank

Bond Debt Service Accounts

Bank of New York Mellon
US Bank
Huntington Bank

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022 ORGANIZATIONAL ITEMS
January 10, 2022

3. Persons Authorized to Make Investments:

That the following persons be authorized to make investments on behalf of Hazel Park Schools:

Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

4. Persons Authorized to Make Wire Transfers:

That the following persons be authorized to make wire transfers on behalf of Hazel Park Schools:

Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

5. Persons Authorized to Enter into Agreements with Financial Institutions for Commercial Card Agreements, Custodial Agreements, and Other Financial Transactions:

That the following persons be authorized to enter into agreements with financial institutions for commercial card agreements, custodial agreements, and other financial transactions:

Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

6. Persons Authorized to Sign in the Name of Hazel Park Schools:

That the following persons be authorized to sign for the listed purposes in the name of the School District of the City of Hazel Park:

A. Master Employee Contracts:

Board President
Superintendent of Schools

B. Individual Employee Contracts

Superintendent of Schools

C. Third Party Contracts for Substitutes and Administrators

Superintendent of Schools
Assistant Superintendent of Business and Operations

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022 ORGANIZATIONAL ITEMS
January 10, 2022

- D. Third Party Contracts for Non-Instructional Supporting Services
Superintendent of Schools
Assistant Superintendent of Business and Operations

- E. Third Party Contracts for Employee Benefit Programs and Services
Superintendent of Schools
Assistant Superintendent of Business and Operations

- F. Titles, Deeds, Leases, and Easement Agreements
Board President
Superintendent of Schools
Assistant Superintendent of Business and Operations

- G. Reports to the State Department of Education
Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Student Services & Special Education
Director of Business
Supervisor of Adult & Vendor Education Programs

- H. Construction Contracts
Superintendent of Schools
Assistant Superintendent of Business and Operations

- I. Federal Aid Agreements and Reports
Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

- J. Special Education Agreements
Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Student Services & Special Education
Director of Business

- K. Purchase Orders
Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

- L. Grant Authorization
Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022 ORGANIZATIONAL ITEMS
January 10, 2022

7. Newspapers for Official Publications:
That C&G Newspapers be designated as the newspaper(s) for official publications for the Board of Education.

8. Authorize Summer and Winter Tax Collection for Each Municipality:
That the Assistant Superintendent of Business and Operations or Director of Business be authorized to request summer and winter tax collection from each municipality.

9. Designation of Person Responsible for Implementing Public Notice Requirements of the Open Meetings Act:
That the Executive Assistant to the Superintendent be designated as the person responsible for implementing the public notice requirements of the Open Meetings Act, Section 5(1).

10. Designation of Property/Liability & Worker's Compensation Insurance Carriers:
That the following insurance carriers provide insurance coverage:

SET/SEG, for property, fleet, general, and other liability insurance coverage
SEG Worker Compensation Trust, worker's compensation insurance coverage

11. Designation of Auditors:
An RFP will be issued to determine the auditors for the 2021/22 year. Plante Moran has been the auditors of choice for the past several years and their contract is up.

12. Designation of Architect of Record:
That the TMP Architects, Partners In Architecture and KingScott be designated as architect of record for the 2022 year.

13. Position Titles authorized to use District Credit/Debit Cards:

Superintendent	Assistant Superintendent
Administrator	Secretary
Principal	Custodian
Supervisor/Coordinator	Business Office Staff
Other as designated by Superintendent	



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2022 Board of Education Meeting Dates

January 24, 2022	6:30PM	Regular Meeting
February 7, 2022	6:30PM	Special Meeting
February 14, 2022*	7:00PM	Regular Meeting
February 28, 2022	6:30PM	Special Meeting
March 14, 2022	7:00PM	Regular Meeting
April 4, 2022	6:30 PM	Special Meeting
April 18, 2022	7:00PM	Regular Meeting
May 2, 2022	6:30PM	Special Meeting
May 16, 2022	6:30PM	Special Meeting
May 23, 2022*	7:00PM	Regular Meeting
June 6, 2022	6:30PM	Special Meeting
June 20, 2022	6:30PM**	Regular Meeting/Budget
July 18, 2022	6:30PM**	Regular Meeting
August 22, 2022	6:30PM**	Regular Meeting
August 29, 2022	6:30PM	Special Meeting
September 19, 2022	7:00PM	Regular Meeting
October 3, 2022	6:30PM	Special Meeting
October 17, 2022	7:00PM	Regular Meeting
November 7, 2022	6:30PM	Special Meeting
November 21, 2022	7:00PM	Regular Meeting
December 5, 2022	6:30PM	Special Meeting
December 12, 2022*	7:00PM	Regular Meeting
January 9, 2023	6:30PM	Special Meeting
January 23, 2023*	7:00PM	Regular Meeting

* Not the third Monday of the Month

** Meeting Time Changed



HAZEL PARK SCHOOLS

January is School Board Recognition Month, a time to salute the work of our volunteer school board members and to celebrate community-governed schools.

The role of our school board is to articulate our district's vision, mission, and goals and to develop policies to achieve them. The school board encourages continuous improvement in student learning and advocates at the local, state, and federal levels in support of public education. Most critically, the school board makes decisions which affect our children: what they learn, who will teach them, who will support their learning, and what kinds of facilities house their classrooms.

Because they are elected by community members, the board of our community-governed schools makes decisions that are representative of our community's values and priorities. Community-governed schools are directly accountable to the community because those whom we elect as school board members are our neighbors.

Showing appreciation for the important volunteer service of school board members should be a year-round process. Unfortunately, we often fail to take the time to express our gratitude for the dedication and hard work of these individuals who represent us.

I would like to inform all of you that a donation of \$2000.00 has been made to The Make A Wish Foundation at Children's Hospital on behalf of the Hazel Park Schools School Board. The donation came from a private donor. The Make A Wish Foundation was chosen as it grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

We thank you for everything you do to help in making our schools so successful!



HAZEL PARK
S C H O O L S

PBIS District Wide Data Results

Winter 2022

12

Board Presentation: January 10, 2022

PBIS - LEADERSHIP IMPLEMENTATION TEAM

TEAM MEMBERS:

- Dr. Michelle Krause, Principal - Edison
- Katherine Byerly, Social Worker-Edison
- Karen Tylenda, Psychologist- Edison
- Debbie Dimas, Principal- Hoover
- Corrie Nastasi, Principal- Webb



PBIS ACCOMPLISHMENTS - Winter 2022



- **100 PERCENT** of schools have implemented Tier 1 and Tier 2 of PBIS
 - All buildings have:
 - Several tier 2 interventions to choose from based on student need.
 - Building Leadership Teams and a PBIS coach that meets at least once a month.
 - All Building Leadership Teams meet 2-3X's per year to review behavior data, climate and culture data and fidelity of implementation data.
 - All Buildings are using the MTSS process to identify students who are in need of Tier2 and Tier 3 Interventions.

PBIS School Climate Survey

Overview

The School Climate Survey is used to provide a valid, reliable, and brief measure of perceptions of school climate. The survey measures multiple dimensions of school climate. The results of the survey help school leadership teams know if there are areas of the school climate that need to be addressed in their PBIS implementation.

Two versions of the survey are available on PBIS Assessment: Elementary and Middle/High School. Related surveys for school personnel and family of students are also completed.

Dimensions Assessed

Elementary: Grades 3-6

The survey has 11 items that are rated on a 4-point scale: never, sometimes, often, and always. The dimensions assessed are:

- School connectedness.
- School safety.
- School orderliness.
- Peer and adult relations.

Middle/High School: Grades 6-12

The survey has 9 items that are rated on a 4-point scale: strongly disagree, somewhat disagree, somewhat agree, strongly agree. The dimensions assessed are:

- Teaching and learning.
- Relationships.
- Safety.

PBIS School Climate Survey (Cont.)

Administering the Assessment

A PBIS assessment coordinator opens a School Climate Survey window for schools. This produces a direct link that is distributed to students to complete the survey online. Teachers provide students with time to complete the survey during school hours, typically in a computer lab. Each student independently goes to the link and answers the 9 or 11 questions.

Estimated Time

- The student school climate survey takes students approximately 10 to 15 minutes to complete.

Assessment Schedule

- The School Climate Survey should be administered around the 45th day of school. This provides students with enough time to experience the school climate, with enough time left in the school year for educators to use the results for improvement.
- The survey can be administered again during the last 45 days of school.

Sample Survey Questions

Student

1. I like school.
2. I feel like I do well in school.
3. My school wants me to do well.
4. My school has clear rules for behavior.
5. Teachers treat me with respect.

*Rated as Never, Sometimes, Often, Always

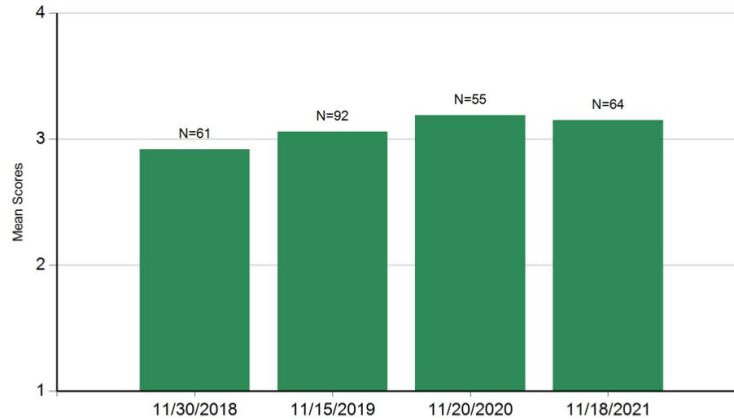
School Personnel

1. I feel supported by other teachers at my school.
2. I get along with other staff members at my school
3. Teachers at my school have high standards for achievement
4. All students are treated fairly by adults at my school.
5. I feel safe at my school.

*Rated as Strongly Disagree, Somewhat Disagree, Somewhat Agree, Somewhat Disagree

Hoover Elementary School
Hazel Park, Michigan

School Climate Survey: Elementary
-- Total Scores By Survey Date --
School Years: 2018 - 2021

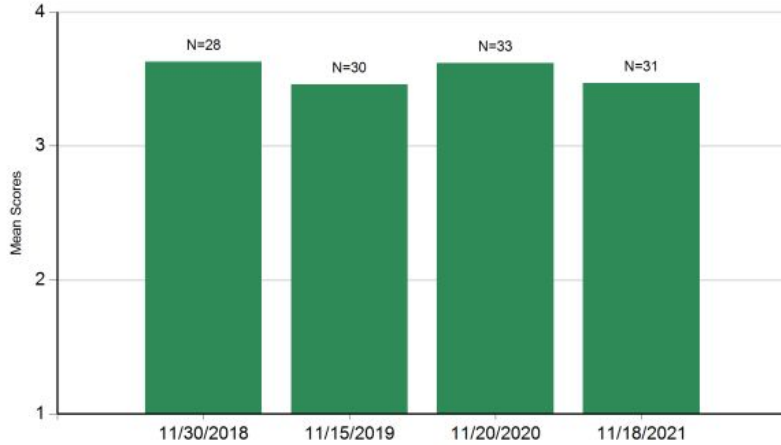


N=Number of respondents

Survey Date	Number of Respondents	Total Average
11/30/2018	N=61	2.92
11/15/2019	N=92	3.06
11/20/2020	N=55	3.19
11/18/2021	N=64	3.15

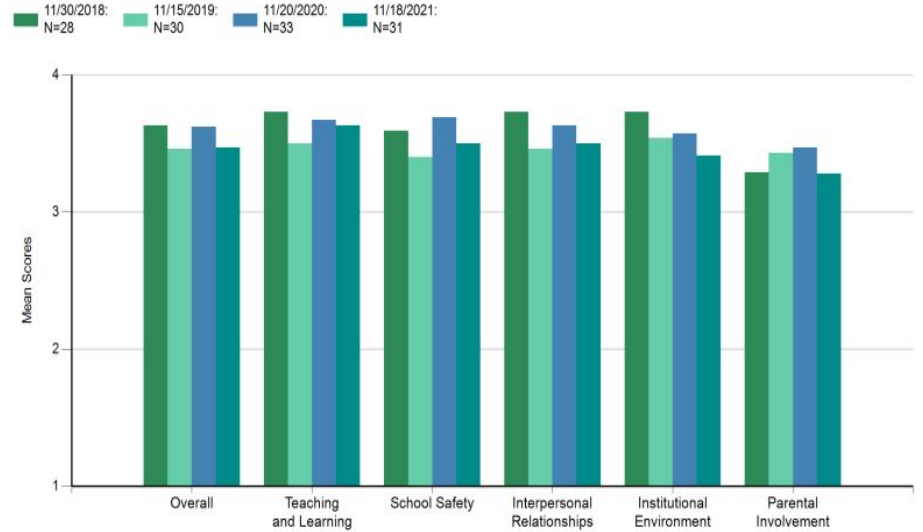
Hoover Elementary: Student Survey Results

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=28	3.63
11/15/2019	N=30	3.46
11/20/2020	N=33	3.62
11/18/2021	N=31	3.47

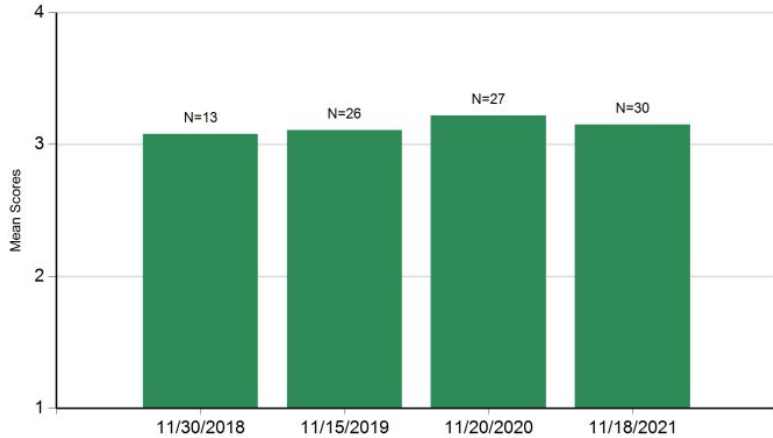
School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2018 - 2021



N=Number of respondents

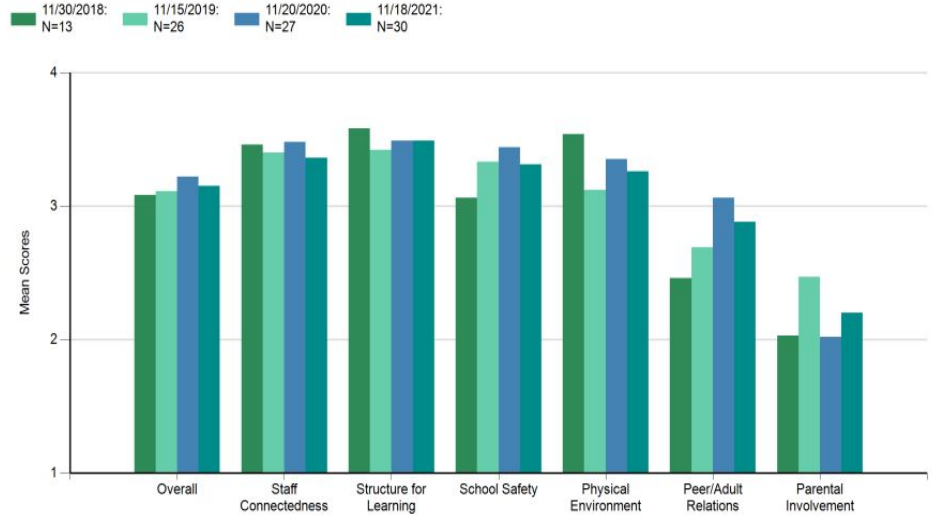
Hoover Elementary: Family Survey Results

School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



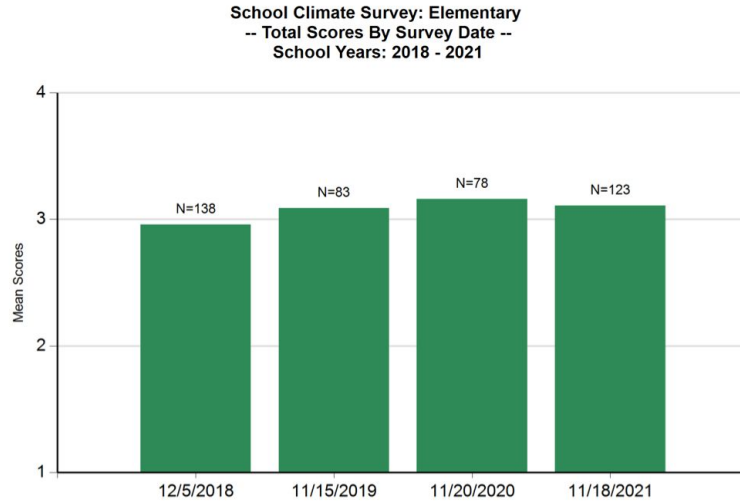
Survey Date	Number of Respondents	Total Average
11/30/2018	N=13	3.08
11/15/2019	N=26	3.11
11/20/2020	N=27	3.22
11/18/2021	N=30	3.15

School Climate Survey: School Personnel
-- Mean Scores By Subscale --
Hoover Elementary School: 2018 - 2021



N=Number of respondents

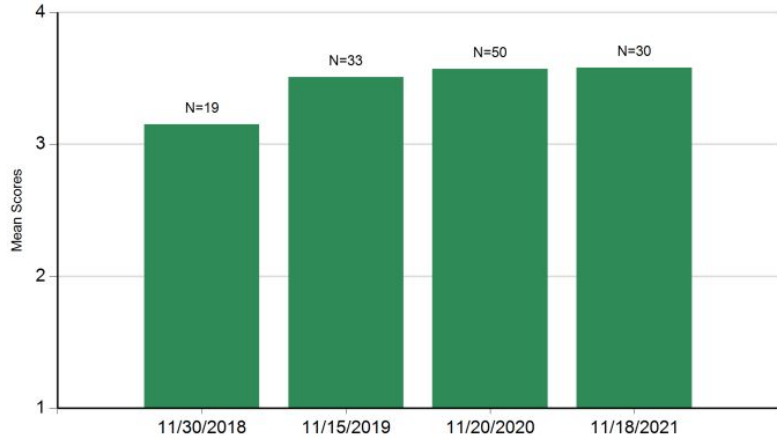
Hoover Elementary: School Personnel Results



N=Number of respondents

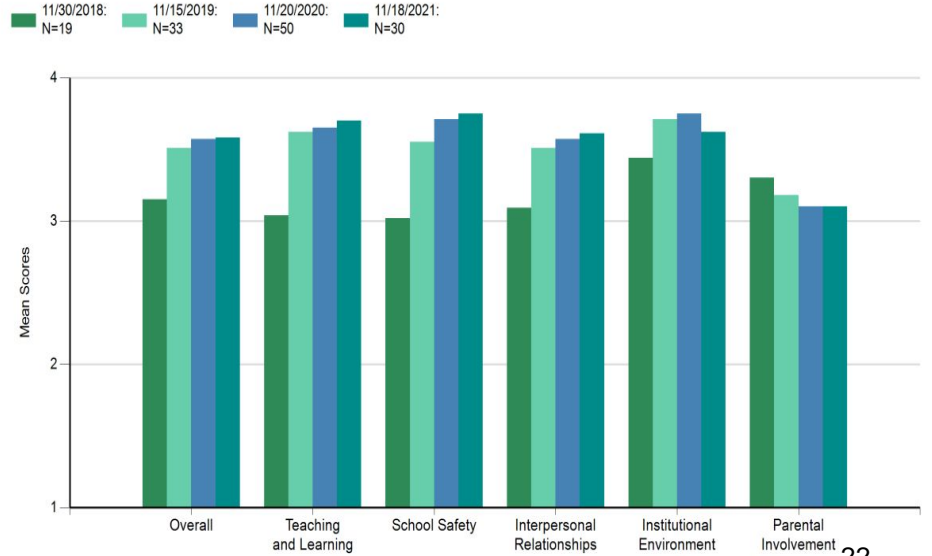
Survey Date	Number of Respondents	Total Average
12/5/2018	N=138	2.96
11/15/2019	N=83	3.09
11/20/2020	N=78	3.16
11/18/2021	N=123	3.11

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2018 - 2021



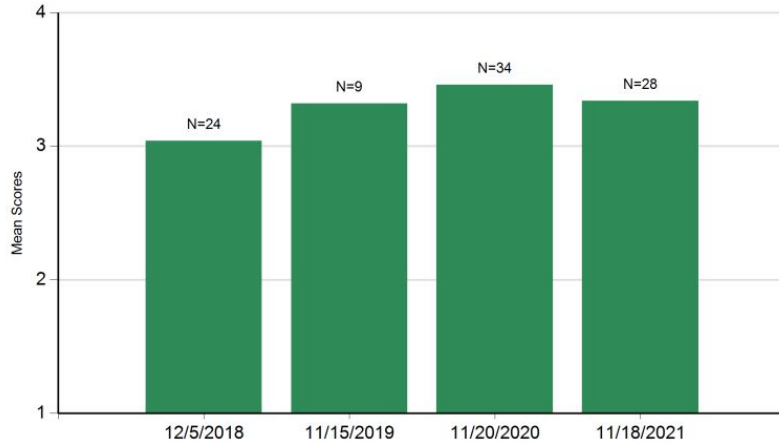
Survey Date	Number of Respondents	Total Average
11/30/2018	N=19	3.15
11/15/2019	N=33	3.51
11/20/2020	N=50	3.57
11/18/2021	N=30	3.58

School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2018 - 2021



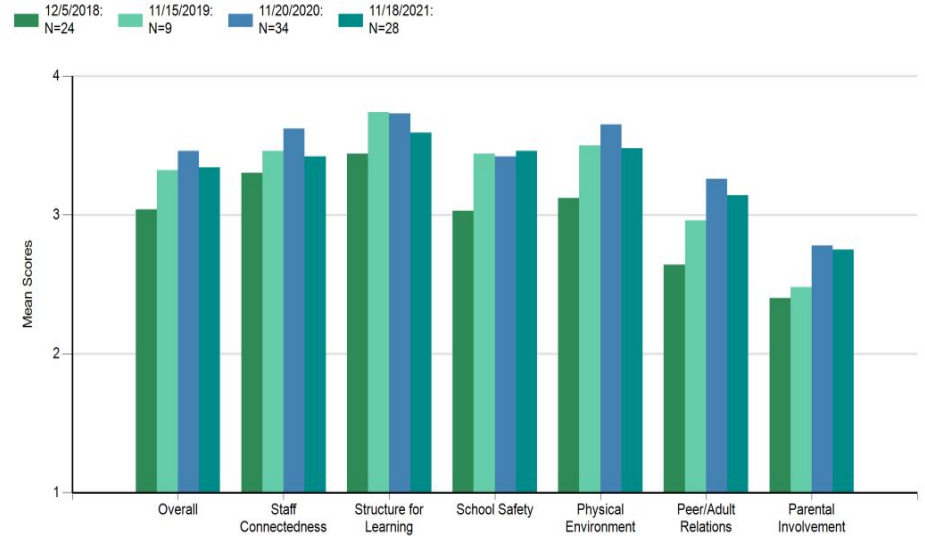
United Oaks Elementary: Family Survey Results

School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
12/5/2018	N=24	3.04
11/15/2019	N=9	3.32
11/20/2020	N=34	3.46
11/18/2021	N=28	3.34

School Climate Survey: School Personnel
-- Mean Scores By Subscale --
United Oaks Elementary School: 2018 - 2021



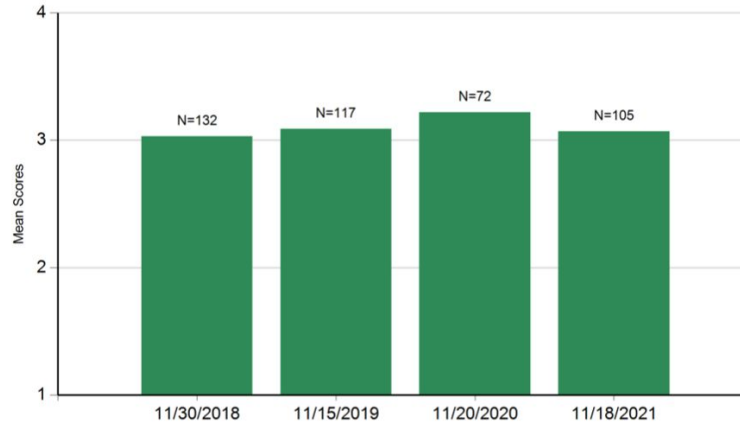
N=Number of respondents

United Oaks Elementary: School Personnel Survey Results

Webb Elementary School

Ferndale, Michigan

School Climate Survey: Elementary
-- Total Scores By Survey Date --
School Years: 2018 - 2021

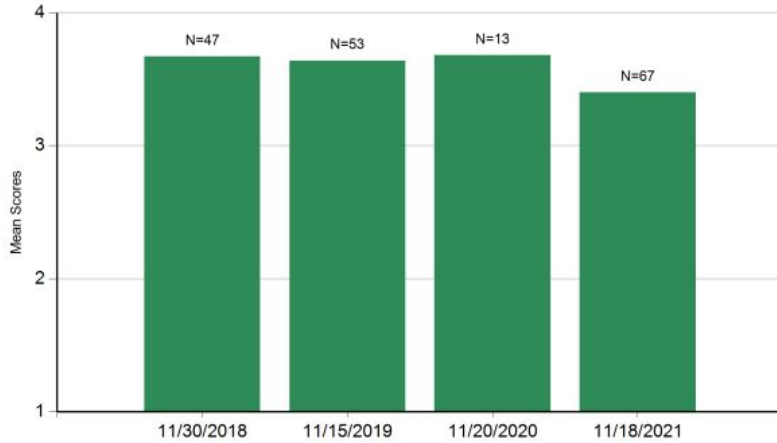


N=Number of respondents

Survey Date	Number of Respondents	Total Average
11/30/2018	N=132	3.03
11/15/2019	N=117	3.09
11/20/2020	N=72	3.22
11/18/2021	N=105	3.07

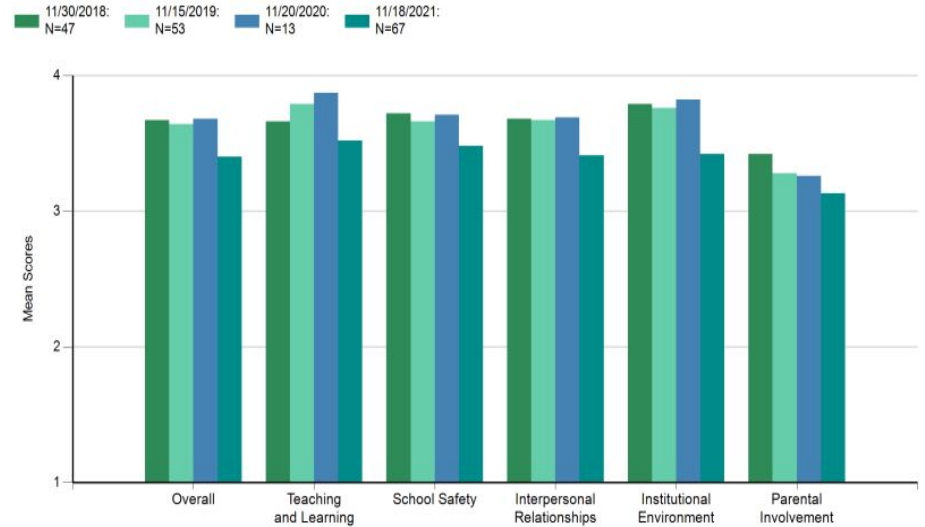
Webb Elementary: Student Survey Results

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=47	3.67
11/15/2019	N=53	3.64
11/20/2020	N=13	3.68
11/18/2021	N=67	3.4

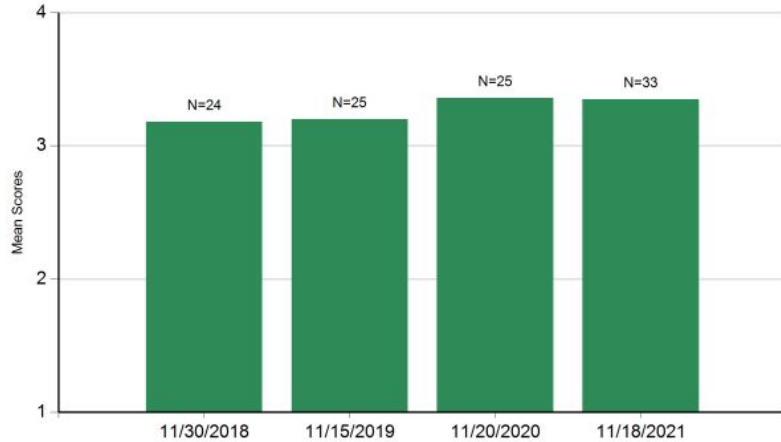
School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2018 - 2021



N=Number of respondents

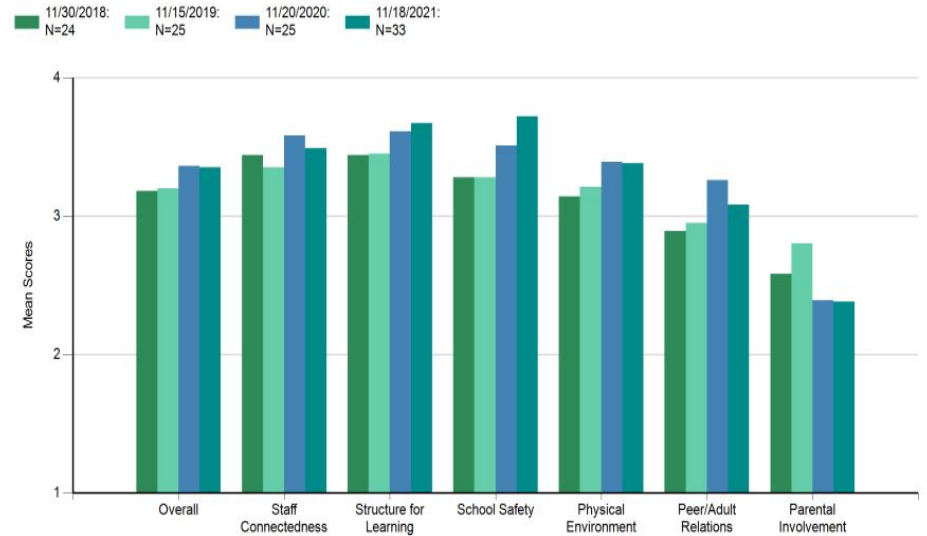
Webb Elementary: Family Survey Results

School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=24	3.18
11/15/2019	N=25	3.2
11/20/2020	N=25	3.36
11/18/2021	N=33	3.35

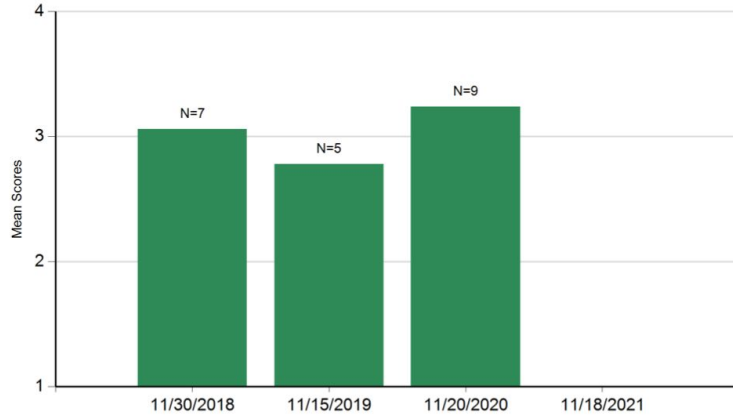
School Climate Survey: School Personnel
-- Mean Scores By Subscale --
Webb Elementary School: 2018 - 2021



N=Number of respondents

Webb Elementary: School Personnel Survey Results

School Climate Survey: Elementary
-- Total Scores By Survey Date --
School Years: 2018 - 2021

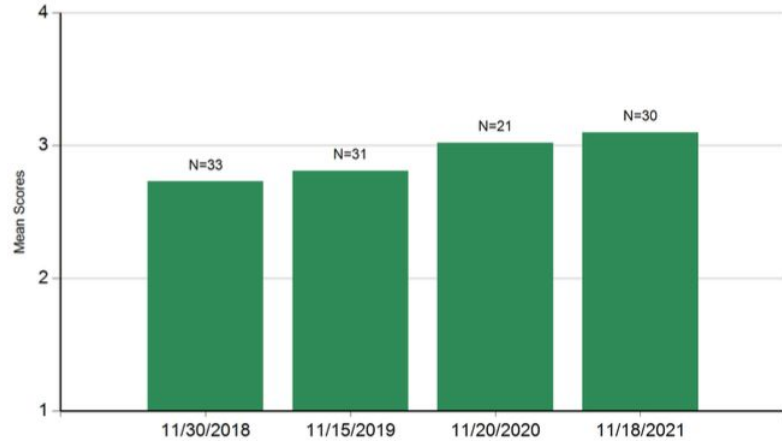


N=Number of respondents

Survey Date	Number of Respondents	Total Average
11/30/2018	N=7	3.06
11/15/2019	N=5	2.78
11/20/2020	N=9	3.24
11/18/2021	N=4	

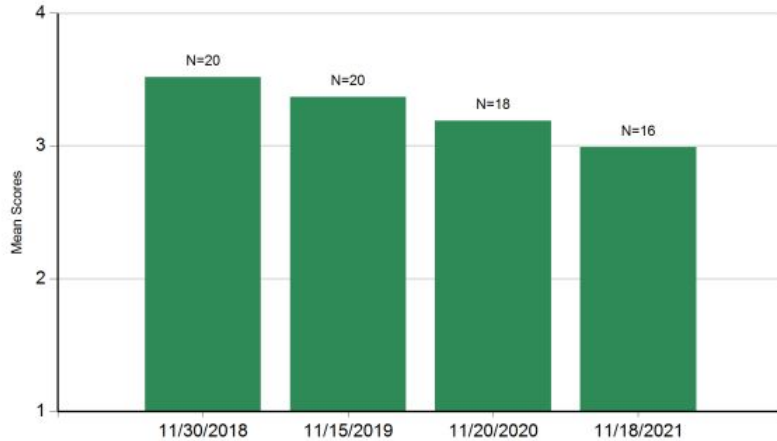
4 elementary students took the survey. To preserve anonymity, responses are not be shown for groups with N < 5. Their data are included in the other reports.

School Climate Survey: Middle/High
-- Total Scores By Survey Date --
School Years: 2018 - 2021



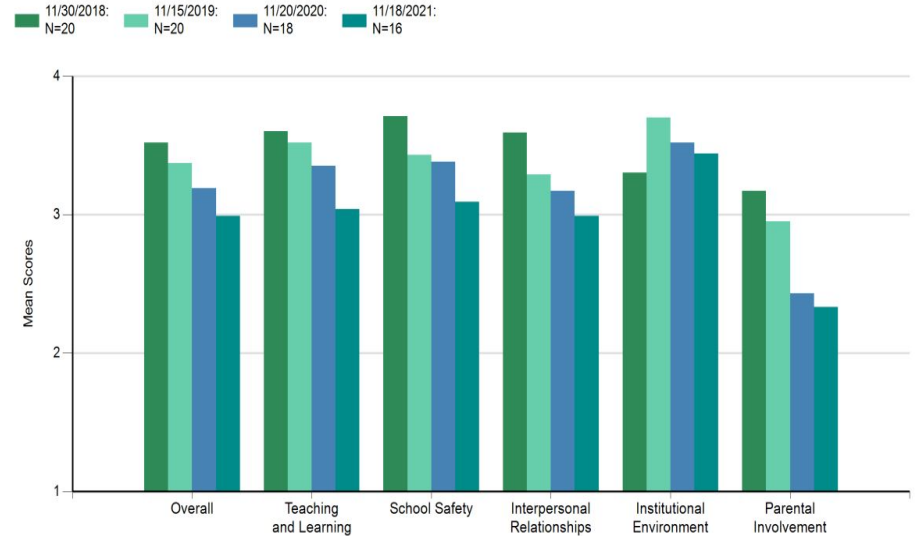
Survey Date	Number of Respondents	Total Average
11/30/2018	N=33	2.73
11/15/2019	N=31	2.81
11/20/2020	N=21	3.02
11/18/2021	N=30	3.1

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=20	3.52
11/15/2019	N=20	3.37
11/20/2020	N=18	3.19
11/18/2021	N=16	2.99

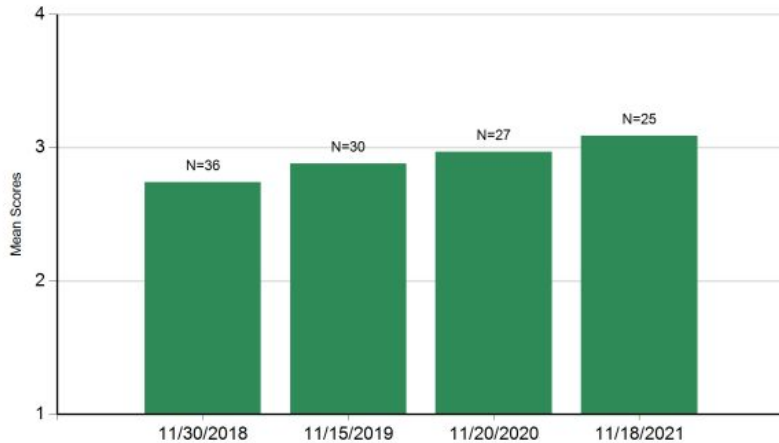
School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2018 - 2021



N=Number of respondents

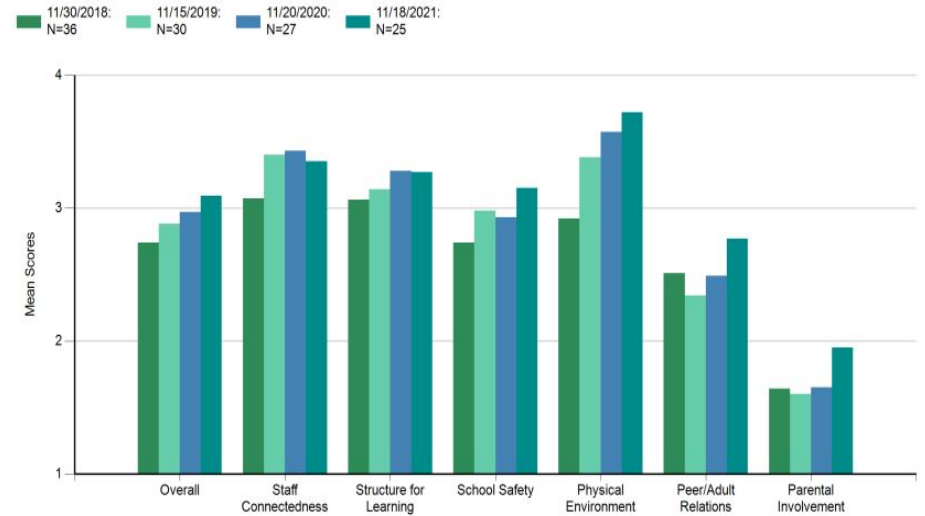
Edison School: Family Survey Results

School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=36	2.74
11/15/2019	N=30	2.88
11/20/2020	N=27	2.97
11/18/2021	N=25	3.09

School Climate Survey: School Personnel
-- Mean Scores By Subscale --
Edison School: 2018 - 2021



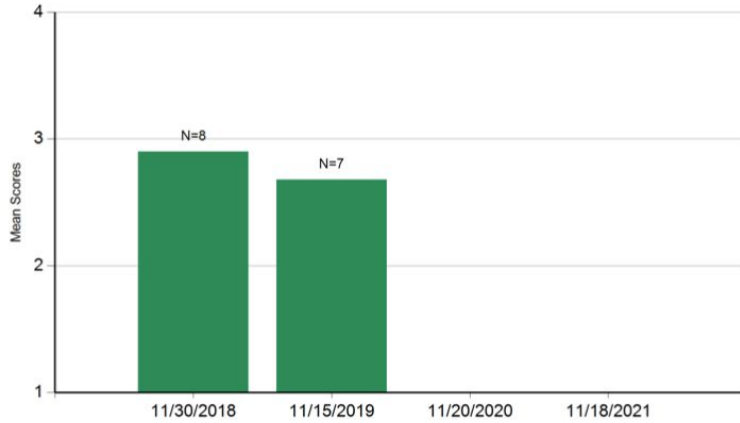
N=Number of respondents

Edison School: School Personnel Survey Results

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: Elementary
-- Total Scores By Survey Date --
School Years: 2018 - 2021



N=Number of respondents

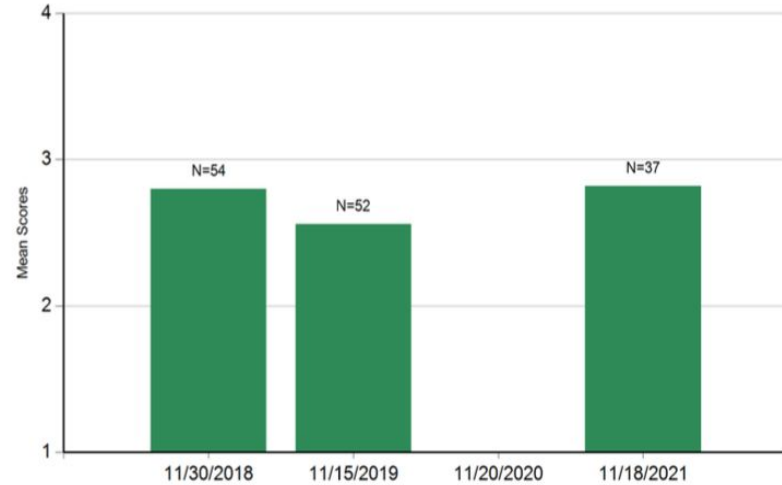
Survey Date	Number of Respondents	Total Average
11/30/2018	N=8	2.9
11/15/2019	N=7	2.68
11/20/2020	N=1	2.82
11/18/2021	N=1	2.82

1 elementary student was enrolled at Advantage at the time this survey was open. To preserve anonymity, responses are not be shown for groups with N < 5. Their data are included in the other reports.

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: Middle/High
-- Total Scores By Survey Date --
School Years: 2018 - 2021

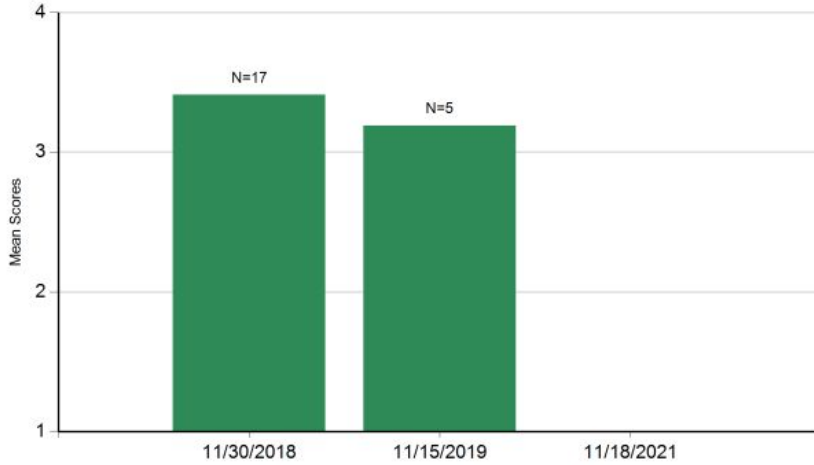


Survey Date	Number of Respondents	Total Average
11/30/2018	N=54	2.8
11/15/2019	N=52	2.56
11/20/2020	N=2	2.82
11/18/2021	N=37	2.82

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: Families
 -- Total Scores By Survey Date --
 School Years: 2018 - 2021



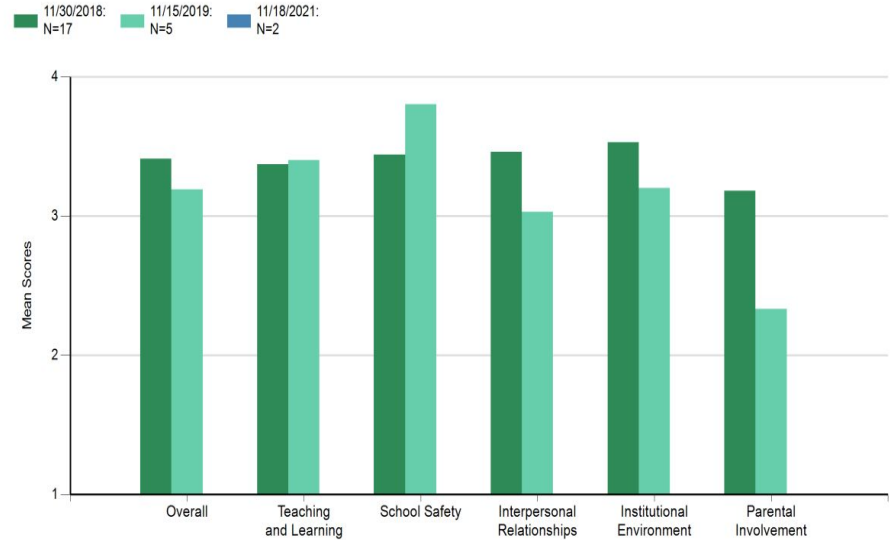
Survey Date	Number of Respondents	Total Average
11/30/2018	N=17	3.41
11/15/2019	N=5	3.19
11/18/2021	N=2	

To preserve anonymity, responses are not be shown for groups with N < 5. Their data are included in the other reports.

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: Families
 -- Mean Scores By Subscale --
 School Years: 2018 - 2021

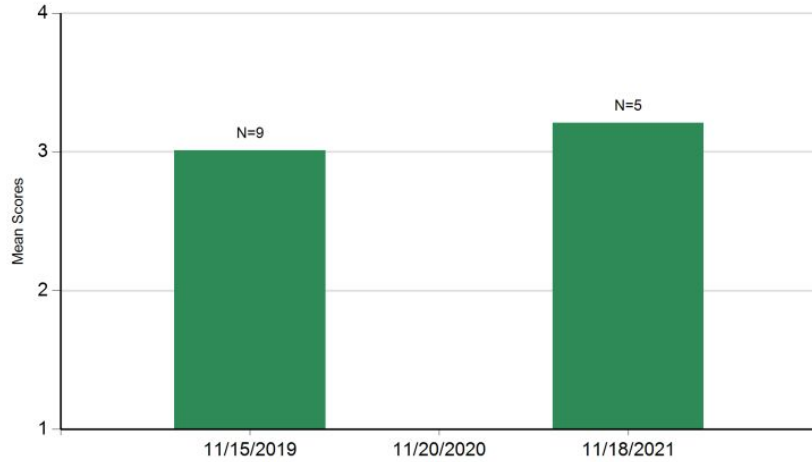


N=Number of respondents

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: School Personnel
 -- Total Scores By Survey Date --
 School Years: 2019 - 2021

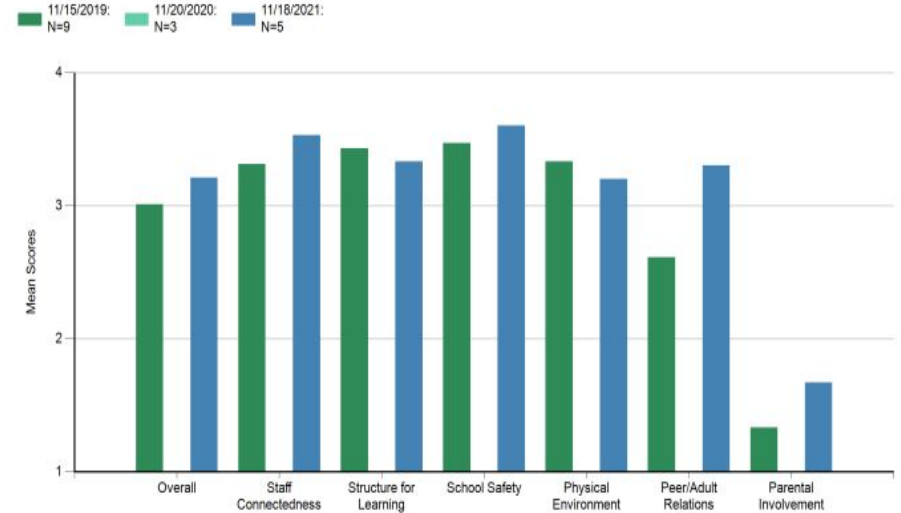


Survey Date	Number of Respondents	Total Average
11/15/2019	N=9	3.01
11/20/2020	N=3	
11/18/2021	N=5	3.21

Hazel Park Advantage School

Hazel Park, Michigan

School Climate Survey: School Personnel
 -- Mean Scores By Subscale --
 Hazel Park Advantage School: 2019 - 2021

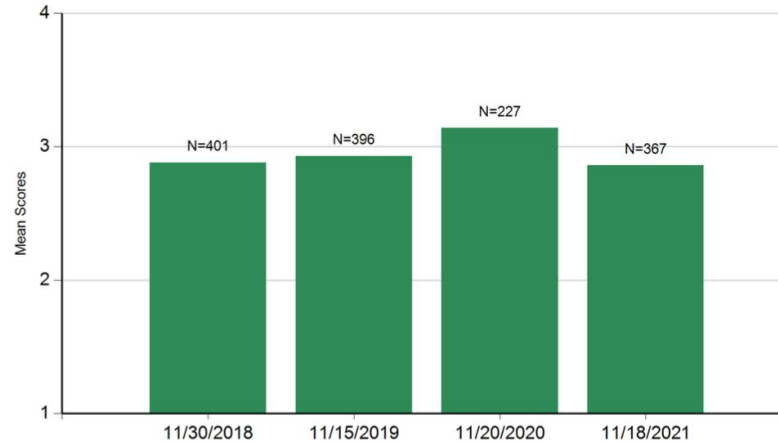


N=Number of respondents

Advantage School: School Personnel Survey Results

Hazel Park Junior High School
Hazel Park, Michigan

School Climate Survey: Middle/High
-- Total Scores By Survey Date --
School Years: 2018 - 2021



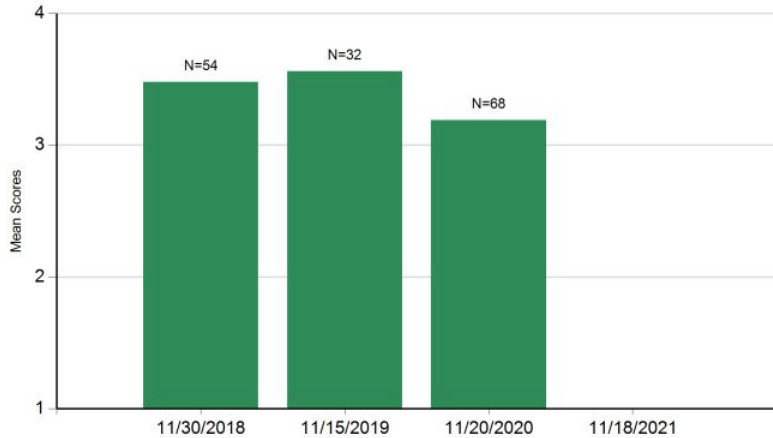
Survey Date	Number of Respondents	Total Average
11/30/2018	N=401	2.88
11/15/2019	N=396	2.93
11/20/2020	N=227	3.14
11/18/2021	N=367	2.86

Hazel Park Junior High: Student Survey Results

Hazel Park Junior High School

Hazel Park, Michigan

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2018 - 2021

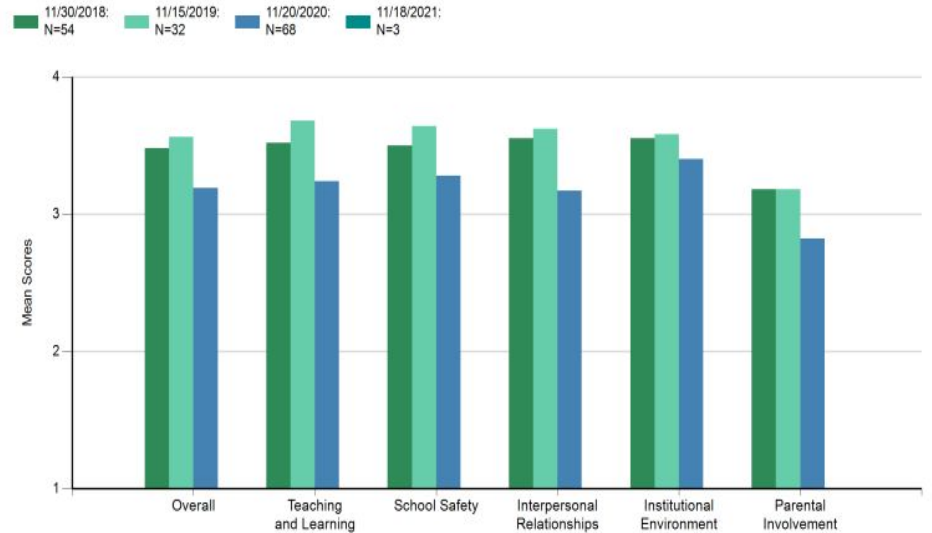


Survey Date	Number of Respondents	Total Average
11/30/2018	N=54	3.48
11/15/2019	N=32	3.56
11/20/2020	N=68	3.19
11/18/2021	N=3	3.18

Hazel Park Junior High School

Hazel Park, Michigan

School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2018 - 2021



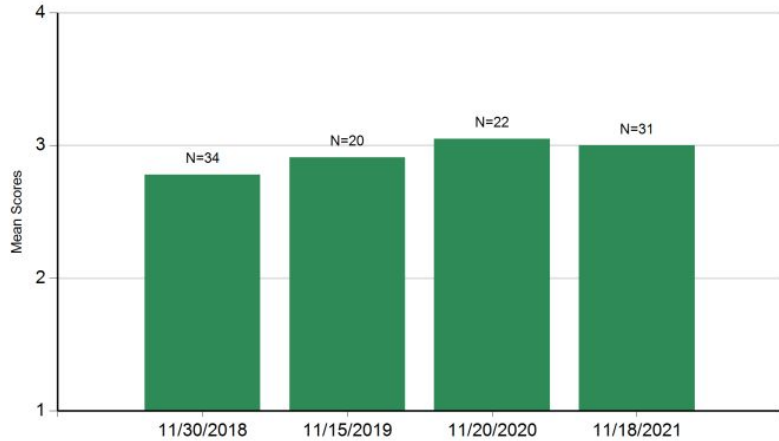
N=Number of respondents

To preserve anonymity, responses are not be shown for groups with N < 5. Their data are included in the other reports.

Hazel Park Junior High School: Family Survey Results

Hazel Park Junior High School
Hazel Park, Michigan

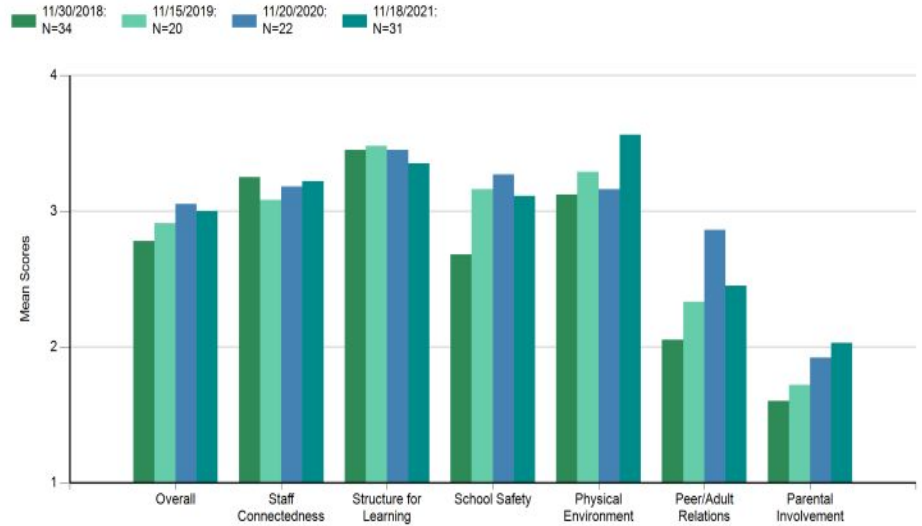
School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
11/30/2018	N=34	2.78
11/15/2019	N=20	2.91
11/20/2020	N=22	3.05
11/18/2021	N=31	3.00

Hazel Park Junior High School
Hazel Park, Michigan

School Climate Survey: School Personnel
-- Mean Scores By Subscale --
Hazel Park Junior High School: 2018 - 2021

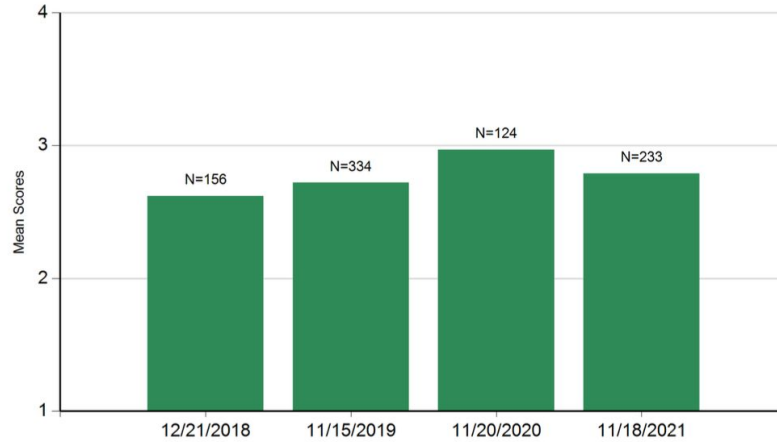


N=Number of respondents

Hazel Park Junior High School: School Personnel Survey Results

Hazel Park High School
Hazel Park, Michigan

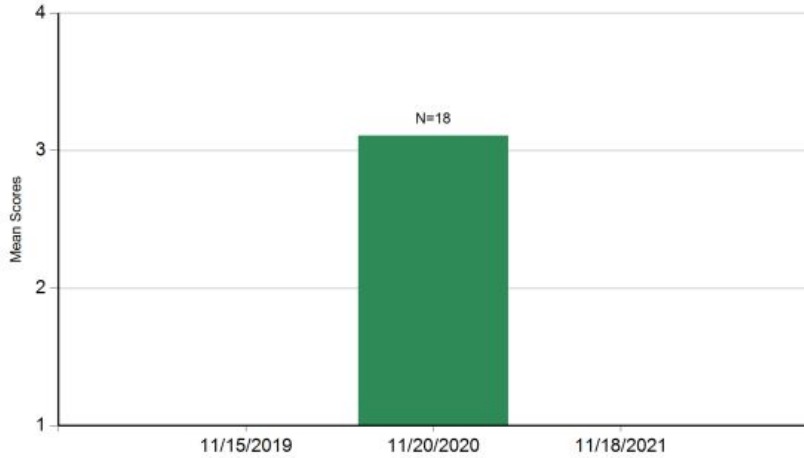
School Climate Survey: Middle/High
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
12/21/2018	N=156	2.62
11/15/2019	N=334	2.72
11/20/2020	N=124	2.97
11/18/2021	N=233	2.79

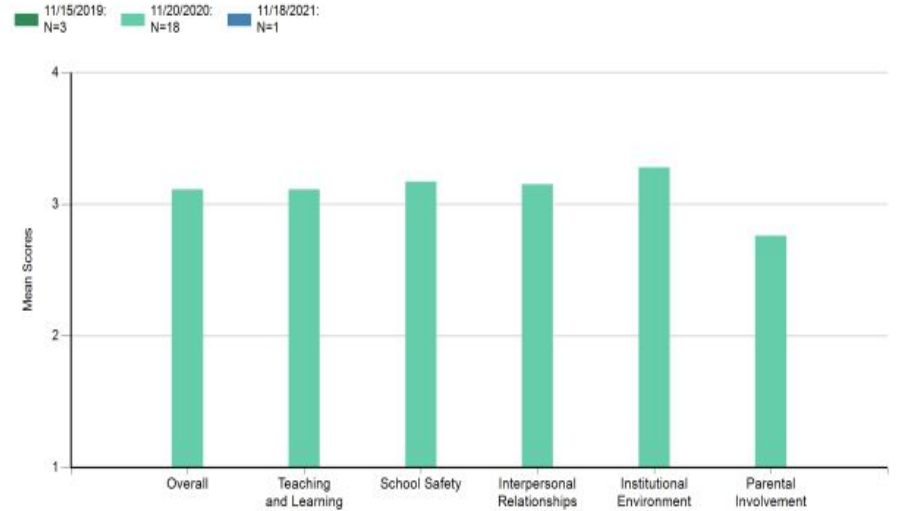
Hazel Park High School: Student Survey Results

School Climate Survey: Families
-- Total Scores By Survey Date --
School Years: 2019 - 2021



Survey Date	Number of Respondents	Total Average
11/15/2019	N=3	
11/20/2020	N=18	3.11
11/18/2021	N=1	

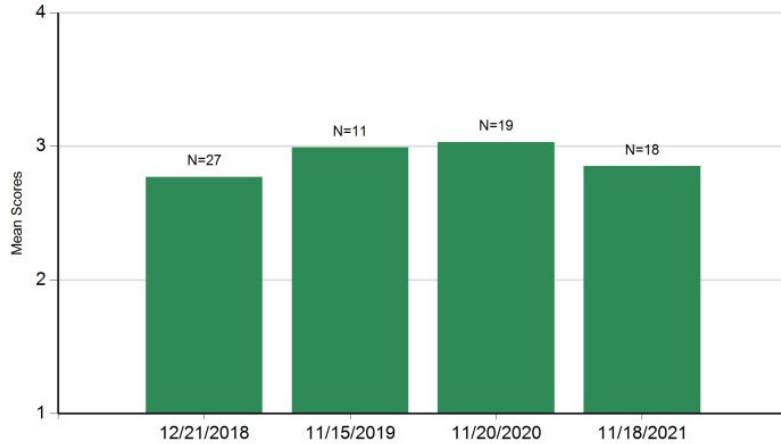
School Climate Survey: Families
-- Mean Scores By Subscale --
School Years: 2019 - 2021



N=Number of respondents

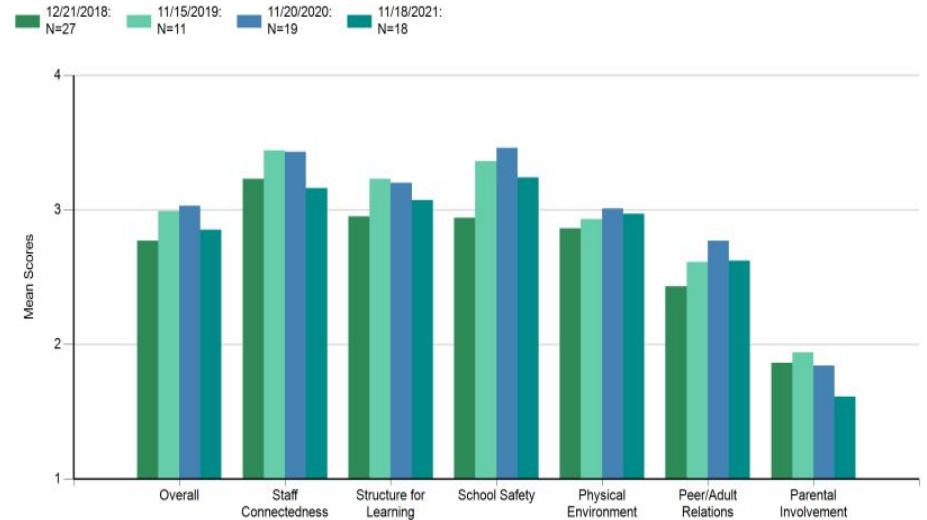
To preserve anonymity, responses are not be shown for groups with N < 5. Their data are included in the other reports.

School Climate Survey: School Personnel
-- Total Scores By Survey Date --
School Years: 2018 - 2021



Survey Date	Number of Respondents	Total Average
12/21/2018	N=27	2.77
11/15/2019	N=11	2.99
11/20/2020	N=19	3.03
11/18/2021	N=18	2.85

School Climate Survey: School Personnel
-- Mean Scores By Subscale --
Hazel Park High School: 2018 - 2021



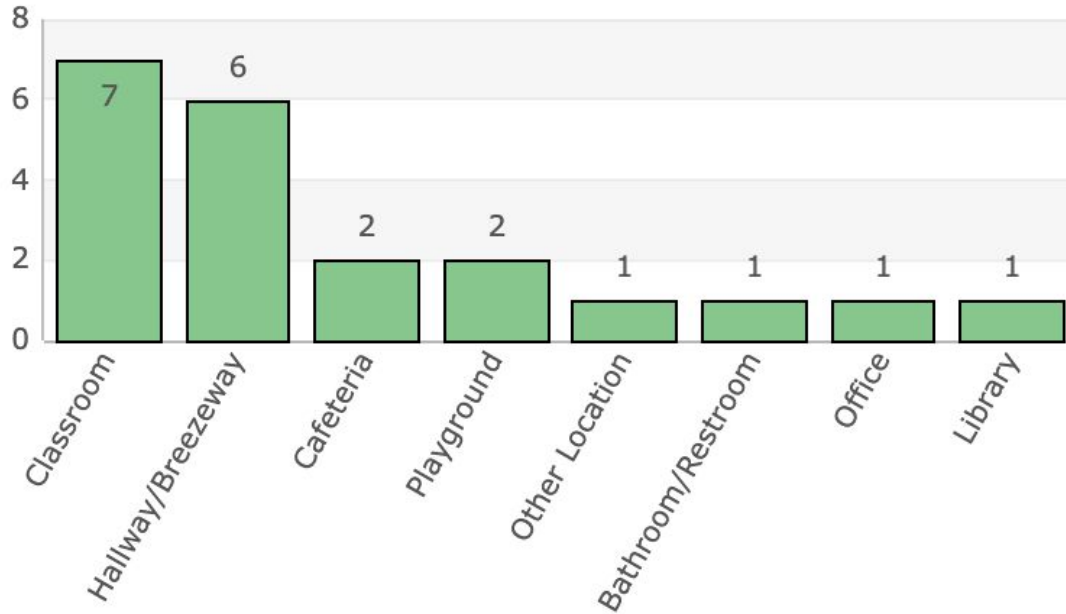
N=Number of respondents

Hazel Park High School: School Personnel Survey Results

DISTRICT-LEVEL BEHAVIOR TRENDS: AREAS OF ACTION



Number of Schools with Locations of Problem Behavior in Top 3: Fall 21-22

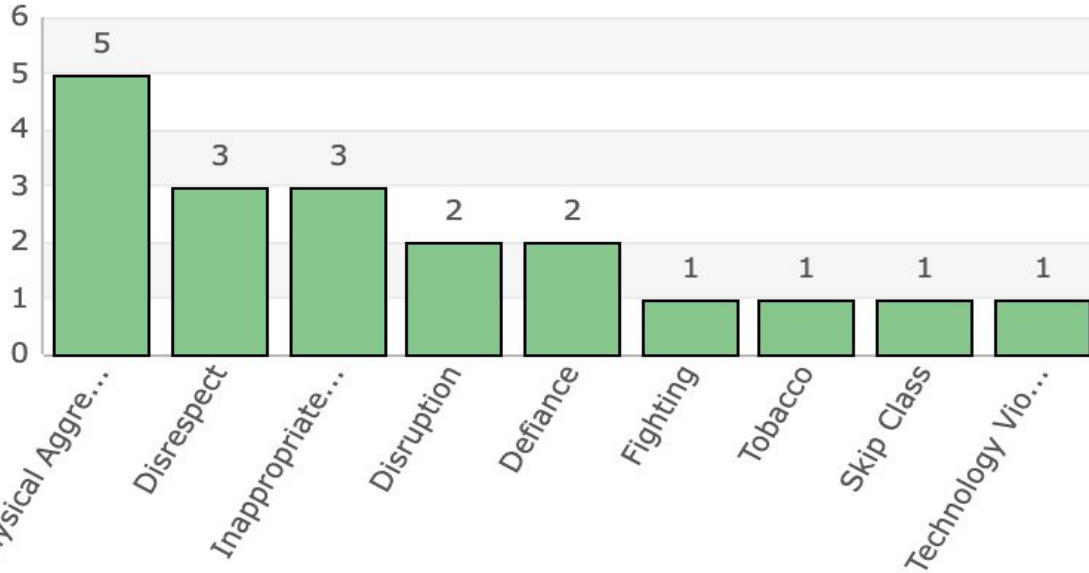


TOP LOCATIONS FOR PROBLEM BEHAVIOR:

- The **CLASSROOM** is the location of the most reported student behaviors (shared by seven schools).
- The second most common location for reported student behavior is in the **HALLWAY/BREEZEWAY** (shared by 6 schools).

Locations of Top Problem Behaviors Across District

Number of Schools with Problem Behaviors in Top 3: Fall 21-22

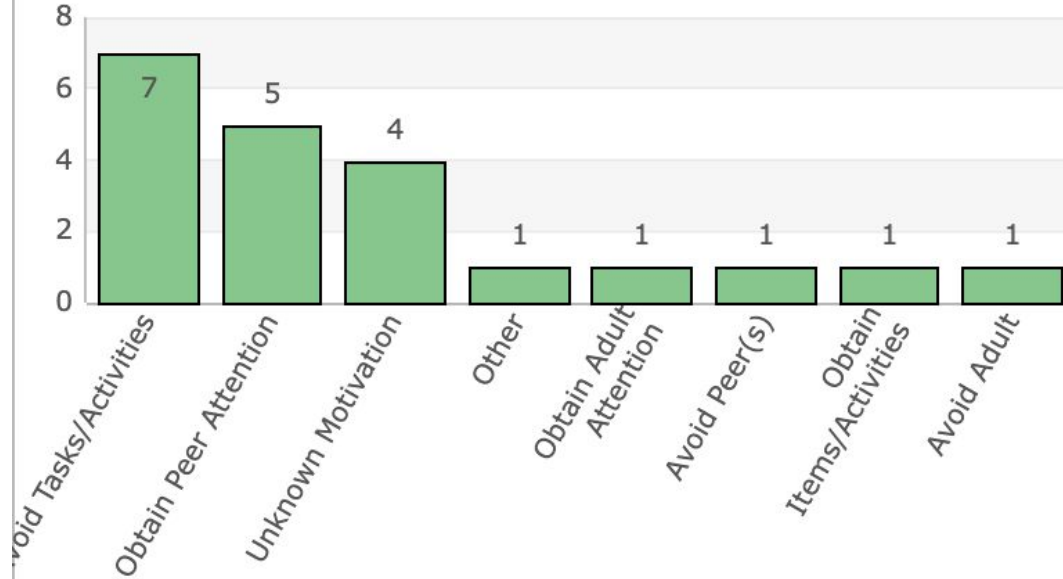


Top 3 behavior problems resulting in a discipline referral:

1. **Physical aggression** (Reported in 5 schools)
2. **Disrespect** (Reported in 3 schools)
3. **Inappropriate Language** (Reported in 3 schools)

Number of Schools with Behavior Problems in Top 3

Number of Schools with Motivating Factors in Top 3: Fall 21-22



TOP MOTIVATING FACTORS FOR STUDENT BEHAVIOR:

- Student behavior across the District is most commonly motivated by:
 1. ***AVOID TASKS/ACTIVITIES***
 2. ***OBTAIN PEER ATTENTION***
 3. ***UNKNOWN MOTIVATION***

Motivating Factors for Problem Behaviors Across District

QUESTIONS





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr Amy Kruppe, Superintendent
Subject: Consent Agenda
Date: January 10, 2022

The Hazel Park Board of Education uses a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it to more discussion and specific action.

CONSENT AGENDA ITEMS:

A. Approval of Minutes

1) Board Meetings

- | | |
|----------------------|------------------------------|
| 1. December 13, 2021 | Regular Meeting |
| 2. December 6, 2021 | Policy Committee |
| 3. December 6, 2021 | Finance Committee |
| 4. December 6, 2021 | Building & Grounds Committee |

B. Monthly Financial Reports

C. Personnel Recommendations

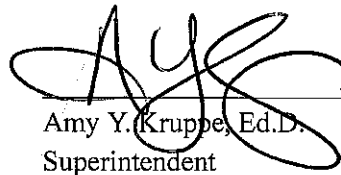
D. Conference Requests

E. Notes of Appreciation

Recommendation

That the Board of Education approve the consent agenda as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on December 13, 2021 and was called to order by President Adkins at 7:00PM.

ROLL CALL

Members Present: Adkins, Noth (virtually from Hazel Park (Oakland County) Michigan, Hinton, Fortress, Baldwin, Rice, Schlak

Members Absent: None

Others Present: Kruppe, Zirnis, Dillard, Dulmage, Miller, Nugent, Pleiness, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

Moved by Ms Schlak, supported by Mrs. Rice, that the Agenda be approved as written.

Roll Call Vote:

Yeas: Schlak, Rice, Noth, Hinton, Fortress, Baldwin, Adkins

Nays: None

Motion Carried

PUBLIC COMMENT - Mrs. Sue Hemple, Hazel Park resident, updated the Board Members and community events on events happening at the Historical Museum. Board members thanked her for her update.

SPECIAL ORDER OF BUSINESS

A. Introduction of new employees - secondary level

Superintendent Dr. Amy Kruppe introduced the new employees that were hired 6th grade - 12th grade post high and district for the 2021-2022 school year, as well as the new employees in PreK-5 that were hired since the previous introduction at the October 2021 board meeting.

B. Discipline Data

The presentation is available for viewing on the district website, www.hazelparkschools.org under the Board of Education/current meeting documents tab.

CONSENT AGENDA

Board members indicated there were some corrections that needed to be made to minutes of the committees and requested that the minutes of the Finance, Building and Grounds and Policy Committees

be pulled from the consent agenda and be brought back to the January 10, 2022 Board Meeting for approval.

Moved by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the consent agenda with the Committees minutes removed, as discussed.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

The minutes from the Finance, Buildings and Grounds and Policy Committees will be revised and brought back for approval at the January 10, 2022 Regular Board of Education meeting.

UNFINISHED BUSINESS

A. Board of Education Policies Updates-2nd Reading

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education accept the 2nd reading of the revisions and updates to the Board of Education policies.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

NEW BUSINESS

A. Additional HPJH Resource Teacher (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the addition of one Resource Teacher for the 2021-2022 school year , as presented.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

B. Integrated Pest Management (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the Integrated Pest Management Plan, as presented.

Superintendent Dr. Amy Kruppe added that it is not just pest management but also use of any chemicals, including weed controls and has to be advertised and in newsletters and placed on the website.

President Laura Adkins, requested that the Pest Management plan be put on the annual Board agenda calendar so it is updated and presented to the Board of Education annually.

Roll Call Vote:

Yeas: Schlak, Baldwin, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

C. Building Roofs (Action Item)

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the RFP for roof replacement for the summer of 2022 to be charged to the sinking fund, as presented.

Dr. Kruppe made a point of order asking the motion be revised to accept potential changes by the attorney.

The motion was amended by Mrs. Baldwin. Ms Schlak supported the amended motion

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the RFP to allow changes for changes by the attorney after reviewing for roof replacement for the summer of 2022 to be charged to the sinking fund.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

D. Gas Rates (Action Item)

Motion made by Ms Schlak, supported by Mrs. Rice, that the Board of Education approve the purchasing of future contracts for gas through December 2025, as presented.

After additional discussion Ms Schlak amended her motion and Mrs. Rice supported the amended motion.

Motion made by Ms Schlak to amend her motion allowing the Board of Education to approve a contract locking in a gas rate not to exceed \$3.7 per MMBtu. Supported by Mrs. Rice.

Roll Call Vote

Yeas: Schlak, Rice, Noth, Hinton, Fortress, Baldwin, Adkins

Nays: None

Motion Carried

E. Webster Wall Art (Action Item)

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the spending of \$10,000 on decals for Webster Early Childhood Center, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

F. Facility Improvement Plan (Action Item)

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the Facility Improvement Plan, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

G. Covid Sick Bank (Action Item)

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the 10 days of COVID leave for those who have contracted the virus for the 2021-2022 school year, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

Nays: None

Motion Carried

H. Approval of Open Enrollment (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the resolution allowing Open Enrollment for the 2022-2023 school year, as presented.

BOARD OF EDUCATION - RESOLUTION

WHEREAS, the Hazel Park School District desires to make its schools, grades, and special programs available for enrollment by nonresident students residing within the Oakland School Intermediate School District and its contiguous and non-contiguous Intermediate School Districts to the extent permitted by law, and to count the same in membership pursuant to Section 105 and Section 105c of the State School Aid Act (MCL 388.1705 and 388.1705c), otherwise known as the Schools of Choice legislation for the upcoming 2022-2023 school year;

THEREFORE, BE IT RESOLVED, that the Hazel Park School District shall make such all of its schools, grades, and special programs available for enrollment by nonresident students residing within the Oakland Schools Intermediate School District and its contiguous and non contiguous intermediate School Districts to the extent permitted by law, and count such pupils in membership pursuant to Section 105 and Section 105c of the State School Aid Act (MCL 388.1705 and 388.1705c), otherwise known as the Schools of Choice legislation for the upcoming 2022-2023 school year.

IT IS FURTHER RESOLVED, that the School District, through its Administration, will comply with all of the requirements set forth in MCL 388.1705 and 388.705c for participation in School of Choice.

RESOLUTION DECLARED ADOPTED. December 13, 2021

Laura Adkins, President of Hazel Park Schools Board of Education

Rachel Noth, Vice President of Hazel Park Schools Board of Education

Amy Kruppe, Ed.D., Superintendent of Hazel Park Schools

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Fortress, Adkins

Nays: Hinton, Rice

Motion Carried

I. Board Member Compensation Discussion

Board Members discussed an increase to the monthly compensation paid to Board of Education Trustees.

Motion made by Mrs. Fortress, supported by Mrs. Hinton to increase the monthly compensation from the current \$25 to \$50.00

After some further discussion, Mrs. Fortress agreed to rescind her original motion and make an amended motion. Mrs. Hinton supported the action.

Motion made by Mrs. Fortress, supported by Mrs. Hinton to increase the monthly compensation to \$40.00.

Roll Call Vote:

Yeas: Fortress, Hinton, Rice, Schlak, Adkins

Nays: Noth, Baldwin

SUPERINTENDENT UPDATE

Gleaners Recognition-Hazel Park was recognized by Gleaners for our participation in their program. Hazel Park has distributed healthy food to 1477 families to date. Gleaners will also be at the Ford Administration Building on Friday, December 17.

COVID Vaccine Clinic - December 14 at Webb Elementary. Our test to stay program is doing very well.

Holiday Break - Well deserved. School will return January 3, 2022

Holiday Basket - Distribution will be December 18 at Webb

Oxford - Our thoughts are with the community and we are continuing to reach out to them to see how Hazel Park can support them. We are reviewing our EOPs.

Administrative Guidelines - Section 2000 - Section 2000 of the Administrative Guidelines will be updated through Neola and will appear on the website soon.

Enrollment Update -Report is available for viewing on the district website, www.hazelparkschools.org under the Board of Education/current meeting tabs

Attendance Report - Report is available for viewing on the district website, www.hazelparkschools.org under the Board of Education/current meeting tabs

REQUESTS FOR FUTURE AGENDA ITEMS

Metal Detectors

Sporting Events, Crowd Control, Expectations of Auxiliary Police over our own security and Hazel Park Police.

CALENDAR DATES

- January 10, 2021 - Finance Committee 5:15 PM
- January 10, 2021 - Building & Grounds Committee 6:00 PM
- January 10, 2021 - Regular board of Education meeting 7:00 PM

PUBLIC COMMENT - None

BOARD MEMBERS AND ADMINISTRATION COMMENTS

Rachel Noth, Vice President	Beginning January 1, 2022 the Open Meetings Act is changing. She will not be allowed to attend the meeting virtually and therefore will be absent for a while due to having a new baby. Have a safe and happy holiday. Hoping for a better new year.
Beverly Hinton, Secretary	The events at Oxford were heartbreaking. Hug those you love, spend quality time with them. Have a happy holiday and good time with your Family. Visit the Jardon holiday store. It is very charming.
Heidi Fortress, Treasurer	Happy Holidays
Melissa Baldwin, Trustee	Our recent concerts were great. Love seeing the 6th grade band. Recreation Center has sent out their notice about free skate events in January.
Dawn Rice, Trustee	I'm not against Open Enrollment. I wanted more information before I voted and we just have not had the time to discuss this properly. Merry Christmas.
Kristy Schlak, Trustee	Congratulations to students and staff, we've made it through ½ of the school year. Congratulations to all the sports teams. Merry Christmas. Make good choices and I'll see you after the new year.
Laura Adkins, President	Attended the High School concert as well. Nice to be back at a concert. First one in two years. I hope everyone has a wonderful holiday.

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:42PM
Unanimous Approval.

Respectfully submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Policy Committee
December 6, 2021
4:00PM**

Board Members Present: Melissa Baldwin, Dawn Rice

Board Members Absent: Beverly Hinton

Administrators Present: Dr. Amy Kruppe

Meeting Minutes

In light of recent events at Oxford High School, the committee discussed some concerns for the staff and students of the district, including mental health to be included into our current policies.

AG-2000

Administrative Guidelines will be on the Board agenda as an information item.

Board Pay

The committee would like this to be discussed with the entire board.

Therapy Dog

The committee discussed looking at policies in other states due to a lack of policies in Michigan.

COVID 10 Day Pay

The committee discussed reimplementing a 10 day pay for those who contract COVID. It was suggested for the pay to be retro to the beginning of the school year. The committee agreed to move forward to the board.

The meeting ended at 4:55PM

Minutes prepared and submitted by Jamie Buczko December 8, 2021





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Finance Committee Meeting
~~November 8, 2021~~ **December 6, 2021**
5:15PM
Ford Administration Building

Board Members Present: Heidi Fortress, Beverly Hinton

Board Members Absent: Laura Adkins

Administrators Present: Dr. Amy Kruppe, Jason Zirnis, Matthew Miller

Audience: Melissa Baldwin, Dawn Rice

Meeting start time - 5:15pm

- A. **Long Term Gas Contract** - The District currently uses Executive Energy to procure gas and inform the District when it is a good time to lock in rates. Inflation and market conditions are showing signs that locking in an additional 3 year contracted buy would be a good idea at this time. This item will go before the board next meeting.
- B. **Covid Sick Bank** - The District is considering reinstating Covid sick time of 10 days for those who contract the virus. Currently staff have to use their sick bank in order to comply with quarantine requirements. This item will go before the board next meeting.
- C. **Communications Plan** - The communications plan was reviewed. A more indepth presentation will be coming shortly from the Director of Communications.
- D. **Check Register Review** - Any and all questions were reviewed and answered.

Meeting end time - 5:40pm

Minutes submitted by Matthew Miller



Ford Administration
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www.hazelparkschools.org

Buildings & Grounds Committee Meeting

November 8, 2021 December 6, 2021

6:00PM

Board Members Present: Melissa Baldwin and Kristy Schlak

Board Members Absent: Heidi Fortress

Administrators Present: Dr. Amy Kruppe, Jason Zirnis, Matt Miller

Meeting start time - 6:00 pm

Public Comment: None

- A. Pool Update** - Mike Malone, Partners in Architecture (PIA) and Bill Roberston are working on the RFP with the expectation that it will be finalized for the January Building and Grounds Committee meeting for approval. Mr. Malone provided a ceiling solution that included a drop in ceiling tile with redesigned lighting that indirectly lit the pool area that would be maintained from the pool deck and not above the ceiling. Kingscott architects are working on completing the RFP for the locker rooms with completion date of April with projected work completion dates of August.
- B. Roofing RFP** - We have a completed RFP for the 2022 summer roofing projects. Based on the Roofing assessment completed by Garland, they are recommending we address parts of Hoover, Roosevelt and Ford Buildings as immediate concerns. We are going to move forward with preventive maintenance on all roofs based on their assessment.
- C. Webster Wall Art** - As part of the beautification of the buildings within the District Webster has requested to utilize wall decals and art, sample of the requested art was provided and the committee recommended that the project be referred to the Board for review with a not to exceed amount of \$10,000.
- D. Facility Assessment** - The Facility Assessment was discussed and some minor changes were required due to the items discussed above. Final copies will be distributed for the Boards review.
- E. HPHS Cafeteria Project** - TMP is working on the replacement of the cafeteria curtain wall as part of the larger HS cafeteria kitchen remodel. Due to the delays in the supply chain for several key components of the remodel it was recommended that the doors be completed next summer followed by the main rebuild in 2023.
- F. Camera RFP** - We are advancing the Camera RFP based on the locations reviewed through walkthrough with Comtech Design. An alternative price will be requested for additional cameras if required in a building due blindspots.



**HAZEL PARK
SCHOOLS**

G. **Integrated Pest Management Plan** - Discussed the integrated pest management plan for the District which was recommended to move to the Board for review.

Meeting end time - 7:00

Minutes submitted by Jason Zirnis, Assistant Superintendent of Business and Operations



Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
www.hazelparkschools.org

TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

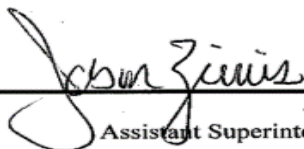
RE: Treasurer's Report December, 2021

DATE: January 5, 2022

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,083,470.55	
	<i>Total - General Fund</i>	<u>\$ 1,083,470.55</u>	
CENTER PROGRAM (22)		16,557.15	
COMMUNITY SERVICE (23)		0.00	
FOOD SERVICE FUND (25)		139,982.66	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		263,173.90	
	<i>Total - Special Revenue Funds</i>	<u>\$ 419,713.71</u>	
INTERNAL ACCOUNT FUNDS (29)		2,750.87	
	<i>Total - Other Funds</i>	<u>\$ 2,750.87</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,505,935.13</u></u>	\$ 1,505,935.13
ACH DEBITS			2,734,867.68
PAYROLL			1,925,238.68
OUTGOING WIRE TRANSFERS			2,024,266.03
P-CARD PURCHASES			<u>124,570.47</u>
			6,808,942.86
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 8,314,877.99</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.



Jason Zirniss
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

Dec-21

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
12/2/2021	\$279.00	Gen Funds	Latchkey Fees
12/6/2021	\$156.77	Gen Funds	AFLAC Payment December 3rd Payroll
12/20/2021	\$156.77	Gen Funds	AFLAC Payment December 17th Payroll
12/6/2021	\$2,431.25	Gen Funds	Health Equity Payment December 3rd Payroll
12/15/2021	\$1,548.82	Gen Funds	Health Equity Payment December 3rd Payroll
12/29/2021	\$100.00	Gen Funds	Health Equity Payment December 30th Payroll
12/4/2021	\$7,412.32	Gen Funds	EduStaff Payment
12/16/2021	\$9,509.62	Gen Funds	EduStaff Payment
12/20/2021	\$3,217.50	Gen Funds	EduStaff Payment
12/30/2021	\$4,045.55	Gen Funds	EduStaff Payment
12/8/2021	\$19,151.54	Gen Funds	Penserv Payment December 3rd Payroll
12/17/2021	\$19,207.91	Gen Funds	Penserv Payment December 17th Payroll
12/30/2021	\$19,168.37	Gen Funds	Penserv Payment December 30th Payroll
12/6/2021	\$24,669.50	Gen Funds	Penserv Payment Retirement
12/3/2021	\$32,568.51	Tax W/H	Payroll State Tax Withholding December 3rd
12/17/2021	\$30,651.48	Tax W/H	Payroll State Tax Withholding December 17th
12/29/2021	\$34,318.86	Tax W/H	Payroll State Tax Withholding December 30th
12/3/2021	\$217,452.86	Tax W/H	Payroll Federal Tax Withholding December 3rd
12/17/2021	\$203,761.30	Tax W/H	Payroll Federal Tax Withholding December 17th
12/29/2021	\$229,340.15	Tax W/H	Payroll Federal Tax Withholding December 30th
12/28/2021	\$337,541.29	Tax W/H	Payroll Federal Tax Withholding 50% payment for 2020
12/3/2021	\$435,211.15	Ret W/H	Payroll Retirement Withholding November 19th
12/15/2021	\$348,062.70	Ret W/H	Payroll Retirement Withholding December 3rd
12/30/2021	\$333,334.50	Ret W/H	Payroll Retirement Withholding December 17th
12/30/2021	\$331,988.89	UAAL	Payroll UAAL Payment December
12/1/2021	\$50,806.25	DTE	November DTE Payments
12/29/2021	\$30,444.00	DTE	December DTE Payments
12/1/2021	\$2,259.34	Consumers	November Consumers Payments
12/29/2021	\$6,071.48	Consumers	December Consumers Payments
<hr/>			
	\$2,734,867.68	Total ACH Debits	

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
12/3/2021	\$642,899.89	General Payroll on December 3rd
12/17/2021	\$615,242.46	General Payroll on December 17th
12/30/2021	\$667,096.33	General Payroll on December 30th
<hr/>		
	\$1,925,238.68	Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
12/22/2021	\$2,024,266.03	MVCA Wire State Aid
<hr/>		
	\$2,024,266.03	Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
12/21/2021	\$124,570.47	General P-Card charges Huntington Bank
<hr/>		
	\$124,570.47	Total P-Card Purchases

Hazel Park Schools
Budget to Actual by St Revenue and St Function

As of 12/31/2021

St Revenue/Function	Description		Original Budget	1st Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue								
St Revenue: 100	Revenue from Local Sources	Total:	5,565,278.40	5,301,863.00	0.00	3,382,673.74	1,919,189.26	63.80%
St Revenue: 300	Rev from State Sources	Total:	27,440,953.46	28,260,564.00	0.00	7,910,033.71	20,350,530.29	27.99%
St Revenue: 400	Rev from Federal Sources	Total:	5,323,130.00	7,055,186.00	0.00	1,330,337.66	5,724,848.34	18.86%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,380,209.40	2,929,867.00	0.00	1,235,894.45	1,693,972.55	42.18%
St Revenue: 600	Fund Modifications	Total:	1,569,040.36	1,619,040.00	0.00	0.00	1,619,040.00	0.00%
Type: 4	RevenueTotal:		42,278,611.62	45,166,520.00	0.00	13,858,939.56	31,307,580.44	30.68%
Type: 5 Expense								
St. Function:110	Basic Programs	Total:	19,059,579.88	20,268,503.00	119,054.05	7,309,048.36	12,840,400.59	36.06%
St. Function:120	Added Needs	Total:	8,221,581.26	7,822,408.00	3,247.41	3,279,202.09	4,539,958.50	41.92%
St. Function:210	Support Services-Pupil	Total:	2,449,653.37	2,526,515.00	5,471.44	1,113,766.23	1,407,277.33	44.08%
St. Function:220	Support Services-Instr Staff	Total:	1,610,429.25	2,221,870.00	2,900.50	1,099,219.68	1,119,749.82	49.47% 57
St. Function:230	Support Services-General Admin	Total:	646,988.52	648,807.00	6,441.98	385,111.31	257,253.71	59.36%
St. Function:240	Support Services-School Admin	Total:	2,081,369.84	2,059,557.00	753.41	876,951.00	1,181,852.59	42.58%
St. Function:250	Support Services-Business	Total:	757,166.28	688,081.00	1,645.50	360,816.08	325,619.42	52.44%
St. Function:260	Operations and Maintenance	Total:	4,471,426.19	5,286,186.00	117,957.02	2,427,757.96	2,740,471.02	45.93%
St. Function:270	Pupil Transportation Services	Total:	317,126.07	201,941.00	1,775.00	152,078.21	48,087.79	75.31%
St. Function:280	Support Services-Central	Total:	1,325,197.03	1,446,099.00	1,000.62	778,853.86	666,244.52	53.86%
St. Function:290	Support Services-Other	Total:	580,337.23	479,649.00	26,794.70	213,316.20	239,538.10	44.47%
St. Function:330	Community Activities	Total:	15,912.00	10,400.00	28,456.00	1,947.79	-20,003.79	18.73%
St. Function:390	Other Community Services	Total:	57,846.47	251,514.00	0.00	43,117.81	208,396.19	17.14%
St. Function:440	Pymts to Other Govnmt	Total:	209,706.64	266,665.00	0.00	266,665.00	0.00	100.00%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	33,000.00	0.00	33,000.00	0.00	100.00%
St. Function:600	Transfers Out	Total:	292,088.00	292,088.00	0.00	26,043.75	266,044.25	8.92%
Type: 5	ExpenseTotal:		42,129,408.03	44,503,283.00	315,497.63	18,366,895.33	23,762,512.70	41.27%
Grand Total:			149,203.59	663,237.00		-4,507,955.77	7,545,067.74	

Hazel Park Schools
Check Register by Fund
Check Date From 12/1/2021 TO 12/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
12/06/2021	EH 00000169	100550	AMAZON CAPITAL SERVICES INC	P2200214	233.41
12/06/2021	EH 00000170	100402	GEMINI FORMS & SYSTEMS INC	P2200213	709.20
12/06/2021	EH 00000171	100056	HINTON, BEVERLY	P2200007	25.00
12/06/2021	EH 00000172	100044	HP PROMISE ZONE	P2200012	25.00
12/06/2021	EH 00000173	100574	INSTITUTE FOR EXCELLENCE IN ED	P2200009	1,500.00
12/06/2021	EH 00000174	100702	LAURA ADKINS		207.12
12/06/2021	EH 00000175	100860	MELISSA BALDWIN	P2200005	25.00
12/06/2021	EH 00000176	100125	SCHLAK, KRISTY	P2200017	25.00
12/06/2021	EH 00000177	100397	SCHOOL SPECIALTY	P2200180	131.65
12/06/2021	EH 00000178	100548	SEG SELF INSURERS WORKERS DISABILITY		74,584.00
12/06/2021	EH 00000179	100504	SET INC.		59,656.39
12/06/2021	EH 00000180	100357	STAPLES BUSINESS ADVANTGE	P2200226	275.96
12/06/2021	HP 00500605	100090	A G CENTRAL MUSIC		45.00
12/06/2021	HP 00500606	100350	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		228.00
12/06/2021	HP 00500607	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		76.00
12/06/2021	HP 00500608	100900	BIG TOP PARTY RENTALS		8,500.00
12/06/2021	HP 00500609	100526	CAROLINA BIOLOGICAL SUPPLY CO		5.40
12/06/2021	HP 00500610	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
12/06/2021	HP 00500611	100011	CHAPTER 13 TRUSTEE		108.00
12/06/2021	HP 00500612	100322	CITY HAZEL PARK WATER		3,947.66
12/06/2021	HP 00500613	100111	CLARK, DENNIS		60.00
12/06/2021	HP 00500614	100888	CONSTELLATION		817.47
12/06/2021	HP 00500615	100953	DAVID BADER P67307		166.86
12/06/2021	HP 00500616	100609	DAVID RUSKIN		1,127.58
12/06/2021	HP 00500617	100958	DEVIN HUGHES ENTERPRISES		500.00
12/06/2021	HP 00500618	100623	EIDEX LLC		6,830.00
12/06/2021	HP 00500619	100510	FOSTER SPECIALTY FLOORS		13,150.00
12/06/2021	HP 00500620	100371	HAZEL PARK AUX POLICE		225.00
12/06/2021	HP 00500621	100569	INTEGRITY BUSINESS SOLUTIONS LLC		1,785.38
12/06/2021	HP 00500622	100845	JAKE KORECKI		40.00

Hazel Park Schools
Check Register by Fund
Check Date From 12/1/2021 TO 12/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/06/2021	HP 00500623	100839	K 12 MANAGEMENT DBA FuelEd		17,568.60
12/06/2021	HP 00500625	100413	MCGRAW HILL BOOK CO	P2200205	1,183.03
12/06/2021	HP 00500626	100327	MICHIGAN EDUCATION SPECIAL		323,174.20
12/06/2021	HP 00500627	100387	MISDU		912.65
12/06/2021	HP 00500628	100000	OFFICE DEPOT	P2200215	166.40
12/06/2021	HP 00500631	100987	SUPERIOR GROUNDCOVER INC		2,900.00
12/06/2021	HP 00500633	100983	WHYTRY LLC	P2200227	7,984.00
12/16/2021	EH 00000181	100045	A & I ENTERPRISES		167,832.07
12/16/2021	EH 00000182	100600	A C BUILDERS HARDWARE INC		4,932.00
12/16/2021	EH 00000183	100550	AMAZON CAPITAL SERVICES INC		4,136.79
12/16/2021	EH 00000186	100431	CLARK HILL PLLC		8,863.50
12/16/2021	EH 00000187	100292	INVEST CENTERS LLC		217,438.66
12/16/2021	EH 00000188	100745	KSS ENTERPRISES		4,013.90
12/16/2021	EH 00000189	100520	PEDIATRIC HEALTH CONSULTANTS INC		5,992.40
12/16/2021	EH 00000190	100397	SCHOOL SPECIALTY	P2200180	20.97
12/17/2021	HP 00500635	100350	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		38.00
12/17/2021	HP 00500636	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		76.00
12/17/2021	HP 00500637	100346	BIG D LOCK & KEY	P2200030	199.50
12/17/2021	HP 00500638	100523	BLICK ART MATERIALS		59.87
12/17/2021	HP 00500640	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
12/17/2021	HP 00500641	100011	CHAPTER 13 TRUSTEE		108.00
12/17/2021	HP 00500642	100887	CHIPPEWA VALLEY SCHOOLS		180.00
12/17/2021	HP 00500643	100321	CITY OF HAZEL PARK		450.00
12/17/2021	HP 00500644	100111	CLARK, DENNIS		120.00
12/17/2021	HP 00500645	100443	CTS COMPANIES		348.50
12/17/2021	HP 00500647	100953	DAVID BADER P67307		166.86
12/17/2021	HP 00500648	100609	DAVID RUSKIN		1,127.58
12/17/2021	HP 00500649	100031	DEAF COMMUNITY ADVOCACY NETWORK		787.20
12/17/2021	HP 00500650	100958	DEVIN HUGHES ENTERPRISES		500.00
12/17/2021	HP 00500652	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	90.68
12/17/2021	HP 00500653	100640	FIBER LINK INC		347.25

Hazel Park Schools
Check Register by Fund
Check Date From 12/1/2021 TO 12/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/17/2021	HP 00500654	100992	GREAT LAKES SPORTS	P2200232	777.97
12/17/2021	HP 00500655	100404	HASTINGS AUTO PARTS	P2200024	4.74
12/17/2021	HP 00500656	100008	HAZEL PARK YOUTH ASSISTANCE	P2200006	25.00
12/17/2021	HP 00500657	100420	HERSCHS INC		2,082.45
12/17/2021	HP 00500659	100839	K 12 MANAGEMENT DBA FuelEd		200.00
12/17/2021	HP 00500660	100948	KINGSCOTT ASSOCIATES INC		3,600.00
12/17/2021	HP 00500661	100822	LINDSAY EXHIBIT GROUP INC		17,631.25
12/17/2021	HP 00500662	100978	LL JOHNSON LUMBER MFG CO	P2200177	2,272.00
12/17/2021	HP 00500663	100411	LOWES COMPANIES	P2200042	138.29
12/17/2021	HP 00500664	100957	MCKERNAN INC	P2200095	7,025.00
12/17/2021	HP 00500665	100387	MISDU		912.65
12/17/2021	HP 00500666	100100	MISS DIG SYSTEM INC		1,016.24
12/17/2021	HP 00500667	101009	NICHOLL, KENNETH J		145.00
12/17/2021	HP 00500668	100461	NOVA ENVIRONMENTAL INC		1,665.00
12/17/2021	HP 00500669	100337	PETERSON GLASS CO		745.25
12/17/2021	HP 00500671	100585	PITNEY BOWES		2,101.06
12/17/2021	HP 00500672	100257	QUALIFIED ABATEMENT SERVICES INC		22,037.50
12/17/2021	HP 00500673	100013	SECREST WARDLE LYNCH HAMPTON		458.44
12/17/2021	HP 00500675	100209	BULK BOOKSTORE	P2200087	572.40
12/17/2021	HP 00500676	100020	UNDERWOOD DISTRIBUTING COMPANY	P2200219	22,932.00
12/17/2021	HP 00500677	100364	VIGILANTE SECURITY INC		90.00
12/28/2021	EH 00000192	100550	AMAZON CAPITAL SERVICES INC	P2200245	192.00
12/28/2021	EH 00000193	100021	PEARSON CLINICAL ASSESSMENT	P2200220	128.00
12/28/2021	EH 00000194	100520	PEDIATRIC HEALTH CONSULTANTS INC		7,586.05
12/28/2021	EH 00000195	100548	SEG SELF INSURERS WORKERS DISABILITY		16,660.00
12/28/2021	EH 00000196	100504	SET INC.		3,021.74
12/28/2021	EH 00000197	100241	SPINA ELECTRIC		450.00
12/28/2021	EH 00000198	100357	STAPLES BUSINESS ADVANTGE	P2200228	224.75
12/28/2021	HP 00500678	100458	ACE TRANSPORTATION	P2200174	1,839.00
12/28/2021	HP 00500679	100584	ASCENSION MICHIGAN AT WORK		38.00
12/28/2021	HP 00500680	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00

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User: MILLERM - Matthew Miller
Report: OSAP5009 - OSAP5009: Check Register by Fund
Selection:
OH_DTL.[oh_ck_dt] <= '12/31/2021' AND OH_DTL.[oh_ck_dt] >= '12/01/2021'

Page
3

Current Date: 01/05/2022
Current Time: 14:05:36

Hazel Park Schools
Check Register by Fund
Check Date From 12/1/2021 TO 12/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/28/2021	HP 00500681	100011	CHAPTER 13 TRUSTEE		108.00
12/28/2021	HP 00500682	100080	CITY OF FERNDALE-WATER		8,650.18
12/28/2021	HP 00500683	100111	CLARK, DENNIS		60.00
12/28/2021	HP 00500684	100953	DAVID BADER P67307		166.86
12/28/2021	HP 00500685	100609	DAVID RUSKIN		1,127.58
12/28/2021	HP 00500686	100031	DEAF COMMUNITY ADVOCACY NETWORK		343.44
12/28/2021	HP 00500687	100387	MISDU		912.65
12/28/2021	HP 00500688	101009	NICHOLL, KENNETH J		85.00
12/28/2021	HP 00500689	100000	OFFICE DEPOT	P2200194	18.09
12/28/2021	HP 00500690	100015	PARINC		1,662.93
12/28/2021	HP 00500692	100585	PITNEY BOWES		2,096.62
12/28/2021	HP 00500693	100686	SOLIANT HEALTH INC		1,200.00
12/28/2021	HP 00500694	101010	TAVCOM INC		1,500.00
12/28/2021	HP 00500695	100463	WINDSTREAM		978.73
				Fund 110 Total:	1,083,470.55
Fund: 220					
12/06/2021	EH 00000169	100550	AMAZON CAPITAL SERVICES INC		503.98
12/06/2021	HP 00500630	100515	STAFF CONNECTIONS LLC		5,226.00
12/06/2021	HP 00500633	100983	WHYTRY LLC	P2200227	150.00
12/16/2021	EH 00000183	100550	AMAZON CAPITAL SERVICES INC		347.02
12/16/2021	EH 00000189	100520	PEDIATRIC HEALTH CONSULTANTS INC		2,610.00
12/17/2021	HP 00500652	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	2,348.08
12/17/2021	HP 00500658	100569	INTEGRITY BUSINESS SOLUTIONS LLC	P2200241	640.30
12/17/2021	HP 00500670	100543	PETTY CASH		238.85
12/17/2021	HP 00500674	100515	STAFF CONNECTIONS LLC		4,270.00
12/28/2021	EH 00000192	100550	AMAZON CAPITAL SERVICES INC		84.32
12/28/2021	HP 00500691	100543	PETTY CASH		138.60
				Fund 220 Total:	16,557.15
Fund: 250					
12/16/2021	EH 00000185	100118	CHARTWELLS DINING SERVICES		139,982.66
				Fund 250 Total:	139,982.66

Hazel Park Schools
Check Register by Fund
Check Date From 12/1/2021 TO 12/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 290					
12/06/2021	EH 00000169	100550	AMAZON CAPITAL SERVICES INC	P2200229	32.99
12/06/2021	HP 00500624	101005	LIPARI FOODS		1,242.13
12/06/2021	HP 00500629	100355	POLITO, SHAWN		604.81
12/06/2021	HP 00500632	101004	THOMAS, DANDRE		60.00
12/16/2021	EH 00000183	100550	AMAZON CAPITAL SERVICES INC		-13.01
12/17/2021	HP 00500634	100929	ALLSTAR SERVICES OF MI LLC		280.00
12/17/2021	HP 00500639	100735	BURKES SPORT HAVEN		488.85
12/17/2021	HP 00500646	101001	CUPP, WAYNE		55.10
			Fund 290	Total:	2,750.87
Fund: 420					
12/16/2021	EH 00000191	100087	TMP ARCHITECTURE INC		1,618.90
12/17/2021	HP 00500651	100965	EMPIRE TILE AND MARBLE CO	P2200083	24,480.00
12/17/2021	HP 00500660	100948	KINGSCOTT ASSOCIATES INC		2,250.00
			Fund 420	Total:	28,348.90
Fund: 460					
12/16/2021	EH 00000184	100567	APPLE INC	P2200144	234,825.00
			Fund 460	Total:	234,825.00
			Grand Total:		1,505,935.13

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End of Report

**Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - December 2021**

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
12/30/2021	BRADLEY WILKINS	COURSRACLHM0C7Q0N3DA9	498.75
12/30/2021	BRADLEY WILKINS	COURSRA7IWPQ9YWHCW7HC	(498.75)
12/29/2021	ACCOUNTS PAYABLE	DTE ENERGY	1,388.97
12/29/2021	ACCOUNTS PAYABLE	DTE ENERGY	140.85
12/29/2021	GREG RICHARDSON	TONYS ACE HDWE	29.60
12/29/2021	TAMMY SCHOLZ	AMZN MKTP US*BI1883ZQ3	209.99
12/29/2021	BRADLEY WILKINS	COURSRA7IWPQ9YWHCW7HC	498.75
12/28/2021	GREG RICHARDSON	TONYS ACE HDWE	62.68
12/28/2021	MEGAN PAPASIAN-BROADWELL	ADOBE PRODUCTS	10.59
12/28/2021	AMY KRUPPE	ASCD RESOURCES	94.08
12/28/2021	BRADLEY WILKINS	SIMPLEINOUT.COM	323.99
12/26/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	440.00
12/26/2021	CHRISTINE LUPTAK	PB LEASING	516.78
12/24/2021	BRADLEY WILKINS	MICRO CENTER #055-RETA	839.98
12/24/2021	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	102.12
12/23/2021	GINA BREW	SULLIVANS FLEET SERVIC	743.40
12/23/2021	CORRI NASTASI	AMZN MKTP US*SC41Y3BG3	231.81
12/23/2021	NICK NUGENT	A 1 FINGERPRINT	70.00
12/22/2021	CORRI NASTASI	#45 LAKESHORE LEARNING	44.97
12/22/2021	GREG RICHARDSON	TONYS ACE HDWE	51.83
12/21/2021	CORRI NASTASI	KROGER #737	7.46
12/21/2021	GINA BREW	SULLIVANS FLEET SERVIC	76.63
12/21/2021	CORRI NASTASI	SAMSCLUB #6664	91.84
12/21/2021	CORRI NASTASI	SAMSCLUB #6662	64.60
12/20/2021	JASON ZIRNIS	AMZN MKTP US	(27.36)
12/20/2021	CORRI NASTASI	AMZN MKTP US*YV8NB6A13	83.92
12/19/2021	GREG RICHARDSON	TONYS ACE HDWE	94.98
12/19/2021	GREG RICHARDSON	TONYS ACE HDWE	19.93
12/19/2021	MEGAN PAPASIAN-BROADWELL	LITTLE CAESARS #174	45.39
12/19/2021	CORRI NASTASI	AMZN MKTP US*5H32N3VG3	79.56
12/17/2021	CHRISTINE LUPTAK	APOC SALES INC.	2,121.50
12/17/2021	BRADLEY WILKINS		0.48
12/17/2021	CHRISTINE LUPTAK	IN *TRIPLE R ELECTRIC,	170.00
12/17/2021	CHRISTINE LUPTAK	ORKIN LLC 002	123.00
12/17/2021	CHRISTINE LUPTAK	GEMINI FORMS AND SYSTE	75.60
12/17/2021	CHRISTINE LUPTAK	THE TRANE COMPANY	398.69
12/17/2021	CHRISTINE LUPTAK	AIRGAS USA, LLC	157.38
12/17/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	90.00
12/17/2021	THOMAS OESTRIKE	HCM*DO APPAREL	520.00
12/17/2021	BRADLEY WILKINS	OCR CANADA	60.08
12/16/2021	CHRISTINE LUPTAK	ROYAL ROOFING INC	642.00
12/16/2021	ROCHELLE TASSIE	MICHIGAN REGISTRY: THE	5.00
12/16/2021	CHRISTINE LUPTAK	SULLIVANS FLEET SERVIC	2,051.69
12/16/2021	CHRISTINE LUPTAK	GUARDIAN AUTOMATIC FIR	495.00
12/16/2021	CHRISTINE LUPTAK	GUARDIAN AUTOMATIC FIR	295.00
12/16/2021	CHRISTINE LUPTAK	GUARDIAN AUTOMATIC FIR	950.00
12/16/2021	CHRISTINE LUPTAK	MCNAUGHTON MCKAY ELECT	1,339.64
12/16/2021	CHRISTINE LUPTAK	PIRTEK MADISON HEIGHTS	140.35
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	85.00
12/16/2021	CHRISTINE LUPTAK	INTEGRITY TESTING AND	125.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	98.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	85.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	85.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	120.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	145.00
12/16/2021	CHRISTINE LUPTAK	ECOLAB INC	235.00
12/16/2021	CHRISTINE LUPTAK	REPUBLIC SERVICES TRAS	3,988.54
12/16/2021	CHRISTINE LUPTAK	COCHRANE SUPPLY AND EN	713.27
12/16/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	350.00

12/16/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	1,349.48
12/16/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	2,809.84
12/16/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	615.29
12/16/2021	MATTHEW MILLER	CORRIGAN MOVING SYSTEM	210.00
12/16/2021	CHRISTINE LUPTAK	A1 SERVICE AND PARTS	1,007.49
12/16/2021	DEBRA DIMAS	SAMS CLUB #6659	269.90
12/16/2021	DEBRA DIMAS	TST* NEW YORK BAGEL -	176.00
12/16/2021	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	227.38
12/16/2021	CORRI NASTASI	MCCOURTS MUSIC WATERFO	175.00
12/16/2021	CORRI NASTASI	JETS PIZZA - MI - 014	104.91
12/16/2021	CORRI NASTASI	JETS PIZZA - MI - 014	65.96
12/16/2021	CORRI NASTASI	JETS PIZZA - MI - 014	53.96
12/16/2021	GREG RICHARDSON	TONYS ACE HDWE	59.78
12/16/2021	BRADLEY WILKINS	PADDLE.NET* BELIGHT	111.25
12/16/2021	TAMMY SCHOLZ	AMZN MKTP US*Z22MX0ZF3	182.00
12/15/2021	CHRISTINE LUPTAK	GRAINGER	76.22
12/15/2021	ROCHELLE TASSIE	DOLLAR TREE	5.00
12/15/2021	CHRISTINE LUPTAK	GNE PAINT & SUPPLIES I	614.05
12/15/2021	CHRISTINE LUPTAK	DOWNRIVER REFRIGERATIO	280.02
12/15/2021	CHRISTINE LUPTAK	AUTOZONE #2254	55.18
12/15/2021	SHEILA OKANE	LIBIB.COM	11.00
12/15/2021	BRADLEY WILKINS	MSBO	85.00
12/15/2021	CORRI NASTASI	SAMSCLUB #6659	32.40
12/15/2021	GREG RICHARDSON	TONYS ACE HDWE	15.18
12/15/2021	CORRI NASTASI	SAMSCLUB #6659	82.32
12/15/2021	CORRI NASTASI	SAMS CLUB #6664	13.98
12/15/2021	CORRI NASTASI	SAMS CLUB #6664	19.98
12/15/2021	GREG RICHARDSON	TONYS ACE HDWE	12.34
12/15/2021	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	412.75
12/14/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	596.55
12/14/2021	DEBRA SCOTT	GFS STORE #0950	145.57
12/14/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	128.58
12/14/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	113.62
12/14/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
12/14/2021	JAMIE BUCZKO	GRANITE CITY OLO 14	172.98
12/14/2021	TAMMY SCHOLZ	AMZN MKTP US*BA37C0C53	84.70
12/14/2021	JASON ZIRNIS	GRAINGER	473.25
12/14/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*PT39N2LY3	71.53
12/14/2021	MEGAN PAPASIAN-BROADWELL	AMAZON.COM*3J84K1YJ3 A	130.83
12/14/2021	TAMMY SCHOLZ	AMAZON.COM*759X97SM3 A	42.90
12/14/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*CR0MJ4X93	64.95
12/14/2021	TAMMY SCHOLZ	SQ *PARTY PROS DETROIT	300.00
12/14/2021	MICHELLE KRAUSE	GFS STORE #0240	76.76
12/13/2021	CORRI NASTASI	FIVE BELOW 537	86.74
12/13/2021	THOMAS OESTRIKE	OTC BRANDS INC	165.45
12/13/2021	ACCOUNTS PAYABLE	PROCARE SOFTWARE	326.00
12/13/2021	MICHELLE KRAUSE	MAGIC ICE USA THE ICE	(16.00)
12/13/2021	BRADLEY WILKINS	SAMSCLUB.COM	1,752.00
12/13/2021	MICHELLE KRAUSE	MAGIC ICE USA THE ICE	96.00
12/13/2021	CORRI NASTASI	WAL-MART #3487	24.66
12/12/2021	CORRI NASTASI	WAL-MART #3487	17.98
12/12/2021	MATTHEW MILLER	AMAZON.COM*UV1X04IL3	69.65
12/12/2021	ACCOUNTS PAYABLE	METAL MART USA	80.12
12/12/2021	BRADLEY WILKINS	CDW GOVT #P614319	2,500.00
12/12/2021	NICK NUGENT	MDE EDUCATOR LICENSE	45.00
12/12/2021	GREG RICHARDSON	TONYS ACE HDWE	46.62
12/12/2021	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	2,000.00
12/10/2021	CHRISTINE LUPTAK	STAX *BISON PLUMBING	230.00
12/10/2021	ROCHELLE TASSIE	AMZN MKTP US*XX8NZ1183	36.99
12/10/2021	CHRISTINE LUPTAK	FERRELLGAS L P	769.00
12/10/2021	CHRISTINE LUPTAK	STAX *BISON PLUMBING	985.00
12/10/2021	LINDA YATES	EMU WEB PURCHASE	180.25
12/10/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	480.45
12/10/2021	MICHELLE KRAUSE	SCHOLASTIC, INC.	14.00
12/10/2021	MEGAN PAPASIAN-BROADWELL	PETRO PLASTICS CO	837.71

12/10/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	46.03
12/09/2021	GREG RICHARDSON	TONYS ACE HDWE	94.98
12/09/2021	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	108.00
12/09/2021	MICHELLE KRAUSE	GFS STORE #0240	107.85
12/09/2021	JAMIE BUCZKO	ELSEVIER INC.	489.83
12/09/2021	GREG RICHARDSON	TONYS ACE HDWE	9.49
12/09/2021	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	156.24
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	567.13
12/08/2021	BRADLEY WILKINS	BESTBUYCOM806540818351	34.99
12/08/2021	GINA BREW	SULLIVANS FLEET SERVIC	986.79
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	533.60
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	420.33
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	21.53
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	914.51
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	25.20
12/08/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	540.24
12/08/2021	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	1,882.66
12/08/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
12/08/2021	JAMIE BUCZKO	THE ATS STORE LLC RP	15.51
12/08/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	540.00
12/08/2021	BRADLEY WILKINS	ZOHO-ZOHO CORP	1,290.00
12/08/2021	CHRISTINE LUPTAK	TP TOOLS & EQUIPMENT	1,999.00
12/07/2021	CHRISTINE LUPTAK	RGP*TURF TENDERS	1,235.00
12/07/2021	LINDA YATES	SQ *DECA INC.	17.00
12/07/2021	GREG RICHARDSON	TONYS ACE HDWE	37.97
12/07/2021	GREG RICHARDSON	TONYS ACE HDWE	94.99
12/05/2021	DEBRA DIMAS	OTC BRANDS INC	226.39
12/05/2021	CHRISTINE LUPTAK	VANILLAGIFT.COM	332.70
12/05/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*JX5SC6OK3	178.00
12/05/2021	BRADLEY WILKINS	JUMPCLOUD INC	126.00
12/03/2021	JASON ZIRNIS	AMZN MKTP US*5Y77B6TC3	109.90
12/03/2021	GINA BREW	SULLIVANS FLEET SERVIC	7,532.26
12/03/2021	CORRI NASTASI	GFS STORE #0960	53.89
12/03/2021	CORRI NASTASI	GFS STORE #0178	14.95
12/03/2021	CORRI NASTASI	WAL-MART #3487	51.80
12/02/2021	JAMIE BUCZKO	VEXROBOTICS	421.04
12/02/2021	THOMAS OESTRIKE	PEPSIBEVERAGECO	263.64
12/02/2021	MATTHEW MILLER	MDE EDUCATOR LICENSE	450.00
12/02/2021	MATTHEW MILLER	MDE EDUCATOR LICENSE	90.00
12/02/2021	STEPHANIE DULMAGE	EB IVD2022-TEAM REGIS	2,000.00
12/02/2021	GREG RICHARDSON	TONYS ACE HDWE	125.08
12/02/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	150.00
12/02/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	150.00
12/02/2021	MEGAN PAPASIAN-BROADWELL	DOLLAR TREE	68.00
12/02/2021	GREG RICHARDSON	TONYS ACE HDWE	35.02
12/01/2021	CHRISTINE LUPTAK	VANSANT TRICKTOOLS	3,832.00
12/01/2021	CHRISTINE LUPTAK	POWERVAC	630.00
12/01/2021	GREG RICHARDSON	TONYS ACE HDWE	7.59
12/01/2021	MATTHEW MILLER	DTE ENERGY	464.43
12/01/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
12/01/2021	MATTHEW MILLER	DTE ENERGY	1,146.18

75,193.80



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Nick Nugent, Director of Human Resources
Subject: Personnel Recommendations Report
Date: January 10, 2022

Please see the personnel actions as indicated on the *Hazel Park Board of Education Personnel Recommendations* report for the January 10, 2022 Board of Education regular meeting. The packet also includes supporting documentation.

If you have any questions regarding the personnel recommendations please contact my office.

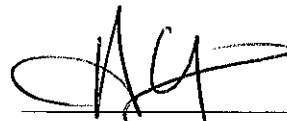
Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approve the Personnel Recommendations as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent



NAME	EVENT	DATES OF EVENT	LOCATION	ESTIMATED COST
IN STATE				(Includes Sub)
Jennifer Lentz	Michigan Music Conference	1/27-29, 2022	Devos Place/Amway Grand Hotel/JW Marriott	\$403.20
Deborah Kondek	Cognitive Coaching	May 16-17, June 2-3, 2022	Oakland Schools	\$150.00
Alyssa Reese, Andrea Grove, Lindsay Mitchell, Jacelyn Casalou, Ellen Shanry	School Based Behavioral Threat Assessment	1/14/21	Virtual	\$100.00/\$20 per person



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

December 16, 2021

Fraternal Order of Eagles
Aerie #2449
22010 N. Chrysler Dr.
Hazel Park MI 48030

Dear FOE,

On behalf of the Hazel Park School District and the Hazel Park community, I would like to thank you for your generous donation of scarves, hats, gloves & mittens.

Each year your wonderful donation supports our students who are in need. While it seems to be something so simple, your generous gift will make a lasting impression for our students.

Your support of Hazel Park Schools families is much appreciated and does not go unnoticed.

With Students in Minds,

Dr. Amy Kruppe
Superintendent



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

December 16, 2021

Alpha Delta Kappa - Michigan Mu Chapter
c/o Karen King

Dear Karen & Chapter Members,

The Administration and Hazel Park Board of Education want to take this opportunity to thank Alpha Delta Kappa Mu members for the continued support of Hazel Park Schools and the Hazel Park community. The past year and a half has certainly been a new experience for everyone. We have come together to navigate through unprecedented times, remote learning, safety protocols, social distancing, etc. Although guidelines for dealing with the pandemic have changed our daily routines, ADK has continued to offer their support in many ways. ADK members donated hats, gloves, scarves and mittens to the annual Holiday Basket and also provided a monetary donation

We appreciate ADK members and your support has not gone unnoticed.

With Students In Mind,

Dr. Amy Kruppe
Superintendent



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

January 19, 2022

State Board of Education
Attn: FOIA Response
P.O. Box 30008
Lansing MI 48909

Dear Ms. Ulbrich,

This written notice is a response to your January 10, 2022 letter requesting records under the Freedom of Information Act. In response to your request for records under the Freedom of Information Act, your request is granted as follows:

- Any current contracts for rental or lease of a facility used by the LEA for the purpose of educating students, if they exist.
 - N/A
- Any current contracts for food service management or vended meals, if they exist.
 - Chartwells
- Any current contracts with custodial service vendors, if they exist.
 - N/A
- Any current contracts with lawn and grounds service vendors, if they exist.
 - EcoLab
- Any current contracts with educational service providers or education management companies, if they exist.
 - Michigan Virtual Charter Academy
 - A&I Enterprises, LLC.
 - INVEST Centers, LLC.
 - EDUStaff
 - Pediatric Health Consultants
 - Athletico Physical Therapy
 - Staff Connections

The records for the above requests are included with the letter.

Please contact me at amy.kruppe@hazelparkschools.org or (248) 658-5220 if you would like to discuss the FOIA request further.

Respectfully,

Amy Y. Kruppe, ED.D.
Superintendent
FOIA Coordinator

Cc: File
Attachments
By: Email



SCHOOL DISTRICT OF THE CITY OF HAZEL PARK

AND

A & I ENTERPRISES, LLC

SERVICES AGREEMENT

FIRST AMENDMENT

Agreement by and between THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK (hereinafter referred to as the "School District" or "District"), whose principal office is at 1620 E. Elza, Hazel Park, Michigan 48030, and A & I ENTERPRISES, LLC dba Michigan Cyber Academy (hereinafter referred to as the "Contractor") whose principal office is at 915 N. Edgeworth, Royal Oak, MI 48067.

The circumstances surrounding this Addendum are as follows. On April 30, 2018, the parties executed a Services Agreement, the provisions of the Agreement through the 2022-23 school year. The parties are desirous of further extending the Agreement through the 2025-26 school year.

Accordingly, the parties agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this Agreement is to allow the School District to contract with the Contractor in order to offer programs to the certain pupils and participants of the School District enrolled through the District. These pupils and participants shall be enrolled by the School District with the-assistance and input of the Contractor as the School District deems appropriate.

II. TERMS OF AGREEMENT

1. Effective Date and Term of Treatment

The First Addendum Agreement shall become effective for the period of five years, from July 1, 2021 through June 30, 2026, provided it has been duly approved and executed by the School District by its Board of Education and by the Contractor. The term of this Agreement may be extended by mutual consent of the School District and the Contractor.

2. Termination Agreement

The School District shall maintain the ability to terminate upon 30 days written notice

III. SERVICES TO BE PROVIDED

1. By approval and execution of this Agreement, the Contractor agrees to provide to the School District the services described here in:

a. (1) Services for the promotion and recruitment of pupils and participants in the Contractor's programs;

(2) Services for enrollment of applicants, if required, and, once applicants are successfully enrolled, apply appropriate strategies and incentives for the maintenance of a 75 percent daily attendance rate;

(3) Instructional materials appropriate to each program;

(4) Comprehensive general liability insurance;

(5) Property insurance reasonably adequate to protect Contractor's classroom equipment and materials from loss;

(6) Assistance in recruiting of instructors;

(7) Assistance in the instructor(s) responsible for the delivery of instruction within the classroom;

(8) Vocational counseling and job placement assistance provided to all pupils and participants in the Contractor's programs;

(9) All classroom supplies, textbooks, consumables, and other related teaching materials will always be available and accessible. It is expressly understood that this does not refer to teacher supplies and materials;

(10) Facility (or facilities) that meets all required zoning and enforcement codes.

b. The minimum supporting documentation for the services provided herein shall include:

1) a copy of the Contractor's program curriculum;

2) a copy of the proposed student policies (if they should differ from the student policies currently in existence for the students of the Hazel Park Adult/Alternative Education program); and

3) a copy of the supplies and equipment list for the Contractor's programs.

2. By approval and execution of this Agreement, the School District agrees to provide the following services to Contractor:

Provide School District control over programs, including approval of the curriculum(s), administrative staff, instructional staff, instructional materials and program schedule as specified in Item 3. In addition, the School District shall provide other management services including, but not limited to, enrollment of the pupils into the Contractor's programs, reporting students to the MDE & SRSD for the purpose of receiving state aid in connection with the operation of the Contractor's pro-grams; and

fiscal management over the state-aid funds received for the program, to be paid in part to Contractor pursuant to the provisions of Section V, of this Agreement.

IV. LEGAL REQUIREMENTS

The Contractor makes the following representations and warranties regarding the legal requirements relating to its programs and any persons seeking employment in the vocations covered by the programs:

1. The Contractor programs will provide pupils with all the prerequisites and training necessary for such participants to meet the legal requirements set forth for programs offered.
2. The Contractor programs comply with the legal requirements set forth by the State of Michigan for instructional programs providing instruction to persons seeking to work in the vocations covered by the Contractor programs.

V. CONSIDERATION

In consideration for the services described in Item 3, the School District shall pay to the Contractor a fee as described below consisting of the District's Foundation Grant or Foundation Grant received, for each year of this Agreement of: (i) the state aid reported to and received from the State of Michigan for pupils in the program's covered by this Agreement; and (ii) the tuition actually received for the students participating in the programs during each school year for the term of this Agreement.

Payment from the School District to the Contractor of the consideration described above shall be distributed as follows:

- a. The Contractor shall be paid a blended amount equal to 78% of the fee described above based on the current year and the Winter Count of the previous year. The total fee, will be divided into twelve payments, payable on the 23rd of each month, beginning on the 23rd of October, minus teacher costs, applicable student information system, finance/personnel/payroll systems and any additional costs incurred by the District.
- b. At the end of year 5 (2025/2026) there will be no payment for the winter count from 2023.
- c. The August and September payments will be held until the completion of the audit of the Contractor's student memberships by Oakland Schools.
- d. If the School District is not satisfied that the Contractor is in substantial compliance with the terms of this contract relating to the provision of services described in Item III above, for the purpose of reporting and receiving state aid for instruction to the pupils in the programs, the School District has the right to withhold the payments as prescribed above until the Contractor is able to demonstrate substantial compliance with the Agreement terms to the School District, the School District's attorneys, and, if necessary, to Oakland Schools and the Michigan Department of Education.

e. If the School District pays funds to the Contractor pursuant to the terms of this contract which are later disallowed by the Michigan Department of Education and required to be paid back to the State of Michigan, the Contractor shall be required to repay the School District a full refund for the fees paid to the Contractor which were later disallowed. The School District reserves the right to offset amounts the Contractor is required to repay against any amounts due to the Contractor from the School District

VI. INDEMNITY

The Contractor will save, indemnify, defend and hold harmless the School District, its employees and agents, from any and all liability that the School District may incur as a result of the negligence of the Contractor, its agents, or employees, in the performance of this Agreement. Contractor agrees to pay the School District for any damages, costs or expenses (including reasonable attorney fees) resulting from such actions or claims. Contractor shall require its entire professional staff to obtain professional and personal liability insurance policies in amounts acceptable to the School District and to provide certificates evidencing such insurance upon the request of the School District.

VII. NONDISCRIMINATION

Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, term, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or material status.

VIII. MISCELLANEOUS

1. Governing Law

This Agreement shall be construed, performed and enforced in accordance with, and governed by, the applicable laws of the State of Michigan.

2. Severability

In the event that any part of this Agreement is declared by any court, or any other judicial or administrative body to be null, void or unenforceable, such invalidity shall not affect any other provision of this Agreement that can be given effect without the invalid provision, and, to this end, the provisions hereof are severable.

3. Further Matters

The parties hereto agree to perform such additional acts and execute such additional documents as are reasonably necessary to carry out the terms of this Agreement.

4. Paragraph Headings

The paragraph headings in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

5. **Authorization**

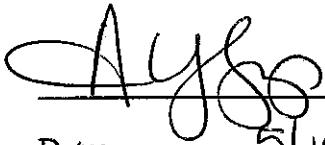
This Agreement has been duly authorized, executed and delivered by the parties hereto and constitutes a legal, valid and binding obligation of such parties, enforceable in accordance with its terms. Each individual's signature hereto represents and warrants that the signatory is duly authorized to execute this Agreement on behalf of the signatory's Board of Education/Executive Officer.

6. **Counterparts**

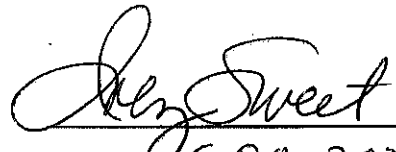
This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date(s) set forth below:

For the School District:


Date: 5/19/2021

For the Contractor:


Date: 5-20-2021



**PROPOSAL BREAKDOWN OF ATHLETIC TRAINING SERVICES FOR
HAZEL PARK HIGH SCHOOL 2021-2022**

CURRENT AGREEMENT ENDING 7/31/21:

30 hours per week per season

FALL	WINTER	SPRING	TOTAL HOURS
25	25	25	1,100 (over 44 weeks)

Total cost = **\$25,776**

Payment Installments:	Fall	\$8,592.00
	Winter	\$8,592.00
	Spring	\$8,592.00

ATHLETICO PROPOSAL FOR 2021-2022:

30 hours per week per season

FALL	WINTER	SPRING	TOTAL HOURS
25	25	25	1,110 (over 44 weeks)

Total cost for the 2021-2022 school year = **\$26,550**

Payment Installments:	Fall	\$8,850.00
	Winter	\$8,850.00
	Spring	\$8,850.00

AGREEMENT PAGE – New Contract

Original Contract SY 2021-2022

This bidder has certified that he/she shall operate in accordance with all applicable State and Federal laws and regulations.


This solicitation/contract, attachments, and the RFP proposal of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and FSMC. The parties shall not execute any additional contractual documents pertaining to this RFP, except as permitted by applicable law.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four (4) additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on this day and year.

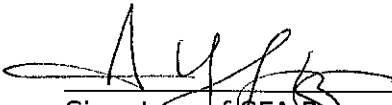
Bid Sheet Selected by SFA for Award: _____
(Insert plan type and/or advance payment option upon final bid award approval)

Attest:



Signature of Witness for SFA

School District of the City of Hazel Park
School Food Authority



Signature of SFA Representative

Amy Kruppe

Print Name


Dr. Superintendent

Title

4-26-21

Date

Attest:



Signature of Witness for FSMC

Compass Group USA, Inc., by and through
its Chartwells Division
Food Service Management Company



Signature of FSMC Representative

Peter Weber

Print Name

CFO, Chartwells K12

Title

3/22/2021

Date

Bid Sheet - Cost Reimbursable Contract
Projected Operating Cost
Without Advance Payment
School District of the City of Hazel Park

This bid is offered by Chartwells (Food Service Management Company)

459,321 equivalent meals per year (traditional NSLP school year)
154,261 equivalent meals per year (Extended SFSP school year)

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.*

	"X" Bid Items	Traditional NSLP Cost	
Food Cost - Including Commodities Delivery Charge - Net of VDA/Rebates	X	\$558,836.98	\$187,683.24
Food Cost - FFVP (as defined in RFP)	X	Included in Food	Included in Food
Labor	X	\$357,890.00	\$213,553.00
Fringe Benefits	X	\$64,673.00	\$36,058.00
On-Site Manager Salary and Benefits	X	\$80,124.00	\$80,124.00
Contracted Services (not utilities or FSMC administrative costs)	X		
Transportation Cost			
Non-Food Cost	X	\$68,642.00	\$24,053.15
Non-Food Cost - FFVP (as defined in RFP)	X	\$0.00	\$0.00
Utilities Paid by Food Service Fund			
Other (as defined on cost information sheet)			
Flat Rate for FFVP (as defined in RFP)	X	\$0.00	\$0.00
FSMC Administrative Cost	X	\$65,000.00	\$65,000.00
FSMC Management Fee	X	\$18,372.85	\$6,170.45
Total Cost (Bid Items Only)		\$1,213,538.83	\$612,641.84
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		\$2.642	\$3.971
Additional Food Service Markup (Refer to RFP) if applicable		\$0.00	\$0.00

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

Signed: 
Food Service Management Company Representative

April 5, 2021
Date

*The Food Service Management Company must use this bid sheet when submitting its bid.

Addendum to RFP/Contract – Extended SFSP

This Addendum to the RFP/Contract between School District for the City of Hazel Park (the “SFA” or “District”) and Compass Group USA, Inc., by and through its Chartwells Division (“FSMC” or “Chartwells”) is effective as of July 1, 2021, or the date both the SFA and FSMC fully execute the Food Service Agreement, whichever is later.

1. Section G(2), Contract Terms is hereby amended by adding the following to the end of the subsection:

Management Fee. For the 2021-2022 school year, Chartwells shall charge the SFA a Management Fee of \$0.04 per meal served. Total meals are calculated by adding reimbursable meal pattern meals (breakfast and lunch) served and meal equivalents. Cash receipts, other than from Sales of National School Lunch Program and School Breakfast Program meals served to children, shall be divided by \$3.825 to arrive at an equivalent meal count. The per meal Management Fee will be multiplied by total meals. The Management Fee shall be adjusted on the first day of each renewal term at a rate equal to (a) the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year or (b) 2.5%, whichever is less.

Administrative Fee. For the 2021-2022 school year, Chartwells shall charge the SFA an Annual Administrative Fee of \$65,000.00 in ten equal installments of \$6,500.00 per month excluding the months of July and August. The Administrative Fee shall be adjusted on the first day of each renewal term at a rate equal to (a) the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year or (b) 2.5%, whichever is less.

2. Section N, Guaranteed Return is hereby deleted and replaced with the following:

If the SFA’s food service program is running under the Extended SFSP for the 2021-2022 school year, the parties will meet in October to discuss the financials and determine the appropriate budget guarantee for the remainder of the school year.

3. Section XVII, Insurance and Indemnification is hereby Amended as follows:

Subsection A: Delete “SFA and” in line 2; delete the word “naming” in line 2 and replace with “including”; delete “Comprehensive” in line 3 and replace with “Commercial”; delete the word “only” in line 5; delete the words “per incident/person” and replace with “each occurrence”; insert “Minimum policy limits may be satisfied through a combination of primary, excess and/or umbrella policies.”

Subsection B: Delete the second and third sentences and replace with: “Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with policy provisions;

Subsection C: Delete this section and replace with: “The SFA shall obtain and maintain insurance for the food service facilities, service equipment, offices and utilities against risks covered by standard forms of fire, theft and extended coverage in such amounts and under such policies as appropriate.”

Subsection D: Delete “as specified in the Cost Responsibility Detail Sheet” and replace with “as required by law.”

Subsection E: Delete subsection and replace with: “To the extent permitted by state law, each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses,

including reasonable attorneys' fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage to the extent caused by the negligent act or omission of such party. Notification of an event giving rise to an indemnification claim ("Notice") must be received by the indemnifying party within thirty (30) days following receipt of such claim and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder."

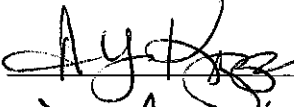
Subsection F: Delete "sole" and replace with "negligent".

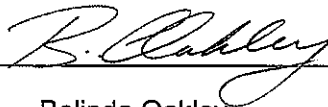
In the event of a conflict between the terms of the RFP/Contract and the terms of this Addendum, the terms of this Addendum shall control.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be signed by their duly authorized officers as of the day and year first above written.

School District for the City of Hazel Park

**Compass Group USA, Inc.,
by and through its Chartwells Division**

By: 
Name: Dr. Amy Kruppe
Title: Superintendent
Date: 4-26-21

By: 
Name: Belinda Oakley
Title: CEO, Chartwells K12
Date: 4/12/2021

Addendum to RFP/Contract – Traditional NSLP

This Addendum to the RFP/Contract between School District for the City of Hazel Park (the “SFA” or “District”) and Compass Group USA, Inc., by and through its Chartwells Division (“FSMC” or “Chartwells”) is effective as of July 1, 2021, or the date both the SFA and FSMC fully execute the Food Service Agreement, whichever is later.

1. Section G(2), Contract Terms is hereby amended by adding the following to the end of the subsection:

Management Fee. For the 2021-2022 school year, Chartwells shall charge the SFA a Management Fee of \$0.04 per meal served. Total meals are calculated by adding reimbursable meal pattern meals (breakfast and lunch) served and meal equivalents. Cash receipts, other than from Sales of National School Lunch Program and School Breakfast Program meals served to children, shall be divided by \$3.825 to arrive at an equivalent meal count. The per meal Management Fee will be multiplied by total meals. The Management Fee shall be adjusted on the first day of each renewal term at a rate equal to (a) the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year or (b) 2.5%, whichever is less.

Administrative Fee. For the 2021-2022 school year, Chartwells shall charge the SFA an Annual Administrative Fee of \$65,000.00 in ten equal installments of \$6,500.00 per month excluding the months of July and August. The Administrative Fee shall be adjusted on the first day of each renewal term at a rate equal to (a) the increase in the Consumer Price Index - Not seasonally adjusted for All Urban Consumers (CPI-U)-Food Away From Home annualized for December of the current school year or (b) 2.5%, whichever is less.

2. Section N, Guaranteed Return is hereby amended by adding the following to the section:

The FSMC guarantees that the bottom line of the operational financial report for the 2021-2022 school year (exclusive of cost of equipment repairs, maintenance, replacements, and smallwares) will be \$395,242.00 to the bottom line of the SFA. In the event that the costs (exclusive of cost of equipment repairs, maintenance, replacements, and smallwares) of operating the food service program exceed total revenues (from all sources), the FSMC will be responsible for any losses (shortfalls) incurred but in no event shall the reimbursement obligation exceed the amount of FSMC’s Administrative and Management Fee. The Guarantee of \$395,242.00 and the FSMC’s reimbursement obligation are based on the following conditions and assumptions. The Guaranteed Break Even shall be reduced to account for increased cost or loss of revenue by FSMC if the following conditions are not met during the school year:

- The continuing accuracy of information provided by the SFA in the RFP, including value of USDA foods; cash and/or reimbursement levels from State and Federal sponsors; the number of students eligible for free and reduced price meals; student enrollment; number of annual serving days; and selling price of menu pattern meals and a la carte prices.
- No changes in legislation or regulation (e.g., minimum wages, fringe and benefits, taxes, unionization, etc.) that would impact cost of FSMC to provide the services.
- No strikes, work stoppages or school closings, and all make-up days due to inclement weather shall have at least equal sales revenue as a normal day of operation.
- Service hours, service requirements, type and number of facilities selling food and/or beverages on SFA premises remain constant throughout the school year. SFA shall limit the expansion of competitive food sales.
- SFA expenses, of any kind, will not exceed those estimated in the RFP.

- Any capital commitments are utilized as proposed.
- There will be no bad debts, including losses from uncollectible accounts.
- There will be no disruption of service due to Covid-19 or any other pandemic
- The food service program will operate under the traditional NSLP for the entirety of the 2021-2022 school year

3. Section XVII, Insurance and Indemnification is hereby Amended as follows:

Subsection A: Delete “SFA and” in line 2; delete the word “naming” in line 2 and replace with “including”; delete “Comprehensive” in line 3 and replace with “Commercial”; delete the word “only” in line 5; delete the words “per incident/person” and replace with “each occurrence”; insert “Minimum policy limits may be satisfied through a combination of primary, excess and/or umbrella policies.”

Subsection B: Delete the second and third sentences and replace with: “Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with policy provisions;

Subsection C: Delete this section and replace with: “The SFA shall obtain and maintain insurance for the food service facilities, service equipment, offices and utilities against risks covered by standard forms of fire, theft and extended coverage in such amounts and under such policies as appropriate.”

Subsection D: Delete “as specified in the Cost Responsibility Detail Sheet” and replace with “as required by law.”

Subsection E: Delete subsection and replace with: “To the extent permitted by state law, each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys’ fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage to the extent caused by the negligent act or omission of such party. Notification of an event giving rise to an indemnification claim (“Notice”) must be received by the indemnifying party within thirty (30) days following receipt of such claim and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder.”

Subsection F: Delete “sole” and replace with “negligent”.


In the event of a conflict between the terms of the RFP/Contract and the terms of this Addendum, the terms of this Addendum shall control.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be signed by their duly authorized officers as of the day and year first above written.

School District for the City of Hazel Park

**Compass Group USA, Inc.,
by and through its Chartwells Division**

By:  _____

By:  _____

Name: Dr. AMY KRUPPE

Name: Belinda Oakley

Title: Superintendent

Title: CEO, Chartwells K12

Date: 4-26-21

Date: 4/12/2021



Pest Elimination Services Agreement

Ecolab Inc.
Pest Elimination Division
1 Ecolab Place EGH/6
St. Paul, MN 55102
1-800-325-1671

Date: 12/13/2019

Ecolab Account #

Billing Address

Service Address

Customer Name	Hazel Park Schools	Name	See Pricing Exhibit A
Address	1620 E. Elza	Address	
City	Hazel Park	City	
State/Province	Mi	State/Province	
Zip/Postal Code	48030	Zip/Postal Code	
Contact	Matthew Miller	Contact	Greg Richardson
Title	Director of Business	Title	Supervisor of Custodial and Maintenance Services
Phone #	248.658.5213	Phone #	248.867.0394
Email	matthew.miller@hazelparkschools.org	Email	greg.richardson@hazelparkschools.org
Type of Customer	19-PRE-K - 12		

Contracted Services

Ecolab Service Reporting (See Scope of Service attached to this Agreement)

Services	Frequency	Monthly Invoice	
		Amount	Billing
Cockroach and Rodent Program	Monthly - 12 Month Program	See Pricing Exhibit	Per Month

Effective Start Date 1/1/2020 **Initial Service Fee** **Monthly Invoice Amount** See Pricing Exhibit A

Services. Ecolab agrees to provide the contracted services as outlined in the Scope of Service ("**Scope**") attached to this Agreement. All services will be performed in a good and workmanlike manner according to generally accepted practices and guaranteed as set forth on Page 3 of this Agreement. Materials and methods of application used in the performance of such services will conform to applicable federal, state and local laws and regulations.

Ecolab Equipment. All equipment used or delivered by Ecolab which relates to the services (including, but not limited to, bait stations) performed under this Agreement is at all times the sole and exclusive property of Ecolab. Customer will have no right of ownership in Ecolab's equipment. Customer will not remove Ecolab's equipment without the prior written consent of Ecolab and Customer must return Ecolab's equipment promptly following the expiration or termination of this Agreement for any reason. Customer is responsible for any loss, damage, theft or destruction of Ecolab's equipment.

Pricing. Customer agrees to pay the amounts stated on the invoice for the specified services. After the first 12 months of this Agreement, prices are subject to increase annually between 3% and 8%. Customer is responsible for all sales, use, personal property, and similar taxes related to this Agreement and to all services provided under this Agreement. Payment is due thirty (30) days after receipt of invoice. Ecolab will not accept payment by credit card or similar payment methods unless otherwise agreed by Ecolab in writing.

Term and Termination; Early Termination Damages. This Agreement has an initial term of one-year ("**Initial Term**") and will automatically renew on a month-to-month basis thereafter, until terminated by either party upon thirty (30) days prior written notice. If this Agreement is terminated for any reason prior to the end of the Initial Term (except if Customer terminates for Ecolab's uncured breach of this Agreement), Customer must promptly pay to Ecolab an amount equal to (i) the monthly service fee, multiplied by (ii) the lesser of 3 or the number of months remaining in the Initial Term following the effective date of termination. Customer agrees that this is equal to or less than the reasonable estimate of the damages suffered by Ecolab for Customer's early termination of this Agreement.

LIMITATION OF LIABILITY. EXCEPT FOR THE EXPRESS WARRANTIES OR GUARANTEES CONTAINED IN THIS DOCUMENT ALL OTHER WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED. ECOLAB ALSO DISCLAIMS LIABILITY FOR ALL CONSEQUENTIAL, INCIDENTAL, AND/OR SPECIAL DAMAGES RELATED TO ECOLAB'S SERVICES OR PRODUCTS. CUSTOMER ACKNOWLEDGES AND AGREES THAT ECOLAB IS NOT RESPONSIBLE FOR ANY DAMAGE CAUSED BY ANY PEST. THIS PROVISION SURVIVES ANY TERMINATION OF THIS AGREEMENT.

Pest Services Guarantees

ALL PESTS (GENERAL PROVISIONS).

Pests Subject to Agreement. While this section of the document applies to all services performed by Ecolab's Pest Elimination Division, this section of the document does not, by itself, create an Ecolab obligation to treat for each of the pests discussed in this section. Ecolab is only responsible for treating those specific pests which the parties have agreed to in writing. If Ecolab treats for a pest not specifically listed in this section, Customer's only remedy for a new or continued problem relating to that pest will be a free retreatment.

CUSTOMER COMMITMENT.

Customer is entitled to the guarantees set forth in this section only if payment of Customer's account is current and Customer has complied with all of the following:

- Provided Ecolab access to all areas of the facility at the appropriate time of day, including locked areas; and
- Allowed adequate time for service to be performed, when food preparation or cleaning is not in progress; and
- Maintained monthly maintenance services; and
- Promptly corrected sanitation/structural deficiencies noted by Ecolab service professionals; and
- Prepared the premises for professional servicing per the instructions issued by Ecolab to Customer; and
- Not moved, destroyed or altered any bait stations; and
- Complied with the other obligations otherwise set forth in this document.

FACTORS BEYOND ECOLAB'S REASONABLE CONTROL. With regard to all pests treated by Ecolab, Ecolab does not guarantee Customer will never see another pest on Customer's premises. Pests may gain entry with deliveries, guests, structural defects or a variety of other means which Ecolab cannot reasonably control.

PROPERTY ACCESS. Customer agrees to provide Ecolab access to the premises, including locked areas required to be serviced. Customer may provide keys to the facility or to such areas requiring access by Ecolab to perform required services. Upon request from Customer or termination of this Agreement, Ecolab shall promptly return any keys to Customer. In the event of missing or damaged Customer property caused by Ecolab, Ecolab will pay the cost of replacement or repair of such items.

Ecolab Cockroach and Rodent Program Guarantees. (Cockroaches, Rats and Mice)

- **General Guarantee:** Ecolab guarantees that while Customer is using Ecolab's continuing services to control Rodents and Cockroaches, those Covered Pests will not become established on the treated premises. If, after Ecolab treats a Customer's facility for those Covered Pests, that facility continues to have an infestation of any of those Covered Pests, then Customer will have no obligation to pay Ecolab for those services until such time as the infestation is eliminated to the Customer's reasonable satisfaction, and then Customer's normal billing will resume.
- **Foodservice and Hospitality Guest Guarantees:** If Customer has a dissatisfied guest due to the guest seeing a live Cockroach or Rodent on premises being treated for those Covered Pests by Ecolab, Ecolab will reimburse Customer for that guest's restaurant bill (excluding alcohol) for that meal [(or for that guest's hotel room charge for that day but only if Customer has previously elected to purchase a qualifying room program consisting of a one-sixth room treatment rotation)] by issuing Customer a credit memo, but only if Ecolab is notified within 48 hours of any such sighting and is given the name and address of the guest. Ecolab will not have any obligation to issue credit memos in excess of the monthly service fees paid to Ecolab by Customer for those Covered Pests.

Ecolab Premium Plus Guest Room Program Guarantee. For Customer's electing to use Ecolab's Premium Plus Program, Ecolab will implement a proactive room visual-only inspection for bed bugs in key harborage locations and targeted product applications to help reduce the likelihood of pest activity. Customer acknowledges that this is a cursory inspection and is not a guarantee that evidence of bed bugs will be found, even if bed bugs are present. Customer acknowledges that bed bugs can be brought into an area at any time and no treatments can prevent bed bugs from being brought into a facility.

Ecolab Large Fly Program Guarantee. For Customer's electing to use Ecolab's Large Fly Program, Ecolab will implement that program in a manner consistent with Ecolab's then-current written scope of service for Customer. If Ecolab fails to follow that written scope of service and as a result of that failure an Infestation of Large Flies continues, then Customer will not be charged the monthly service fee for the particular premises where the problem continues. All other flies, including without limitation, interior breeding flies (including without limitation Small Flies, phorid and drain flies) are excluded from this program. There is no guarantee for any use of a Large Fly Program in any livestock housing facilities (such as dairy, cattle or poultry barns).

Ecolab Ant Program Guarantee. For Customer's electing to use Ecolab's Ant Program, Ecolab will implement that program in a manner consistent with Ecolab's then-current written scope of service for Customer, using bait stations, liquid treatments and/or granular treatments. **Unless expressly noted otherwise in the Agreement, the Pest Services Guarantee does not apply to pharaoh ants, fire ants or any wood destroying insects.** If Ecolab fails to follow that written scope of service and as a result of that failure an infestation of ants continues, Customer will not be charged the monthly service fee for the particular premises where the problem continues.

Ecolab Small Fly Program Guarantee. For Customer's electing to use Ecolab's Small Fly Program to control Small Flies, Ecolab will treat the appropriate areas of the premises on a one-time (as requested) basis to help reduce an existing adult Small Fly population and render indoor breeding sites less usable for egg laying and larval development. Ecolab guarantees Customer's reasonable satisfaction for 90 days after a Small Fly service has been provided or Ecolab will provide a second service at the affected premises at no additional charge during that 90-day period.

Ecolab Bird Program Service Installation Warranty. For Customer's electing to use Ecolab's Bird Program, Ecolab warrants that all exclusion products installed by Ecolab will be free of installation defects for one year following installation or Ecolab will repair the installation at no charge. Acts of God, vandalism, accidental damage, modification by Customer or third parties or any other act or event beyond Ecolab's reasonable control which causes damage to the exclusion products voids all warranties, actual or implied. **ECOLAB MAKES NO WARRANTY WITH REGARD TO ANY OF THE EXCLUSION PRODUCTS THEMSELVES AND THOSE ARE SOLD "AS IS" AND WITHOUT ANY ECOLAB WARRANTY.** Any warranty claim for a defective exclusion product must be made against the manufacturer of the particular exclusion product. Customer warrants and agrees that Customer is solely responsible for all appropriate warning signs, as Customer may deem appropriate, to notify third parties of the existence of such control barriers and devices on Customer's premises.

Indemnification. With regard to third party claims, Ecolab will defend, indemnify and hold Customer harmless from and against any liability, including reasonable attorneys' fees and court costs, relating to bodily injury, death or property damage, but only to the proportionate extent that such injury, death or property damage is caused directly by (i) Ecolab's breach of the warranties given in this Agreement or (ii) Ecolab's (or its employees' or agents') negligent or intentionally wrongful acts or omissions. Customer must give Ecolab prompt written notice of any claim for which Customer intends to seek recovery from Ecolab under this Agreement. If Ecolab accepts tender for indemnity hereunder, Customer may not settle, defend or litigate any claim for which Customer seeks or will seek indemnification from Ecolab without the prior written consent of Ecolab, and Ecolab will not be liable for any settlement or claim established against, or cost or expense incurred by, Customer without that prior written consent.

Insurance. Ecolab will carry and maintain Worker's Compensation Insurance coverage as required by state law, auto liability insurance with at least \$1,000,000 bodily injury and property damage combined single limit, and comprehensive general liability insurance with at least \$1,000,000 bodily and property damage combined single limit including products liability coverage. Upon request, Ecolab will name Customer as an additional insured on a blanket basis under its general liability policy but only to the extent of any indemnification obligations of Ecolab as set forth in this Agreement. No coverage will be provided for claims resulting from the negligent or wrongful acts of Customer, its agents, assigns or employees. If Ecolab's insurer defends against damages that were caused by Customer's fault, then Customer must reimburse Ecolab or its insurer for that portion of the damages paid, and the proportionate reasonable costs incurred associated with those damages. Ecolab will provide Customer with a Memorandum of Insurance evidencing Ecolab's insurance coverage as required, if any, in this Agreement.

General. Should legal action be required in order for Ecolab to enforce any Ecolab rights under this Agreement, including the collection of any amounts due Ecolab, Customer agrees to pay all reasonable costs incurred by Ecolab, including without limitation, collection costs and reasonable attorneys' fees. If Ecolab fails to provide the services in accordance with the terms of this Agreement, Customer must give written notice to Ecolab to remedy that deficiency by specifying the aspect of the service found to be deficient. If the deficiency has not been corrected within thirty (30) days of such notice, Customer will have the right to cancel this Agreement. This Agreement may not be assigned by Customer without Ecolab's prior written consent. Performance of any obligation under this Agreement may be suspended, in whole or part, by either party without liability to the extent that an act of God, war, fire, inability to obtain raw materials or supplies at reasonable prices as a result of general economic conditions or allocation, or any other occurrence beyond the reasonable control of such party or labor trouble, strike or injunction (if such labor event is not caused by the bad faith or unreasonable conduct of such party) delays, prevents, restricts or limits the performance of this Agreement. The affected party may invoke this provision by promptly notifying the other party of the nature and estimated duration of this suspension. This Agreement reflects the entire understanding of the parties and supersedes all previous and contemporaneous Agreements or understandings between the parties, both written and verbal, concerning the subject matter of this Agreement and it may only be amended in writing. The terms of any purchase order (other than the stated quantity ordered), release, acknowledgement or other document or communication between the parties will not apply.

NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, IF CUSTOMER AND ECOLAB ARE PARTIES TO AN AGREEMENT FOR SERVICES SIMILAR TO THE SERVICES PROVIDED HEREUNDER (A "SERVICES AGREEMENT") THAT IS IN EFFECT AS OF THE DATE OF THIS AGREEMENT AND IF THERE ARE ANY INCONSISTENCIES BETWEEN ANY OF THE TERMS OF THAT SERVICES AGREEMENT AND THE TERMS OF THIS AGREEMENT, THE TERMS OF THE SERVICES AGREEMENT WILL CONTROL.

For Customers located in Georgia the following statement applies:

The Georgia Structural Pest Control Act' requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this pest control company.

Signature of Ecolab Representative	Signature of Customer Representative
Printed Name of Ecolab Representative	Printed Name of Customer Representative
Title of Ecolab Representative	Title of Customer Representative
Date	Date

Chaz Williams
Sr Sales Development Mgr

JASON ZIRNIS
ASSISTANT SUPERINTENDENT OF BUSINESS OPERATIONS

12/18/19

**Ecolab Pest Elimination
Pricing Exhibit A
Hazel Park Schools
December 13, 2019**

ECOLAB, RODENT, AND ENTRY POINT PROTECTION PROGRAM

Hazel Park High School

23400 Hughes Avenue
Hazel Park, MI 48030
Cockroach Rodent Pgm: \$235.00 per month
Initial Service Fee: \$470.00

Hoover Elementary School

23720 Hoover Avenue
Hazel Park, MI 48030
Cockroach Rodent Pgm: \$85.00 per month
Initial Service Fee: \$170.00

Longfellow Elementary School

570 E. Mapledale Avenue
Hazel Park, MI 48030
Cockroach Rodent Pgm \$85.00 per month
Initial Service Fee: \$170.00

Roosevelt School

24131 Chrysler Drive
Hazel Park, MI 48030
Cockroach Rodent Pgm \$85.00 per month
Initial Service Fee: \$170.00

Edison MAX

1700 Shelvin Street
Hazel Park, MI 48030
Cockroach Rodent Pgm \$75.00 per month
Initial Service Fee: \$150.00

Jardon/Webb Elementary

2200 Woodward Heights
Hazel Park, MI 48030
Cockroach Rodent Pgm \$150.00 per month
Initial Service Fee: \$300.00

Webster Elementary School

431 W. Jarvis Avenue
Hazel Park, MI 48030
Cockroach Rodent Pgm \$120.00 per month
Initial Service Fee: \$240.00

Hazel Park Jr. High School

22770 Highland
Hazel Park, MI 48030
Cockroach Rodent Pgm \$145.00 per month
Initial Service Fee: \$290.00

United Oaks Elementary

1001 E. Harry
Hazel Park, MI 48030
Cockroach Rodent Pgm \$98.00 per month
Initial Service Fee: \$196.00

ADDITIONAL ECOLAB NOTES

All Pricing excludes sales tax
Additional items to be priced by survey



Educational Staffing Services Master Agreement (2 Party Version)

THIS AGREEMENT ("Agreement") is entered into and made effective December 1, 2018, between EDUStaff, LLC ("EDUStaff"), a Michigan limited liability company with its principal place of business located in Grand Rapids, Michigan and Hazel Park Schools ("Client"), with its principal offices in Hazel Park, Michigan.

RECITALS

WHEREAS, EDUStaff is a private company engaged in the business of providing educational staffing services to educational institutions, with the resources, expertise, training, capacity and qualifications to perform the services contemplated under this Agreement;

WHEREAS, Client is a Public School District or Intermediate School Districts authorized under the Revised School Code, MCL 380.1 *et seq*, to enter into agreements with other public or private entities for the purpose of securing independent contractors to carry out their general powers and functions;

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WHEREAS, Client wishes to retain EDUStaff to provide educational services to Client, as set forth in Section 2 (Description of Services) and Exhibit A (Scope of Services).

NOW, THEREFORE, EDUStaff and Client agree as follows:

SECTION 1: RELATIONSHIP OF PARTIES

A. DEFINITION OF CLIENT & SUPPLIED STAFF

The term "Client" refers to the educational institution listed above that (1) engages the services that EDUStaff is providing to the educational institution.

The term "Supplied Staff" refers to the EDUStaff employee(s) or subcontractors whom EDUStaff has assigned to perform services for Client under this Agreement.

B. RELATIONSHIP BETWEEN CLIENT AND EDUStaff

EDUStaff will act solely as an independent contractor retained by Client to perform the educational services identified in this Agreement. Nothing in this Agreement shall create or imply an agency relationship between EDUStaff and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties. EDUStaff is the sole employer of Supplied Staff and Client shall not be deemed or considered to be an employer or joint employer of Supplied Staff for purposes of any services performed pursuant to this Agreement. EDUStaff will furnish all labor necessary to perform the work described in this Agreement, and shall solely control the means, manner and method of performance. Should Client have any issues or concerns with Supplied Staff or the services they provide, Client shall have the right to notify EDUStaff of those issues or concerns and make recommendations or suggestions to resolve them. EDUStaff, however, exclusively retains all rights and responsibilities inherent in the employment relationship, including but not limited to, the right to hire, fire, discipline, supervise and otherwise control the terms and conditions of employment. EDUStaff also has sole responsibility for payment of wages and benefits, withholding and payment of any applicable local, state or federal taxes, payment for Workers' Compensation protection, unemployment insurance taxes and other employer



obligations. Should any individual or entity assert a claim against Client for any liability associated with payment of salaries, wages, benefits, payroll or other taxes related to Supplied Staff during the time they were employed by EDUStaff, Client shall immediately notify EDUStaff, and EDUStaff shall defend the Client at its sole expense, and shall indemnify Client against any and all liability or damages associated with any such claim.

C. RELATIONSHIP BETWEEN EDUStaff AND SUPPLIED STAFF

EDUStaff will be the sole employer of Supplied Staff, who are "at will" employees of EDUStaff. EDUStaff will assign Supplied Staff to perform the services described in Exhibit A for Client in accordance with the terms of this Agreement. EDUStaff shall have sole and exclusive responsibility for the following costs and charges attributable to the Supplied Staff:

- a) All wage payments
- b) All applicable state and federal employment taxes and costs
- c) All applicable premium costs for insurance coverages and programs applicable to Supplied Staff
- d) All expenses incurred by Supplied Staff.

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D. RELATIONSHIP BETWEEN CLIENT AND SUPPLIED STAFF

While providing services to Client, Supplied Staff shall be deemed employees of EDUStaff and shall be managed and controlled by EDUStaff as their employer. EDUStaff's Supplied Staff are not eligible for any Client wages, benefits or contract privileges, nor are they covered by laws or programs applicable exclusively to public school employees, including but not limited to the Michigan Teacher Tenure Act, the Michigan Public School Employees Retirement System, or the Revised School Code. Furthermore, Client may not directly pay, compensate or promise any remuneration to Supplied Staff. Supplied Staff may not receive mileage, conference fees, training expenses, or other similar expenses from Client. Client has the right to remove an EDUStaff employee or Supplied Staff who violates the Client's policies, rules and/or procedures from the Client's premises and/or from the Client's school activities. If Client chooses to utilize Supplied Staff in a capacity for which the individual is not approved by EDUStaff, Client automatically accepts any liability arising in whole or in part from Supplied Staff's performing such functions, and Client will hold harmless EDUStaff from any claims arising therefrom including actual attorney fees.

EDUStaff's employees and agents shall not be considered agents or employees of Client for any purpose and no such employees or agents are entitled to any of the rights, compensation or other benefits which Client may provide its own employees or which Client may be obligated to provide under Section 1236 of the Revised School Code.

E. PLACE OF WORK

Client shall provide sufficient workspace and a safe working environment for Supplied Staff to allow the successful performance of services by EDUStaff's Supplied Staff. Client will provide EDUStaff with information about, and copies of, any policies or procedures with which Supplied Staff will be expected to comply.

SECTION 2: DESCRIPTION OF SERVICES

A. PERFORMANCE OF SERVICES

EDUStaff will provide the educational services described in Exhibit A (Scope of Services) for the pricing described in Exhibit B (Pricing). Either EDUStaff or Client may propose a change to Exhibit A or B, or propose additional document(s) to be included as exhibits to this Agreement. Any such modifications(s) must be mutually agreed upon in writing between the Parties prior to implementation.

EDUStaff will recruit, screen/interview, select, hire and assign qualified employees to provide services to Client under this Agreement. Supplied Staff assigned by EDUStaff to perform services under this Agreement for the Client shall, where applicable, be fully certified, licensed, approved and otherwise qualified to perform the functions assigned to and in conformance with the provisions of Michigan law, including but not limited to the Michigan Revised School Code and the Michigan Teacher Certification Code. EDUStaff warrants that Supplied Staff have completed EDUStaff's screening and formal training process, provided required employment documentation and fulfilled certification requirements for applicable positional placements. EDUStaff will not furnish any personnel to the Client who would be ineligible for employment by the Client if that person were instead employed directly by the Client under the above laws and statutes.

EDUStaff agrees that it will require Supplied Staff to comply with Client's policies and procedures that are communicated to the Supplied Staff to the extent applicable to the performance of services under this Agreement including policies regarding non-discrimination; sexual harassment; corporal punishment; child abuse and neglect reporting; confidentiality of student records; administration of medication of pupils; disability accommodation; communicable diseases; blood borne pathogens; alcohol and controlled substances; electronic communications and copyright. Client will provide EDUStaff and Supplied Staff a copy of the applicable policies. In the event Supplied Staff is alleged to have violated Client policy, Client will immediately notify EDUStaff and EDUStaff will promptly investigate and take appropriate action. Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or requesting EDUStaff to remove Supplied Staff; however, Client's right to determine who is permitted on its property shall not affect EDUStaff's sole discretion to hire, assign, reassign, discipline and/or terminate Supplied Staff.

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B. CRIMINAL BACKGROUND CHECKS

Pursuant to the requirements of Sections 1230 and 1230a-h of the Revised School Code, and as authorized by Section 1236a(2)(e) of the Revised School Code, EDUStaff shall cooperate fully with the Client to ensure that a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, has been conducted with regard to all persons assigned by EDUStaff under this Agreement to work in any of the Client's facilities or at program sites where the Client delivers educational programs and services. EDUStaff shall ensure that all individuals it may assign under this Agreement take all necessary steps of filling out all necessary paperwork and paying all necessary fees (for the background checks, fingerprinting, and ICHAT checks), to comply with Sections 1230 and 1230a-h of the Revised School Code, and any record keeping requirements of the Michigan State Police.

EDUStaff will provide an electronic system for Client to "green light/red light" eligible contracted staff. EDUStaff will comply with this system as part of assigning any contracted staff under this Agreement. Client shall ensure that the individual has completed all applicable necessary "CHRI" requirements contained within Sections 1230 and 1230a-h of the Revised School Code. Client shall not "green light" any contracted staff for EDUStaff if such person has been convicted of any of the following offenses:

- (a) Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722;
- (b) Any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b;
- (c) Any felony. Provided, that with prior written approval of the Superintendent and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at the Client facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education, that individual's presence will not pose a danger to the safety or security of the Client's students or employees;



(d) Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School Code; or

(e) Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State; or (f) any other offense that would, in the judgment of the Client, create a potential risk to the safety and security of students serviced by the Client or employees of the Client.

C. COOPERATION WITH MPSERS REPORTING

To enable Client to comply with its reporting obligations under the Michigan Public School Employees Retirement Act (known as "MPSERS"), EDUStaff (1) shall promptly notify Client in writing when EDUStaff becomes aware that a Supplied Staff member is a retiree entitled to MPSERS benefits; and (2) shall provide information on a pay period basis regarding any such individual's wages or amounts paid and hours of service under this Agreement, as necessary for Client to report on a schedule and in such manner as may be determined from time to time by MPSERS. In order to comply with this obligation, EDUStaff shall ask Supplied Staff whether they are retirees who now or in the future will be entitled to benefits under MPSERS. Neither Client nor EDUStaff shall be held liable for any false answers provided by the individual employee. Client will not seek indemnification from EDUStaff for any liability it may incur under MPSERS for false information provided by Supplied Staff to EDUStaff or Client or both.

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D. PERFORMANCE & INFORMATIONAL SHARING GUARANTEE

EDUStaff agrees that the Supplied Staff will perform all required services in a manner consistent with generally accepted proficiency and competency for the type and nature of services rendered. The Client shall communicate promptly to EDUStaff any performance failure, and EDUStaff will make every reasonable effort to address all issues within ten business days. Any issues that are unresolved to Client's satisfaction within ten days shall allow client to terminate this Agreement.

In the event this Agreement is terminated between the parties, to the extent allowed by law, EDUStaff shall supply to Client any information about the Supplied Staff that Client may require to properly execute any remaining state reporting requirements and that Client may require to transition to a successor contracting supplier.

E. AFFORDABLE CARE ACT

EDUStaff and Client agree that EDUStaff is intended to be the common law employer of Supplied Staff for purposes of the Patient Protection and Affordable Care Act of 2010, as amended, and its implementing regulations and regulatory guidance ("Affordable Care Act"). EDUStaff and Client further agree:

- **Offer of Health Care Benefits** EDUStaff and Client intend to satisfy the requirements of Treasury Regulation 54.4980H-4(b)(2) under which an offer of group health coverage by EDUStaff is deemed to be an offer of group health coverage by Client for all purposes of Section 4980H of the Internal Revenue Code. As a result, EDUStaff will offer each Supplied Staff the opportunity to enroll in a group health plan that constitutes "minimum essential coverage" as defined in Section 5000A(f) of the Internal Revenue Code as of the first day of the month following the completion of a 30-day waiting period. In the event that a Supplied Staff enrolls in the group health plan offered by EDUStaff, Client will be charged an additional fee as described in Exhibit B.
- **Reporting** To the extent permitted by law, EDUStaff will report the Supplied Staff as common law employees of EDUStaff in reports that EDUStaff files under Sections 6055 and 6056 of the Internal Revenue Code. However, if Client is deemed the common law employer of Supplied Staff, EDUStaff will share information necessary with Client in order for Client to complete reports that Client must file under Section 6056 of the Internal Revenue Code.

- **Indemnification** EDUStaff will indemnify and defend Client against any assessable payments imposed on Client with respect to Supplied Staff that are classified as "Classroom-based Substitute Staff" under Section 4980H(b) of the Internal Revenue Code. Other than described in the previous sentence, EDUStaff is not responsible for any assessable payment with respect to Supplied Staff imposed on Client under Section 4980H of the Internal Revenue Code.

SECTION 3: TERM, SUPERSCEDECE, TERMINATION & RENEWAL OF AGREEMENT

This Agreement shall commence on the Effective Date identified in the first paragraph of this Agreement and remain in full force for a 3 year period unless terminated earlier as provided in this Section.

This Agreement shall supersede and replace any 2 Party Agreement in place between EDUStaff and the ISD or any Constituent School District that is already enforce.

Either party may terminate this Agreement for any reason or for no reason upon sixty (60) days written notice to the other party. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement immediately by giving written notice of termination to the breaching party. In the event of termination, Client will pay EDUStaff for all of the work performed up to the date of termination. Provisions in this Agreement related to indemnification, insurance, liability, confidentiality, and intellectual property shall survive any termination of the Agreement.

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Both parties may agree to extend this agreement with a simple extension addendum identifying this agreement, the parties, it's termination date with a new term referring to the other terms of this Agreement.

SECTION 4: INVOICE AND PAYMENT

A. AMOUNT OF SERVICE FEES

Client will pay EDUStaff for the services provided under this Agreement, as specified in Exhibit B (Pricing).

B. INVOICE PROCEDURES AND PAYMENT OF SERVICE FEES

EDUStaff shall invoice Client bi-weekly for all applicable charges for the billing period. The invoice shall, itemize the service rendered and the dates of service. These invoices shall be emailed to the Client-designated contact by Tuesday noon following the applicable billing period. The invoice shall be in the form of a "PDF" document for auditing and an "Excel" document for internal accounting integration. The invoices shall contain the information and detail reasonably required by Client to determine the invoices are accurate and to satisfy reasonably prudent auditing and accounting practices.

Client agrees to pay all invoices (as billed and/or approved) via ACH bank transactions initiated by EDUStaff prior to the close of business on the first Wednesday following the date of invoice. Any mutually agreed upon adjustments to an invoice will be applied in the next invoice cycle. In the event of a non-funded or rejected ACH transaction, EDUStaff reserves the right to require a same day payment in the form of a wire transaction from the Client. In the event of chronic non-funded or late transactions, EDUStaff may declare a material breach of this Agreement and terminate the Agreement. All unpaid invoices and all charges for services provided and not yet invoiced shall become due and payable.

SECTION 5: LIABILITY, INSURANCE AND INDEMNITY



A. LIABILITY

EDUStaff shall indemnify, defend and hold harmless the Client, its board members, officers, directors, employees and agents, from and against all liability, damages, fines, causes of action, losses, costs or expenses (including attorney fees) arising from the actions or omissions by EDUStaff, its agents or employees (inclusive of Supplied Staff). In the event liability is incurred by Client in part from the acts or omissions of EDUStaff, its agents or employees, EDUStaff will be responsible for payment of its proportionate share of the damages and attorney fees in proportion to the respective percentages of fault giving rise to such liability.

EDUStaff is responsible for the payment of all taxes that are payable as the employer or contractor of Supplied Staff. EDUStaff further agrees to indemnify and hold harmless the Client for any liability with the Internal Revenue Service or any State tax agency, as well as local laws and regulations regarding the payment of such taxes on wages paid its employees, including, but not limited to, withholdings for FICA, Medicare, Social Security and income tax. EDUStaff shall indemnify and hold harmless Client and its officers, directors and employees for any claims brought or liabilities imposed against Client, including claims related to workers' compensation, wage and hour laws, employment taxes and benefits. Client shall notify EDUStaff when any such claim has been asserted against Client and Client becomes aware of the applicability of this paragraph. Failure of Client to notify EDUStaff within a reasonable period of time of any such claims shall release EDUStaff from any liability that it may otherwise incur under this paragraph providing that the delay caused prejudice to EDUStaff or disallowed EDUStaff to rectify such action. Client may be held liable for damages that result from the acts or omissions of the Client/ its agents.

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Nothing in this Agreement shall be construed as accepting any liability by, or imposing any liability on, any person in his or her individual capacity no matter the position or title held by such person.

B. INSURANCE

EDUStaff shall procure and maintain insurance coverage throughout the term of the Agreement as follows:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.
- **Umbrella Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate over the underlying coverages of General Liability and Workers Compensation Insurance.
- **Employment Practices Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate.
- **Commercial Automobile Liability Insurance** in the amount not less than One Million Dollars (\$1,000,000) covering vehicles owned or leased by EDUStaff and used by Supplied Staff. **Note:** Client is responsible for obtaining insurance that covers Supplied Staff while operating any vehicle in the course of carrying out duties of Client.
- **Workers' Compensation Insurance** from a licensed insurance carrier or approved self-funded claims pool in accordance with and approved by the State of Michigan.

Client shall procure and maintain in effect throughout the term of the Agreement:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

EDUStaff general liability insurance policies shall contain an endorsement naming the Client as an additional insured, and such insurance shall be primary concerning the acts/omissions of EDUStaff employees. Concerning EPLI insurance, EDUStaff's policy applies excess of all indemnification and insurance that may otherwise be available to the Client. EDUStaff insurance policies shall also include language requiring Client to be notified in writing at least thirty (30) days in advance of any change or cancellation of the policies. EDUStaff shall provide annually, or upon request, an updated insurance certificate containing coverage categories, limitations, additional insured, policy numbers, coverage dates and underwriting insurance carriers.

SECTION 6: INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

A. EDUSTAFF'S INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

All EDUStaff procedures and process materials are deemed Intellectual Property and/or Confidential Information if identified as "Intellectual Property" or "confidential information." These materials are inclusive of, but not limited to, training materials, process maps and secondary vendor interface procedures. Any documents, whether electronic or otherwise, produced by Supplied Staff while on assignment with the Client is deemed to be the property of the Client and Client shall have rights to use such documents indefinitely.

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All information relating to or owned by EDUStaff which is clearly marked as confidential or intellectual property shall be held in confidence by Client and will not be disclosed to any third party or used by Client, except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement, or as may be required by law. EDUStaff acknowledges Client's obligation to comply with the Michigan Freedom of Information Act and other similar disclosure laws which may affect the ability to withhold Intellectual Property and Confidential Information. Should Client determine that it may be legally obligated to disclose EDUStaff's Intellectual Property or Confidential Information, Client shall provide notice to EDUStaff at least three (3) business days in advance of producing any such Intellectual Property or Confidential Information.

Client's obligation of confidentiality extends for a period of twelve months after the termination of this Agreement. Protection by the client does not apply to information or documents that are independently developed by Supplied Staff in the course of his/her work for Client, or information which lawfully becomes part of the public domain, or information which the Client gained knowledge or possession outside of any disclosure by or on behalf of EDUStaff. After the termination of this Agreement, EDUStaff may submit a written request to Client for the return of EDUStaff's confidential information or intellectual property. Client will honor that request within 10 business days of the date the request was made unless otherwise prohibited by law.

B. CONFIDENTIAL STUDENT INFORMATION

EDUStaff understands that, in connection with the services provided to Client and to the extent permitted by law, Supplied Staff may have access to confidential student records, including records protected under the Family Educational Rights and Privacy Act ("FERPA") and the Individuals with Disabilities in Education Act ("IDEA"). EDUStaff acknowledges that any such records will remain under the exclusive control of Client, and will only be disclosed to EDUStaff (or other Supplied Staff) as permitted by law. EDUStaff further acknowledges that, with respect to confidential student records, EDUStaff (and Supplied Staff) are subject to the same laws and regulations governing use and re-disclosure of confidential student records as Client and EDUStaff will comply with such laws and regulations.

The parties acknowledge and agree that EDUStaff (and Supplied Staff) may be subject to penalties for unauthorized disclosure or misuse of confidential student records under applicable law, including but not limited

to a prohibition against EDUStaff (or Supplied Staff) from accessing confidential records for a defined period of time. Any such prohibition would constitute a material breach of this Agreement by EDUStaff.

SECTION 7: LEGAL COMPLIANCE

EDUStaff will comply with all federal, state and local laws applicable to EDUStaff, including but not limited to, the Michigan Payment of Wages and Fringe Benefits Act, the Fair Labor Standards Act, the Immigration Reform Act, non-discrimination laws, and all other applicable laws pertaining to the services provided under this Agreement.

EDUStaff will not discriminate against any applicant. The Parties will not discriminate against Supplied Staff with respect to hire, assignment, or other terms or conditions of employment on the basis of race, color, sex, religion, national origin, pregnancy, age, height, weight, disability, marital status, veteran status, genetic information, or any other characteristic protected by state or federal law. The parties further agree that they will not discriminate against any student or recipient of services under this Agreement due to race, color, sex, religion, national origin, pregnancy, disability or any other characteristic protected by state or federal law. Any breach of this Section will be considered a material breach of the Agreement.

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SECTION 8: MISCELLANEOUS

A. ASSIGNMENT

Neither Party may assign this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, and be binding upon, the Parties, including their respective legal representatives, successors and assigns. EDUStaff engages secondary vendors to supply certain third party services, such as training and payroll software and services. Utilizing such services is not an "assignment" of this Agreement.

B. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed in all respects by Michigan law.

C. SEVERABILITY

If any provision of this Agreement is invalid or unenforceable, that provision will be enforced to the extent that it is valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

D. FORCE MAJEURE

Neither Party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed Party's reasonable control, which may include without limitation fire, natural disaster, earthquake, war, act of terror, accident or other acts of God.

E. NO WAIVER; MODIFICATION

The waiver by any Party of any breach of this Agreement will not be construed to be a waiver of any succeeding breach. All waivers must be in writing, and signed by the Party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the Parties hereto.

F. NOTIFICATION



All notices, consents, approvals, requests and other communications (collectively referred to as "Notices",) required under this Agreement shall be in writing, signed by an authorized representative of EDUStaff or Client and mailed by certified or registered mail, return receipt requested, hand delivered, sent by overnight courier or sent by facsimile or electronic mail transmission to the other party as set forth below:

First Class Mail:	or	Email (with receipt acknowledgement)
Clark Galloway		Clark Galloway
EDUStaff, LLC		Clark@EDUStaff.org
4120 Brockton SE		
Suite 200		
Grand Rapids, MI 49512		

All Notices to Client shall be directed to the Superintendent or his/her designee as communicated to EDUStaff in writing, at Client's administrative office.

Unless otherwise provided in this Agreement, all Notices shall be deemed served upon the date of hand delivery, the day after delivery by overnight courier, the date of transmission by facsimile or electronic mail, or two (2) days after mailing by registered or certified mail or the earliest of any combination of these. Any Party may, by Notice given under this Agreement, designate any additional or different addresses or recipients to which subsequent Notices should be sent.

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G. TAXES

Any taxes and/or fees that arise out of EDUStaff's performance of the Services hereunder shall be the responsibility of EDUStaff.

H. THIRD PARTY BENEFITS

This Agreement is intended solely for the mutual benefit of the Parties hereto and is not intended to benefit any other person or entity. The Parties expressly agree that no other person or entity is a third party beneficiary under this Agreement.

I. ENTIRE AGREEMENT

This Agreement (which includes Exhibits A, B), (and C for 3 Party Agreement), constitutes the entire agreement between the parties with respect to the Agreement's subject matter, and supersedes all prior agreements, proposals, responses to requests for proposal, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

(Signatures on next page)

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.


Client: Hazel Park Schools

By:

Name:

Its/Title:

Date:



Superintendent, Amy Kruppe
Superintendent
10/25/2018

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EDUStaff, LLC:

By:

Name:

Its/Title:

Date:



Clark Galloway
President
11-2-18

Exhibit A: SCOPE OF SERVICES AGREEMENT

This Scope of Services Agreement is referred to in the EDUStaff Master Staffing Agreement as “Exhibit A” and is part of the Master Agreement. By signing this Scope of Services Agreement, the participating educational institution (Client) accepts and agrees to the terms of the Master Staffing Agreement and the Client Responsibilities detailed in this Scope of Services Agreement attached to the Master Agreement.

EDUStaff agrees to:

- Source, select, hire, retain, assign, and supervise qualified individuals to perform the services. It is the intent of the Parties that the Client shall have no employment responsibilities, including employment supervisory responsibility, for EDUStaff employees assigned to the Client.
- Perform all duties of the employer, including, but not limited to, making all wage payments to and applicable wage deductions for and on behalf of EDUStaff’s employees and agents providing services under this Agreement, as specified previously in this Agreement. It is the intent of the Parties that EDUStaff shall be the sole employer for all individuals assigned to the Client pursuant to this Agreement.
- Assist the Client as necessary to ensure that Criminal History and Criminal Record Checks – Electronic Fingerprint Scan (Michigan and FBI) in accordance with Sections 380.1230, 380.1230a-h and 380.1236a of the Michigan Revised School Code, are conducted. EDUStaff shall ensure that all individuals assigned under the Agreement have completed the necessary background checks. EDUStaff shall require any employees assigned to the Client to comply with the reporting requirements of Section 1230d of the Revised School Code, and shall immediately forward any information so obtained to the Client.
- Conduct employment reference checks of potential individuals dedicated to provide services to the Client. Such reference checks will meet or exceed the standards required under 380.1230b of the Michigan Revised School Code. EDUStaff shall alert the Client to any adverse results prior to assigning EDUStaff employees to perform their duties at the Client.
- Review and verify education/degree/qualifications and certification/permit status, as applicable.
- Provide an electronic Registry of Educational Personnel (REP) file for district submission
- Manage all substitute information in the AESOP system
- Provide any non-positional necessary training, including, but not limited to, training necessary to perform the duties required herein, such as training in Laws related to the performance of their duties (child protection law reporting requirements, etc.), training in Bloodborne Pathogen and Hazardous Communication, and any other necessary non-positional training.
- Be responsible for any claims for workers' compensation benefits or personal injury claims for job-related bodily injury or death asserted against the Client by any EDUStaff employees or, in the event of death, by their personal representatives, as previously noted. Client agrees to assist with initial injury reporting.

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(If EDUStaff is providing Substitute Teacher Services):

- Regarding substitute services, EDUStaff will conduct substitute orientations periodically and will furnish Client and school specific information to its substitutes, when provided to EDUStaff, by the Client.
- Regarding substitute teachers, EDUStaff will secure Michigan Department of Education substitute teacher permits as required under 380.1233(6) and Part 4 of the Teacher Certification Code.
- Regarding substitute services, EDUStaff will provide itemized invoices to the Client. Invoices shall include job number, person for whom the substitute was secured, the number of hours/days worked and the total amount owed to EDUStaff.
- Perform all duties require pursuant to this Agreement, and any other duties which may be necessary to ensure full performance of the substitute services required by this Agreement.

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Client agrees to:**Initial startup:**

- Attend initial EDUStaff implementation meeting and subsequent payroll/ process training meeting and provide all appropriate Client contact information necessary to carry out Scope of Services
- Provide a list of current Client employees or providers who are being terminated/removed in favor of the contracted services being provided by EDUStaff
- Provide EDUStaff with a copy of all policies and procedures that will apply to Supplied Staff in the performance of services to Client
- Provide appropriate meeting space and technology access for Client training and contracted staff orientation meetings

Communications & Material:

- Supply informational material or appropriate access to information to all Supplied Staff, as deemed fit by client in order for successful execution of required tasks, such as building or assignment orientation, emergency procedures, etc.
- Promptly contact EDUStaff in the event any EDUStaff employee or Supplied Staff violates any policy or procedure of Client, Supplied Staff accidents and injuries
- Allow for EDUStaff onsite performance evaluations and mediate parental/student interaction with EDUStaff

Information Flow Controls:

- Follow procedures as outlined by "Payroll Timeline Document"
- Annually review with EDUStaff policies and rates prior to August 1st for local competitiveness and trends
- Manage and systemize all non-substitute information and controls in the automated dispatch system


Payment of Services:

- Complete ACH Authorization Form provided by EDUStaff
- Provide for and assist with same day wire resolution on failed ACH transactions
- If applicable, Reconcile absences in dispatch system to include proper assigned pay codes for stair step rates and long term assignments on a timely basis as outlined by the "Payroll Timeline Document"


IN WITNESS WHEREOF, the parties agreed and have accepted the terms of the Master Agreement and this Scope of Services. (If based on three party agreement, the ISD/ESA/RESA executes the Agreements and the constituent school district becomes party to the Master Agreement and this Scope of Service Agreement by executing Exhibit C, District Acknowledgement.)

Client: Hazel Park Schools

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By: 
Name: Amy Kruppe
Its/Title: Superintendent
Date: 10/25/2018

EDUStaff, LLC:

By: 
Name: Clark Galloway
Its/Title: President
Date: 11-2-18

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Exhibit B: EDUStaff Pricing Schedule

Employee Class: (if contracted)	<u>Contract Rate</u>
Classroom-based Substitute Staff	18 %
All Others (Not listed below)	17 %
Salary Administrators (Full Time / +\$35,000)	13 %
 Support Services Departmental Basic Rates: (See Support Services Addendum)	
Food Service / Table-Side Lunchroom Aides	19 %
Event Materials Handling / Aquatic / Security	20 %
Maintenance / Custodial / Mechanical	23 %

Simple Pricing: No Enrollment Fees, Price Escalators, Payroll Charges, or Deposit Requirements

Additional Human Resource Services: The following Human Resource (HR) Services are included (in the above Contract Rate) for Substitute Teachers. All other classes of employees are subject to direct cost advertising, hourly HR services of \$35 (offsite) or \$75 (onsite): Direct Cost Advertising, Candidate Interviewing, Positional Screening with Candidate Recommendations, Specific Onsite Evaluations, Onsite Positional Training and Human Resource Consulting.

101

Pricing Philosophy: EDUStaff is a "one price" staffing provider for all of Michigan's public schools. This means every Client (District, ISD, or Consortium) is quoted and priced the same statewide. EDUStaff strongly believes that each Client needs the same opportunity for competitive pricing regardless of size, location, or demographics.

Federal & State Payroll Tax Adjustments: If the overall cost associated with EDUStaff's payroll taxes, required benefits, and other taxes and assessments substantially increase (by more than 0.50% of payroll) during the term of the agreement, contract rate pricing will increase proportionately, with 15 (fifteen) days of written and substantiated notice to the Client.

Affordable Care Act: (This paragraph does not apply to "Classroom-based Substitute Staff.") EDUStaff limits all Supplied Staff to a 29 (twenty-nine) hour work week. Client may request Supplied Staff to perform hours in excess of 29 (twenty-nine) hours per week, but this may potentially result in an assessable payment under Section 4980H of the Internal Revenue Code imposed on EDUStaff or Client. If an assessable payment under Section 4980H of the Internal Revenue Code is imposed on EDUStaff on behalf of Supplied Staff, EDUStaff will invoice Client for the amount of the assessable payment.

Offer of Group Health Coverage: EDUStaff offers each Supplied Staff an opportunity to enroll in a group health plan that constitutes minimum essential coverage under Section 5000A(f) of the Internal Revenue Code as of the first day of the month following the completion of a 30-day waiting period. Client will be assessed \$1 per month for each Supplied Staff that enrolls in the group health plan offered by EDUStaff other than those classified as "Classroom-based Substitute Staff." For Supplied Staff classified as "Classroom-based Substitute Staff" the additional fee is included in the Contract Rate listed above.

Client: Hazel Park Schools

Date: 10/24/2010

Signature: 

Title: Superintendent



PEDIATRIC HEALTH CONSULTANTS

2151 Rochelle Park Drive * Rochester Hills, MI 48309 * Phone 248-561-3142/Fax: 844-248-9904

MEMORANDUM OF AGREEMENT FOR THE PERFORMANCE OF THERAPY SERVICES

WHEREAS, Hazel Park Schools, hereinafter referred to as "Contracting Party" is interested in and does, by the execution of this Agreement, retain the services of Pediatric Health Consultants, Inc., hereinafter referred to as PEDIATRIC, for the purposes of providing physical therapy X occupational therapy X speech therapy ___ recreational therapy ___ services to those person which "Contracting Party" shall refer or direct to PEDIATRIC, and WHEREAS, PEDIATRIC, has available to it and will provide to "Contracting Party" appropriately licensed physical therapists and/or registered occupational therapists, recreational therapists, and/or speech therapists for the performance of such services as may be needed and requested by "Contracting Party", and WHEREAS, "Contracting Party" has obtained all necessary plans and approvals, and has caused all submissions as may be necessary for approval of this Agreement by any governmental or nongovernmental funding source for the payment of these services to be rendered by PEDIATRIC, IT IS HEREBY AGREED that:

1. Therapists provided by PEDIATRIC for the rendering of therapy services to "Contracting Party" shall be licensed as may be required by the State of Michigan for the treatment of imposing of such therapy upon persons who may be referred by "Contracting Party".

2. Therapeutic services performed by PEDIATRIC shall include diagnostic evaluation, observation, consultation, education, and such inservice training as may be requested, and treatment as shall be requested by an appropriately licensed osteopathic or medical doctor or other health care professional in accordance with applicable public health codes for service providers covered within this contractual agreement and which shall be in accordance with the special education laws of Michigan and the United States.

3. All persons upon whom therapy is performed shall first cause to be executed an appropriate consent form for the imposition of such therapy. In the case of minor persons, such consent form shall be obtained and executed by a parent of legal guardian prior to the performance of any therapy.

4. PEDIATRIC will provide evidence of appropriate malpractice insurance upon all employees or independent contractors associated with PEDIATRIC and will furnish such evidence upon request of "Contracting Party". "Contracting Party" shall be responsible for insuring its premises, whether or not occupied by PEDIATRIC for all general liability, personal injury, fire, and extended coverage. "Contracting Party" agrees to hold PEDIATRIC harmless from any claims, which claims are not based upon and on account of professional services rendered to such claimants by PEDIATRIC.

5. PEDIATRIC shall record all treatment and evaluation, progress notes and physicians' prescription or orders in duplicate, one copy of which will be stored and kept by "Contracting Party". Upon execution of appropriate release of records authorization by parents or legal guardians, PEDIATRIC shall retain the other copy.

6. "Contracting Party" maintains various physical locations at which PEDIATRIC may be required to render appropriate therapy services, the location of which shall be determined by "Contracting Party" and PEDIATRIC.

7. PEDIATRIC agrees that it shall provide therapy services as requested upon those persons referred to it by "Contracting Party" in a professional manner and in accordance with the standards of practice and ethical guidelines that are generally accepted within the profession. Persons referred for physical therapy will also have obtained a prescription for an appropriately licensed individual before such services shall be performed.

8. All therapy provided upon "Contracting Party's" premises and upon persons referred to

PEDIATRIC by "Contracting Party", unless otherwise agree to by the parties, shall be provided by PEDIATRIC at the following rates:

Physical Therapist	\$58.00 per hour
Occupational Therapist	\$56.00 per hour
Speech Therapist	\$62.00 per hour
Physical Therapist Assistant	\$40.00 per hour
Certified Occupational Therapist Assistant	\$38.00 per hour
Recreational Therapist	\$42.00 per hour
Mileage	current IRS rate

IT IS FURTHER AGREED, unless set forth otherwise in writing signed by the respective parties, that all services contemplated by this Agreement shall be rendered during regular business hours, on normal work days, Saturdays and Sundays excluded. "Contracting Party" will be billed from the time the therapist arrives at the first school in the district until the time the therapist leaves the last school in the district, including time spent traveling from one school to another. The minimum charge per day will be for one hour.

9. PEDIATRIC shall render to "Contracting Party" a statement for services rendered on a monthly basis. "Contracting Party" shall cause such statements to be paid, not less frequently than on a monthly basis. Any charges not paid within 60 days from the receipt in PEDIATRIC'S office of a billing will be charged a 1% late fee.

The parties heretofore shall consult with each other relative to all necessary equipment and supplies to be purchased for therapeutic treatment. Unless otherwise agreed to in writing, it shall be the responsibility of PEDIATRIC to purchase all such equipment and supplies agreed upon and all such equipment and supplies purchased by PEDIATRIC shall remain the property of PEDIATRIC.

"Contracting Party" shall provide an appropriate setting for the provision of therapy services, which should include adequate heat, ventilation, space and privacy.

"Contracting Party" shall be responsible for obtaining and providing to PEDIATRIC all necessary prescriptions of order for therapy, evaluations and treatment, together with a properly executed consent for treatment executed by that person to be treated, or should such person be a minor, by that minor's parent or legal guardian. "Contracting Party" recognizes that it may, from time to time, refer to PEDIATRIC, minors who are under the care, custody and control of a custodial parent pursuant to appropriate Court Order. It shall be the responsibility of "Contracting Party" to determine the appropriate parent pursuant to such custodial order and obtain that parent's consent for rendering of treatment to its minor child.

IN WITNESS THEREOF, "Contracting Party" and PEDIATRIC have executed this Agreement this 17th day of May, 2021, and it shall remain in effect until the last day of the 2021-2022 school year.

"Contracting Party" or PEDIATRIC may terminate this contract upon thirty (30) days written notice by either party.

PEDIATRIC HEALTH CONSULTANTS, INC.

By Christine Stella

Date 5/17/21

"Contracting Party"

By J. Durano

Date 5/26/2021

**School District of The City of Hazel Park
And
INVEST Centers LLC**

SERVICES AGREEMENT

Agreement by and between the **School District of The City Of Hazel Park**, a Michigan general powers school district, whose address is 1620 E. Elza, Hazel Park, Michigan 48030 (the "District") and **INVEST Centers**, a Michigan Limited Liability Company, whose principal address is 29900 Lorraine Avenue, Warren, MI 48093 (the "Contractor").

The Contractor has been performing services for the District since 2008 under a contract that has been amended several times. This Agreement incorporates all of the amendments since 2008 into one document, as well as extending the expiration date of the contract to June 30, 2028.

NOW THEREFORE, the Parties agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this Agreement is to allow the School District to contract with the Contractor in order to offer programs to the pupils and participants of the School District enrolled through Hazel Park Alternative Education. The pupils and participants of Hazel Park Alternative Education shall be enrolled by the School District with the assistance and input of the Contractor as the School District deems appropriate.

II. TERMS OF AGREEMENT

1. Effective Date and Term of Agreement

This Agreement shall become effective for the period of seven years, from July 1, 2021 through June 30, 2028. The term of this Agreement may be extended by mutual consent of the School District and the Contractor.

2. Termination of Agreement

For good cause, this Agreement may be terminated upon 30 days written notice by either party during the term of Agreement, provided, however that the Contractor may not terminate Agreement prior to the end of a semester unless the School District shall be more than 60 days delinquent in license payments due to Contractor under this Agreement. Absent good cause, it is understood that this agreement is intended to continue through an entire school year (July 1 through June 30), with the further understanding that if a party does not wish to continue the agreement for an additional school year, written notice shall be provided to the other party by June 1st.

III. SERVICES TO BE PROVIDED

1. By approval and execution of this Agreement, the Contractor agrees to provide to the School District the services described herein:

- a. (1) Services for the promotion and recruitment of pupils and participants in the Contractor's programs;
- (2) Services for enrollment of applicants, if required, and, once applicants are successfully enrolled, apply appropriate strategies and incentives for the maintenance of a 75 percent daily attendance rate;
- (3) Instructional materials appropriate to each program;

(4) Commercial general liability insurance covering injury to or death of one or more persons in any one occurrence and/or for damage or destruction to property in any one occurrence, of not less than \$2,000,000. Contractor shall also maintain, as part of this commercial general liability policy coverages or through other policy coverages, sexual abuse and molestation coverage. The School District shall be named as an additional insured on these policies.

(5) Property insurance reasonably adequate to protect Contractor's classroom equipment and materials from loss;

(6) Assistance in recruiting of instructors;

(7) Assistance in the instructor(s) responsible for the delivery of instruction within the classroom;

(8) Vocational counseling and job placement assistance provided to all pupils and participants in the Contractor's programs;

(9) All classroom supplies, textbooks, consumables, and other related teaching materials will always be available and accessible. It is expressly understood that this does not refer to teacher supplies and materials;

(10) Facility (or facilities) that meets all required zoning and enforcement codes.

b. For non-Distance Learning classrooms, the minimum personnel requirements for the services provided herein shall include:

One qualified and/or certified (if applicable) instructor for each 30 students in attendance; one on-site administrator while programs are in session; and security guard. It is further understood that more than 30 students may be served by an instructor if an aide, paraprofessional, or other qualified assistant is also assigned to the class, not to exceed 36 students. The parties shall agree as to minimum personnel requirements for Distance Learning classrooms as appropriate.

c. The minimum supporting documentation for the services provided herein shall include:

(1) a copy of the Contractor's program curriculum;

(2) a copy of the proposed student policies (if they should differ from the student policies in existence for the students of the Hazel Park Alternative Education program); and

(3) a copy of the supplies and equipment list for the Contractor's programs.

2. By approval and execution of this Agreement, the School District agrees to provide the following services to Contractor:

Provide School District control over programs, including approval of the curriculum(s), administrative staff, instructional staff, instructional materials and program schedule as specified in Item 3. In addition, the School District shall provide other management services including, but not limited to, enrollment of the pupils into the Contractor's programs, reporting students to the MDE & SRSD for the purpose of receiving state aid in connection with the operation of the Contractor's programs, and fiscal management over the state aid funds received for the program, to be paid in part to Contractor pursuant to the provisions of Section V of this Agreement.

IV. LEGAL REQUIREMENTS

The Contractor makes the following representations and warranties regarding the legal requirements relating to its programs and any persons seeking employment in the vocations covered by the programs:

1. The Contractor programs will provide pupils with all the prerequisites and training necessary for such participants to meet the legal requirements set forth for programs offered.
2. The Contractor programs comply with the legal requirements set forth by the State of Michigan for instructional programs providing instruction to persons seeking to work in the vocations covered by the Contractor programs.

V. CONSIDERATION

In consideration for the services described in Section III of this Agreement, the School District shall pay to the Contractor a fee based upon the percentage set forth below of the School District's Foundation Grant for each year of this Agreement of: (i) the state aid reported to and received from the State of Michigan for pupils in the programs covered by this Agreement; and (ii) the tuition actually received for the students participating in the programs covered by this Agreement during each school year for the term of this Agreement. Payment from the School District to the Contractor of the fee described above shall be calculated and distributed as follows:

- a. Contractor shall be paid a blended amount equal to 80% of the fee described above based on the current pupil count formula set forth in the State School Aid Act using the Fall pupil membership count day for the current school year and final audited count from the supplemental Winter pupil membership count day for the immediately preceding school year.
- b. At the end of the 2027/2028 school year, if this Agreement is not renewed, or if this Agreement is previously cancelled before the end of the 2027/2028 school year, there will be no payment for the winter count of the last year of this Agreement.
- c. The August and September payments will be held until the completion of the audit of the Contractor's student memberships by Oakland Schools.
- d. If the School District is not satisfied that the Contractor is in substantial compliance with the terms of this Agreement relating to the provision of services described in Section III above, for the purpose of reporting and receiving state aid for instruction to the pupils in the programs, the School District has the right to withhold the payments as prescribed above until the Contractor is able to demonstrate substantial compliance with the Agreement terms to the School District, the School District's attorneys, and, if necessary, to Oakland Schools and the Michigan Department of Education.
- e. If the School District pays funds to the Contractor pursuant to the terms of this Agreement which are later disallowed by the Michigan Department of Education and required to be paid back to the State of Michigan, the Contractor shall be required to re-pay the School District a full refund for the fees paid to the Contractor which were later disallowed. The School District reserves the right to offset amounts the Contractor is required to re-pay against any amounts due to the Contractor from the School District.

VI. INDEMNITY

The Contractor will save, indemnify, defend and hold harmless the School District, its employees and agents, from any and all liability that the School District may incur as a result of the negligence of the Contractor, its agents, or employees, in the performance of this Agreement. Contractor agrees to pay the School District for any damages, costs or expenses (including reasonable attorney fees) resulting from such actions or claims. Contractor shall require its entire professional staff to obtain professional and personal liability insurance policies in amounts acceptable to the School District and to provide certificates evidencing such insurance upon the request of the School District.

VII. NONDISCRIMINATION

Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, term, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status.

VIII. MISCELLANEOUS

1. Governing Law

This Agreement shall be construed, performed and enforced in accordance with, and governed by, the applicable laws of the State of Michigan.

2. Severability

In the event that any part of this Agreement is declared by any court, or any other judicial or administrative body to be null, void or unenforceable, such invalidity shall not affect any other provision of this Agreement that can be given effect without the invalid provision, and, to this end, the provisions hereof are severable.

3. Notices

All notices, requests, demands, or other communications under this Agreement shall be in writing and shall be deemed to have been duly given; (i) on the date of service's if served personally on the party to whom the notice is given at its address listed in this paragraph; or (ii) on the day after delivery to an overnight courier or the express mail service maintained by the United States Postal Service to the parties, as follow:

School District of the City of Hazel Park
Attn: Superintendent
1620 E. Elza
Hazel Park, MI 48030

INVEST Centers
Attn: Neran Yousif
Director
29900 Lorraine Avenue
Warren, MI 48093

Either party may change its address for the purpose of this paragraph by giving the other party notice of its new address in the manner set forth above.

4. Amendment: Waivers

This Agreement may be amended or modified, and any of the terms, covenants, representations, warranties or conditions hereof may be waived, only by a written instrument executed by each of the parties hereto. Any waiver by either party, of any condition or the breach of any provision, term, covenant, representation or warranty contained in this Agreement, shall not be deemed, nor construed, as a continuing waiver of any such condition, or breach of any other provision, term, covenant, representation or warranty of this Agreement. This Agreement may not be assigned by Contractor without the prior written consent of the School District.

5. Entire Agreement

This Agreement contains the entire understanding between the parties hereto with respect to the services contemplated herein and supersedes all prior and contemporaneous agreements and understanding, oral or written, regarding such services. All exhibits hereto, and any policies, documents and instruments delivered pursuant to any provision hereof, are expressly made a part of this Agreement.

6. Further Matters

The parties hereto agree to perform such additional acts and execute such additional documents as are reasonably necessary to carry out the terms of this Agreement.

7. Paragraph Headings

The paragraph headings in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

8. Authorization

This Agreement has been duly authorized, executed and delivered by the parties hereto and constitutes a legal, valid and binding obligation of such parties, enforceable in accordance with its terms. Each individual's signature hereto represents and warrants that the signatory is duly authorized to execute this Agreement on behalf of the signatory's Board of Education/Executive Officer.

9. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument

10. Grant Resources

To the extent permitted by applicable laws, rules and regulations, the School District agrees to use reasonable efforts to annually identify and make available state and federal grant resources to the programs provided under this Agreement to provide additional student support services.

11. Online Learning

The School District agrees to cooperate with and assist INVEST to identify and provide online learning opportunities for students in the programs provided under this Agreement where appropriate and permitted.

12. Food Services

The School District agrees to make breakfast and lunch services available for the students in the programs provided under this Agreement in accordance with the School Breakfast Program, National School Lunch Program, and its applicable rules and regulations, and the School District's current food service operational policies and contracts.

13. In-Services

The School District agrees to include teachers of the programs provided under this Agreement in the School District's district-wide professional development activities.

IX. CONFIDENTIALITY

While performing the Services, the Contractor and its employees and agents shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including all licensing and permitting requirements applicable to providing the services required under this Agreement. The parties acknowledge that Contractor may access students' educational records and/or personally identifiable information ("PII")(collectively "Student Information") and other confidential information as part of its obligations under this Agreement, and the Contractor agrees to not disclose or disseminate to others any Student Information or confidential information belonging to the School District or a student without written authorization from the School District, unless required by law or compelled by court order. Moreover, in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232 ("FERPA"), and the regulations promulgated thereunder, Contractor is performing institutional services and functions for the School District that would otherwise be performed by the School District and accordingly is considered a school official, provided that: (i) Contractor shall use and maintain the Student Information (including any education records and Student Information only for the purposes of this Agreement and in accordance with FERPA, as well as the School District's policies and procedures; (ii) the School District is the owner of all School District data and Student Information and the School District has the right to audit Contractor's use of the School District's Student Information (including

education records and PII) at any time; and (ii) Contractor shall not re-disclose any Student Information (including any education records or PII) of the School District or its students to any other party without the prior written consent of the School District and the student (or student's parent(s)/legal guardian(s) if required by law).

X. BACKGROUND CHECKS


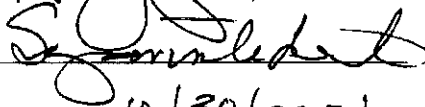
The Contractor acknowledges and agrees that in accordance with Michigan Public Act 84 of 2006, as amended, the Contractor shall be required to have all on-site personnel, as well as any and all of its agents, employees or representatives who will regularly and continuously be on any School District premises to carry out the services contemplated by this Agreement, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Agreement. These criminal background checks must be completed through the School District by having all applicable Contractor personnel present themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the School District, or if permitted by law, having said Contractor personnel provide written notification to the School District that said individual has previously completed fingerprinting and a criminal history and background check as a Contractor employee or agent in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and indicating that the individual consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If such transfer is not permissible under applicable law, the Contractor acknowledges and agrees that the Contractor personnel will be required to undergo the full fingerprinting and background check process. If Contractor wishes to receive a copy of any report that may be provided to the Contractor under applicable law, it shall have the Contractor employee provide written consent to the School District acknowledging its consent to provide Contractor with a copy of the report at the time fingerprinting and background checks are initiated. Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Contractor represents and warrants to the School District that it will at all times during the Initial Term or any Renewal Term of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, requiring all its personnel to report to the School District within three (3) business days of when any of its agents, employees or representatives who will regularly and continuously be on the School District's premises to carry out the Services contemplated by this Agreement, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the School District if that person is subsequently convicted, plead guilty or plead no-contest to that crime. The Contractor shall indemnify, defend and hold the School District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys' fees and actual expert witness fees, arising out of or in connection with any violation of, or the Contractor's (or its employees' or agents') failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph. The Contractor shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Contractor shall supply all necessary data and information, as requested by the School District, to enable the School District to properly submit Contractor and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel." The Contractor acknowledges and agrees that all background checks must be completed through the School District and the School District will not accept any background checks conducted through the Contractor.


WHEREAS, the Parties hereto execute this Services Agreement as of the Effective Date.

SCHOOL DISTRICT OF THE CITY OF

INVEST Centers LLC

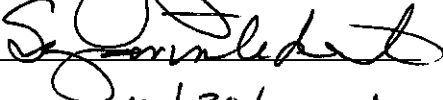
HAZEL PARK

By: 
Its: 
Date: 10/30/2021

By: 
Its: President
Date: 11-14-21

HAZEL PARK

By: 

Its: 

Date: 10/30/2021

By: _____

Its: _____

Date: _____

HAZEL PARK SCHOOL DISTRICT

RESOLUTION AUTHORIZING EXTENSION OF CONTRACT WITH INVEST CENTERS

A regular meeting of the Board of Education of the School District was held in the School District on the 21st day of June, 2021, at 6:30 p.m.

The meeting was called to order at 6:30 p.m. by Laura Adkins, President.

Present: Members Beverly Hinton, Heidi Fortress, Melissa Baldwin, Dawn Rice, Kristy Schlak, Laura Adkins, Rachel Noth attended virtually from Hazel Park (Oakland County), Michigan.

Absent: Members None

The following preamble and resolution were offered by Member Melissa Baldwin and supported by Member Kristy Schlak:

WHEREAS, the District has an existing agreement with INVEST Centers, LLC, to operate an alternative school program for students, which agreement is scheduled to expire June 30, 2023;

WHEREAS, both parties to such agreement are interested in extending the existing an agreement an additional three years to June 30, 2026;

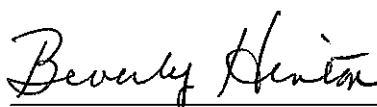
NOW THEREFORE BE IT RESOLVED:

1. That the Superintendent is hereby authorized to enter into an agreement on behalf of the District extending the District's existing agreement with INVEST Centers, LLC, to a new expiration date of June 30, 2026, provided that the District's legal counsel reviews and approves such extension agreement.

Ayes: Members Baldwin, Schlak, Noth, Hinton, Fortress, Rice, Adkins

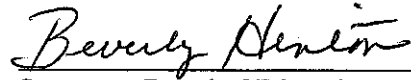
Nays: Members None

Resolution declared adopted.



Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the School District of the City of Hazel Park, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a special meeting held on June 21, 2021, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.



Secretary, Board of Education

CHARTER CONTRACT AMENDMENT

to the July 1, 2019 Contract to Charter
A School of Excellence that is a Cyber School

Issued To

MICHIGAN VIRTUAL CHARTER ACADEMY
(A School of Excellence That Is A Cyber School)

By

THE BOARD OF EDUCATION FOR THE SCHOOL DISTRICT
OF THE CITY OF HAZEL PARK
(AUTHORIZING BODY)

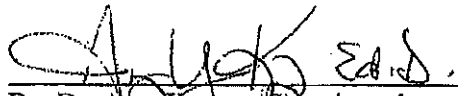
CONTRACT AMENDMENT

MICHIGAN VIRTUAL CHARTER ACADEMY

In accordance with the Terms and Conditions of the Contract (the "Contract"), dated July 1, 2019, issued by the Board of Education For The School District Of The City Of Hazel Park (the "District Board") to Michigan Virtual Charter Academy (the "Academy") the Contract is amended as follows:

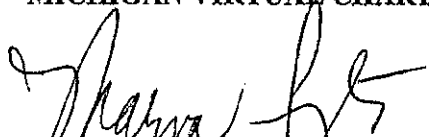
1. Amend Schedule 13: Age and Grade Range of Pupils by replacing the current Schedule 13 with the amended Schedule 13 by increasing the enrollment cap for the 2020-2021 school year from 3,200 students to 3,460 students and adjusting the Grade/Bands Cap Table to reflect 3,460 students as identified in Tab 1 and the May 24, 2021 District Board and Academy board resolutions.
2. This contract amendment has been approved by the District Board and the Academy Board through their respective board resolutions and the authorized designee's signatures below and shall have the effective date of May 25, 2021.
3. This contract amendment supersedes and replaces any prior contract amendment(s).

**THE BOARD OF EDUCATION FOR THE SCHOOL DISTRICT
OF THE CITY OF HAZEL PARK**


By: Dr. Amy Kruppe, Superintendent

Dated: 6/23/2021

MICHIGAN VIRTUAL CHARTER ACADEMY


By: Marva Foster, Board President

Dated: 10/25/2021

The School District of The City of Hazel Park and Michigan Virtual Charter Academy

Contract Amendment-Schedule 13

TAB 1

Schedule 13-Age and Grade Range of Pupils

The MVCA Board reviews performance and marketing data each year to determine enrollment goals.

When circumstances have warranted, the Academy Board has increased or decreased the enrollment cap. The Academy Board intends to continue this practice based on enrollment demand.

MVCA's enrollment cap for the 2021-2022 school year is 3,460 students. The following table shows the breakdown of the current cap by grade level and grade band:

Proposed MVCA Enrollment Cap 2021 - 2022			
Grade/Bands	CAP 2020-2021	CAP 2021 - 2022	Increase
K-2	400	400	0
K	125	125	0
1	135	135	0
2	140	140	0
3rd-5th	550	550	0
3	150	150	0
4	170	170	0
5	230	230	0
6th-8th	750	960	210
6	230	320	90
7	250	320	70
8	270	320	50
9th-12th	1500	1650	150
9	370	420	50
10	430	430	0
11	365	365	0
12	335	335	0
Total	3200	3460	260

Per Academy Board policy, when the lottery deadline passes in any enrollment cycle and no individual grade levels in a grade band require a lottery, the grade bands will be utilized to manage enrollment limits during the year.

The Academy Board will adjust its enrollment cap annually or more frequently as needed depending on demand and implementation of new programs.

HAZEL PARK SCHOOL DISTRICT

RESOLUTION AUTHORIZING CHANGES IN PUPIL-ENROLLMENT MAXIMUMS AT MICHIGAN VIRTUAL CHARTER ACADEMY (MVCA)

A regular meeting of the Board of Education of the School District was held in the School District, on the 21st day of June, 2021, at 6:30 p.m.

The meeting was called to order at 6:30 p.m. by _____, President.

Present: Members _____

Absent: Members _____

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

WHEREAS, the Hazel Park School District is the authorizer of the Michigan Virtual Charter Academy (MVCA), a School of Excellence that is a cyber school;

WHEREAS, the charter contract between the District and MVCA permits the Board of Directors of MVCA to adjust the maximum pupil enrollment in MVCA annually or as otherwise needed to best service the students it serves;

WHEREAS, the Academy Board has determined that given the COVID-19 pandemic the need for virtual/on-line education for students continues to increase;

WHEREAS, the Academy Board has approved a board resolution increasing student enrollment from 3,200 students for the 2020-2021 school year to 3,460 students for the 2021-2022 school year in accordance with the Grade/Band Cap Table as reflected in **Exhibit A** attached.

WHEREAS, the Academy Board has approved a Board resolution to amend the Charter Contract to reflect the increased enrollment cap and the new Grade/Band Cap Table as reflected in **Exhibit A** attached.

WHEREAS, the District desires to similarly approve an amendment to the Charter Contract to reflect the increased enrollment cap and the new Grade/Band Cap Table as reflected in **Exhibit A** attached;

NOW, THEREFORE BE IT RESOLVED:

1. The Charter Contract between the Academy and the District shall be amended to increase the student enrollment for the 2021-2022 school year from 3,200 students to 3,460 students, with the corresponding enrollment increases reflected in the new Grade/Band Cap Table, **Exhibit A** attached.
2. The other provisions of the Charter Contract shall remain the same.
3. The Superintendent or her designee are hereby authorized to take whatever action is necessary to effectuate this change.

Yes: Members _____

Nays: Members _____

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the School District of the City of Hazel Park, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a special meeting held on June 21, 2021, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

EXHIBIT A

The School District of The City of Hazel Park and Michigan Virtual Charter Academy

Contract Amendment-Schedule 13

Schedule 13-Age and Grade Range of Pupils

The MVCA Board reviews performance and marketing data each year to determine enrollment goals.

When circumstances have warranted, the Academy Board has increased or decreased the enrollment cap. The Academy Board intends to continue this practice based on enrollment demand.

MVCA's enrollment cap for the 2021-2022 school year is 3,460 students. The following table shows the breakdown of the current cap by grade level and grade band:

Proposed MVCA Enrollment Cap 2021 - 2022			
Grade/Bands	CAP 2020-2021	CAP 2021 - 2022	Increase
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5	230	230	0
6th-8th	750	950	210
6	230	320	90
7	250	320	70
8	270	320	50
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9	370	420	50
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12	335	335	0
Total	3200	3460	260

Per Academy Board policy, when the lottery deadline passes in any enrollment cycle and no individual grade levels in a grade band require a lottery, the grade bands will be utilized to manage enrollment limits during the year.

The Academy Board will adjust its enrollment cap annually or more frequently as needed depending on demand and implementation of new programs.

Temporary Staffing Agreement

This Temporary Staffing Agreement ("**Agreement**") is made as of June 26, 2010 by and between, Hazel Park Schools of 1620 E. Elza, Hazel Park, MI 48030 ("**Facility**") and Staff Connections, LLC, of 1100 Corporate Office Dr., Suite 100, Milford, MI 48381 ("**Agency**"). The purpose of this Agreement is to set forth the terms that govern the provision of staffing services by Agency to Facility.

1. Definitions.

"**Agency Placement Advisor**" means that Agency point of contact with whom Facility communicates regarding this Agreement, as may be changed by Agency upon notice to Facility.

"**Confirmation**" means that written communication sent by Agency to Facility to confirm the position to be placed, the Services Location and the Services Facility Type, the time period of the placement, and name of the Agency Placement Advisor.

"**Contractor**" means an individual that performs the Services pursuant to the Rate Schedule. Contractor shall be licensed in the State of Michigan if required for Services to be performed.

"**Holiday**" is the time commencing 12:01 am and terminating 11:59 pm on the following days: New Year's Day, Memorial Day (observed), Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

"**Holiday Premium**" is the Rate in effect for Services performed during a Holiday, , equal to the applicable Rate as set forth in the applicable Rate Schedule multiplied by one and one half (1.5).

"**Position**" means the position identified in the Confirmation, such as registered nurse, physical therapist, etc.

"**Rate**" means the applicable hourly rate set forth in the Rate Schedule and the remainder of this Agreement, for each Contractor(s) upon which payment is to be made to Agency for Services.

"**Services**" are those services to be performed by a Contractor within the limits of the Position, as set forth in the applicable Confirmation, as reasonably directed by Facility.

"**Services Facility Type**" is the type of facility at which Services are to be performed, as indicated in the applicable Confirmation.

"**Services Location**" is the physical location at which Contractor is to provide Services, as set forth in the applicable Confirmation.

"**Rate Schedule**" is the exhibit attached hereto and made a part hereof, executed by Agency and Facility, which sets forth the rates to be paid for Services in effect as of the Effective Date.

"**Weekday**" is the time commencing 12:01 am Monday and terminating 11:59 Friday, provided such hours are non-Holiday hours.

"**Weekend**" is the time commencing Saturday 12:01 AM and terminating Sunday 11:59 PM, provided such hours are non-Holiday hours.

2. Provision of Contractor. In response to a request for staff by Facility, Agency will submit one or more prospective Contractors and the associated qualifications.

3. Provision of Services. All Services shall be performed by Contractor in accordance with the schedule agreed upon in writing between Facility and Contractor. Services shall be performed at the Services Location, provided, however, Contractor may be asked, with reasonable notice, to occasionally provide Services at an alternate location.

4. Payment Terms.

4.1 Payment. Facility shall pay Agency biweekly for the Services performed at the applicable Rate. In addition, if Services are provided at a location other than the Service Location, Facility shall pay Agency for the mileage and travel time at the applicable hourly rate between the Services Location and the actual location at which Services were performed if the Contractor moves between facilities within the same day. Rates set forth in the Rate Schedule are subject to change upon thirty (30) days prior notice from Agency.

4.2 Timesheets. Facility will be presented with a timesheet by Contractor, indicating the hours during which Services were performed, and Facility will promptly sign it or contact Agency within the next business day to discuss such timesheet. Facility acknowledges and agrees that once it signs the timesheet, or if next business day has passed since it was presented with the timesheet without notifying Agency, Facility has no right to contest such timesheet or the Services related thereto. If Facility does notify Agency regarding a concern with a timesheet, Facility shall pay for the Services not contested, and the parties shall work diligently to resolve the contested portion of the timesheet.

4.3 Cancellation Fees. A cancellation fee equal to the applicable Rate multiplied by Four (4) hours will apply if Services are cancelled on a scheduled work day within 72 hours.

4.4 General. Facility shall pay all fees owed to Agency in U.S. dollars via mail to the Agency address or wire transfer (per instructions provided by Agency) within ten (10) days of date of invoice. Overdue payments owed to Agency shall bear interest at the lesser of one and one half percent (1.5%) per month or the maximum rate allowed under applicable law. Facility shall indemnify Agency for all costs, including expenses and attorney's fees, incurred by Agency in the collection of overdue payments. Facility is not responsible for FICA, SUTA, FUTA, worker's compensation, education leave, pension, or paid time off for Contractor.

4.5 Sole Benefit. The sole monetary compensation for Services to be derived by Agency are the fees due pursuant to this Section entitled "Payment Terms". Agency shall not bill the patient or health insurance program for the Services in compliance of Medicare Ruling section 1861(w) of the Act (42 U.S. C. 1395x(w)).

5. Agency Rights and Obligations. Agency shall:

- a. require that each Contractor abide by Facility procedures and policies of which Facility has informed Contractor.
- b. maintain at least One Million Dollars (\$1,000,000.00) per medical incident and Three Million Dollars (\$3,000,000.00) aggregate occurrence based professional liability insurance for each Contractor. TO THE EXTENT NOT PROHIBITED BY LAW, AGENCY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL CONSEQUENTIAL OR SPECIAL DAMAGES, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- c. supply all necessary Contractor credentialing documentation to Facility.
- d. train its employees on HIPAA regulations, and shall maintain records of HIPAA training and testing.
- e. have the right to replace a Contractor with another qualified person upon reasonable notice to Facility.

6. Facility Rights and Obligations. Facility shall:

- a. be responsible for managing the Contractor, including supervising Contractor, directing the professional activities of Contractor, and scheduling the hours to be worked by Contractor. Agency shall not control, direct, or assume any responsibility for Contractor's professional activities. Facility shall not entrust Contractor with cash, keys, credit cards, or any other valuables.

- b. not, nor permit its employees, agents or representative, directly or indirectly through another entity, solicit or offer employment to any Contractor for a period terminating one (1) year after the last day of Services provided by such Contractor. Notwithstanding the foregoing, Facility may solicit for, and offer, full time employment to Contractor, provided: (i) prior to soliciting or offering employment to such Contractor, Facility notifies Agency in writing of its desire to solicit and offer employment to such Contractor, such notice to be given no less than fourteen (14) days prior to hire date for such Contractor; and (ii) prior to the hire date for such Contractor, Facility: (a) executes an amendment with Agency pursuant to which the applicable Rate Schedule is terminated, and Facility agrees to pay a placement fee of twenty percent (20%) of the gross annual compensation accepted by such Contractor ("**Permanent Placement Fee**"); and (b) Agency receive such Permanent Placement Fee for such Contractor.

Facility acknowledges that the terms of this Agreement, including the Rates, is Agency confidential and proprietary, and Facility shall not divulge any information regarding this Agreement to any person or entity, except: (i) to those Facility employees that have a need to know and are subject to strict nondisclosure obligations; and (ii) to the extent required by applicable law or court order, provided Facility notifies Agency in writing of such requirement prior to disclosure.

7. Term and Termination. The term of this Agreement commences on the Effective Date for a period of one (1) year with automatic consecutive one (1) year renewals, unless earlier terminated by one of the parties, with or without cause, upon ten (10) days prior written notice.

8. General.

- 8.1 This Agreement is made in and shall be governed by the laws of the United States and the State of Michigan, excluding its conflicts of laws provisions.
- 8.2 Facility may not assign this Agreement (by operation of law or otherwise) without the prior written consent of Agency, and any prohibited assignment shall be null and void.
- 8.3 If any provision of this Agreement is held to be unenforceable, this Agreement shall be construed without such provision. The parties agree to amend the Agreement so that the original intent is maintained as much as possible.
- 8.4 The failure by a party to exercise any right hereunder shall not operate as a waiver of such party's right to exercise such right or any other right in the future.
- 8.5 Neither party shall discriminate based on religion, race, creed, national origin, age, sex or handicap.
- 8.6 All notices required or permitted under this Agreement will be between Facility and Staff Connections Placement Advisor, and shall be in writing.
- 8.7 This Agreement, and exhibit attached hereto, constitutes the entire agreement between the parties concerning the subject matter herein. This Agreement replaces and supersedes any prior verbal or written understandings, communications, and representations between the parties. No purchase order or other ordering document that purports to modify or supplement the printed text of this Agreement shall add to or vary the terms of this Agreement. This Agreement may be amended only by a written document executed by a duly authorized representative of each of the parties.
- 8.8 The terms of this Section entitled "General" shall survive termination of this Agreement.

Hazel Park Schools

Mr. Judy Berger

Authorized Signature

Judy Berger / Director of Special Education

Printed Name and Title

Staff Connections, LLC

Mary Wagner

Authorized Signature

Mary Wagner, Account Manager

Printed Name and Title



Book	Policy Manual
Section	6000 Finances
Title	USE OF CREDIT/DEBIT CARDS
Code	po6423
Status	Active
Adopted	May 15, 2017

6423 - **USE OF CREDIT/DEBIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall annually submit for Board approval the position titles authorized to use District credit/debit card(s) in conducting of District business.

The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).

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Last Modified by Brenna Sparger on February 25, 2019

**HAZEL PARK SCHOOLS
PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT FORM**

By participating in the **HAZEL PARK SCHOOLS** Purchasing Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

1. The School District Purchasing Card is to be used for school business expenditures only. The Purchasing Card may only be used under the parameters and procedures established for the Purchasing Card Program which are detailed in the Purchasing Card Policies and Procedures. The School District Purchasing Card **MAY NOT** be used for any personal purchases, business entertainment purposes, or cash transactions.
2. The Purchasing Card has been issued in your name. By accepting the Card, you assume responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than you, the Cardholder.
3. The School District Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if you suspect the Card or Account Number has been compromised, you agree to immediately notify the bank and the School District Purchasing Card Program Administrator.
4. All charges will be billed and paid directly by the School District. For each billing period, you must print and sign an Expense Report listing all activity associated with the Card. This activity will include purchases and credits posted during the billing period. While you are not responsible for making payments, you are responsible for the verification and reconciliation of all account activity. If you do not follow the procedures, your card and cardholder privileges will be revoked.
5. Cardholder Accounts are subject to periodic internal control review and audits designed to protect the interests of the School District. By accepting the Card, you agree to comply with these reviews and audits.
6. Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time. The School District will promptly notify you of these changes.
7. **Any taxes incurred while using the Purchasing Card Program will automatically be deducted from your next paycheck. The School District is tax exempt and shall not pay any taxes.**

You agree to surrender and cease use of the Card upon termination of employment. In addition, you must surrender and cease use of the Card if you transfer or relocate. You may also be asked to surrender the Card at any time deemed necessary by the district. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.

Employee Acknowledgement:

By signing below, I acknowledge that I have read both the Purchasing Card Cardholder Guide and the Cardholder Agreement and agree to the terms and conditions of these documents. I certify that as a participating Cardholder of the School District Purchasing Card Program, I understand and assume the responsibilities listed above.

Employee Signature

Title

Name (Print)

Date



Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
www.hazelparkschools.org

In compliance with Guidelines for Statutory Requirement MCL 388.1618 (2) and (3): Under this heading, provide a report that includes the type, credit limit, authorized individual(s), authorized dollar limit(s), and last four digits of all credit cards maintained by the district as district credit cards.

Hazel Park School District has a credit limit of \$500,000

As of January 21, 2022

Card Type	Credit Limit	Authorized Users	User's Limit	Last 4 Digits of Card
MASTERCARD	\$ 200,000	ACCOUNTS PAYABLE	\$ 200,000	0249
MASTERCARD	\$ 10,000	BREW, GINA	\$ 10,000	8853
MASTERCARD	\$ 10,000	BUCZKO, JAMIE	\$ 10,000	8074
MASTERCARD	\$ 5,000	DILLARD, TAMARAN	\$ 5,000	5547
MASTERCARD	\$ 5,000	DIMAS, DEBRA	\$ 5,000	8828
MASTERCARD	\$ 5,000	DULMAGE, STEPHANIE	\$ 5,000	5092
MASTERCARD	\$ 5,000	GRAESSLEY, KARLA	\$ 5,000	2857
MASTERCARD	\$ 5,000	HP TECHNOLOGY	\$ 5,000	8518
MASTERCARD	\$ 5,000	KRAUSE, MICHELLE	\$ 5,000	7323
MASTERCARD	\$ 25,000	KRUPPE, AMY	\$ 25,000	5012
MASTERCARD	\$ 50,000	LUPTAK, CHRISTINE	\$ 50,000	9542
MASTERCARD	\$ 50,000	MILLER, MATTHEW	\$ 50,000	4009
MASTERCARD	\$ 5,000	NAGY, RICK	\$ 5,000	6712
MASTERCARD	\$ 5,000	NASTASI, CORRI	\$ 5,000	1214
MASTERCARD	\$ 10,000	NUGENT, NICK	\$ 10,000	6523
MASTERCARD	\$ 5,000	OESTRIKE, THOMAS	\$ 5,000	2511
MASTERCARD	\$ 5,000	OKANE, SHEILA	\$ 5,000	1086
MASTERCARD	\$ 5,000	PAPASIAN-BROADWELL, MEGAN	\$ 5,000	5823
MASTERCARD	\$ 5,000	PLEINESS, CHARLES	\$ 5,000	4166
MASTERCARD	\$ 5,000	POSTELL, CARLA	\$ 5,000	1828
MASTERCARD	\$ 10,000	RICHARDSON, GREG	\$ 10,000	2959
MASTERCARD	\$ 5,000	SCHOLZ, TAMMY	\$ 5,000	9812
MASTERCARD	\$ 5,000	SMITH, KENDAL	\$ 5,000	0770
MASTERCARD	\$ 500	TASSIE, ROCHELLE	\$ 500	9695
MASTERCARD	\$ 500	VANDERHAGEN, TRACEY	\$ 500	0472
MASTERCARD	\$ 100,000	WILKINS, BRADLEY	\$ 100,000	4877
MASTERCARD	\$ 5,000	YATES, LINDA	\$ 5,000	6209
MASTERCARD	\$ 100,000	ZIRNIS, JASON	\$ 100,000	4388
HOME DEPOT	\$ 10,000	MAINTENANCE	\$ 10,000	9410
LOWES	\$ 10,000	MAINTENANCE	\$ 10,000	3376

Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Active
Adopted	May 15, 2017

0144.2 - **BOARD MEMBER ETHICS**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

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Last Modified by Brenna Sparger on February 25, 2019



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of COMPENSATION
Code	po0144.1
Status	
Adopted	May 15, 2017
Last Revised	June 15, 2020

0144.1 - **COMPENSATION**

Board members shall receive not more than \$~~40~~²⁵ per month as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service
- C. Attendance at Board-approved conferences should be at the location closest to the District.
- D. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.

The maximum reimburseable expenses are as follows:

Housing - at a reasonable rate and approved by the Board

Meals

Breakfast - \$15.00

Lunch - \$15.00

Dinner - \$20.00

- E. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$50.00.
- F. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- G. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

Legal M.C.L. 380.11a, 380.1254

Last Modified by Debbie Scott on January 1, 2022



HAZEL PARK
SCHOOLS

Communications Plan 2022-2025

Superintendent, Dr. Amy Kruppe

Overview

This overall plan focuses on communication within the schools and overall district, with parents and the community, and with local and possibly national media.

School Communications

The purpose of the Hazel Park Schools Communication Plan is to present a clear and concise framework for communicating with our school community. The plan primarily addresses two types of school district audiences: internal (students, teachers, staff, administration, and Board of Education) and external (parents, businesses, civic groups, other members of the HPS community, and surrounding counties).

Staff support for and involvement in this plan is vital, particularly, teachers and office staff who are highly influential sources of information for the public. HPS staff carries the message of the school district to their families and friends who in turn form opinions about the schools. We must have as a top priority the goal of clearly communicating our unified message at all times.

The Superintendent's Office will implement and manage community relations, publications, marketing, and offer leadership on all comprehensive communication services and strategies for the district under the direct supervision of the Superintendent.

Two driving questions for every program or activity will be:

1. How does this benefit our students?
2. How do we communicate it to our stakeholders?

List of Target Audiences

Internal

1. Students
2. Staff
3. Board of Education

External

1. Parents/Guardians
2. Parent Organizations
3. Key Communicators
4. Business Community
5. Elected City Officials
6. Elected state and Federal Legislators
7. Civic Groups
8. Community Groups
9. Education – other school districts and local colleges & universities
10. Private Schools
11. Electronic Media (i.e. website, social media sites, email, newsletters, etc.)
12. Print Media (i.e. newspapers, flyers, posters, banners, etc.)

Objectives

Meet regularly with every constituent

1. Set up a line of communication and start heading in the right direction of promoting upcoming events.
2. NOTHING will be too minor to promote.
3. Schedule meetings weekly, bi-weekly or monthly in order to make sure we're on track to meeting everyone's needs.

Social media accounts

1. Facebook
 - a. Establish, for buildings that don't have them, and maintain accounts.
 - i. Have each building post at least five new entries a week.
 - ii. Look into possibly paying to help promote the school to strengthen admissions.
2. Instagram
 - a. Post at least five new entries a week.
3. YouTube
 - a. Post at least one video a week.
4. LinkedIn
 - a. Post two items a week.

Social media initiative

1. #MeetYourViking or #FutureViking
 - a. Weekly videos featuring elementary students and/or athletes in a Q&A form. This will not only help promote students inside the school but will also help attract other potential students due to the attention it will receive on social media accounts with multiple people sharing it.
2. #HP180 (Beginning with the 2022-23 school year)
 - a. A year-long project that will help promote all the good that occurs every single day in our schools. The goal would be to externally and internally feature life in the entire system every weekday, showing students, teachers, administrators, staff, and volunteers from all academic classes and activities/athletics to transportation, and everyone in between.
 - b. A number of pictures and videos will be posted weekly. At the end of the school year, a compilation will be put together for a nice summer sendoff and also give us momentum heading into the next school year.

Promote the successes of HPS staff

1. Produce a monthly video series focused on a student, staff member, program, school, department, etc.
2. Video to be shown on social media, website, and at Board meetings.
3. Highlight staff with articles in district communications pieces, outside media, and through recognition at events.

Continue to maintain a robust website

1. Significantly increase district news, events, and overall awareness.
 - a. Visual content is powerful in telling our story; it should captivate our audience.
 - b. Features could include superintendent and principal blogs, improved photo galleries.

Build the brand identity to help position the district for a robust future

1. Stakeholders should recognize us for our academic excellence and reputation.
2. Have a consistent brand line
3. Identify logos and the usage of logos: district shield, etc.
4. Reflect on making HPS the same Viking nickname and mascot.
 - a. The community was all for it back before COVID hit.
 - b. Readdress mascot to see if any changes need to be made.
5. Explore other digital, print, cable, commercial, and display advertising opportunities.
6. Possible window wrapping district buses and vans.
7. Develop brand line (Realize the Hazel Park difference today).

Work with alumni

1. Collecting much-needed graduate data is essential.
2. Community involvement, visibility is key.
3. Event ideas.
 - a. Host a big event around homecoming each year that brings alumni back.
 - b. Celebrate past athletic achievements.
 - c. Have prestigious alumni lead the homecoming parade and honor them at the pep assembly as well as halftime of the football game.
4. Vikings on Campus (visit alumni on Michigan campuses).
5. Regional Alumni Nights (good outreach to relocated alums).

Promote Promise Zone

1. Put up a picture/poster in the hallway of the high school (and perhaps the junior high and elementary they attended) of each award recipient the Promise Zone hands out each year. Last year was the first person they honored.

Parent/Student Surveys

1. Research & Development cultivates feedback from stakeholders (parents/students).
2. Perhaps create annual senior “exit” surveys.
3. Also, when enrolling ask where they heard about HPS and why they are enrolling their student or students with us.

“What Makes Hazel Park Stand Apart” video

1. This will increase traffic to the site.
 - a. Create highlight videos of each individual school, plus district-wide video.
 - b. Videos must make sense on all of the district’s social platforms and website.

Plan and create parent/student welcome packets

1. Includes all the essentials that new members of the community would need to reach out to their new school and teachers.

Communicate with civic, community, and other groups

1. Attend community meetings as needed to provide information.
2. Provide district communications materials to key leaders.
3. Develop partnerships with groups.

Be visible in the community

1. Encourage participation in local service clubs.
2. Host HPS “town hall” meetings or forums when necessary and appropriate
3. Encourage school staff to talk positively about HPS to friends, neighbors, and community acquaintances.
 - a. Provide staff with talking points about the district so when they meet someone they can talk about the good things going on at HPS.
4. Seek business partnerships through contacts in local groups.
5. Work with businesses to see if you can put things in their windows to promote HPS.
6. Look into possibly putting HPS flags up and down John R.
7. Possibly highlight our seniors each year with banners up and down John R.

Strategies

Keep Communications Simple

1. Use clear, concise, and non-educational style for all general publications.
2. Vary the types and levels of communication to target diverse audiences.
3. Translate communication pieces for various language groups.

Communicate early and often

1. Prepare information sheets when appropriate to send out to HPS staff members as needed.
2. Follow-up with memos or communications to all staff if necessary.
3. Make telephone calls if in doubt.

Communicate face-to-face

1. The more difficult the situation, the more important it is to communicate.
2. Encourage staff to relay messages through personal interaction when appropriate.

Keep communications brief and to the point

1. In order to keep a person's attention, be brief and to the point.
2. Use bullet points when appropriate.
3. Highlight messages in the title.
4. Proofread all documents for errors.

Emphasize customer service

1. Customers must leave with an answer to their concerns or questions.
2. Never be dismissive.
3. Actively listen to understand the message beyond the words.

Train staff

1. Train staff to understand that what they say to friends, neighbors, and people in the community has an impact on how OSD schools are perceived.
2. Engage frontline staff in the conversation, and make sure they have access to information immediately. They are the best link to the parents and community.

Develop relationships with our community

1. Develop relationships with merchants by keeping them informed of minimum days, late starts, etc.
2. Ask for input on areas of concern.
3. Develop key communicators groups and deliver messages to them as needed. They will take the messages to the community more effectively than district personnel.
4. Maintain a high level of visibility for the District through the participation of key staff in various professional and community activities.

Study the media

1. Pay attention to the type of stories aired or published.
2. Note who is generally used as a source of information.
3. Develop relationships with editors and education reporters.

Prepare our messages

1. Study issues facing education and be prepared to respond with information sheets.
2. Develop responses that represent our school or district message.
3. Avoid technical jargon by keeping it simple and using quotable "sound bites," when appropriate.
4. Prepare stories in formats that match those used by the local media.
5. Don't use education lingo when preparing messages.

Methods

Newsletters

1. A monthly newsletter that goes out to the community electronically and is posted on social media.
2. Produce a printed newsletter (two a year) that will be mailed out to the Hazel Park residents.

Cable TV

1. Utilize our cable network to promote the school.

Videos

1. Monthly Superintendent updates.

Social media accounts

1. Create Facebook Pages
 - a. For Hoover and Junior High.
2. Facebook Posts
 - a. Have each building post at least five new entries a week.
 - b. Those posts will get shared regularly on the HPS page.
 - c. Phase out posting on other pages HPS is a part of.
3. District Instagram
 - a. Post at least five new entries a week.
4. District YouTube
 - a. Post at least one video a week.
5. District LinkedIn
 - a. Post two items a week.

Kindergarten Parents & Graduating Seniors

1. Yard signs & Banners



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education

From: Dr. Carla Postell, Director of Curriculum Integration & Instruction

Subject: Secondary Summer School

Date: January 5, 2022

Secondary Summer School Proposal

HPHS Summer School Program

The HPHS Summer School Program will follow the same format as past summers. The program will run for six weeks, **June 27 - August 4 of 2022** at Hazel Park High School. Students will be offered a **free breakfast and lunch** each school day as they were last year during summer school. It is important to note that these high school summer program options are in addition to the Credit Recovery program.

The **HPHS Math BootCamp** is designed to prepare students for the math course they will be taking during the 2021-2022 school year. We offer camp for students needing and/or wanting to build their Algebra 1, Geometry, Algebra 2, and Pre-Calculus math skills. The sessions will be spent reviewing prerequisite knowledge and introducing new concepts that will be taught during the upcoming school year. Students will receive lessons that are hands-on and interactive. Class sizes are small (around 10 students), so students receive lots of individual attention and continuous feedback. Students that successfully complete this course will receive a **.5 elective credit. (Potentially funded by TalentSearch)**

The **HPHS Elective Course Offerings** will consist of one face-to face elective course offerings during the eight week summer programming. We are aiming at offering an Art elective to allow for students to explore an art elective such as jewelry or pottery. Students that successfully complete this course will earn a **.5 elective credit** for Visual, Performing, or Applied Art (VPAA) Credit.

The **HPHS Credit Recovery** Summer School Program will follow the same format as past summers. The program will run for six weeks, **June 22 - July 31 of 2021** at Hazel Park High School. Students will be offered a **free breakfast and lunch** each school day as they were last year during summer school.

The HPHS Credit Recovery Summer School Program will consist of offering Credit Recovery courses via our

Edgenuity Platform. This program will allow students to earn credit in high school courses for the purpose of remediation or acceleration.

The **HPHS Bridge Program** first started during the summer of 2016. This summer we would like to reinstate the program. The **HPHS Bridge Program** will consist of a summer school program for incoming 9th grade students that need additional assistance with their math and/or english skills. The Bridge Summer School Program will be held Monday-Thursday and run the same eight weeks of all HS Summer school programming. Students that successfully complete this course will receive a **.5 elective credit. (Potentially partially funded by GEARUP)**

The Bridge Summer School program will:

- refresh Math and English Language Arts skills learned during 8th grade
- prepare your student with skills needed to be successful in Algebra & 9th grade English
- get a snapshot of the Algebra and 9th grade English curriculum at Hazel Park High School
- strengthen your student's problem solving, reading comprehension and critical thinking skills
- enrich your student's interest in Math and English
- boost your student's confidence in Math and English
- Hands-on learning experiences/field trips (GEARUP)

High School Staffing

- 2 Math Teachers
- 1 Elective Teacher (Art OR CTE offering is the projection)
- 2 Bridge Teachers & GEARUP Staff

Projected Teacher Total = 5 Teachers

Summer School Sessions & Time:

Session 1 = 8:00 a.m. - 11:00 am

Session 2 = 12:00 pm- 3:00pm

Tuition: (unless we will provide for free again this year)

Online Courses = \$40 per course

Face-to Face/Traditional Courses = \$40 per course

Bridge - Cost

REGISTER in person:

March 28, 2022 – June 24, 2022

Monday thru Friday 8:30 a.m. – 4:00 p.m.

Hazel Park High School ~ 23400 Hughes ~ Hazel Park, MI. 48030

Cash, Check or Money Order will be accepted for payment

HPJH Summer School Program

The HPJH Summer School Program will run **Tuesday - Thursday** for six weeks, **June 28 - August 4 of 2022** at Hazel Park Junior High School from **8am-11am**. Students will be offered a **free breakfast and lunch** each school day as they have been in the past. This program is designed to provide a creative outlet for learning. Students will have an opportunity to learn new materials and techniques in core content areas and explore hands-on activities.

The **HPJH 8th Grade Summer Camp**. The **HPJH 8th Grade Summer Camp** will consist of providing incoming 8th grade students with a summer learning experience that will consist of core content sessions and hands-on activities such as photography and gardening. Students will experience two core content classes and a hands-on activity during the summer sessions. The hands-on activities will change every two-weeks for the 8th grade Summer Camp. The hands-on activities and experiences that will complement our core content.

The **HPJH 7th Grade Summer Camp** will consist of providing incoming 7th grade students with a summer learning experience that will consist of core content sessions and hands-on activities. Students will experience two core content classes and a hands-on activity during the summer sessions.

The **HPJH Welcome to 6th Grade Bootcamp** will consist of a one week learning opportunity for incoming 6th grade students that will welcome them into junior high school. Students will engage in core content learning experiences and other activities that will prepare students for their first day of junior high school.

Junior High School Staffing

- 5 6th Grade Bootcamp Teachers(for one week)
- 2 7th Grade Summer Camp Teachers (six weeks)
- 2 8th Grade Summer Camp Teachers(six weeks)
- 1 Elective Teacher (six weeks)

Projected Teacher Total = 10 Teachers

Secondary Summer School Teacher Rate Breakdown:

Cost	Days	Hours	Weeks # of Staff Program	Total
\$51	3	4	6 5 JH Teacher	\$18,360
\$51	3	3	1 5 JH Bridge	\$2,295
\$51	4	7	6 3 HS Math Bootcamp & Elective	\$25,704
\$51	4	7	6 2 HS Bridge	\$17,136
\$15	4	7	6 3 Credit Recovery	\$25,704
Total				\$89,199

Supplies & Resources

JH Supplies & Resources Total = \$2000

HS Supplies & Resources = \$2000

Funding Source

→ 2022-2023 31AA at-Risk Funds

Strategic Goal Alignment

Implementation of Curriculum & Instruction

The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Recommendation

We are asking that the Board of Education approve the 2022 Secondary Summer School programming options for the purpose of remediation and extension of learning.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Stephanie Dulmage, Director of 21st Century Learning
Subject: Early Childhood - Grade 5 Summer Programming
Date: January 10, 2021

Early Childhood - Grade 5 Summer Programming

Summer programming is an important part of the learning opportunities available to Hazel Park School District students. The goal of the Early Childhood-Grade 5 summer programming is to provide ongoing academic support in reading and math, and offer engaging, non-academic experiences in STEM, Fine Arts, and sports.

Early Childhood Summer Program

A four week summer experience will be offered to students who attended Webster Early Childhood Center during the 2021-2022 school year and will be entering Kindergarten in the Fall of 2022. Sessions will run for a period of 4 weeks, Monday - Thursday for 3 hours/day. The Webster summer experience is designed to build strong literacy and numeracy skills while engaging in immersive learning STEM and play-based learning. A focus on Kindergarten readiness skills will be a key component of the Early Childhood Summer Program.

Kindergarten - Grade 5 Summer Program

The K-5 summer school experience will run for a period of 6 weeks, 3-hours per day, Monday - Thursday. The 3-hour morning session will focus on math and reading. During the afternoon sessions, students will have the opportunity to participate in a variety of non-academic experiences including STEM, fine arts, and sports. Periodic pop-up literacy events will take place throughout the summer to further engage students and families. Hazel Park will be working with a number of community partners to offer these valuable non-academic experiences. In addition to the K-5 in-person summer experience, we will offer a teacher-supported remote learning experience that utilizes i-Ready Personalized Instruction.



Early Childhood - Grade 5 Summer Programming Budget

Budget Category	Budget Total
Early Childhood Staff Compensation - 6 Staff Members	\$19,500
Early Childhood - Program Materials	\$1,000
Grades K- 5 Staff Compensation - 8 Staff Members	\$79,500
Grades K- 5 - Program Materials	\$6,100
Non-Academic Programming Costs	\$4,700
COVID Cleaning Costs	\$3,500
Grand Total	\$114,300

Funding Source: ESSER Fund and Instructional Grant

Strategic Goal Alignment - Below are the 4 statements for your reference. Please choose

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Recommendation

That the Board of Education approves the Early Childhood-Grade 5 Summer Programming budget in the amount of \$114,300.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Ford Administration
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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Bradley Wilkins, Director of Technology
Subject: ECF Update
Date: 1/6/2022

Our ECF application was approved on September 24, 2021. We have received 1200 Chromebooks and 600 iPads. We are still waiting to receive the MacBooks that were purchased and hope to have those in soon.

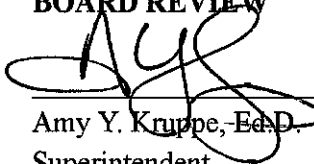
We are still in the process of correcting the funding amount that was provided to USAC in error, on my part of \$21,000 for the iPad cost. We believe that this is going to be approved. It's just taking some time.

Approved 600 iPads	\$155,400
Approved 1200 Chromebooks	\$418,800
Approved 75 Macbook Airs	\$30,000
Approved 25 Macbook Pros	\$8,000
100 Hotspots yearly cost	<u>\$24,000</u>
Total	\$636,200

The total amount \$636,200 is covered by the Emergency Connectivity Funds.

Strategic Goal Alignment - Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**APPROVED AND RECOMMENDED FOR
BOARD REVIEW**



Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
Bradley Wilkins, Director of Technology
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5231 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Bradley Wilkins, Director of Technology
Date: January 5, 2022
Re: Technology Department Break/Summer Help

We are seeking approval for the use of help for the Technology Department during school breaks and the summer. In past years, we have had additional help to complete tasks that need to be completed in the summer. The 3 individuals would help with Chromebooks, teacher technology requests, and other open ticket items to help catch us up and prepare us for the return of school. Normally this is provided by interns, but this year we would like to open it up to all interested. Any one interested in this position would need to apply.

The 3 positions would work up to (13) 40 hour weeks at a rate of \$12.00 an hour.

3 people at 40 hours x 13 weeks @ 12.00 an hour (with est fringes of 35%) = \$25,272.

This proposal fits under the strategic plan: Goal Statement - Resources

Funding Source:

Estimated cost to the General Fund is \$25,272

Strategic Plan: Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

**APPROVED AND RECOMMENDED FOR
BOARD REVIEW**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Bradley Wilkins, Director of Technology
Subject: eRate 470 Request for Proposals
Date: 1/18/22

I would like to request to submit a 470 (RFP) for eRate. The following information being requested below would cover us for a long time (roughly 7 years if not longer). This would provide us with the latest switches and access points at all the schools. Webster hasn't been updated since it was an elementary school and is a must. We also added additional switches (1-2) at each school for potential phone upgrade later on. These would be needed and if we didn't add these now we would have to pay full cost later on.

HPHS	(14) 48port 802.3at POE w/SFP+ LRM /	(18) 48port 802.3at POE SFP+ /	(21) AP 802.11ax
HPJHS	(06) 48port 802.3at POE w/SFP+ LRM /	(11) 48port 802.3at POE SFP+ /	(20) AP 802.11ax
Admin	(09) 48port 802.3at POE w/SFP+ LRM /	(03) 48port 802.3at POE SFP+ /	(05) AP 802.11ax
EdisonMax	(06) 48port 802.3at POE w/SFP+ LRM /	(02) 48port 802.3at POE SFP+ /	(29) AP 802.11ax
Hoover	(05) 48port 802.3at POE w/SFP+ LRM /	(01) 48port 802.3at POE SFP+ /	(09) AP 802.11ax
Longfellow	(03) 48port 802.3at POE w/SFP+ LRM /	(01) 48port 802.3at POE SFP+ /	(19) AP 802.11ax
INVEST	(05) 48port 802.3at POE w/SFP+ LRM /	(02) 48port 802.3at POE SFP+ /	(00) AP 802.11ax
United Oaks	(03) 48port 802.3at POE w/SFP+ LRM /	(05) 48port 802.3at POE SFP+ /	(09) AP 802.11ax
Webb/Jardon	(07) 48port 802.3at POE w/SFP+ LRM /	(10) 48port 802.3at POE SFP+ /	(12) AP 802.11ax
Webster	(04) 48port 802.3at POE w/SFP+ LRM /	(06) 48port 802.3at POE SFP+ /	(38) AP 802.11ax

Key features/specifications:

1. Edge/distribution switches are Layer 3 switches and manageable
2. Network management on a central management platform must be compatible with the current district owned platform
3. Edge/distribution switches include 48 ports of 10/100/1000 with 4ports of 10G SFP+ slots for uplinks
4. All edge/distribution switches stack and use the same product family (no cross platform stacking)
5. Edge/distribution switches support 10G LRM optics without the use of external adapters
6. Edge/distribution switches include an integrated internal power supply and an ability to add a second additive and redundant internal power supply in each switch
7. Edge/distribution switches include capability of 1480w of PoE power using internal power supplies
8. Two power supplies for the first two switches in every stack
9. Ability to add a switch in the stack providing both 802.3bt Class 6 PoE power and Multi-Rate gigabit capability. No daisy-chaining required!





10. Dual 10G uplinks from each IDF to the building MDF and dual 10G links from each building to the district core
11. Lifetime warranty on all optics and all edge/distribution switches
12. Product offerings are of the latest manufacturer offering providing the longest useful and supportable lifespan
13. All installation, configuration and integration with the existing network is included
14. All installation services provided by direct engineers (not subcontracted)
15. All AP's must be compatible with the existing wireless controllers and management platform.
16. All AP's must be 802.11ax 4x4:4 MU-MIMO Dual Radio Integrated Antenna

Goal Statement - Develop a comprehensive implementation plan for infrastructure including facilities, technology, safety, and security.

The district is only responsible for 10%-15% percent of the expenses depending on the category. This also is paid from the sinking fund.

Recommendation

That the Board of Education approves submitting a 470 for eRate.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Superintendent



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | E: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Navigation 360
Date: January 3, 2022

We respectfully request the approval of the Navigation 360 training platform that is part of the ALICE safety training. The quote attached outlines the pricing and terms based on 3,000 students, this cost reflects a 10% discount that has been applied to the total annual subscription price. This quote is for a 36 month term for subscription services beginning on 1/10/2022 and ending on 1/9/2025.

SUBSCRIPTION SERVICES			
Item	Description	Quantity	Price
1000-1000-1000-1007	Access to all courses included within the following catalogs: -ALICE Training -Personal Safety Skills -Wellness	3,000	\$7,425.00
1200-1	Elearning Support & Maintenance	3,000	\$500.00


Annual Subscription Price: \$7,925.00

Funding Source: The training can come out of the Title IV grant or General Fund.

Goal Statement - Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Recommendation
That the Board of Education approve the Navigation 360 safety training, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zirnis, Assistant Superintendent of Business and Operations
Subject: Custodial and Grounds Break/Summer Help
Date: 1/6/2022

We are seeking approval to add 4 temporary maintenance positions to work inside and outside of our buildings during the summer. The primary purpose of the positions will focus on the maintenance of the grounds at all our buildings. In the past, we have hired summer interns to provide on-the-job learning.

In addition to these positions we are also requesting 1 person per building to assist in the disinfecting or surfaces during both the winter and spring breaks.

We are proposing to offer the positions again to District employees during the breaks and open up the summer positions to past and present students.

Cost impact to the District:

Summer:

We would expect all employees to work 10 hours, 4 days a week (total 40 hours a week) at a rate of \$12.00 an hour during the summer. We are looking for the employees to work across the 11 weeks. Fringe benefits on the positions are not expected to exceed 35% of earnings. Total costs (salary and benefits) of the summer positions recommended are \$28,512.

Break

We would expect all employees to work 8 hours, 5 days during the week (total 40 hour) at a rate of \$12.00 an hour during the winter and spring breaks. Fringe benefits on the positions are not expected to exceed 35% of earnings. Total costs (salary and benefits) of the summer positions recommended are \$11,664.





Funding Sources:

General Fund Impact \$40,176

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending of \$40,176 for custodial and ground help through the breaks and summer.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



**HAZEL PARK
S C H O O L S**

Bid Documents
For:

VIDEO SECURITY UPGRADE

Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

Distributed by:



CommtechDesign

Contact Bret Emerson
616-863-8132
emersonb@commtechdesign.com

SECTION 28 0500 – FRONT END

PART 1 - GENERAL

1.01 INTRODUCTION

- A. Hazel Park Schools invites qualified contractors to provide proposals for the Access Control System installation. This work includes:
 - 1. Base Bid
 - a. The base bid is the cost for the installation of all the access control systems including all equipment, labor, installation, configuration and testing.
- B. The Contractor shall pay all costs of the Work including, but not limited to, labor, materials, equipment, tools, transportation, freight, taxes, royalties, patent fees, support facilities, construction equipment, water, heat, utilities, supervision, overhead, and all other items necessary for the proper execution and completion of the Work.

1.02 CONTACTS

- A. The contact for all questions and any addendums during bidding shall be:

Commtech Design
Bret Emerson
616-863-8132
bret@commtechdesign.com

- B. The owner as referred to in this bid is:

Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

1.03 DUE DATES

- A. Bids are due on XXXXXX, 2022 3:00PM at

Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

- B. A pre-bid meeting will be held on XXXXXXXX, 2022 at 2:00PM. Meet at:

Hazel Park Schools
1620 E. Elza
Hazel Park, MI 48030

- C. All questions shall be submitted to the owner no later than XXXX, 2022 at 3:00PM. All questions shall be sent via email to Bret Emerson of Commtech Design.
Bret Emerson bids@Commtechdesign.com 616-863-8132

1.04 BUILDING SITES

- A. Work to be completed as part of this bid will be done at the sites as detailed in the drawings and specifications:
- B. Access to the sites shall be from 6:00 AM to 11:00 PM Monday thru Friday, weekends access can be discussed.
 - 1. Arrangements can be made for additional time on site during each day as scheduled with the owner.
 - 2. All work in the classrooms or hallway shall be completed during the summer or during non-school hours.

3. No work activity shall disrupt the regular school day schedule or in any way intrude upon the teaching and administration of students.

1.05 OWNERS RIGHTS

- A. The owner reserves the right to waive any formalities to bid, accept or reject any or all bids and to accept the bid that is most favorable to the Owner (not the lowest monetary bid).
- B. The owner does not incur any responsibility for Bidder's costs in preparing the bid proposal.
- C. Bidder recognizes that the owner is subject to the Freedom of Information Act.

1.06 BID RESPONSE FORMAT

- A. The owner requires that all responses include the information listed below.
- B. All bid responses shall be submitted in a three-ring binder or bound folder
 1. Provide two copies of the bid response. One shall be marked as the ORIGINAL. The ORIGINAL shall be signed by a duly designated officer of the company.
- C. Bid responses shall be provided in the following format with section dividers.
 1. Bid Form –See Bid Documents and required disclosure forms
 2. Description of the bidder's company
 3. Description of the bidder's response and the services they will provide.
 - a. Include information about any manufacturer required on-going maintenance costs for software or hardware or upgrades.
 4. Spreadsheet detailing all equipment being submitted per building.
 5. Any information the bidder wishes to include that was not specifically required.

1.07 DOCUMENTS

- A. The following drawings are part of the bid package.

DWG.	Drawing Name
TC501	Security Legend, Schedules & Details
TC502	Security Access Control Details
TC503	Access Control Details
TC601A	Hazel Park Admin Security Plan Area A
TC601B	Hazel Park Admin Security Plan Area B
TC601C	Hazel Park Admin Security Plan Area C
TC603	Hazel Park Hoover Security Plan
TC604A	Hazel Park High Schools First Floor Security Plan Area A
TC604B	Hazel Park High Schools First Floor Security Plan Area B
TC604C	Hazel Park High Schools First Floor Security Plan Area C
TC604E	Hazel Park High Schools First Floor Security Plan Area E
TC604G	Hazel Park High Schools First Floor Security Plan Area G
TC605	Hazel Park United Oaks Elementary Security Floor Plan
TC606A	Hazel Park Junior High School First Floor Security Plan A
TC606B	Hazel Park Junior High School First Floor Security Plan B
TC606D	Hazel Park Junior High School First Floor Security Plan D
TC608A	Hazel Park Longfellow Elementary Security Plan Area A
TC608B	Hazel Park Longfellow Elementary Security Plan Area B
TC609	Hazel Park Roosevelt Security Plan
TC610A	Hazel Park Jardon Webb Elementary Security Plan Area A
TC610B	Hazel Park Jardon Webb Elementary Security Plan Area B
TC610C	Hazel Park Jardon Webb Elementary Security Plan Area C
TC610D	Hazel Park Jardon Webb Elementary Security Plan Area D
TC610E	Hazel Park Jardon Webb Elementary Security Plan Area E
TC610F	Hazel Park Jardon Webb Elementary Security Plan Area F
TC611A	Hazel Park Webster Elementary Security Plan Area A
TC611B	Hazel Park Webster Elementary Security Plan Area B
TC611C	Hazel Park Webster Elementary Security Plan Area C

- B. The following specifications are part of the bid package.

Specification	
28 0000	Coversheet
28 0500	Front End
	Bid Form
	Familial Disclosure
	Iran Form
28 0500	Front End
28 1100	Communications Room
28 1600	Cat-6 Cabling
28 3600	Security Recording
28 3700	Security Cameras
28 7200	Technology Submittals
28 7600	Technology Labeling
28 7700	Technology Testing
28 7750	Technology Training
28 7800	Technology Warranty

PART 2 - PERSONNEL

2.01 BIDDER

- A. Minimum Bidder Qualifications:
1. Bidder must be fully licensed and insured.
 2. Bidder must be fully authorized by the manufacturer being proposed to install and configure the equipment.
 3. Shall have technicians that are fully certified to install and configure the equipment being provided as part of the bid.
- B. Bidder shall address each item in this package as specified. All required labor and equipment must be quoted. Any exception must be noted and explained. All bids must include the entire section bid to be considered.
- C. The Contractor can withdraw their bid at any time prior to opening the bids.
- D. Work shall be coordinated with the owner's technology coordinator, architect, construction manager and the technology designer

2.02 PERSONNEL

- A. All personnel working on the project shall be certified by the manufacturer to install, configure and connect the equipment as per the owner's requirements and the manufacturer's specifications.
- B. The contractor shall assign a Project Manager to the project who will have ultimate authority to make decisions, schedule work and fix or repair any non-conforming equipment.
1. Provide a list of the projects of similar size and scope to the work they will be doing as part of this project. Include examples of three projects with similar scope that the PM has worked on in the last three years.
 2. The project manager will be the primary contact for this project
 3. The project manager shall attend all project meetings and be fully aware of all work going on as part of the project.

2.03 BACKGROUND CHECKS

- A. Contractor's staff may be required to pass a security clearance check conducted by the Owner.
- B. The Contractor shall authorize the investigation of its personnel proposed to have access to facilities and systems on a case-by-case basis.
1. The scope of the background check is at the discretion of the owner and the results will be used to determine Contractor's personnel eligibility for working within the facilities and systems.

2. Any request for background checks will be initiated by the owner or construction manager and will be reasonably related to the type of work requested.

PART 3 - WORK REQUIREMENTS

3.01 DOCUMENTS

- A. The contractor shall review all bid documents including specifications and the drawings. The specifications and documents and any addenda detail the requirements of the chosen contractor.
- B. It is mandatory that items of material and equipment conform to the Contract Documents and meet the quality standards in every respect.
- C. Where any specifications or drawings are not in agreement the higher value or more stringent requirement shall apply and shall be included in the bid pricing.

3.02 PRODUCTS

- A. All products shall be of the latest manufacture. No remanufactured or used equipment shall be provided as part of the bid.
- B. All equipment shall be provided in the manufacturers shipping container. Provide copy of the shipping lists as part of the project documentation.

3.03 PRODUCT DELIVERY AND LIABILITY

- A. The contractor shall be responsible for the complete installation of new and un-damaged products.
- B. The contractor shall be liable for all equipment until it is formally accepted by the owner in writing. This shall include the equipment when it is in the contractor's facility and when it is in the owner's facility until it is formally accepted.

3.04 DAMAGE

- A. The contractor shall be responsible for all damage made to the building or any of the buildings' contents during their work as part of this project.
- B. The contractor shall not disturb any hazardous material or materials that they are not authorized to work with.

3.05 INCIDENTAL WORK AND PERMITS

- A. The contractor shall be responsible for requesting, obtaining and paying for any and all permits required for their work by the local, county, state and federal authorities having jurisdiction (AHJ) over the work being performed.
- B. Provide any and all work or equipment required by the Authority Having Jurisdiction (AHJ) that may or may not be specifically noted in these documents.

3.06 INSPECTION OF THE WORK

- A. The contractor shall keep up to date as-builts on site for the duration of the project. The engineer may request to see the as-built documents at any time.
- B. The Contractor shall promptly facilitate inspection and testing of the Work regardless of expense as necessary or as requested by the Owner, regardless of whether or not the Work in question is his own or that of a subcontractor.
- C. If such tests or inspections reveal deficiencies as measured by Construction documents or an independent consultant/testing agency or the owner/engineer, the Contractor shall bear all costs incurred to correct such deficiencies, and the cost to reconstruct any work to meet the contract documents.

3.07 PROJECT MEETINGS

- A. The contractor shall attend project meeting as designated by the owner or engineer. Attendance is mandatory.

PART 4 - WORK SCHEDULES

4.01 PROJECT SCHEDULE

- A. It is the intention of the owner to take possession of the Work by the established completion date or earlier, within the shortest time possible consistent with good construction practices.
- B. The Completion Date Shall be August 30, 2022 unless otherwise negotiated
- C. Upon award of the contract the contractor shall provide a complete schedule for their work. This shall reference dates in the document and be coordinated with the schedule of any other contractors.
 - 1. Include start date
 - 2. Products installed
 - 3. Punch list work complete
 - 4. Substantial Completion
 - 5. Manpower expected onsite during the work.
 - 6. Subcontractors schedule
 - 7. Final Completion after system has been working for 30 days with no outages or failures
- D. If the work is delayed through the fault of the owner (or of any separate contractor employed by the owner)
 - 1. The Contractor shall notify the owner, in writing, of any condition or situation that in the Contractor's opinion warrants an extension of Contract Time.
 - 2. The Contractor shall not be entitled to additional compensation or damages due to delays, interference's or interruptions to the Work or the Project, but shall be entitled only to an appropriate extension of time in accord with the General Conditions of the Contract for Construction.

PART 5 - DEFICIENT WORK

5.01 PRODUCT AND INSTALLATION DEFICIENCIES

- A. The Contractor shall expediently correct all deficiencies brought to his attention in writing or verbally by the owner. If, in the opinion of the owner and the technology design or construction manager, the Contractor fails to correct deficiencies, or fails to act expeditiously to correct deficiencies, the owner may:
 - 1. Accept the deficiencies in the Work, and reduce the Contract Sum of the Contractor at fault by a unilateral Change Order issued and signed by the ownert in an amount to be determined by the owner.
 - 2. Have the deficiencies removed in any reasonable manner available to the Owner, and charge the Contractor at fault for the costs incurred, or reduce that Contractor's Contract Sum by a unilateral Change Order issued by the Owner for the costs incurred.
- B. The Contractor shall pay all costs of the Work including, but not limited to, labor, materials, equipment, tools, transportation, freight, taxes, royalties, patent fees, support facilities, construction equipment, water, heat, utilities, supervision, overhead, and all other items necessary for the proper execution and completion of the Work.

PART 6 - GENERAL

6.01 LEGAL REQUIREMENTS

- A. The Contractor shall comply fully with all laws, statutes, ordinances, rules, regulations, codes, and lawful orders applicable to their work, including employment regulations, unless specifically exempted from compliance by the Contract Documents. Where local codes differ from codes of broader jurisdictions, the more stringent code shall apply. The Contractor shall promptly notify the Owner in writing of items in the plans or specifications for this project that violate any applicable codes.

6.02 CLEAN SITE

- A. The contractor shall clean the site daily.
- B. The contractor shall be responsible for disposal and removal from the site any and all waste and debris generated from their work.
- C. All dust or ceiling debris generated as part of the work shall be cleaned each day.

6.03 PREVAILING WAGE

- A. This project is not subject to the Prevailing Wage Law;

6.04 TAXES

- A. The bidder is responsible to apply all tax information within their proposal. Contractor is responsible for applying such tax with each request for payment and complying with Federal, State and local laws.
- B. All tax costs shall be included in the base bid price.

6.05 PAYMENTS

- A. The contractor shall submit an invoice on the AIA form G702/G703 each month. The invoice shall include only work completed at the time of submission.
- B. The contractor can be paid for equipment in storage at the owner's site if the following criteria are met:
 - 1. Note on the AIA invoice form that equipment invoice is for stored material.
 - 2. Provide a listing of all equipment that is being invoiced for and the quantity of each item.
 - 3. Provide pictures of the equipment/boxes that are being invoiced.
 - 4. Provide proof of insurance on the building and equipment where the equipment is stored and that the owner is listed as additionally insured. Provide an Accord Form listing the owner as additionally insured.
- C. The owner will provide payment on the invoice within 30 days of a signed invoice by the engineer and contractor.
- D. The owner will retain 10% of the total cost of the project until the system is considered finally complete as detailed in the project documents.

PART 7 - REVIEW OF BIDS

7.01 OWNER REVIEW

- A. The Owner reserves the right to waive any formalities to bid, to reject any or all bids, or to accept the bid that is most favorable to the Owner. The Owner does not incur any responsibility for Bidder's costs in preparing the bid proposal.

7.02 BID BOND

- A. Provide with the bid response a 5% Bid Bond which is required for all proposals. The bond must be in the form of a certified check or a bond executed by a surety company authorized by the State of Michigan. The amount of the bond shall be forfeited if the Contractor, after being awarded the bid, fails to enter into an appropriate contract with the Owner within (30) days.

7.03 PERFORMANCE BOND

- A. Successful bidders, for work valued at \$50,000 or more, will be required to secure Performance, Labor and Material Bonds issued for the full amount (100% value) of the contract by a company licensed to do business in the State of Michigan and having an A.M. Best rating of A- or better. The cost of these bonds is to be included in the proposal amount.

7.04 INSURANCE

- A. Contractors must have the proper insurance forms submitted prior to start of their Work. The required insurance shall be written for not less than the limits shown below, or greater if required by law. Contractors will require all subcontractors to maintain similar coverage limits. The Contractor shall name the Owner as additional insured.
 - 1. Standard Workers Compensation and Employers Liability Employers Liability
 - a. \$500,000 Bodily Injury by Accident—each accident
 - b. \$500,000 Bodily Injury by Disease—each employee
 - c. \$500,000 Bodily Injury by Disease—policy limit
 - 2. General Liability Combined Single Limit Liability
 - a. \$1,000,000 each occurrence
 - b. Or Split Limit Liability
 - c. \$500,000 Bodily Injury—each occurrence
 - d. \$500,000 Property Damage—each occurrence

3. Aggregates
 - a. \$1,000,000 General Aggregate
 - b. \$1,000,000 Products-completed operations
 - c. Automobile Liability Combined Single Limit Liability
 - d. \$500,000 each accidentOr
 - e. Split Income Liability
 - f. \$500,000 Bodily injury—each person
 - g. \$500,000 Bodily injury—each accident
 - h. \$500,000 Property Damage—each accident
4. Umbrella Insurance
 - a. \$2,000,000 Limit over primary insurance

7.05 REVIEW OF BIDS

- A. Bids will be reviewed based on the following criteria:
 1. Compliance with bidding documents
 2. Price
 3. Responsiveness to owner's requirements
 4. Experience and references with similar projects
 5. Manufacturers' relationships and personnel that are certified in the manufacturer's equipment.
 6. Any on-going costs associated with the equipment or installation.
 7. The owner reserves the right to make any decision which they deem to be in their best interest regardless of price or experience of the bidders.

END OF SECTION 28 0500

BID FORM
Hazel Park Schools
Access Control System

VIDEO SECURITY UPGRADE

TO: Hazel Park Schools Admin Bldg:
1620 E. Elza
Hazel Park, MI 48030



Company Name: _____

hereinafter called "Contractor", does agree to provide equipment and labor as described in the specifications and drawings.

Total Base Bid: \$ _____ (in numbers)

The base bid is the cost to provide and install the video security system.
Work shall include all equipment, labor, installation, configuration, warranty and testing.
Shall include providing and installing all cameras, cabling, storage and software.
Shall include all licensing for a minimum of 5 years.
Shall include removal of existing video security cameras.

Authorized Signature: _____

Name (printed): _____

Date: _____

Email: _____

Telephone: _____

BID FORM
Hazel Park Schools
Access Control System

Addenda

The Contractor acknowledges receipt of the following addenda and has included their costs in the Total Base Bid price shown above.

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Contractor Address: _____

Phone: _____
Fax: _____
E-mail: _____

Voluntary Alternates:

Voluntary alternates are allowed and may be considered at the discretion of the owner. For each voluntary alternate, provide a brief written description and attach additional information as required to fully describe intent. All alternates shall be completely inclusive and shall not require any additional work by other trades.

1. _____
Description
Add / Deduct (circle one) \$ _____

2. _____
Description
Add / Deduct (circle one) \$ _____

BID FORM
Hazel Park Schools
Access Control System

Unit Costs:

Provide pricing for the described work or the described product as a single unit cost. The unit cost shall include any travel, equipment labor, overhead and tax required for purchase and installation of the product or service.

None Required

Breakout Pricing:

Include pricing on a school by school basis.

1 High School	Cost: \$ _____
2 Junior High	Cost: \$ _____
3 Admin Bldg	Cost: \$ _____
4 Hoover	Cost: \$ _____
5 Oaks	Cost: \$ _____
6 Longfellow	Cost: \$ _____
7 Roosevelt	Cost: \$ _____
8 Jardon Webb	Cost: \$ _____
8 Webster	Cost: \$ _____
8 Storage/servers	Cost: \$ _____

STATEMENT REGARDING FAMILIAL RELATIONSHIP

AFFIDAVIT OF _____
(name of affiant)

STATE OF MICHIGAN

COUNTY OF _____

_____ makes this Affidavit under oath and states as follows:

1. I am a/the
- President
 - Vice-President
 - Chief Executive Officer
 - Member
 - Partner
 - Owner
 - Other (please specify) _____

Of _____, a bidder on a construction project for
(insert name of contractor)

_____ Hazel Park Schools _____ that involves, at least in part, construction

of a new school building or an addition to or repair or renovation of an existing school building.

2. I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and employees(s) of the aforementioned contractor and the school district's superintendent and/or board members

-
3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the construction project.

 4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

(signature of affiant)

Dated _____

Subscribed and sworn before me in _____ County,

Michigan, on the _____ day of _____, 200__

(signature)

(printed)

Notary public, State of Michigan, County of _____

My commission expires on _____

Acting in the County of _____

SECTION 28 1100 – COMMUNICATIONS ROOM

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Parts and equipment required for equipment in the communications room (Comm Room)

1.02 SYSTEM DESCRIPTION

- A. All equipment in the communications room shall be installed so that access is provided to all components, mechanical and electrical.
- B. All components of the communications room shall work together to form a cohesive and complete communications infrastructure.

1.03 COORDINATION

- A. Coordinate rack/cabinet work with the Electrical Contractor for placement of electrical connections.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Approved Equals for Racks and Cable Ladder Hardware:
 - 1. Hubbell.
 - 2. Ortronics
 - 3. Panduit.
 - 4. Great Lakes Case and Cabinet.
 - 5. Middle Atlantic.
 - 6. Hoffman

2.02 COMMUNICATIONS RACKS

- A. Four-post adjustable rack with front and back mounting rails.
 - 1. Rack shall be adjustable for depths between 21 inches and 32 inches. Adjustment shall be in increments of 1/2 inch.
 - 2. Rack shall have universal mounting holes on the front and back rack rails
 - 3. Rack shall be black in color.
 - 4. [REDACTED] or equal. stamped holes with cage nuts
 - 5. Equip with 6" vertical organizers as shown on the drawings

2.03 POWER STRIPS:

- A. 20 AMP vertical power strip
 - 1. Single circuit 120 Volt, 20 AMP
 - 2. Outlets shall be NEMA 5-20R
 - 3. Raceway and all components shall be UL listed. The base and cover shall be black in color, and shall be attached to the cable ladder of the rack system.
 - 4. Electrical outlet strip shall have 10 simplex outlets.
 - 5. Provide all attachment hardware required to securely attach the outlet strip to the back of the vertical cable ladder. Refer to detailed drawings for location.
 - 6. Install and test all outlets prior to project completion.
 - 7. Shall be Hubbell PR10420 or equal

2.04 CABLE LADDER

- A. Equip communication racks with cable ladder system for cable support and routing. Refer to Figure 28 110-A below.
 - 1. All cable ladders shall be custom cut to fit.
 - 2. Install cable ladder vertically behind each vertical organizer.

3. Center the cable ladder on the vertical organizer so that when additional racks are added, the cable ladder can be used to serve both racks, and will not interfere with the components mounted in the rack.
- B. Cable Ladder - Black and cut to length.
1. 12" wide, 10' long cable ladder with channels. Hubbell #hs1s1012B or equal.
 2. Equip with the following as required for a full installation as per the details and specifications:
 - a. Relay Rack Mounting Kit, Hubbell #HLMPK19 or equal
 - b. Wall support angle bracket, Hubbell #HLTSB12B or equal
 - c. Corner clamp for connecting horizontal ladder on the top to the cable ladder that attaches to the wall. Hubbell #HLTK or equal.
 - d. Wall saddle for attaching horizontal cable ladder section to the wall. Equipped with "J" bolts. Hubbell #HLX0612 or equal
 - e. Cable Radius Drop for dropping cables down to vertical cable ladder between and to the side of each rack, Hubbell #HLCD12 or equal
 - f. Foot Kit for Cable ladder at back of rack, Hubbell #HLRF or equal
 - g. Butt Splice Kit, Hubbell #HSBSK or equal
 - h. Swivel Splice kit, Hubbell #HLSSK or equal
 - i. When mounting cable ladder along the wall, install supports to the wall, Hubbell #HLVWBK or equal
 - j. Attach all cable ladders to the rack with unistrut and unistruts "L" and "T" connectors.
 - k. Approved equals, Newton and Hubbell.

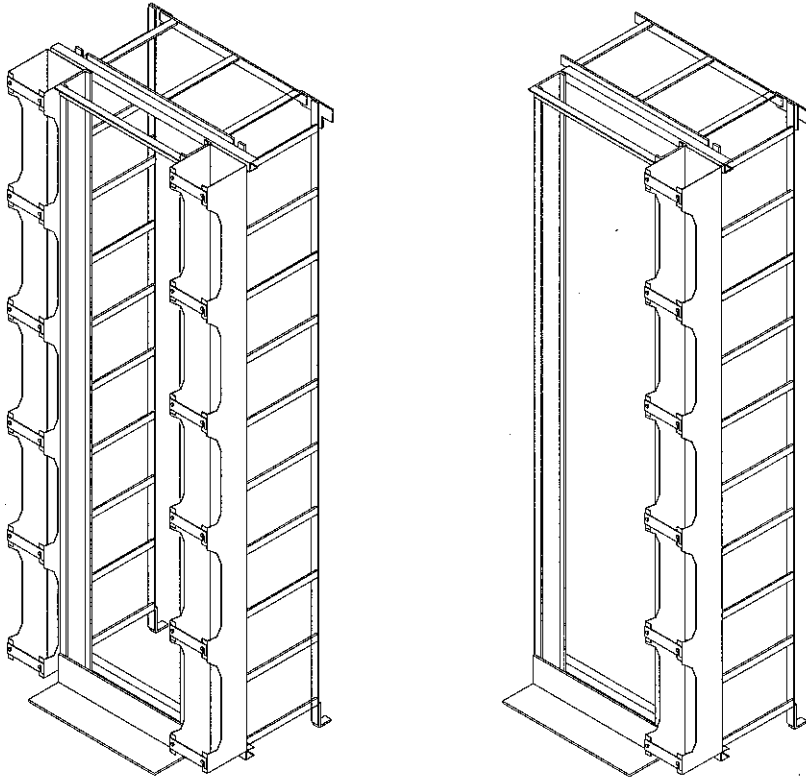


Figure 28 1100-A – Isometric View of Communications Racks

2.05 COMMUNICATIONS ROOM EQUIPMENT

A. Patch Cord Organizers:

1. Patch cords organizers shall be steel and shall allow routing of patch cables from electronics to the patch panels.
 2. Single rack unit organizer shall be Hubbell #HS13C with cover. Refer to PCO-1 on detailed drawings.
 3. Approved equals, Ortronics and Great Lakes Case and Cabinet.
- B. Tie Wraps:
1. Tie wraps shall be used on exterior cables only.
 2. Tie wraps should not be used above the drop ceiling or in cable tray. The pathway shall support the cables without the use of extra tie wraps.
 3. Tie wraps shall never be used to support cables from building structure, electrical conduits, or lighting systems.
 4. Panduit No. PLT2S-C or equal standard tie wrap. For use in general locations that are not plenum rated.
 5. Panduit No. PLT2S-C702 or equal plenum rated tie wrap. Use only this type of tie wrap in plenum rated areas.
 6. Panduit No. PLT2H-L00 or equal ultraviolet rated outside plant tie wrap. Use only this type of tie wrap for outside uses.
- C. Hook and Loop Wraps:
1. Hook and Loop wraps shall be used on the cable ladder of the rack systems to bundle the cables as they pass along the cable ladder. Cables shall be bundled in groups of no more than 24 cables.
 2. Hook and Loop wraps should not be used above the drop ceiling or in cable tray except in limited circumstances. The pathway shall support the cables without the use of extra tie wraps.
 3. Wraps shall never be used to support cables from building structure, electrical conduits, or lighting systems.
 4. Panduit HLT2I or equal.
- D. Grounding and bonding of racks and cable ladder
1. Bond each rack and all parts of the cable ladder as 1 ground system.
 2. Use Erico Eriflex woven copper grounding braids to attach racks and ladder.
 3. Erico # 556700 or other lengths as required.
- E. Rack Mounted shelf
1. Install shelves where equipment needs to be installed but is not rack mountable.
 2. Identify equipment and depth of equipment and order shelf to match
 3. Cantilevered shelves:
 - a. 3.5" high, 14" depth with weight up to 50 lbs. Hubbell #MCCCS1
 - b. 7" High, 20" depth with weight up to 200 lbs. Hubbell #MCCCWS19HD

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Location of the communications infrastructure shall be finalized in the communications room prior to installation.
- B. Locate all equipment to be installed, and make certain that space is available for maintenance and service during the life of the system.
- C. If any changes from the drawings are required, the Contractor shall submit a proposed layout of the communications room to the Engineer for approval prior to installation.

3.02 PREPARATION

- A. Clean floor prior to installation of the communications racks.
- B. Coordinate with all other Contractors and ensure that the locations of all cable tray and conduits are correct and will feed the rack system adequately.

3.03 INSTALLATION OF RACKS

- A. All racks shall be square to the walls and installed in a straight line.
 1. Use only 3/8 inch bolts and connectors when constructing the racks and associated cable ladder.

2. Install vertical cable ladder to the back of each vertical organizer of each rack. When multiple racks are side by side, 1 section of vertical cable ladder can serve both racks.
3. Install the vertical cable ladder in the center of the vertical organizer. This allows cables to be routed down each side for use by both racks.
4. Install horizontal sections of cable ladder along the top of the rack. Attach the horizontal sections to the vertical sections as well as the horizontal section of the next rack.
5. Contact the Engineer prior to final placement of the racks.
6. After approval of the placement of the racks, secure racks to the floor with anchors. Racks shall be secure after installation.
7. Use 6 inch vertical organizers as spacers for racks. Attach racks to both sides of the vertical organizer, where multiple racks are required.
8. Install unistrut "L" brackets to the bottom of the vertical cable ladder to secure the cable ladder to the floor.
9. Each rack shall have an engraved phenolic label. The label shall be self-adhesive, black with white letters. The label shall be affixed to the front and top of the rack so it is visible while standing in front of the racks. Label shall correspond with the designated rack label as shown in the detailed drawings.
10. Install woven ground braids between racks and cable ladder for eventual connection to the Telecommunications Ground Bar (TGB).
11. Remove paint from rack where ground braid is attached to the rack or cable ladder. Use star washers for all ground connections.

3.04 INSTALLATION OF COMM ROOM EQUIPMENT

- A. Patch cord organizers shall be installed between all patch panels and electronics.
 1. Horizontal organizers shall be used for routing fiber and copper patch cords between patch panels and electronics.
 2. Refer to Rack layouts on detailed drawings for quantity of organizers to provide.
 3. Organizers shall be installed side by side where multiple racks are installed.
 4. If changes in the rack layout are required, contact the Engineer and get changes approved prior to installation.
- B. Tie wraps shall be used sparingly in the overall installation.
 1. Tie wraps shall not be used in the cable tray or above the drop ceiling for support of cables. All cables shall utilize J-hooks, conduits, cable ladder, or cable tray for support in the ceiling area.
 2. Tie wraps can be used to group cables on the cable ladder of the rack systems. Group cables in bundles of no more than 24 cables.
 3. Trim all tie wraps so that the cut edge is smooth.
- C. Hook and Loop shall be used sparingly in the overall installation.
 1. Hook and Loop should not be used in the cable tray or above the drop ceiling for support of cables. All cables shall utilize J-hooks, conduits, cable ladder, or cable tray for support in the ceiling area.
 2. Hook and Loop can be used to group cables on the cable ladder of the rack systems. Group cables in bundles of no more than 24 cables.
- D. Power strips shall be installed so that they do not interfere with the cable routing, or the installation of components into the rack.
 1. Modular plug for the outlet strip shall be installed at the bottom of the outlet strip.
 2. The outlet strip shall plug into 1 of 2 duplex receptacles installed at the bottom of the rack. Refer to the detailed drawings for receptacle locations.
 3. Coil any extra cord from the outlet strip and tie wrap it to the bottom of the vertical cable ladder.
 4. Securely attach the outlet strips to the back edge of the vertical cable ladder.
 5. Electrical outlets are installed by others. Communications Contractor shall be responsible for connecting power strip to the outlets.

END OF SECTION 28 1100

SECTION 28 1600 – CAT-6 CABLING

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section includes parts and equipment required for installation, termination, and testing of user communications cables.

1.02 SYSTEM DESCRIPTION

- A. The horizontal cabling consists of all systems from the user faceplate, to the patch panel in the communications room, and all connections in between.
- B. Products and installation detailed in this section shall comply with all applicable requirements.
 1. ANSI/TIA-568-C.0, "*Generic Telecommunications Cabling for Customer Premises*",
 2. ANSI/TIA-568-C.1, "*Commercial Building Telecommunications Cabling Standard*",
 3. ANSI/TIA-568-C.2, "*Balanced Twisted-Pair Telecommunication Cabling and Components Standard*", ANSI/TIA-568-C.3, "*Optical Fiber Cabling Components Standard*",
 4. ANSI/TIA-568-C.4, "*Broadband Coaxial Cabling and Components Standard*",
 5. ANSI/TIA/EIA-569-B Commercial Building Standard for Telecommunications Pathways and Spaces
 6. IA-606-B: Administration Standard for the Telecommunications Infrastructure of Commercial Buildings including all Updates and Addenda.
 7. TIA-607-C: Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises.
 8. IEEE 802.3af PoE • Ratified in 2003 • 15.4W at the PSE, with min of 12.95W available to the PD
 9. IEEE 802.3at PoE+ • Ratified in 2009 • 34.2W at the PSE, with min of 25.5W available to the PD
 10. IEEE 802.3af PoE • Ratified in 2003 • 15.4W at the PSE, with min of 12.95W available to the PD
 11. IEEE 802.3at PoE+ • Ratified in 2009 • 34.2W at the PSE, with min of 25.5W available to the PD
 12. IEEE 802.3bt -Amendment 2. Ratified in 2018 PoE standards powering all 4 pairs:

1.03 COORDINATION

- A. All cables shall be coordinated with the installation of the telecommunications raceways.
- B. Coordinate all user cables with the furniture to be installed in the building. Make any adjustments prior to cable being installed.
- C. Contractor shall walk the site during construction and shall verify all raceways are being installed as required to install the user data cables. Walk the site prior to drywall being installed or floors being installed when Floor boxes are being installed.

1.04 STANDARDS

- A. Cabling shall be installed in accordance with NEC code for grouping/bundling of cables in relation to Type 3 and Type 4 PoE
- B. Install as per NEC 840.160 in reference to bundling cables:

AWG	Number of 4-Pair Cables in a Bundle																				
	1			2-7			8-19			20-37			38-61			62-91			92-142		
	Temp Rating			Temp Rating			Temp Rating			Temp Rating			Temp Rating			Temp Rating					
	60°C	75°C	90°C	60°C	75°C	90°C	60°C	75°C	90°C	60°C	75°C	90°C	60°C	75°C	90°C	60°C	75°C	90°C	60°C	75°C	90°C
26	1.0	1.0	1.0	1.0	1.0	1.0	0.7	0.8	1.0	0.5	0.6	0.7	0.4	0.5	0.6	0.4	0.5	0.6	NA	NA	NA
24	2.0	2.0	2.0	1.0	1.4	1.6	0.8	1.0	1.1	0.6	0.7	0.9	0.5	0.6	0.7	0.4	0.5	0.6	0.3	0.4	0.5
23	2.5	2.5	2.5	1.2	1.5	1.7	0.8	1.1	1.2	0.6	0.8	0.9	0.5	0.7	0.8	0.5	0.7	0.8	0.4	0.5	0.6
22	3.0	3.0	3.0	1.4	1.8	2.1	1.0	1.2	1.4	0.7	0.9	1.1	0.6	0.8	0.9	0.6	0.7	0.8	0.5	0.6	0.7

- C. Cables shall be installed with no more than 24 cables in a single J-hook. Install additional J-hooks as required.
- D. If cables are to be bundled/grouped in larger bundles then the cable shall be LP listed per UL.
- E. All cables shall be no smaller than 23 AWG.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Approved vendors for copper user cables are:
 1. Panduit
 2. Hubbell
 3. Belden
 4. CommScope
 5. Mohawk
 6. Superior Essex
- B. Approved vendors for CAT-6 termination equipment are:
 1. Hubbell.
 2. Panduit (Net Key not allowed)
 3. Belden
 4. CommScope

2.02 CAT-6 CABLING

- A. All UTP user/cabling installed shall be CAT-6 rated or above.
 1. Category 6 cabling shall consist of 4 pairs of unshielded twisted pair, 23 AWG cables.
 2. All CAT-6 cables shall be installed in cable tray or supported by J-Hooks.
 3. Individual pair shall be marked in the standard 4 pair color code of blue/blue-white, orange/orange-white, green/green-white, and brown/brown-white.
 4. Each cable shall be marked sequentially with the footage of the cable. Each cable shall also be marked with the manufacturer of the cable and the type of cable installed or the cable part number.
 5. Cable and all connectors and patch panels shall meet or exceed the following electrical and physical requirements:

DC RESISTANCE (max)	23 AWG
Ohms/100m @ 20°C	9.38ohms
DC RESISTANCE UNBALANCED (max)	
Individual Pair %	5%

CHARACTERISTIC IMPEDANCE	
Frequency (f)	Ohms
1-500 Mhz	100 ±15

DELAY SKEW (max)	
ns/100m	45

NOMINAL VELOCITY OF PROPAGATION (NVP)	
% Speed of light	72

INPUT IMPEDANCE	
Frequency (f)	Ohms
1.0-100 Mhz	100 ±15
100-350 Mhz	100 ±20
350-500 Mhz	100 ±25

REFERENCE ELECTRICAL CHARACTERISTICS

FREQ (MHz)	INSERTION LOSS (dB/100m)		NEXT (dB/100m)		ACR (dB/100m)	PS-NEXT (dB/100m)		PS-ACR (dB/100m)	ELFEXT (dB/100m)	PS-ELFEXT (dB/100m)	RL (dB)
	avg	max	avg	min	min	avg	min	min	min	min	min
.772	1.7	1.8	82	76.0	74.2	77	74.0	72.2	-	-	-
1.0	1.9	2.0	80	74.3	72.3	75	72.3	70.3	67.8	64.8	20.0
4.0	3.6	3.8	71	65.3	61.5	66	63.3	59.5	55.8	52.8	23.0
8.0	5.1	5.3	67	60.8	55.5	62	58.8	53.5	49.7	46.7	24.5
10.0	5.7	6.0	65	59.3	53.3	60	57.3	51.3	47.8	44.8	25.0
16.0	7.3	7.6	62	56.2	48.6	57	54.2	46.6	43.7	40.7	25.0
20.0	8.1	8.5	61	54.8	46.3	56	52.8	44.3	41.8	38.8	25.0
25.0	9.1	9.5	59	53.3	43.8	54	51.3	41.8	39.8	36.8	24.3
31.25	10.2	10.7	58	51.9	41.2	53	49.9	39.2	37.9	34.9	23.6
62.5	14.8	15.4	53	47.4	32.0	48	45.4	30.0	31.9	28.9	21.5
100.0	19.0	19.8	50	44.3	24.5	45	42.3	22.5	27.8	24.8	20.1
155.0	24.2	25.2	47	41.4	16.3	42	39.4	14.3	24.0	21.0	18.8
200.0	27.8	29.0	46	39.8	10.8	41	37.8	8.8	21.8	18.8	18.0
250.0	31.5	32.8	44	38.3	5.5	39	36.3	3.5	19.8	16.8	17.3
300.0	35.0	36.4	43	37.1	0.7	38	35.1	--	18.3	15.3	16.8
350.0	38.2	39.8	42	36.1	--	37	34.1	--	16.9	13.9	16.3
400.0	41.3	43.0	41	35.3	--	36	33.3	--	15.8	12.8	15.9
500.0	47.0	48.9	40	33.8	--	35	31.8	--	13.8	10.8	15.2
550.0	49.7	51.8	39	33.2	--	34	31.2	--	13.0	10.0	14.9

6. All cables installed above a drop ceiling or fixed ceiling shall be Plenum Rated
7. CAT-6, 4 pair cabling shall be plenum rated unless specifically noted.

Cable Use	Manufacturer	Color	Part number	Rating
Data Cabling	Mohawk	Blue	M58281	Plenum
Wireless AP	Mohawk	Yellow	M58283	Plenum
IP/POE locks at doors	Mohawk	White	M58280	Plenum
Audio/ video	Mohawk	Black	M58289	Plenum
Backbone	Mohawk	Purple	M58290	Plenum
USB	Mohawk	Orange	M58288	Plenum
Underground	Mohawk	Black	M58772	Underground
Shielded Underground Rated	Belden	Black	OSPF6F	Underground / Shielded

8. Ensure that cable passes all CAT-6 tests after installation.

2.03 UTP JACKS

- A. 8-position modular jacks for termination at user and at the patch panel. Match cable color except where noted on drawings.
 1. Each jack shall be an individually constructed unit and shall snap mount in an industry standard keystone opening (.760 inches x .580 inches).
 2. Jack housings shall be high impact 94 V-0 rated thermoplastic.

3. Jack housings shall fully encase and protect printed circuit boards and IDC fields.
4. Modular jack contacts shall accept a minimum of 1000 mating cycles with 5.0 milliohm (maximum) increase over initial with the use of an FCC compliant plug.
5. Modular jack contact wires shall be formed flat for increased surface contact with mated plugs.
6. Modular jack contacts shall be constructed of beryllium copper for maximum spring force and resilience.
7. Contact plating shall be a minimum of 50 micro inches of hard gold in the contact area over 50 micro inches of nickel.
8. Jack termination shall follow the industry standard 110 IDC.
9. Jacks shall have a designation indicating CAT-6 or CAT-6A as required.
10. Jacks shall utilize a paired punch down sequence. Cable pair twist shall be maintained up to the IDC, terminating all conductors adjacent to its pair mate to better maintain pair characteristics designed by the cable manufacturer.
11. Jacks shall terminate 22-26 AWG stranded or solid conductors.
12. Jacks shall terminate insulated conductors with outside diameters up to .050 inches.
13. Jacks shall be compatible with single conductor, 110 impact termination tools.
14. Jacks shall include translucent wire retention stuffer cap that holds terminated wires in place and allows the conductors to be visually inspected in the IDC housing.
15. Jacks shall be compatible with EIA/TIA 606A color code labeling.
16. Jacks shall accept snap on icons for identification or designation of applications.
17. Jacks shall be marked for T568A and T568B wiring schemes. TIA 568B wiring shall be used in all terminations throughout the communications system.
18. All CAT-6 modular jacks and panels shall meet or exceed the following transmission characteristics:
 - a. Jacks shall be designed for 100 Ohm UTP cable termination.
 - b. Jacks shall be UL verified for TIA/EIA Category 6 electrical performance.
 - c. Jacks shall be UL listed 1863 and CSA certified.
 - d. Jacks shall be manufactured by an ISO 9002 registered manufacturer.
19. CAT-6, 8-pin modular jacks shall be:
 - a. Data Jacks shall be Hubbell # HXJ6OW or equal. Office White.
 - b. Data Jacks for Security Cameras shall be Hubbell #HXJ6GN-Green
 - c. Data jacks for Wireless Access Points shall be Hubbell #HXJ6Y-Yellow
 - d. Data jacks for backbone connectivity shall be Hubbell #HXJ6P-Purple
 - e. Data Jacks for IP/POE locks at doors shall be Hubbell #HXJ6W -White
 - f. Data Jacks for Audio and Video connections shall be:
 - 1) Hubbell #HXJ6BK-Black
 - g. Data Jacks for USB connections shall be Hubbell #HXJ6OR-Orange

2.04 FACEPLATES

- A. Standard flush mount faceplates shall support all the jacks and connectors required.
 1. Faceplates shall be UL listed and CSA certified.
 2. Faceplates shall be constructed of high impact thermoplastic or stainless steel. See drawings for specific requirements.
 3. Faceplates shall be 2-3/4 inches wide x 4-1/2 inches high (69.8 mm x 114.3 mm) for single gang, and 4-1/2 inches x 4-1/2 inches (114.3 x 114.3 mm) for double gang.
 4. Faceplates shall be available to mount 1, 2, 3, 4, or 6 jacks in a single gang and up to 12 jacks in a double gang configuration.
 5. Faceplates shall provide for TIA/EIA 606 compliant station labeling.
 6. Faceplates shall have plastic covers over the mounting screws that can be replaced with a clear plastic window over a printable paper insert.
 7. Each plate shall be fully configured with modular inserts. There shall be no open spaces in the faceplate.
 8. Match the color of the modular inserts to the color of the faceplate. All faceplates and inserts shall be office white unless otherwise noted.
 9. Single gang plastic faceplate shall be Hubbell # IMF1OW.

10. Double gang plastic plate shall be Hubbell # IMF2OW.
11. Sing Gang, stainless steel, modular faceplates shall be Hubbell #IMSS1
12. Double Gang, stainless steel, modular faceplates shall be Hubbell #IMSS2
13. Each single gang plate has 3 faceplate units (FPU's) available to install inserts. Double gang plates have 2 sides, each with 3 FPU's.
14. Equip plates with the following parts as directed on the construction drawings.

FPU	ITEM	PART NUMBER
	Blank Jack	SFB10
.5	Blank	IMB05OW
1	Blank	IMB1OW
1.5	Blank	IMB15OW
1	1 Port Flat	IM1K1OW
1	2 Port Flat	IM2K1OW
1.5	1 Port Angled	IM1KA15OW
1.5	2 Port Angled	IM2KA15OW
1.5	SC Angled	IM1SCA15OW
2	Two SC Angled	IM2SCA2OW

- B. Some locations will require custom stainless steel plates. These shall be configured with the correct connectors and pass thru's to support all the data, audio and video.
 1. All shall be silk-screened to detail what each connector is for.
 2. Submit a product sheet for approval prior to purchase of the plates.
 3. UTP Jacks shall be flush with the front of the plate

2.05 SURFACE MOUNT BOXES

- A. Provide surface mount boxes for termination of cables as shown on the drawings.
 1. Install a surface mount box at location for termination of the modular jacks.
 2. One port surface box shall be Hubbell #HSB1OW.
 3. Two port surface box shall be Hubbell #HSB2OW
 4. Four Port Surface box shall be Hubbell #HSB4OW
 5. For all plenum rated ceilings and areas the contract shall provide plenum rated surface mount boxes. For Hubbell products. Add a "P" to the end of the part number.

2.06 CABLE SUPPORTS

- A. All cables shall be supported in the ceiling a minimum of every 5 feet. Support can be provided by installing cable inside cable tray or conduit, or by installing J-hooks every 5 feet.
 1. J-hooks shall provide a smooth steel or plenum rated plastic, support for cables as they route through the ceiling.
 2. Steel supports shall have a galvanized finish.
 3. Steel, UL listed, ultimate static load limit 50 pounds rated to support Category 5e and higher cables, and optical fiber cables.
 4. If required, assemble to manufacturer recommended specialty fasteners, including beam clips and flange clips.
 5. Acceptable products shall be:
 - a. CADDY #CAT HP series with retainer hooks.
 - b. CADDY #CAT-CM SERIES
 6. Provide with interfaces and clamps required to support J-Hooks from the building structure.
 7. Provide threaded rod and associated hardware required to support all J-Hooks
 8. No more than 24 voice/data cables in each J-hook. Provide additional hooks as required.

2.07 RACK MOUNTED PATCH PANELS

- A. Patch panels for termination of UTP cabling shall be provided to terminate all cables installed in the building.

- B. All patch panels shall be installed into 19" racks and/or cabinets as shown on the drawings.
- C. Provide panels to terminate all cables even if the panels are not specifically shown on the rack layout drawings.
 - 1. Provide the quantity and color of Modular jacks to match the color and quantity of all cables installed.
- D. Panels shall be steel and shall allow mounting of all CAT-6 and CAT-6A jacks. Panels shall be blank panels that accept all modular jacks.
- E. CAT-6 patch panels for mounting in a 19-inch rack or cabinet. Shall be;
 - 1. Panels shall be made of black anodized aluminum, in 24 and 48 port configurations.
 - 2. Panels shall accommodate 24 ports for each rack mount space or "U" (1U = 44.5 mm [1.75 inch]).
 - 3. Panels shall be manufactured with a rolled edge at the top and bottom for stiffness.
- F. 24 port empty patch panels shall be Hubbell #HPJ24 or equal
 - 1. Panels shall have rear cable support bar for strain relief which shall clip to the rear of the patch panel or to the rear of the rack rail.
 - 2. Each 24-port patch panel shall be equipped with one (1) rear cable organizer. Organizer shall be Hubbell #HPRCMB or equal.
 - 3. Ports shall be marked 1-24 on top of the openings by factory.
 - 4. Label all Panels for the panel, communications room and rack with a large laser-printed label.

2.08 PASS THRU'S

- A. Where no pass-thru is provided by others the contractor shall install conduit or UL listed wall pass thru's sized as required to route all cables through all walls.
- B. Pass thru's shall be EMT conduit or another UL listed rated device.
- C. Install thru all drywall, block, concrete walls and through any floors required to be penetrated
- D. Conduit shall be supported mechanically from the wall or floor structure. After installation, the raceway shall be firestopped to meet the requirements of the wall or floor.
- E. Install a sticker on the wall, next to the pass thru, listing the UL approved method that was used to firestop the pass thru or conduit.

2.09 PATCH CORDS

- A. Contractor shall provide one patch cord for each data cable installed. Patch cords shall be at the communications room.
 - 1. Provide a patch cord for each CAT-6 or CAT-6A cable installed
- B. Patch cords shall match the type of cables installed. Provide CAT-6 patches for CAT-6 cables. Provide CAT-6A patches for CAT-6A cables
- C. Patch cords shall be 8" or 12" long and shall match the color of the cable/jack they are being plugged into.
 - 1. Provide Green Patch Cords for Security Cameras
- D. Patch cords shall be 28 AWG, small diameter cords
 - 1. CAT-6 cords shall be Panduit #UTP28SP8IN* where * is the color

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine all pathways prior to installation of all cables.
- B. Identify locations of all user conduits and backboxes prior to cable installation.
 - 1. Walk the site during conduit installation and ensure that all boxes are installed where required for termination of all cables.
 - 2. If any missing locations are not noted during electrical raceway installation the contractor shall be required to fish the wall or install surface raceway to support the cable terminations
- C. The Engineer or the Owner has the right to make adjustments to the location of any outlet to a new location within 7 wall-feet of the original location. If the change is made prior to final

cable termination, and prior to any raceway being installed, then the changes shall be a no cost change to the contract.

- D. Identify all locations where cable will route through furniture raceway or other nonstandard conduit or raceway installation. Make arrangements to install and terminate all cables in accordance with TIA/EIA 568 standards.

3.02 PREPARATION

- A. Locate main path for all cables and install J-hooks where cable tray or raceway is not provided.
- B. Coordinate with other trades to install a clear, straight path down major corridors for the routing of user cables back to the communications closet.
- C. Plan installation of cables along cable ladder of rack system in communications room. All cable shall be neatly routed in groups of no more than 24 cables.

3.03 INSTALLATION

- A. CAT-6 ~~and/or CAT 5A~~ cabling shall be installed according to TIA/EIA 568 standards, including all updates and addenda.
 - 1. When installing CAT-X cables, care shall be taken to avoid crimping or bending the cable past the manufacturer's recommended bend radius.
 - 2. During installation, the cables shall not be pulled across the ceiling tiles or the structure of the building. This may cause damage to the cable jacket.
 - 3. Adhere to all pulling tensions and bend radii during installation. Excessive pulling or bending can cause the cable to fail tests after installation. Any cable that does not pass the certification tests after installation shall be fixed or replaced at the Contractor's expense.
 - 4. All cables shall route neatly in the ceiling. Whether they route in cable tray or J-hooks, the cables shall be neat and orderly.
 - 5. There shall be no more than 24 cables in each J-hook. Provide additional J-hooks as required.
 - 6. Support all cables at a minimum of every 5 feet.
 - 7. Provide a short coil of extra cable where the cable enters the vertical conduit. The coil shall consist of no less than 1-1/2 feet.
 - 8. Provide enough slack in the backbox to fully remove the faceplate and jack and allow work to be done on the cable.
 - 9. When installing cables in the communications room, all cable shall route neatly through the cable tray and cable ladder.
 - 10. When transitioning from the ceiling area to the cable ladder of the rack system, all cable shall route through conduits or be attached to vertical section of cable ladder. The Contractor shall provide the conduits shown and any additional conduits or cable ladder required to neatly transition cables from the ceiling to the rack.
 - 11. Bundle cables in groups of no more than 24 cables as it routes along the cable ladder.
 - 12. Cables shall route down each side of a rack for termination. Split each panel into 2 sides. The first 12 positions on a panel are on the left, and positions 13 through 24 are on the right. Route the cables for panel positions 1 through 12 down the left cable ladder and route the cables for positions 13 through 24 down the right cable ladder.
 - 13. Each patch panel shall utilize a rear organizer for holding the cables as they route to the punchdown field.
 - 14. Cables shall be bundled in groups of 4 as they route through the rear cable organizer.
 - 15. When terminating cables, ensure that the smallest amount of jacket is removed from the final termination point of the cables.
 - 16. Pair twists shall be maintained up to the IDC jack for all the cables.
 - 17. Provide a service loop of the cables on the vertical cable ladder. The loop shall extend no less than 1 foot below the termination point on the patch panel. Route the cables 1 foot below the patch panel, and then back up to the panel. This will provide room for future moves and additions to the rack.

1. Jacks and/or connectors shall be terminated to the appropriate cable and inserted in the correct orientation into the faceplate prior to the mounting of the faceplate.
 2. Jacks shall be inserted into the faceplate left to right, then top to bottom. 2 gang plates shall be labeled left to right, then top to bottom for each gang.
 3. Cable slack shall be stored behind the faceplate in such a way that allows the minimum bend radius of the cables to be maintained as per the following:
 4. Care shall be taken when mounting the faceplate to avoid crimping or kinking the cables.
 5. Faceplates shall be securely mounted to a surface mounted housing, a recessed box, or box eliminator bracket.
 6. Each faceplate shall be labeled with laser printed paper inserted behind the clear plastic label strips.
 7. The label shall show the location identifier of the faceplate and the letter designation for each cable. The label shall be as large a font as possible and easily readable.
 8. Each faceplate comes with a label strip at the top and the bottom.
- F. Wall mount phone plates shall be mounted to a backbox or a drywall ring securely installed to the wall.
1. Terminate the cable to the 8-position jack on the wall mount faceplate.
 2. Ensure that the faceplate is at the correct height for all ADA requirements.
 3. Provide an adhesive label on the faceplate identifying the cable with its location identifier number.
- G. When utilizing 106 style or GFI/Style-Line brackets, the Contractor shall provide self adhesive labels detailing which cable is at each position.
1. 106 plates and GFI plates will primarily be located in floorboxes or surface raceway.
 2. The contractor shall coordinate the faceplates required with the actual floorboxes installed by the electrical contractor.
 3. Provide the quantity of GFI and 106 style plates required.
- H. Surface Mount boxes
1. Modular Jacks and/or connectors shall be terminated to the appropriate cable and inserted in the correct orientation into the surface mount box.
 2. When the surface mount jack is mounted above the ceiling the cable shall be coiled and the cable and surface mount box shall be kept off of the ceiling grid
 3. Attach the coil to the building structure with a plenum rated tie-wrap.
 4. Label each surface mount box for the cable number. Also, install a wrap-around label on each cable.
 5. When attaching a surface mount box to a piece of furniture or to a power pole the contractor shall drill a hole in the furniture/pole that is larger than the hole on the back of the surface box.
 6. Screw the surface box to the furniture or to the pole. Adhesive only solutions are not adequate.
- I. Proper support of cables is of paramount importance when installing a cable infrastructure. All cables not in conduit or cable tray shall be supported via J-hooks a minimum of every 5 feet.
1. Routes of cables shall be parallel or perpendicular to the walls of the building.
 2. Install the J-hooks to minimize changes in the level of the cables as they route through the J-hooks.
 3. Do not install more than 50 cables in any 1 J-hook. Provide additional hooks where more than 50 cables route along a main route.
 4. All communications shall route as high in the ceiling as possible while still being accessible and staying away from other utilities.
 5. When installing the cable through the J-hooks, they shall all have relatively the same droop between hooks. All cables shall be installed neatly and squarely.
 6. Secure the J-hooks to the building structure with beam clamps and threaded rod as required to support the cables.
 7. J-hooks shall never be attached to drop ceiling support wires. Cables shall never be supported by drop ceiling wires.

- J. CAT-6 patch panels shall be installed in the racks.
 - 1. Panels shall be installed to provide minimal signal impairment by preserving wire pair twists as closely as possible to the point of mechanical termination. The amount of untwisting in a pair as a result of termination to the modular jack at the patch panel shall be no greater than a 1/2 inch (13 mm).
 - 2. Panels shall be installed per manufacturer's instructions and properly mounted to a rack, cabinet, bracket, or other appropriate mounting device.
 - 3. Panels shall be installed such that cables terminated to the panel can maintain minimum bend radius of at least 4 times the cable diameter into the IDC contacts. Cables shall be terminated on the panels such that there is no tension on the conductors in the termination contacts.
 - 4. Each patch panel shall have a rear cable organizer for routing cable from the vertical cable ladder to the patch panel. 1 organizer for each row of 24 cables.
 - 5. The label for each outlet on the panel shall be the same as the wraparound label on each end of the cable.
 - 6. Each label shall line up directly below or above the outlet on the panel. Misaligned labels will not be permitted.
- K. Patch Cords
 - 1. Provide the patch cords to the owner.
 - 2. Deliver the correct quantity of each patch cords to the communications room to match the cables installed into each comm room.

END OF SECTION 28 1600

SECTION 28 3600 – SECURITY RECORDING

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section includes parts and equipment required for installation and configuration of a video security system. This system shall be referred to as the “security system” throughout these specifications.

1.02 SYSTEM DESCRIPTION

- A. The security system shall be supplied and installed by a Contractor able to show examples of similar projects and installations within the last 3 years.
- B. The video security system shall serve the building(s) shown and be able to be expanded to support other buildings attached to the data network
- C. New cameras shall be IP cameras with direct connection to Ethernet Switches.
- D. Software and hardware shall allow for monitoring from any PC attached to the data network.
- E. Software and hardware shall allow for monitoring from any Smartphone or Wireless tablet device. Provide hardware and software to accomplish this.

1.03 COORDINATION

- A. Coordinate with the network contractor. Provide IP addresses and ports the cameras are connected to in an excel spreadsheet to the network contractor for VLAN configuration
- B. Coordinate with data cabling contractor. Walk the site and identify all camera locations and make the cabling contractor aware of all camera locations.

1.04 PROJECT PLAN

- A. The contractor shall provide a project plan to the owner and contractor that describes the system and its capabilities and the possible configurations.
- B. Provide a project approach which describes the installation and implementation plan and schedule and all sequencing.
- C. Meet with the owner numerous times to determine how the system should work and how it should be monitored. Configure the system prior to installation to meet these requirements. Demonstrate the system use to the owner prior to installation and obtain approval to move forward with the installation.
- D. Provide shop drawings showing all configuration and connectivity of the system.
- E. Generate a testing plan and have that plan approved by the owner and engineer prior to installing the system.

1.05 RELATED STANDARDS

- A. The security system shall conform to the following international and national standards:
 - 1. FCC Rules and Regulations
 - 2. UL 294 Access Control Systems
 - 3. UL 1076 Line Supervision
 - 4. 21 CFR part 11
 - 5. Part 15, Radio Frequency Devices
 - 6. National Electrical Manufacturers Association (NEMA)
 - 7. Applicable Federal, State and Local laws, regulations, codes
 - 8. Americans with Disabilities Act (ADA)
 - 9. National Electrical Code (NEC)

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Approved vendor for video security camera recording software is:
 - 1. ONSSI
 - 2. Milestone
 - 3. Avigilon
- B. Other manufacturers as approved PRIOR TO BID. Submit pre-bid RFI requests for other products.
 - 1. Systems submitted as part of the base bid that were not pre-approved in writing during bidding will not be reviewed.

2.02 VIDEO SECURITY HARDWARE

- A. Network Video Recorder (NVR):
 - 1. The Contractor shall provide an NVR or multiple NVR's that connect to all the video cameras. Size the system to accept additional cameras to be installed in the future. See drawings and/or specs for quantity
 - a. The NVR shall be a central control and storage system that allows the Owner to view and review images from any or all cameras.
 - 2. NVR and associated storage shall be of the latest manufacture and software release available.
 - 3. Shall supply multiple simultaneous playback streams.
 - a. The system shall allow all PC's attached to the wired Ethernet network to view cameras at full resolution on their PC.
 - b. Size the processor of the NVR and Monitoring PC to allow viewing of up to 32 cameras at the monitoring PC without any slowness or loss of signal.
 - c. The network video recorder shall have outputs viewable on up to 10 individual workstations, shall record video, audio, and data streams for every channel, and shall have storage locking.
 - 4. The NVR shall be capable of continuous, schedule, alarm/event, and motion recording, shall have pre- and post-alarm recording and shall be fully programmable on a per-channel basis.
 - a. Any motion sensing shall be assumed to be done at the server. Use this for servers sizing.
 - b. See specifications below for recording parameters.
 - 5. The NVR shall have expandable storage capacity to allow additional storage of video. The expandable storage shall be easily added and integrated into the system.
 - 6. The network video recorder shall offer plug-and-play configuration for cameras.
 - 7. The network video recorder shall provide performance enhancement and fault tolerance by employing RAID-5 style redundancy across multiple disk drives and shall feature a hot drive swap that automatically configures the drives when installed.
 - a. Where the Video Management Software (VMS) requires, the Immediate recording shall be to High-Speed drives.
 - b. Images can then be moved to slower, long-term storage devices.
 - c. Provide these drives based on the VMS being installed.
 - 8. The network video recorder shall meet or exceed the following design and performance specifications:
 - a. Processor:
 - A) No less than Two, Quad-core processors, Intel® Xeon 5600 series® 4, 2.8 GHz or equal.
 - B) 64 Bit
 - C) Provide calculations from the software manufacturer and camera manufacturer to prove processing and storage submitted will meet system requirements
 - D) Provide the actual throughput and quantity of storage being provided and note how it meets calculations from the software manufacturer and the camera manufacturer.

- b. Internal Memory:
 - A) 16 GB minimum.
 - c. Operating System:
 - A) Linux or Microsoft. (provide any operating system software)
 - d. User Interface:
 - A) Remote operation from standard Windows 10 PC's.
 - B) Shall be equipped with web interface to allow viewing of live and recorded video through a standard web browser.
 - C) Shall allow and be equipped with software and hardware to allow viewing of live video on a tablet or smartphone device.
 - e. NVR throughput:
 - A) Server throughput shall be the capacity of the server(s) to process incoming live and recorded video. This shall be a function of the processing power of the NVR/server.
 - B) It shall provide for processing, live viewing, remote viewing and recording capacity to record on all cameras at:
 - 1) 15 frames per second.
 - 2) Constant recording of all cameras
 - 3) Compression shall be no higher than 30%. Thus if full bandwidth of the camera is 100 then configuration shall be no less than 70 on a 1 to 100 scale.
 - 4) 10 users viewing 16 cameras each
 - 5) 5 users viewing cameras through a wireless smartphone or tablet device. Provide additional server if this is a requirement of the software.
 - C) Throughput shall be calculated at maximum camera resolution of the specified cameras. Any spare throughput required shall be calculated for cameras at 1920x1200.
 - D) Throughput shall include processing of the cameras shown plus future additional cameras as noted on the detailed drawings.
 - E) Assume that the owner will be viewing live video on 10% of the installed cameras. This shall be taken into account if the server does any processing of the live images.
 - f. Video image storage: This shall include the amount of disk storage space required to store all the images from the cameras. Storage space shall be calculated based on:
 - A) Recording images on all cameras at 15 frames per second,
 - B) Assume recording on movement rates of 50%.
 - C) Additionally, each camera shall record 1 frame per second when there is no motion.
 - D) Storage for 30 days.
 - E) Storing images at maximum camera resolution of the specified cameras. Any spare storage required shall be calculated for cameras at 3840 x 2160 pixels.
 - F) Include processing of the cameras shown plus future additional cameras noted on the drawings.
 - g. Total Capacity shall be calculated by Contractor. Provide calculations if you are asked to present your solution or if you are the chosen bidder.
 - h. Hard drives shall be internal or part of an external storage array. All discs shall be configured in a RAID 5 redundant style array such that losing any single drive will not mean a loss of recorded images.
- 9. NVR shall allow connection to a permanent backup device.
 - 10. Each NVR Shall have dual power supplies.
 - 11. The NVR shall have One (1) 10 Gigabit Ethernet connection(s) via an RJ-45 copper or Fiber Optic type interface.

- a. If the interface is a fiber Optic connection then provide the equal SFP module for the Ethernet switch that is being used to connect the Ethernet Switch
- 12. The NVR shall be 19 inches rack mountable.
- 13. Where multiple servers are provided the contractor shall provide a KVM switch and rack mounted LCD and keyboard.
 - a. Provide one, (1), TRIPP LITE #B020-008-17
- 14. The NVR Servers shall be supplied with no less than three years of 24x7 maintenance that includes next day replacement of drives and service on the server.
- 15. Servers shall be from the following manufacturers
 - a. Hewlett Packard
 - b. Dell
- 16. Remote viewing for mobile devices.
 - a. Provide a server or processing power in the main servers to support remote viewing of images on smartphones or tablet devices.

2.03 VIDEO MANAGEMENT SOFTWARE (VMS)

- A. The VMS shall be
 - 1. Scalable video management software hosted on commercial grade servers with Microsoft Windows or linux operating system.
 - 2. The VMS shall be a true hybrid system capable of integrating existing or new analog and/or IP cameras into the IP infrastructure.
 - 3. The VMS shall support virtually all leading IP and analog camera and encoder manufacturers for user choice and design flexibility.
 - 4. The VMS shall be full featured with client software applications intended for
 - a. Live video monitoring
 - b. Real-time alarm monitoring and display
 - c. Alarm display prioritization
 - d. System management
 - e. Instantaneous retrieval of archived video
 - f. Evidence production on AVI files that can be viewed on any PC
 - g. Export of tamper evident video on recordable CD's or DVD's.
 - 5. The NVR software shall provide for the following:
 - a. Shall contain built-in video motion detection.
 - b. Pan/Tilt/Zoom control of PTZ cameras via the IP connection and via on-screen controls.
 - c. Connectivity to multiple viewing stations (Computers) for viewing live cameras. Display shall show images in groups of 1, 4, 9, or 16.
 - d. Support connection to wireless smartphones and tablet devices.
 - e. Record during playback.
 - f. Playback by date, time, and camera.
 - g. On-screen programming.
 - h. Remote viewing and access via Ethernet.
 - i. Owner shall be able to review recorded video at any time without interrupting the current recording of images from cameras.
 - 6. The system shall support interoperability with IP camera standards including, at a minimum, the Physical Security Interoperability Alliance (PSIA) and the Open Network Video Interface Forum (ONVIF).
 - 7. The surveillance system server shall support full two-way audio between viewing clients/web viewing clients and remote cameras/devices. Two-way audio integration shall support the following features and functions:
 - 8. The NVR shall allow remote alarms by sending an e-mail or bringing up a camera image on the monitoring PC Screen
 - a. Alarms may include:
 - A) Motion on a cameras image during owner specified hours
 - B) Loss of video signal on a camera.
 - C) Server or storage equipment failure

- D) Other configurable parameter.
 - E) Output shall include an alarm to the access control system or email, phone call or pager notification.
9. Video download and offload shall be able to be written to a USB or DVD drive
 - a. Shall be able to be offloaded in a Windows Video file type
 - b. Shall be able to be offloaded on a watermarked video image player that is downloaded along with the video to the storage device.
 10. Provide for unlimited system operators with personal identification numbers (PINs) with priority levels, operator facilities, system roles, and camera and monitor groupings.
 - a. Software shall allow for segmentation of the camera viewing based on logins.
 - b. A person shall be able to be setup as a viewer of the cameras and only given access to a user specified amount or location of cameras.
 - c. User viewing of cameras shall NOT be limited to actual physical server logins. Logging into the VMS shall be a system login and not a server login.
 - d. When logging into the system the system shall allow the owner to choose any one or more cameras to be viewed by that user and shall be able to block any one or more cameras from being viewed.
 - e. Any user shall be able to be setup so they can only view administrator chosen cameras. This shall be capable across all servers.
 - f. In example, if a person monitoring a high school is allowed to view camera images then the system shall allow the owner to segment all HS cameras so the person can only see those cameras at the high school.
 - g. Shall integrate with Active Directory.
 11. User shall be able to print still images directly to a printer from the NVR or remote user's terminal.
 12. VMS shall provide capability to record on movement or to record at all times. Recording times and duration shall be fully configurable.
 - a. The processing and recording of the images shall be done based on the following standards. Recording shall be done at:
 - A) Video Standards: NTSC.
 - B) Video Compression: H.264 or H.265
 - b. The system shall include a universal driver that shall support any generic network camera responding to the ARP (Address Resolution Protocol). The driver must be able to handle standard video streaming formats including MJPEG, MPEG4 and H.264.
 - c. The VMS shall save local databases a defined number of days or hours. The database retention settings must regulate how long recordings shall remain in a camera's database before the recordings are archived.
 - d. The VMS shall support archiving (an automatic transfer) of recordings from a camera's default database to another location on a time-schedule, without the need for user action, or initiation of the archiving process.
 - A) Archiving shall support that the duration of the camera's recordings can exceed the camera's default database capacity.
 - B) Archives shall be located on either the recording server computer or on a connected network drive.
 - C) If the storage area on a network drive becomes unavailable for recording, the system shall be able to trigger actions such as automatic e-mails to defined personnel.
 13. Multiple users shall be able to view the same camera view or sequence simultaneously. The system shall utilize Multi-cast streaming video to allow multiple users to view the same video stream, though not necessarily synchronized with each other, without affecting the bandwidth of the network.
 14. Video titling shall provide for a 30-character camera site description (on/off), display time / date (on/off), set the display color (black/white), display a site message (on/off) and define the screen block position for the title. Shall be visible at viewing live and recorded video.

15. The software shall allow control of all aspects of the security viewing, controlling and replaying. The software shall:
 - a. Display video from any camera to a specific monitor or screen division, including changing screen division views.
 - b. Move system PTZ cameras to a specified preset location.
 - c. Activate predefined patterns on system PTZ cameras.
 - d. Home position of PTZ Cameras
 - e. Start/stop recording an event from any indicated video source.
 - f. Activate system relays and send e-mail notification to any recipient via pop3.
 16. Shall be ONVIF Compliant.
- B. MAPS**
1. The software shall provide maps within the software that can be used to provide hot keys/buttons to switch a viewing monitor to a camera identified on the maps.
 - a. The contractor shall take existing AutoCAD or PDF files and shall input the maps into the video control software.
 - b. Provide buttons on the maps so that the user can click on the camera button on the map and the user will be able to view the camera associated with that button.
 - c. Load and populate each map with the cameras for each building where cameras are located.
 - d. Provide a drill-down map control software that allows the user to click on the site plan, then the individual building and then the floor or portion of the floor on that building and finally the camera on that floor.
 2. Software and hardware shall allow for remote input of alarm signals and contact closure signals at remote buildings.
 3. Software shall allow and control audio recording on individual cameras.
- C. Client Software and/or web review**
1. The viewing and reviewing software shall be accessible through client pc's. These PC's shall be the standard desktop PC's used by the principals and teachers throughout the district.
 2. Provide viewing and reviewing software to support video sent to smartphones and tablet devices.
 3. The software shall allow the following:
 - a. Viewing of any one or more cameras on the system
 - b. Tiling of one, two, four, six, eight and up to 16 cameras on the viewing screen.
 - c. Review of all recorded video. Interface shall allow searching by motion, recording, time, camera and building.
 - d. Shall be able to review video by motion in a certain zone based on motion.
 4. Administrative level access shall allow setting and changes of all recording and scheduling parameters.
 5. The Contractor shall provide and install all software required as per the drawings. See camera diagram for quantity of user to setup.
 6. The software shall be able to be password protected for viewing, with additional levels of security required for changing configuration of the recording and camera functions.
- D. Off-Site Control Software:**
1. The NVR system shall allow complete monitoring, control, and configuration of all aspects of the video system and cameras to be controlled at locations remote to the NVR server itself.
 2. The control and images shall be able to be transmitted via TCP/IP (Ethernet) network.
 3. The software shall be able to be password protected for viewing, with additional levels of security required for changing configuration of the recording and camera functions.
- E. Video Storage**
1. Backups of the images shall be done continually. The oldest data shall be overwritten when the disk becomes full.
 2. Provide the connection between the NVR and the internal or external storage. The backup shall be a direct backup and shall not be done via the building Ethernet network

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Review site and note locations of cameras, conduits and cables prior to installation.
- B. Review all ceiling styles on the reflected ceiling plans. Provide mounts as required based on the ceiling style.

3.02 INSTALLATION

- A. The Network Video Recorder (NVR) shall be mounted in the main communications room.
 - 1. Mount the NVR in a cabinet/rack. Connect to the local area network as required for complete system connectivity.
 - 2. Connect the NVR and all cameras to the Ethernet network.
 - a. No less than two Gigabit Ethernet Connections
 - 3. Connect the power supplies of the NVR to the UPS.
 - 4. After full configuration of the system the contractor shall copy the complete configuration to another of the owner's servers and shall provide a CD or USB drive copy of the configuration.
 - a. Contractor shall keep a copy of the original configuration of the server and all cameras at their site.
 - b. Provide the information to the owner on a CD or USB Drive.
 - c. The backup of the configuration shall provide the owner an easy way to reconfigure the system in case of a total system failure or a new server installation is required.
- B. Fully configure the Video Recording and Control Software.
 - 1. The Contractor shall meet with the Owner prior to installation of the system to discuss all aspects and abilities of the NVR and VMS and the attached cameras.
 - 2. The Contractor shall present all configuration options to the Owner to get their input and let them choose how the system is to be used and configured.
 - 3. The Contractor shall take information from the meeting and record that in meeting minutes. Provide copies of these minutes to the Owner and Designer
 - 4. The Contractor shall configure and install the system as requested by the Owner and as shown on the drawings and specifications.
 - 5. The servers and storage shall be configured based on the manufacturer's recommendations.
 - a. Discuss drive array and recording processes with the owner and manufacturer prior to installation of the system
 - b. Discuss recording block size with the manufacturer prior to installation.
 - c. Meet with the owner and discuss the server(s) setup and present a document from the NVR software and server manufacturer to demonstrate how the system will be configured.
 - d. Evenly distribute cameras and recordings across all servers.
 - 6. Configuration of the system shall include but not be limited to the following.
 - a. Labeling of all cameras in the system to match the owner approved labeling scheme as well as their chosen specific descriptive name.
 - b. Video blanking of any areas on each camera if there are areas that are not to be seen or recorded by the NVR system.
 - c. Passwords and logins for users and administrators. Include in this a list of all the users and their access levels.
 - d. Recording Frames per second, resolution and long term recording resolution.
 - e. Generation and configuration of any presets for PTZ cameras including tours and timing.
 - f. Specialized recording times for each camera including additional FPS or resolution at times of the day.
 - g. Backup times and all data to be backed up. Configure scheduled backups
 - h. Aiming, focusing and framing of all camera images.

- A) Sit with the owner and review each camera's view and custom set the aiming, framing and focus of each camera.
 - B) Have someone at the camera while reviewing that is able to move and aim and focus the camera.
 - C) Download an image from the camera as the owner wishes it to be aimed
 - D) Create a spreadsheet with each camera and have the owner sign off on the aiming of each camera.
- i. Generation of custom views for all user software. Meet with each person that is allowed to view the cameras and help them generate a custom view of the cameras they wish to see.
- 7. Contractor shall fully load and match all maps to the video security system. Install all maps and load all camera locations and hot buttons to the maps to allow quick connect to the cameras based on clicking on the camera location on the map.
 - a. Each camera button shall show the camera number.
 - 8. Recorded images and offloaded images shall be able to be time-stamped with the date, camera number and exact time down to the second when the video was recorded.
 - a. This shall be able to be seen on the viewing station and shall be attached to the video when it is offloaded and viewed on an outside player.
 - b. Setup the server and software to obtain time from the national standard time.
- C. Connect the storage to the new NVR servers and the rest of the servers.
- 1. Configure the storage to provide service to all users and all storage requirements.
 - 2. Meet with the owner prior to installation and present all options to the owner in regards to the configuration options. Assist the owner in deciding which options best meet their needs.
 - 3. Publish a plan and configuration parameters of the storage and ensure that everyone agrees with the plan.
 - 4. Install the storage and connect to all servers.
- D. Ethernet systems configuration shall be coordinated with the IT department. The owner will work with their contractor to switch the network to a security VLAN and other QoS parameters as required by the security system.
- 1. Meetings shall be scheduled with the Owner to discuss the configurations of all electronics and the capabilities of the system.
 - 2. The owner shall be made aware of all the capabilities of the video security system and all possible configurations and shall be able to decide all aspects of the programming and configuration.
 - 3. The Contractor shall generate a report on the requirements of the owner and shall work with the owner to help determine the configuration of all the data electronics to meet the security systems needs.
 - 4. From the meetings the owner and contractor shall generate a plan for all configuration issues of the data network including but not limited to:
 - a. IP Numbering Scheme
 - b. VLAN settings
 - c. Quality of Service (QoS) settings
 - d. Network Prioritization
 - e. New data connections.
 - f. Wireless connectivity for Visitors, Students and Administrators.
 - g. Wireless Security
 - 5. The network electronics shall be configured to synchronize internal clocks to a designated internal NTP server.
 - 6. The network electronics shall be configured with the same time zone settings and said time zone shall be the local time zone.

END OF SECTION 28 3600

SECTION 28 3700 – SECURITY CAMERAS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section includes parts, cameras and equipment required for installation of the video surveillance cameras.
- B. This shall include new IP video cameras and their software/configuration equipment as shown on the drawings and detailed in the specifications.

1.02 COORDINATION

- A. All cables shall be coordinated with the installation of the raceways.
- B. All cameras shall be installed in the ceilings in relation to the lights and other obstructions.

1.03 DESCRIPTION

- A. Provide new IP cameras for video surveillance. See the detailed security drawings for location and quantities.
- B. Cameras shall be pure IP cameras without the use of external encoders/decoders where possible.
- C. Power for interior and exterior cameras shall be provided via the POE switch or via a centralized power supply in the communications room.
 - 1. The switches installed provide standard Type 3 PoE (15.4 watts) on each port. If a camera requires additional power above Type 3 PoE then the contractor shall provide that power supply and any additional required power cables.
- D. PTZ cameras that require additional power above that provided from a Type 3 PoE connections shall be provided with a power supply.
 - 1. Provide any and all camera, power and control cables required for complete system connectivity and functionality.
- E. It shall be the Contractor's responsibility to provide all power to cameras based on the above methods. Take into account the Manufacturers recommendations.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Approved Manufacturers for IP cameras:
 - 1. Axis
 - 2. Hanwha
 - 3. Bosch
 - 4. Avigilon

2.02 CAMERAS GENERAL REQUIREMENTS

- A. Cameras shall provide full color images and some shall change to black and white in low light.
- B. Cameras shall support text overlay of image in viewing to allow naming/numbering of each camera on the screen and when video is offloaded.
- C. The Contractor shall review the site with the Owner prior to ordering the lens for each camera.
 - 1. Finalize the needs of the Owner with the camera position to ensure that the correct lens is purchased for the camera.
- D. Where noted on the drawings, provide a vandal resistant dome to the camera.
- E. Where cameras require more power than PoE 802.af then the contractor shall provide power to the camera from a centralized power supply in the comm. room.
- F. External Cameras

1. Each exterior camera shall be equipped with a heater/blower or other device to keep camera functional and keep lens/casing from fogging or condensation from forming.
2. Provide mounts for exterior cameras based on their installation location. Provide fully enclosed mounts. See drawings and conduct a field survey prior to ordering to ensure that the correct mounts are provided.
 - a. Exterior mounts shall allow cable entry to the dome via the support. No cables shall be exterior to the mount or dome.

2.03 CAMERAS -1080P RESOLUTION OR BETTER

A. Interior/exterior fixed IP dome camera: 1920X1080 Resolution (2 Megapixel). Color/Black and White

1. Camera shall be capable of the following:
 - a. Plenum-rated backbox for indoor installations
 - b. Adjustable fixed camera mounting bracket that allows 360 degree mounting.
 - c. Dome shall be clear exterior, smoked on interior cameras
 - d. Power through PoE 802.af
 - e. Network interface via an 8-pin RJ-45 connector.
 - f. Compatible with the Video Recording System
 - g. Minimum frame rate capability shall be 25 frames per second at maximum camera resolution. 30 FPS at all other camera resolutions.
 - h. Outdoor version shall be -40F to 149F
2. Compression shall be H.264, H.265 or Motion JPEG.
3. Camera/lens shall meet or exceed the following requirements:
 - a. 1 /2.8 inch progressive Scan RGB CMOS.
 - b. Picture element that is 1920 (H). x 1080 (V)
 - c. Remote electronic varifocal lens with Remote zoom and focus
 - d. Auto Iris
 - e. Wide dynamic range
 - f. Light sensitivity of .1 lux for Color, .02 lux for black and white. Lens shall automatically flip based on light input.
 - g. Horizontal field of view of 100 deg. To 36 deg.
4. Interior Fixed IP day/night Dome Camera shall be Axis #P3245-V or equal.
5. Exterior Fixed IP day/night Dome Camera shall be Axis #P3245-VE or equal.

2.04 CAMERAS -5 MEGAPIXELS OR ABOVE RESOLUTION

A. Exterior fixed IP dome camera: 2592x1944 Resolution (5 Megapixel). Color/Black and White

1. Camera shall be capable of the following:
 - a. Exterior-rated backbox
 - b. Adjustable fixed camera mounting bracket that allows 360 degree mounting.
 - c. Dome shall be clear.
 - d. Power through PoE 802.af
 - e. Network interface via an 8-pin RJ-45 connector.
 - f. Compatible with the Video Recording System
 - g. Minimum frame rate capability shall be 30 frames per second at maximum camera resolution. 30 FPS at 3072x1728 resolution.
 - h. Internal Video buffer of 1GB
2. Be manufactured with an all-metal body, vandal resistant casing and support operation between -40 to +55°C (-40 to +122°F) and be both IP66 and NEMA 4X-rated.
3. IK10 Rated
4. Compression shall be H.264, H.265 and Motion JPEG.
5. Camera/lens shall meet or exceed the following requirements:
 - a. 1.27" Progressive Scan
 - b. Varifocal lens with Remote zoom and focus
 - c. Auto Iris
 - d. Light sensitivity of .13 lux for Color, .0 lux for black and white. Lens shall automatically flip based on light input.

- e. Provide the correct lens for the installation based on field of view as desired by the owner.
- f. Shall have settings for wide dynamic range and dynamic contrast.
- g. UL listed.

6. Exterior Fixed IP day/night Dome Camera shall be Axis #P3247-LVE or equal.

2.05 CAMERAS 4K RESOLUTION

- A. Exterior fixed IP dome camera: 3840x2160 Resolution (4k). Color/Black and White
 - 1. Camera shall be capable of the following:
 - a. Adjustable fixed camera mounting bracket that allows 360 degree mounting.
 - b. Dome shall be clear.
 - c. Power through PoE 802.af
 - d. Network interface via an 8-pin RJ-45 connector.
 - e. Compatible with the Video Recording System
 - f. Minimum frame rate capability shall be 25 frames per second at maximum camera resolution. 30 FPS at 3840x2160 resolution.
 - g. Internal Video buffer of 1 Gigabit
 - 2. Be manufactured with an all-metal body, vandal resistant casing and support operation between -40 to +5°C (-40 to +122°F) and be both IP66 and NEMA 4X-rated.
 - 3. Compression shall be H.264, or H.265
 - 4. Camera/lens shall meet or exceed the following requirements:
 - a. Picture element that is 3840 (H). x 2160 (V)
 - b. Have electronic Varifocal lens with Remote zoom and focus
 - c. Auto Iris
 - d. Light sensitivity of .19 lux for Color, .04 lux for black and white. Lens shall automatically flip based on light input.
 - e. Provide the correct lens for the installation based on field of view as desired by the owner.
 - f. Shall have settings for wide dynamic range and dynamic contrast.
 - g. UL listed.

5. Exterior Fixed, 4K IP day/night Dome Camera shall be Axis #P3248-LVE or equal.

2.06 CAMERAS 360 DEGREE VIEW-SINGLE IMAGER

- A. Interior, fixed IP dome camera with 180/360 Degree coverage:
 - 1. 6-megapixel, (3072x2048) resolution. Color and Black/White camera
 - a. Camera shall be capable of the following:
 - 1) Dome shall be clear.
 - 2) Surface mount vertically or horizontally
 - 3) Where installed into a drop ceiling provide a recessed ceiling mount.
 - 4) Power through PoE 802.af
 - 5) Network interface via an 8-pin RJ-45 connector.
 - 6) Compatible with the Video Recording System
 - 7) Minimum frame rate capability shall be 30 frames per second at all camera resolutions
 - 8) Camera shall support multiple windows for images with the overall image
 - a) Images shall be de-warped in each window.
 - 9) Settings for 360 view or multiple de-warped views.
 - 10) All image shall be able to be dewarped for live viewing and viewing of recorded video. Overall image shall always be present and recorded.
 - b. Compression shall be H.264 or H.265
 - c. Indoor rated: 0 °C to 0 °C (32 °F to 113 °F)
 - d. Camera/lens shall meet or exceed the following requirements:
 - 1) Picture element that is 3072 (H). x 2048 (V)
 - 2) Light sensitivity of .18 lux for Color, .04 lux for B/W
 - 3) UL listed.
 - e. Interior Fixed IP day/night Dome 180/360 Camera shall be Axis #M3067-P or equal.

2. 12-megapixel, (4000x3000) resolution. Color and Black/White camera
 - a. Camera shall be capable of the following:
 - 1) Dome shall be clear.
 - 2) Surface mount vertically or horizontally
 - 3) Where installed into a drop ceiling provide a recessed ceiling mount.
 - 4) Power through PoE 802.af
 - 5) Network interface via an 8-pin RJ-45 connector.
 - 6) Compatible with the Video Recording System
 - 7) Minimum frame rate capability shall be 15 frames per second at all camera resolutions
 - 8) Camera shall support multiple windows for images with the overall image
 - a) Images shall be de-warped in each window.
 - 9) Settings for 360 view or multiple de-warped views.
 - 10) All image shall be able to be dewarped for live viewing and viewing of recorded video. Overall image shall always be present and recorded.
 - b. Compression shall be H.264 or H.265
 - c. Indoor rated: 0 °C to 0 °C (32 °F to 113 °F)
 - d. Camera/lens shall meet or exceed the following requirements:
 - 1) Picture element that is 4000 (H). x 3000 (V)
 - 2) Light sensitivity of .32 lux for Color, .06 lux for B/W
 - 3) UL listed.
 - e. Interior Fixed IP day/night Dome 180/360 Camera shall be Axis #M3068-P or equal.
- B. Outdoor fixed IP dome camera with 360 Degree coverage: 12 megapixel (2992x2992) resolution. Color/Black & White camera
1. 6-megapixel, (3072x2048) resolution. Color and Black/White camera
 - a. Camera shall be capable of the following:
 - 1) Dome shall be clear.
 - 2) Surface mount vertically or horizontally
 - 3) Power through PoE 802.af
 - 4) Network interface via an 8-pin RJ-45 connector.
 - 5) Compatible with the Video Recording System
 - 6) Minimum frame rate capability shall be 30 frames per second at all camera resolutions
 - 7) Camera shall support multiple windows for images with the overall image
 - a) Images shall be de-warped in each window.
 - 8) Settings for 360 view or multiple de-warped views.
 - 9) All image shall be able to be dewarped for live viewing and viewing of recorded video. Overall image shall always be present and recorded.
 - b. Compression shall be H.264
 - c. Outdoor Rated: -40 °C to 50 °C (-40 °F to 122 °F)
 - d. Camera/lens shall meet or exceed the following requirements:
 - 1) Picture element that is 3072 (H). x 2048 (V)
 - 2) Light sensitivity of .16 lux for Color, .03 lux for B/W
 - 3) UL listed.
 - e. Interior Fixed IP day/night Dome 180/360 Camera shall be Axis #M3057-PLVE or equal.
 2. 12-megapixel, (4000x3000) resolution. Color and Black/White camera
 - a. Camera shall be capable of the following:
 - 1) Dome shall be clear.
 - 2) Surface mount vertically or horizontally
 - 3) Power through PoE 802.af
 - 4) Network interface via an 8-pin RJ-45 connector.
 - 5) Compatible with the Video Recording System
 - 6) Minimum frame rate capability shall be 30 frames per second at all camera resolutions

- 7) Camera shall support multiple windows for images with the overall image
 - a) Images shall be de-warped in each window.
- 8) Settings for 360 view or multiple de-warped views.
- 9) All image shall be able to be dewarped for live viewing and viewing of recorded video. Overall image shall always be present and recorded.
- b. Compression shall be H.264
- c. Outdoor Rated: -40 °C to 50 °C (-40 °F to 122 °F)
- d. Camera/lens shall meet or exceed the following requirements:
 - 1) Picture element that is 4000 (H). x 3000 (V)
 - 2) Light sensitivity of .19 lux for Color, .04 lux for B/W
 - 3) UL listed.
- e. Interior Fixed IP day/night Dome 180/360 Camera shall be Axis #M3058-PLVE or equal.

2.07 CAMERAS 180 DEGREE VIEW-MULTIPLE SENSOR

- A. Indoor and Outdoor, multi-sensor fixed IP dome camera with aimable coverage:
 - 1. Combined resolution of 8 MP. Qty of four, (4) sensors. Color camera
 - a. 180 degrees horizontal by 90 degrees vertical
 - 2. Camera shall be capable of the following:
 - a. Dome shall be clear.
 - b. Surface mount vertically or horizontally
 - c. Where installed into a drop ceiling provide a recessed ceiling mount.
 - d. Back to back mounting for 360 degree coverage
 - e. Power through PoE 802.af
 - f. Network interface via an 8-pin RJ-45 connector.
 - g. Compatible with the Video Recording System
 - h. Minimum frame rate capability shall be 12 frames per second at all camera resolutions
 - i. Multiple windows for images. Images shall be de-warped in each window.
 - j. Settings for 360 degree view or 270 degree view with downward pointing fourth imager
 - k. Outdoor Rated: -30 °C to 50 °C (-22 °F to 122 °F)
 - 3. Compression shall be H.264
 - 4. Camera/lens shall meet or exceed the following requirements:
 - a. Picture element that is 4320 (H). x 1920 (V)
 - b. Light sensitivity of .17 lux for Color, .05 lux for B/W
 - c. UL listed.
 - 5. Interior/Exterior Fixed IP day/night Dome 180 degree Camera shall be Axis #P3807-PVE or equal.

2.08 CAMERAS 360/270 DEGREE VIEW-MULTIPLE SENSOR

- A. Outdoor, multi-sensor fixed IP dome camera with configurable coverage:
 - 1. Combined resolution of 8 MP. Qty of four, (4) 1920x1080 sensors. Color camera
 - 2. Camera shall be capable of the following:
 - a. Wall, pole or corner mount.
 - b. Adjustable fixed camera mounting bracket that allows 360 degree mounting.
 - c. Dome shall be clear.
 - d. Power through PoE 802.af
 - e. Network interface via an 8-pin RJ-45 connector.
 - f. Compatible with the Video Recording System
 - g. Minimum frame rate capability shall be 12 frames per second at all camera resolutions
 - h. Multiple windows for images. Images shall be de-warped in each window.
 - i. Settings for 360 degree view or 270 degree view with downward pointing fourth imager
 - j. Outdoor Rated: -40 °C to 50 °C (-40 °F to 122 °F)
 - 3. Compression shall be H.264

4. Camera/lens shall meet or exceed the following requirements:
 - a. Picture element Qty of four, (4) 1920x1080 sensors
 - b. Light sensitivity of .3 lux for Color,
 - c. UL listed.
 5. Interior/Exterior Fixed IP day/night Dome 360/270 degree Camera shall be Axis #P3717-PLE or equal.
- B. Outdoor, multi-sensor fixed IP dome camera with configurable coverage:
1. Combined resolution of 15 MP. Qty of four, (4) 2560x1440 sensors. Color camera
 2. Camera shall be capable of the following:
 - a. Wall, pole or corner mount.
 - b. Adjustable fixed camera mounting bracket that allows 360 degree mounting.
 - c. Dome shall be clear.
 - d. Power through PoE 802.at
 - e. Network interface via an 8-pin RJ-45 connector.
 - f. Compatible with the Video Recording System
 - g. Minimum frame rate capability shall be 25 frames per second at all camera resolutions
 - h. Multiple windows for images. Images shall be de-warped in each window.
 - i. Settings for 360 degree view or 270 degree view with downward pointing fourth imager
 - j. Outdoor Rated: -40 °C to 50 °C (-40 °F to 122 °F)
 - k. Exterior rated IP66/IP67
 3. Compression shall be H.264 or H.265
 4. Camera/lens shall meet or exceed the following requirements:
 - a. Picture element Qty of four, (4) 2560x1440 sensors
 - b. Light sensitivity of .2 lux for Color, .04 lux black/white
 - c. UL listed.
 5. Interior/Exterior Fixed IP day/night Dome 360/270 degree Camera shall be Axis #P3719-PLE or equal.

2.09 CAMERAS -ANTI LIGATURE

- A. Interior, Corner Mount, Vandal Resistant camera with custom mount 1280x960 Resolution. Color/Black and White
1. Camera shall be capable of the following:
 - a. Fitting into a corner mount, vandal resistant.
 - b. Power through PoE 802.af
 - c. Network interface via an 8-pin RJ-45 connector.
 - d. Compatible with the Video Recording System
 - e. Minimum frame rate capability shall be 30 frames per second at all camera resolutions
 - f. Internal Video buffer of 48MB minimum.
 - g. Shall have audio input through external mic and output to line level.
 2. Camera shall be a color camera with a change to black and white in low light.
 3. Compression shall be H.264, H.265 and Motion. Shall be capable of 30 FPS at highest resolution in H.264.
 4. Camera/lens shall meet or exceed the following requirements:
 - a. 1/3-inch progressive Scan RGB CMOS.
 - b. Picture element that is 2560 (H). x 1440 (V)
 - c. Varifocal lens with Remote zoom and focus
 - d. Auto Iris
 - e. Light sensitivity of .23 lux for Color, .05 for black and white. Lens shall automatically flip based on light input.
 - f. Shall have settings for wide dynamic range and dynamic contrast.
 - g. UL listed.
 5. Interior Fixed IP day/night Anti-ligature Camera shall be Axis #Q9216-SLV

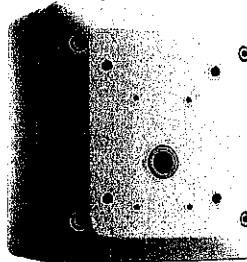
2.10 CAMERAS -PAN/TILT/ZOOM (PTZ)

- A. Exterior PTZ camera, Vandal Resistant camera with custom mount.: 1280X720 Resolution. Color/Black and White
1. Camera shall be capable of the following:
 - a. Interior or Exterior installation
 - b. Power through PoE+ 802.at
 - c. Network interface via an 8-pin RJ-45 connector.
 - d. Compatible with the Video Recording System
 - e. Minimum frame rate capability shall be 30 frames per second at all camera resolutions
 - f. Internal Video buffer
 2. Camera shall be a color camera with a change to black and white in low light.
 3. Compression shall be H.264, Motion. Shall be capable of 30 FPS at highest resolution in H.264.
 4. Camera/lens shall meet or exceed the following requirements:
 - a. 1/ 2.8 inch progressive Scan CCD.
 - b. Picture element that is 1920 (H). x 1080 (V)
 - c. Full 360 Pan
 - d. Auto Flip
 - e. Tilt of 180 degrees
 - f. 23x optical zoom, 12x digital zoom
 - g. Auto Iris
 - h. Light sensitivity of .2 lux for Color, .01 for black and white. Lens shall automatically flip based on light input.
 - i. Shall have settings for wide dynamic range and dynamic contrast.
 - j. UL listed.
 5. Exterior PTZ IP day/night Camera shall be Axis #P5655-E equipped with a pole mount.

2.11 CAMERA ACCESSORIES

- A. Camera Mounts:
1. The Contractor shall provide all appropriate camera mounts. Refer to the drawings and conduct a site survey to determine each camera mounting type required.
 - a. Complete this prior to ordering cameras.
 - b. Review Reflected ceiling drawings from architect.
 2. Exterior cameras will be mounted to the wall of the building in most cases.
 - a. Where the camera is to look along the wall of a building the contractor shall provide a pendant mount that mounts the camera parallel to the ground.
 - b. Mount shall extend the camera out from the building a few inches to allow viewing in 360 horizontal degrees
 3. The security cameras shall be mounted to building structure where shown on the drawings.
 - a. Contractor shall provide a mount that best corresponds to the structure and can be securely mounted.
 - b. Mount the camera at a height as shown on the drawings or at the optimum height to allow the best field of view and future service via extension ladder.
 - 1) Unless specified the cameras on the exterior of a building should not be installed more than 15' above grade.
 - c. When mounting the cameras, take into account the light and mount the camera so that it does not block light.
 - d. The camera mount shall provide a route for cables extending from the raceway to the camera. Cables shall not be installed outside the camera dome or camera mount.
 - e. The Contractor shall install a conduit to allow cable installation to the camera.
 - 1) This shall include installing conduits from the inside of the building to the outside of the building to support exterior cameras.
 - 2) Core through the outside of the building. Coordinate location with owner and architect prior to drilling.

- 3) Install ¾ conduit or sized as per the mount.
 - 4) Except for corner and parapet mounts no conduits shall be visible after installation.
 - 5) At no time shall a cable be visible. Install flexible conduit and seal appropriately around holes made in the building
 - 6) Repair wall after installation.
 - 7) No cable shall be visible after camera installation.
4. Dome-type cameras interior to a building may be installed in the lay-in ceiling.
 - a. Provide supports so that the camera's weight is supported from the "T" bars of the drop ceiling.
 - b. Provide a backbox and escutcheon to make a tight fit from the dome to the drop ceiling tile.
 - c. Locate the cameras to cover the area required by the Owner. Work with the Owner prior to installation.
 5. Dome-type cameras interior to a building may be installed as a pendant mount from the building structure.
 - a. Provide a backbox at the building structure. Install a down pipe and camera mount to attach the camera to the downpipe. Size the pipe as required.
 - b. The camera mount shall keep the camera level and shall extend down to a level of no more than 11' AFF.
 - c. Locate the cameras to cover the area required by the Owner. Work with the Owner prior to installation.
 6. Dome-type cameras interior to the building may be required to be mounted to a wall.
 - a. Where there is a wall mount requirement, the Contractor shall install a wall-mount. Ensure that it is securely mounted.
 - b. Route the cable through the wall and through the mount to connect to the camera.
 7. Pole mount cameras shall be completely secured to the pole with manufacturer's specified mounts.
 - a. Shall attach to the pole with straps or screws based on the type of pole installed.
 - b. Mount shall keep the cable as it routes from the pole to the camera totally enclosed and shall not subject the cable to the weather.
 - c. When mounting the camera, the cable shall route through the pole. Drill a hole into the pole. Install oxidizing gel around the steel. Then install a rubber grommet.
 - d. Install an accessible backbox on the pole that allows termination of the cable and an accessory.
 - e. Mount the camera to the backbox.
 - f. Backbox shall be hinged and shall be the same color as the pole. Paint the backbox
 - 1) An example is the Bosch # VDA-AD-JNB, Shown below



- 2)
 - B. Camera and Power Cable:
 1. Cables for transmission of the image and to provide power to the camera shall be plenum-rated.
 2. Power cable (if required) shall be sized based upon the power requirements of the camera and other components in the camera, such as PTZ motors and heater.

3. See the drawings for the contractor responsible for installing CAT-6 cabling from the comm room to the camera.
 4. The Security contractor shall install all patch cables between the termination of the user CAT-6 cable and the camera as well as the patch cable from the patch panel to the Ethernet switch in the comm. room.
 5. All cables shall be supported in the ceiling a minimum of every 5 feet. Support can be provided by installing cable inside cable tray or conduit, or by installing J-hooks every 5 feet.
 - a. J-hooks shall provide a smooth steel support for cables as they route through the ceiling.
 - b. Each hook shall have a galvanized finish.
 - c. Steel, UL listed, ultimate static load limit 50 pounds, rated to support Category-3 and higher cables, and optical fiber cables.
- C. Power Supplies:
1. For interior PTZ cameras and external cameras (where PoE Power is insufficient) the power supply shall be centrally located in a communications room.
 2. Provide all power supplies and cabling for connection to the electrical circuit.

2.12 CAMERA SYSTEM ACCESSORIES

- A. Ethernet extender via CAT-6 cable
1. Install an Ethernet extender.
 2. This shall be powered via Power over Ethernet
 3. Shall be fully transparent from the network.
 4. Extender shall be CAT-6 input via modular jack.
 5. Shall pass thru PoE to power the camera
 6. Ethernet Extender shall be Nitek #EE328
- B. Ethernet via Coax Cable Transceivers
1. The contractor shall provide devices that transmit power and Ethernet signals via an existing coax cable.
 2. The devices shall be located at each end of a coax cable and shall connect to the Ethernet switch at the building.
 3. Remote end shall connect to a camera.
 - a. Where the camera is located on a pole the device shall be mounted into a weatherproof box that is mounted to the pole.
 - b. Provide weatherproof raceways to transition from the box to the camera. Re-route cables as required to connect the transceiver and receiver
 4. Transmitter at building shall be Veracity # VHW-HW. Equip with power supply, veracity #VPSU-12V-U
 5. Receiver at the camera shall be Veracity # VHW-HW
- C. Fiber to Copper Transceivers
1. The transceivers from fiber to copper shall be multimode fiber to copper UTP.
 2. Shall be set for a wide temperature range and manufactured for use outdoors.
 3. Shall provide PoE power out the UTP ports. Shall be enough power to support the PoE requirements of the Cameras.
 4. Fiber to two port UTP transceivers, powered by 120VAC shall be Omnitron #9342-0-21W
 5. Fiber to two port UTP transceivers, powered by 48VDC shall be Omnitron #9342-0-29W
- D. Rack Mount fiber to copper transceivers shall be installed inside the buildings to transition the fiber Ethernet connections to copper Ethernet connections.
1. Rack shelf shall mount into a standard 19" rack
 2. Shall provide for two power supplies that are redundant so that one power supply will not cause the transceivers to fail.
 3. Shall support no fewer than 15 transceiver cards
 4. Shelf shall be Omnitron #8200-2
 5. 10/100 Fiber transceivers shall be Omnitron #8902N-0

- E. Video Decoder
 - 1. Provide and install an IP video Decoder to transcode IP video streams to an HDMI Digital video signal. IP Decoder shall include:
 - 2. Full frame rate decoding of H.264, MPEG-4 and Motion JPEG video.
 - a. Shall decode at H.264 and MPEG-4 at 30/25 (NTSC/PAL) fps in all resolutions
 - 3. Output on HDMI of resolution of 1920x1080
 - 4. Multiple video sources shall be able to be displayed in sequence, either manually or automatically. Video sources can also be auto connected when receiving an alarm.
 - 5. Decoder shall be Axis# T8705 or equal.

2.13 MICROPHONES

2.14 CAMERA INSTALLATION ACCESSORIES

- A. Firestopping shall be completed inside and around all conduits after cable installation. Contractor shall install the best firestop for each individual installation.
 - 1. Firestop shall be installed with regard to local and national building codes.
 - 2. The firestop shall be a putty-like substance that expands under heat and will not allow flame to pass for a designated period of time.
 - 3. Firestop shall conform to all NEC, NFPA, and UL requirements.
 - 4. Some wall pass-thru's are shown on the drawings. The Contractor shall utilize these where possible.
 - 5. Where the contractor must install cables through a wall where there is no pass-thru already provided, the Contractor shall be responsible for installing a fire-rated pass-thru and fire-stopping the conduit after cable installation.
- B. Weatherproofing shall be completed inside and around all conduits supporting exterior cameras after cable installation. Contractor shall install the best weatherproof for each individual installation.
 - 1. Weatherproof around all conduits that extend through the building to the cameras on the exterior wall or soffit.
 - 2. Seal all cameras so that all camera housing does not allow water into the conduit or into the building.
 - 3. Seal so there is no infiltration of water or condensate.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Examine all pathways prior to installation of all cables.
- B. Identify locations of all user conduits and backboxes prior to cable installation.
- C. Review site and note locations of cameras and conduits prior to installation.

3.02 PREPARATION

- A. Visit each camera installation location to verify the type of mount prior to ordering the cameras.
- B. If another contractor is installing the CAT-6 cabling then the contractor shall coordinate cable location with that contractor.

- C. Green Tape walk thru.
 - 1. Contractor shall walk the entire site with the owner and identify each camera location with the owner prior to installation.
 - 2. Discuss the type of camera and its proposed field of view.
 - 3. Make adjustments as required by the owner and by the building structure to minimize interference and blocking of the camera image.
 - 4. Install a piece of green tape on the wall or ceiling at each camera location after agreement on the location is reached.
 - 5. Remove green tape after installation of cameras
- D. Camera naming spreadsheet.
 - 1. Create an Excel spreadsheet showing the following:
 - a. Camera number
 - b. Camera part number
 - c. IP address
 - d. MAC address
 - e. Owners chosen camera name
 - f. Provide to the owner and designer.

3.03 INSTALLATION

- A. Each camera shall be installed to provide maximum field of view and security.
- B. Exterior cameras shall be mounted securely to the structure and shall be sealed to prevent water or any other environmental condition to enter the camera.
 - 1. Provide the correct mount for the location of each exterior camera.
 - 2. Where the mount is to the outside of a building then the contractor shall install a conduit from the exterior camera to the inside of the building for the camera cable(s).
 - 3. Review mounting location to determine optimum height of camera to cover all areas and provide the clearest pictures. Mount at appropriate height.
 - 4. Work with the Owner to focus and align all cameras for maximum coverage.
 - 5. Contractor shall change lenses for different focal lengths based on the actual installation location of the cameras and the requirements of the Owner.
 - 6. Seal around all conduit openings and the camera mount to seal from water and air infiltration.
 - 7. Install patch cable through the conduit and connect to the CAT-6 cable on the interior of the building.
- C. Interior cameras shall be mounted in the lay-in ceiling, supported from the open ceiling or to the wall with a structural mount.
 - 1. The Contractor shall work with the Owner to determine the location of all the cameras.
 - 2. Work with the Owner to determine the direction of the lens and its focal length.
 - 3. Ensure that the camera is mounted securely to the drop ceiling and is supported from the T-bar.
 - 4. Where interior cameras are mounted to the wall, the Contractor shall provide a mount that will allow all cables to route through the mount. Cables shall not be "free-floating" from the wall to the camera.
 - 5. When a camera is pendant mounted the contractor shall install a down-pipe and conduit support to mount the camera at the correct height as determined by the owner.
- D. Contractor shall focus and aim all cameras
 - 1. Camera aiming and focusing shall be a process where the owner has input at each stage.
 - 2. The process for aiming and focusing shall be as follows:
 - a. Meet with the owner and determine the desired view of each camera. Determine where images shall overlap and what they are focusing etc.
 - 1) Add this information to the camera naming spreadsheet.
 - b. Install the cameras and aim as per the meeting notes.
 - c. Meet with the owner and review each camera view on the monitor. Make notes of any changes required.
 - d. Schedule a time to make all changes.

- 1) Changes shall be made while the owner is reviewing the live image through the VMS Software. The contractor shall have a person at the camera that can aim and focus the camera.
 - 2) Once the owner agrees on the image aim and focus generate a still picture of that image and keep it in a file.
 - 3) Print the aimed view and provide as part of the submittal at project substantial completion.
- E. Camera naming
1. The contractor shall work with the owner and engineer to determine the naming and numbering convention for the cameras.
 2. Determine the naming and then apply that to each camera. Enter the designation of the camera into the video security system.
 3. On all cameras the contractor shall affix a label with the camera number to the exterior case of the camera. This shall be visible when standing near the camera.
- F. Ethernet extender via CAT-6 cable
1. Install an Ethernet extender where shown on the drawings.
 2. Connect to incoming and outgoing CAT-6 cable.
 3. Label the incoming cable and the outgoing cable
 4. Test connectivity to the camera.
- G. Fiber to copper transceivers.
1. Install to a cabinet or to the rack
 2. Provide all fiber and copper cables required or connectivity.
 3. Configure as required to pass Ethernet signals.
 4. Label each for the cameras to which it connects.
- H. Video Decoders
1. Install the decoder at the location shown on the drawings.
 2. Where installed behind an LCD the device shall be attached to the LCD mount and shall be hidden from view.
 3. Install all patch cables required for connectivity to the network and Display.
 4. Configure the Decoder to show the IP video stream or streams the owner wishes to view.

END OF SECTION 28 3700

SECTION 28 7200 – TECHNOLOGY SUBMITTALS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section provides the Contractor with requirements regarding Product Data Sheets, Shop Drawings and Product Samples collectively referred to as "Submittals".
- B. This section provides the Contractor requirements regarding As-Built Documentation after installation and prior to Final Completion and Final Payment
- C. The requirements of this section deal only with those submittals that are required to be provided by the chosen contractor after bid award. No submittals in this section are required to be provided with the Bid Response.
- D. The requirements contained herein should be considered bound and apply to all technology and security specification sections per this contract.

1.02 PRE-INSTALLATION SUBMITTALS

- A. The contractor shall provide material submittals to the Construction Manager or directly to the designer, whichever is managing the project.
- B. Prior to beginning work, the chosen Contractor shall provide PDF files of all material submittals.
 - 1. Highlight the part number of each item specifically. Submittals that are not highlighted will be rejected and sent back immediately.
 - 2. Match camera submittals with the camera type on the drawings. see Security Equipment Schedule on TC501. Provide marking on the PDF File detailing which camera type is being submitted.
 - 3. Provide the PDF with the following file names
 - a. Site - Spec Section - Description
 - b. In Example: **Kent City 28 1600: Data Cabling submittal**

1.03 AS-BUILT DOCUMENTATION

- A. The contractor shall provide As-Built documentation to the Construction Manager or directly to the designer, whichever is managing the project.
- B. Provide the As-Built in hard and soft copy
 - 1. Hard Copy shall include all Red-lined Drawings showing what was actually installed and where it was installed.
 - 2. Soft copy on USB Drives (PDF or Microsoft Word or Excel) shall include all documents provided in the hard copy plus any configuration or data files. Include XLS files for all spreadsheets.

PART 2 - PRE-INSTALLATION SUBMITTALS

2.01 PRODUCT DATA SHEETS

- A. Product data sheets shall consist of the manufacturers detailed specification sheets or "cut-sheets" for each product that is to be installed by the contractor or any subcontractors.
- B. Product data sheets shall minimally include, but shall not be limited to:
 - 1. Part Number
 - 2. Manufacturer
 - 3. Description of the product
 - 4. Physical dimensions and characteristics of the product
 - 5. Picture or manufacturers drawing of the item, where applicable
 - 6. Electrical characteristics of the product including heat-load for active electronics.
 - 7. Optical characteristics of the product for Fiber-Optic equipment and cable.
- C. Provide product data sheets for all equipment and cabling that is to be installed by the contractor

- D. Provide a PDF of all the Equipment being submitted. Each actual part number shall be highlighted on the PDF in yellow.
 - 1. Group Product Data Sheets by:
 - 2. Data Cabling
 - 3. Video Security
 - 4. Networking

2.02 SHOP DRAWINGS

- A. Shop Drawings shall consist of detailed drawings showing actual connectivity, equipment to be installed and cable types for the systems noted below:
 - 1. None
- B. Shop drawings shall also be provided for systems that the contractor intends to connect differently than what is shown on the contract drawings or where no connectivity is shown.

2.03 PRODUCT SAMPLES

- A. Product Samples shall consist of a sample of the actual product that is to be installed.
- B. Samples shall be tagged with the part number and specification section to which it pertains.
- C. Product Samples shall be provided for the following:
 - 1. None at this time.

2.04 SUBMITTAL DOCUMENTS

- A. The Contractor shall provide all Submittals to the Construction Manager or the designer
- B. The Contractor shall provide PDF Files for all Product Data Sheets.
 - 1. All Product Data sheets shall be PDF files grouped as shown in 2.01/D
 - 2. The Contractor shall highlight the actual part number on the sheet of the component that they are submitting.
 - 3. If no part number is highlighted or marked with an arrow, then the entire submittal package will be rejected and sent back for re-submission.
- C. The Contractor shall provide 1 set of PDF of Shop Drawings.
 - 1. Shop drawings shall be marked for the specification section of the bid documents to which they pertain. Mark the Detail (TCXXX/Y) to which the Shop Drawing refers.
 - 2. All shop drawings that are required to be drawn on the building background shall be provided on full-size drawings the same scale as those in the bid documents.
 - 3. All lines on the shop drawings shall be highlighted or completed in ink that is not the same color as that provided in the bid documents.
 - 4. The contractor shall provide a drawing legend detailing all symbols used in creation of the shop drawings.
- D. The Contractor shall provide one of each product sample required to be submitted.
 - 1. Provide a cutsheet with each product sample detailing the specifics of the product and what it is proposed to be used for.

2.05 SUBMITTAL REQUIREMENTS

- A. Submittals shall be provided for approval prior to installation of the work.
- B. Any equipment installed that does not have an approved submittal associated with it can and will be removed from the project and replaced with other equipment as defined by the Designer. All replacement costs shall be the responsibility of the Contractor.
- C. It shall be the responsibility of the Contractor to provide the submittals for review in sufficient time to not delay the installation. Work with the Construction manager on the schedule.
- D. It shall be the responsibility of the contractor to ensure they have provided and have on hand "Reviewed" or "Furnish as Corrected" submittals for all equipment they install.
- E. When reviewing submittals marked "Furnish as Corrected" take into account the comments and incorporate the comments into the products and installation of the systems.

PART 3 - AS-BUILT DOCUMENTATION

3.01 MATERIALS

- A. The Contractor shall provide the following to the Designer prior to the issuance of the final payment.
 - 1. Approved submittals and equipment user manuals.
 - 2. As-Built Documentation as detailed below.
 - 3. All spare parts and cover plates for all components of the systems
 - 4. Manufacturer warranty cards for all components.

3.02 AS-BUILT PROCESS

- A. The Contractor shall provide all project as-builts to the designer at substantial completion.
 - 1. Provide them to the designer for review
 - 2. Make any required changes the designer requests
 - 3. Re-submit at the time of Final Completion / final payment. Final Payment is not possible without a complete post installation deliverable package

3.03 PREPARATION

- A. All documents for As-Builts and test results shall be neat and clearly labeled with listing of the project and documents included in each binder.
- B. Quantity:
 - 1. Submit Red Lined, As-Built floorplans for the Systems detailed in 3.04/D.
 - a. Provide one set of physical documents, full size,
 - b. Provide PDF Scans of the As Built Floorplans.
 - 2. Submit Electronic files for As-Built Documentation
 - a. Provide PDF Files. Provide a Coversheet that details:
 - A) Client name.
 - B) Project name.
 - C) Manual title (e.g., "Project Close-out Manual for security system upgrade").
 - D) Date; date format: <month> <day>, <year> (e.g., "January 1, 20xx").
 - E) Installer and General Contractor names and contact information
 - F) Warranty contacts for all systems.
 - b. Submit Electronic files to Owner, Designer and Construction Manager via email or dropbox or directly through USB Drives.
 - 3. Submit (2) USB Drives with all As-Built documentation and software configurations.
 - a. Software configurations shall be provided for:
 - A) Video security NVR and camera/user database

3.04 PROJECT DELIVERABLES

- A. Provide a copy of all submittals and manuals and pamphlets.
- B. Provide a copy of all Warranty documents and contact numbers for Warranty requests.
- C. The contractor shall provide one set of full sized as-built prints. Provide a PDF of the as-built prints on the USB drives or via Email or Dropbox.
 - 1. Provide a clean set of the latest drawings with red lines marked for all field changes or bulletins. See above for systems to be included on the As-Built prints
 - 2. Provide an AutoCAD file of the latest drawings that have been updated with ass as-built information. These drawings shall be generated from an AutoCAD file that is provided by the designer.
- D. The As-Built drawings shall include:
 - 1. Changes to be reflected on the drawings for Video Security Systems shall include:
 - a. Camera locations
 - b. Cabling Paths
 - c. Camera numbers
 - d. Comm room where camera connects to.

2. Changes to be reflected on the drawings for Cabling Systems shall include:
 - a. Route of exterior conduits and exterior cabling
 - b. Route of backbone cabling, fiber and copper
 - c. Route of major cable paths from outlet to comm room.
 - d. Rack/cabinet locations.
 - e. Faceplate locations
 - f. Rack layout of all components in each rack.
 - g. Changes to the schematic connectivity of any system shown on the drawings.
 - h. Cable numbering for each faceplate.
- E. Documentation for the specific systems shall include. Provide the following for each system:
 1. Contractor warranty dates based on Substantial completion date and contact information for warranty work.
 2. Data cabling
 - a. Testing Documentation for copper and fiber cabling
 - A) Include software to read the test results.
 - B) Testing Documentation; This shall include actual cable test results.
Tabbed Sections in the binder:
 - 1) Telecommunication Horizontal Cabling Detailed cable test reports
 - 2) Telecommunications Fiber backbone cabling
 - 3) Summary report
 - b. Signed Cabling Warranty from manufacturer
 3. Video Security
 - a. Picture of focused and approved camera image labeled with the camera number and IP address
 - b. Master user password list
 - c. Spreadsheet of each camera that shall include:
 - A) Camera Part number
 - B) Firmware revision
 - C) IP address
 - D) MAC Address
 - E) Camera Name
 - F) Building where it is located
 - d. Training "Cheat Sheet"
 - e. Manufacturers Camera Warranty
 - f. Server/NVR Warranty
 - g. Manufacturer contact information for warranty work
 - h. Software Upgrade Protection (SUP) warranty including end date
 - i. Warranty certificate for all PC's
- F. Training sign-in sheets detailing what was trained, who was trained and their time in training.

END OF SECTION 28 7200

SECTION 28 7600 – TECHNOLOGY LABELING

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. This section provides direction on labeling of cables and devices.

PART 2 - PRODUCTS

Cable LABELING PRODUCTS INTERIOR

- A. **CAT- 6 cabling**
 - 1. Laser-printed, self-adhesive wrap around shall be Brady LAT-18-361 or equivalent.
 - 2. Label shall be 1.00-inch width x 1.33 inch high.
 - 3. Labels shall come on a sheet with 7 labels per row with a white and transparent matte finish.
 - 4. Sheet size shall be 8-1/2 inch x 11 inch.
 - 5. Printable area shall be a minimum of 1.00-inch width x 0.50 inch high.
 - 6. All labels shall be printed through a laser printer using labeling software.
 - 7. The Contractor shall submit a proposal for the labeling scheme for all audio and video wiring. The Engineer shall approve of the scheme prior to all labeling.
- B. **Faceplate Labels**
 - 1. Laser-printed, paper labels shall be used to label user faceplates.
 - 2. Individual paper labels shall be installed behind the clear plastic strips of all user faceplates and surface mount housings.
 - a. The labels shall show the location identifier number and letter of each individual cable.
 - 3. Where a faceplate or surface mount box does not have a clear plastic strip the contractor shall install an adhesive label on the plate or surface mount box showing the cable number of each cable in the plate.
- C. **CAT-6 patch panels in comm rooms**
 - 1. Laser-printed, labels shall be used to label Cat-6 Patch panels
 - 2. Label the side of the patch panel for the panel number in the comm room. "Panel A" etc. label on two spot on each panel
 - 3. The panels shall be labeled 1-24. Use factory numbering or paper numbering if no factory numbering is provided.
- D. **Rack and Cabinet labels**
 - 1. Provide and install Engraved, lamacoid labels at the top of each rack or cabinet installed. Shall be black label with white engraved letters
 - 2. Shall be 1" high minimum.
 - 3. Coordinate rack number and comm room number prior to ordering
- E. **Custom Faceplates**
 - 1. Engraved labels shall be installed at locations including but not limited to:
 - a. Audio and Video special input plates. Detail each input and output
 - 2. Size the phenolic labels for their individual uses. Provide a sample to the Engineer for approval prior to ordering or installation.

2.02 SECURITY CAMERA LABELING

- A. Laser-printed, labels shall be used to label all Security Cameras
 - 1. Label the camera with a White or Clear label with black lettering.
 - 2. Label shall include the camera number.
 - 3. May include the IP address. Consult with owner to determine if this is required
 - 4. Label shall be a minimum of 3/4 inch tall and legible when standing beneath or near the camera as long as camera is not above 15; AFF

2.03 NETWORK AND WIRELESS LABELING PRODUCTS

PART 3 - EXECUTION

3.01 PREPARATION

- A. Terminate all cables in proper color code sequence.
- B. Clean any surfaces where an adhesive label is to be installed.
- C. Prior to beginning the work, the contractor shall submit to the engineer a plan for labeling all the cables. This shall take into account to what components each cable is connected.

3.02 GENERAL LABELING

- A. Everything shall be labeled as per the specs and drawings.
- B. All labels shall be installed to more easily identify the cables and ports on all panels. If there are any questions regarding labeling, contact the Engineer prior to installation.
- C. Engraved lamacoid labels shall be provided and installed whenever there is no location for paper inserts on faceplates, power poles, poke thru's, floor boxes, modular furniture and surface raceway.
 1. Engraved lamacoid labels shall provide the same labeling as the paper inserts, but they shall be self-adhesive.
 2. These labels shall be adhered to the location closest to the modular jack.
 3. Individual letters shall be provided for each cable. An overall location identifier can be provided for all the cables at that faceplate or floor box.
 4. Engraved labels for rack shall be at least 1-1/2 inch high with letters 1 inch high.
 5. These labels shall be affixed to the top and front of each rack or cabinet. Verify that the label will fit the rack or cabinet prior to purchasing.

3.03 DATA CABLING LABELING EXECUTION

- A. Cable labels for CAT-6 user cables from the faceplate to the patch panel shall be installed within 4 inches of the end of the cable sheath.
 1. The location identifier is made up of 3 fields, and a sample might look like this:

A-X-YY

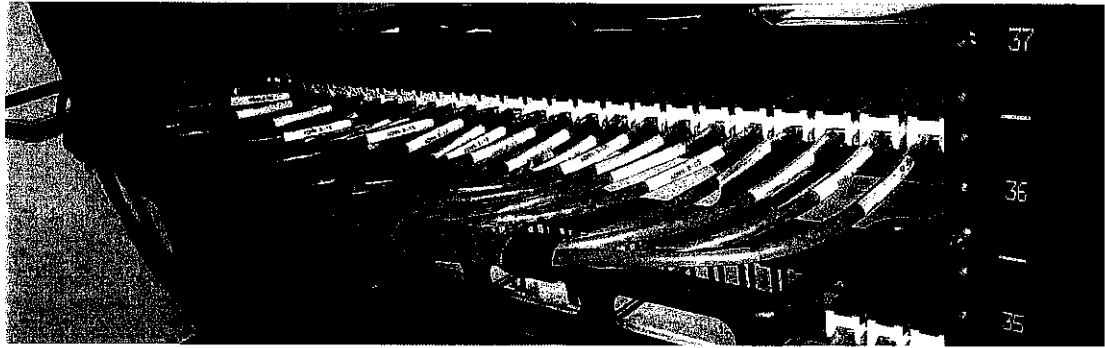
The A stands for the communications room where the cables are terminated.
The X represents that the Patch panel in that comm. room.
The YY represents the cables number in that panel 01-48.

This system of identification provides the Owner with an easy way to keep track of cables, and where they are located or terminated.

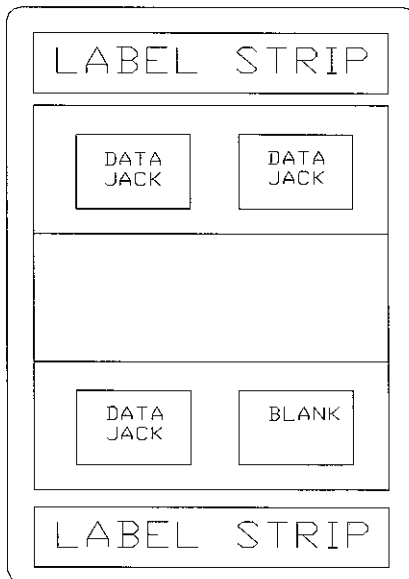
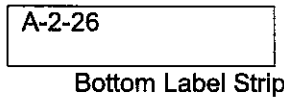
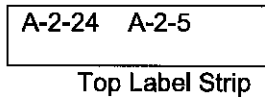
2. The cable label shall be similar to the label below:

A-X-YY
A-X-YY
A-X-YY

3. Provide a sample label to the Engineer for approval prior to installation of all labels.
4. Labels shall be installed at each end of each cable. Shall be within 4" of the termination.
5. Shall be at a uniform distance from termination on the patch panels. See pic below:



- B. Paper inserts shall be supplied for all faceplates and patch panels labels.
1. Paper inserts for the faceplate shall detail the exact location identifier for each cable.
 2. They shall fully cover the background of the insert space on the faceplate, but all numbers and letters of the identifier shall be visible after installation of the plastic cover plate.
 3. The paper insert for a standard faceplate will look like this:



4. Provide a sample label to the Engineer for approval prior to installation of all labels.
- C. CAT-6 Patch panels shall be labeled for the panel they are numbered in the comm room and for the cameras (1-24 or 1-48)
1. See below diagram:
 - a. Install labels at each end detailing the panel number.

END OF SECTION 28 7600

SECTION 28 7700 – TECHNOLOGY TESTING

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. This section provides direction on
 1. Testing of copper and fiber cable,
 2. Testing and commissioning of the technology systems

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Approved vendors for cable testers are:
 1. Fluke or equal

2.02 TESTING PRODUCTS

- A. Category 6 cable shall be tested.
 1. Cable tester shall support Cat 6 channel and permanent link certification.
 2. Tester shall provide accuracy beyond TIA level III requirements traceable to laboratory reference standards.
 3. Through add on fiber optic probes, the tester shall be able to test multimode and single mode fiber cable.
 4. Test results shall be able to be stored on internal or removable compact flash memory cards.
 5. Tester shall have optional talk set for discussions over the cable being tested.
 6. Tester shall support a frequency range of 1-350 MHz with accuracy to the current proposed TIA Level III.
 7. Tester shall support the following tests:
 - a. Near end crosstalk (NEXT).
 - b. Attenuation.
 - c. Equal level far end crosstalk (ELFEXT).
 - d. Return loss.
 - e. Ambient noise.
 - f. Wire map shall identify miswires, shorts, opens, reversals, and split pairs.
 - g. Shall measure cable length and distance to faults (if any).
 - h. Propagation delay.
 - i. Loop resistance.
 8. Tester shall support the following test standards:
 - a. TIA Cat 6 and ISO Class E.
 - b. TIA Cat 5.
 - c. TIA TSB-95.
 - d. TIA Cat 3, 4 and 5 per TIA TSB-67.
 - e. UTP, STP, SCTP coaxial and twinax cabling.
 - f. IEEE: all Ethernet 802.3UTP and fiber PMD interfaces including 1000BASE-T; other 802.x PMD interfaces including token ring and demand priority.
 - g. ATM: All UTP and fiber PMD interfaces.
 9. Tester shall have all required probes and accessories required to perform CAT-6 tests and "Network Tests."
 10. Tester shall have been recently calibrated (within 4 months), and shall be utilizing the latest software.

2.03 PUNCHLIST PROCESS

- A. The contractor shall be required to go through a punchlist process prior to substantial completion and final completion/payment of each project

- B. Contractor shall be responsible for reviewing their own work and checking to ensure it has met the project requirements.
- C. The contractor shall:
 - 1. Review your work in each room
 - 2. Review the specifications and drawing and review their work to ensure it meets requirements
 - 3. Create a punchlist document showing what work is not yet done and what as-builts are yet to be completed. Send document to designer.
 - a. Provide a date when contractor punchlist work will be completed.
 - 4. Schedule a punchlist and substantial completion meeting with designer.
 - 5. Present updated punchlist document to the owner
 - 6. Walk the site with the contractor and demonstrate all systems and review the work completed. Demonstrate how all work is completed
- D. Designer will create an "Owner Punchlist" document
 - 1. This will be provided to the contractor
 - 2. Contractor shall review the list, fix/upgrade/replace all equipment and cabling and finish work on the punchlist
 - 3. Return punchlist to the designer showing when the work was fixed/completed and a signature on the sheet showing that the contractor has reviewed each item.
- E. Meet onsite with the designer to review the finished work.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Testing shall be completed after fiber is installed inside the fiber patch panel and the fiber panel has been put together.
- B. All cables and panels where cables terminate shall be labeled with the cable label or name of each individual cable. Identify how each cable and panel will be labeled.

3.02 CATEGORY UTP/STP CABLE TESTING

- A. Cable tests for CAT 6 cables shall be provided for each user CAT-6 cable.
 - 1. Prior to beginning the testing, the Contractor shall provide the Engineer with a notice that testing will begin. Written notice shall be given at least 3 business days prior to testing beginning.
 - 2. Tester shall be calibrated each day with manufacturer provided calibration cable.
 - 3. Tests shall be saved under each cables unique location identifier.
 - 4. Contractor shall provide the correct cables and probes specifically for the cable and modular jacks that are being tested.
 - 5. During the test the tester shall be set to check all "Network Tests."
 - 6. Test results shall be provided in hard copy and soft copy. Along with the soft copy, provide a copy of the software required to read the test results.
 - 7. Contractor shall supply 2 copies of the paper results and 2 copies of the file results.
 - 8. Provide all paper results in 3-ring binders. Binders shall have a cover that shows the job name, job number, building and closet where the cables were tested, and the range in the location identifiers of the cables tests provided.
 - 9. Tester shall be set to match the cable being tested.
 - 10. Contractor is responsible for ensuring that all cables pass the tests. Any cable found not to pass shall be removed and replaced at the Contractor's expense.
- B. Multipair cables shall be tested for continuity, miswires, shorts, opens reversals, and split pairs.
 - 1. Provide the test results in the multiple pair cable Test Sheet

3.03 SECURITY SYSTEM COMMISSIONING

- A. After all Work is completed, and prior to requesting the Acceptance test, Contractor shall conduct a final inspection, and pre-test all equipment and system features. Contractor shall correct any deficiencies discovered as the result of the inspection and pre-test.
- B. Contractor shall submit a request for the Acceptance test in writing to the owner no less than fourteen days prior to the requested test date. The request for Acceptance test shall be accompanied by a certification from Contractor that all Work is complete and has been pre-tested, and that all corrections have been made.
- C. During Acceptance test, Contractor shall demonstrate all equipment and system features to the owner. Contractor shall remove covers, open wiring connections, operate equipment, and perform other reasonable work as requested by the owner.
- D. If the contractor has submitted all necessary paperwork and the system seems to be in working order according to the engineer then the system can be considered Substantially Complete after the engineer puts that in writing.
- E. Security System Substantial Completion.
 - 1. The video security system shall be considered substantially complete as soon as:
 - a. All cameras are connected and functional.
 - b. The system is fully configured and recording images as required.
 - c. User accounts are setup
 - d. As-built drawings have been updated to reflect any changes in the connectivity.
 - e. All manufacturer literature has been turned over to the Owner.
 - f. Maps are setup and populated in the system.
 - g. Training has been completed.
 - 2. The contractor shall schedule a substantial completion meeting where all security systems shall be demonstrated and shown to be in working order and configured as per the specs and the owner's requirements.
 - a. If the system is deemed to be in working order then the engineer shall sign a letter stating that the systems are Substantially Complete. The system is not Substantially Complete until a letter is provided to the contractor and owner.
 - 3. After substantial completion the systems shall be in good working order for a period of 30 days.
 - a. In the event that the system or systems should fail or not work as required during the 30-day period, the Contractor shall be on site the same day to fix and configure the system to make it work as designed.
 - b. A new 30-day period will begin as soon as the system has been demonstrated to be in good working order and the engineer acknowledges in writing that the system has been fixed and is again considered substantially complete.
 - 4. Once the system has been considered Substantially Complete and has been working for 30 consecutive days with no interruption in service, the system shall be thought of as "Finally Complete."
 - 5. Warranty shall begin immediately after the system is deemed Finally Complete.

END OF SECTION 28 7700

SECTION 28 7750 – TECHNOLOGY TRAINING

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section includes directions for the Contractor regarding training for technology and security systems.

1.02 SYSTEM DESCRIPTION

- A. The Contractor shall provide training on all the installed systems.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

3.01 GENERAL TRAINING REQUIREMENTS

- A. The Contractor shall provide training on all systems installed or upgraded as part of the contract.
 - 1. The Contractor shall involve the personnel from the Owner's office in the implementation and configuration of the systems.
 - 2. Prior to the cutover of the system, the Contractor shall work with the Owner on the training that will be provided. The Owner and the Contractor shall schedule the training at a time beneficial to both.
 - 3. Each system is to have training provided as part of the installation.
 - 4. Each training session shall include.
 - a. This training will give an overview of the capabilities of each system, and the methods to be employed in utilizing the system.
 - b. The Contractor shall provide a syllabus detailing what will be discussed at the training, and notes for the Owner to refer to during the life of the system. The notes shall list directions for general use of the system and possible fixes to general issues that could occur.
 - c. Training shall include as-built diagrams of the connectivity, a walk-thru of the system, a demonstration of actual user interface with the system, and directions on its general use.
 - d. This training is only meant to give an overview of each system. In depth training shall be provided for an in-depth analysis of certain systems as described below.
 - 5. For all training, the Contractor shall pay all expenses.
- B. Create cheat sheets for all systems that the users can keep after the training.
 - 1. Cheat sheet shall include details on how to use the system.
 - 2. A copy of the cheat sheet shall be laminated and installed at the system location.
 - 3. For individual training the contractor shall provide a cheat sheet for each person being trained.
 - 4. Cheat sheet shall be laminated.
 - 5. Provide a cheat sheet in each classroom or conference room.
 - 6. Submit these for approval to the designer and owner prior to training. Have the cheat sheets at the training.

3.02 DATA CABLING TRAINING

- A. Training on the structured cabling system shall be as follows:
 - 1. Contractor shall provide a 2 hour in depth training class on the connectivity and use of the structured cabling system.
 - 2. Training class shall be on-site utilizing the actual equipment installed as part of the system.
 - 3. The class shall be open to 4 of the Owner's Representatives.
 - 4. Up to date as-builts shall be used in the classes to demonstrate cable routes and locations.
 - 5. Training shall include the labeling scheme of the copper and fiber cable and all interconnect cables. Show where all labels are located and how they refer back to the drawings and location identifier spreadsheet.
- B. Prior to commencing any training, the Contractor shall get sign off on the training by the Engineer and Owner.

3.03 VIDEO SECURITY TRAINING

- A. The Contractor shall provide training as part of this contract
 - 1. The Contractor shall involve the personnel from the Owner's office in the implementation and configuration of the security systems.
 - 2. Prior to the cutover of the systems, the Contractor shall work with the Owner on the training that will be provided. The Owner and the Contractor shall schedule the training at a time beneficial to both.
 - 3. The training shall include two separate training tracks:
 - a. Configuration Training of the Administrators of the Video security system
 - 4. Contractor shall be at each site four (4) separate times to train and updated users at each building. These will be scheduled as detailed below.
 - 5. Training class shall be on-site utilizing the actual equipment installed as part of the system and a PC connected to the existing data network. Coordinate with the Owner's IT department on setting up the user interfaces.
 - 6. Training shall include all travel and other expenses.
- B. Configuration Training: Video Security
 - 1. A minimum of 10 hours of training shall be provided on the configuration of the video security system to minimum of 4 of the Owner's representatives.
 - a. This training will give an overview of the capabilities of the system, and the methods to be employed in utilizing the systems.
 - b. The Contractor shall provide a syllabus detailing what will be discussed at the training and notes for the Owner to refer to during the life of the systems. The notes shall list directions for general use of the system and possible fixes to general issues that could occur.
 - c. Video Security Training shall include but not limited to:
 - A) As-built diagrams of the connectivity.
 - B) A demonstration of actual user interface with the system, and directions on its general use.
 - C) Review of live and stored video.
 - D) Printing images. Storing video, Writing video clips to storage media.
 - E) Configuring the cameras including frame rates, resolution etc.
 - F) Changing number of images per camera/per second.
 - G) Setting passwords and levels of security. Adding user accounts.
 - H) Adding and changing parameters on the maps.
 - I) Setting integration of the video security and access control.
 - J) Setting schedules of the access control system and interoperations
 - d. The training shall be provided on the schedule below.

- A) Training 1. Shall occur during configuration and installation prior to substantial completion. This shall be a formal training class that will detail the system and how it works.
 - B) Training 2. To take place approximately 3 weeks after substantial completion. This shall be a formal class to review how the system works and allow the owner to ask questions and the contractor shall be available to make changes and discuss implementation questions.
 - C) Training 3. Training one month after Final Completion. This shall be an update to the training and shall review the owners list of questions and concerns. Work with the owner prior to the class to identify specific items that should be included in the training.
 - D) Training 4. Training shall occur three months after Final Completion. This shall be an opportunity for the contractor to update any software and shall include training on any procedures the owner feels they need more information on.
 - E) The owner shall be able to specify what is to be covered at each training session. This may require that the contractor review current settings or change settings on the system while demonstrating how this can be done.
- C. General User training:
- 1. This training shall be for users of the system such as principals, secretary's and administrators.
 - 2. The goal of the training is to allow the users to become familiar on the user software. They shall be able to set up their own interface screen and shall be able to view live and stored video and control the locking/unlocking of doors.
 - 3. A minimum of 8 hours per building shall be provided for training. This shall be open to no less than four users at each building. This training is designed to allow the owner and their staff to fully review and print video and configure the access control system.
 - a. Video Security Training shall include but not limited to:
 - A) As-built diagrams of the connectivity.
 - B) A demonstration of actual user interface with the system, and directions on its general use.
 - C) Review of live and stored video.
 - D) Printing images. Storing video, Writing video clips to storage media.
 - E) Interface and control of the system via the map software.
 - b. Thoroughly review the use of the remote viewing software and how each user can individually set up their screen to review the cameras they want to view.
 - A) Training 1. Shall occur during configuration and installation prior to substantial completion. This shall be a formal training class that will detail the system and how it works.
 - B) Training 2. To take place approximately 3 weeks after substantial completion. This shall be a training class that will allow the owner to ask questions about the system and have the contractor fix/implement items that were not understood or yet used.
 - C) Training 3. Training one month after Final Completion. This shall be an update to the training and shall review the owners list of questions and concerns. Be prepared to make changes to schedules and camera views during this training session.
 - D) Training 4. Training shall occur three months after Final Completion. This shall be an opportunity for the contractor to update any software and shall include training on any procedures the owner feels they need more information on.
 - E) The owner shall be able to specify what is to be covered at each training session. This may require that the contractor review current settings or change settings on the system while demonstrating how this can be done.

END OF SECTION 28 7750

SECTION 28 7800 – TECHNOLOGY WARRANTY

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This section includes directions for the Contractor regarding system and equipment warranties.

1.02 SYSTEM DESCRIPTION

- A. The project is not complete until all paperwork has been provided.

1.03 COORDINATION

- A. Coordinate as-built drawings and records with the Engineer and Owner.

PART 2 - PRODUCTS

2.01 MANUFACTURERS

- A. Provide manufacturer's warranty for all equipment installed
- B. Provide contractor warranty for workmanship and equipment
- C. Provide software upgrade protection (SUP) warranty as detailed in the specifications.

2.02 MATERIALS

- A. The Contractor shall provide the following to the owner/designer at Substantial Completion and any updates prior to the issuance of the final payment
 1. Manuals and pamphlets on all electronic equipment.
 2. All spare parts and cover plates for all components of the network.
 3. Red lined set of as-built drawings for the entire project.
- B. Updated hard copy and soft copy of the As-Built Documentation. See associated spec section.

PART 3 - EXECUTION

3.01 EXAMINATION

- A. Contractor shall fully examine all components of the system to make sure that all manuals and paperwork are included in the final submittal.
- B. Examine all equipment and cabling to ensure that it is labeled as per the drawings and specifications.

3.02 GENERAL WARRANTY

- A. Warranty Period shall be ■ years after a signed copy of Substantial Completion. This shall be the Warranty Period.
- B. See further specifications for additional warranty requirements that may be longer for certain systems.
 1. Contractor shall be responsible for generating and submitting the Substantial Completion document to the designer for review and signature.
- C. Warranty shall include each and every part, cable or software system provided as part of this project. This includes cabling, Networking, Wireless, Audio/Video systems and Access Control and Video Security systems.
 1. During the Warranty Period:

- a. If any part is broken due to a manufacturing defect or installation defect, the Contractor shall fix and/or replace the broken item at their own expense.
 - b. If any equipment loses connectivity or fails for any reason the contractor shall be onsite to diagnose and fix or replace equipment and upgrades software.
 - c. The Contractor shall also supply all configuration and programming necessary to keep all electronic equipment to the latest revision of software during the warranty period.
 - d. If the "system" goes down, and needs configuration to be brought back up, the Contractor shall be liable for any programming or reconfiguration.
 - e. During the warranty period, the Contractor shall make the Owner aware of any software upgrades that are available.
 - f. Contractor shall install all software upgrades for that warranty period or as detailed below for specific systems.
 - g. If the system does not run well during the warranty period the contractor shall be onsite to diagnose and fix the system.
- D. The contractor shall be onsite within 24 hours after a call from the owner or designer regarding system or equipment issues.

3.03 EXTENDED CABLING WARRANTY

- A. The Contractor shall provide to the Owner a "Link Warranty" on all the components of the voice/data cabling system. This includes all components from the faceplate, through the jacks, cable, and back to the patch panels, not including patch cords. This does include Fiber Optic cabling and termination equipment.
- B. Cable shall be installed that is covered as part of the complete warranty on the data cabling system. Cable that cannot be covered under the warranty shall not be installed.
- C. The warranty shall be provided through the manufacturer of the faceplate, jacks, and patch panels. All components shall be by the same manufacturer.
- D. The warranty shall guarantee that if any part or piece of the "Link" is found to be defective for a period of no less than 15 years, then that part or piece shall be replaced or fixed at no cost to the Owner.
- E. The Contractor shall be responsible for installing the system in such a manner that the manufacturer will provide this warranty to the Owner.
- F. The Contractor is responsible for compiling and submitting all the paperwork required to receive the warranty. This includes gathering all the information, completing any required forms, and submitting these forms and any other records to the manufacturer as required.
- G. It shall be the Contractor's responsibility to receive the approved warranty notification from the manufacturer and provide that and all the associated paperwork to the Owner.
- H. The installation shall not be considered finally complete until the Owner has received notification, from the manufacturer, that the entire cabling system is covered by their warranty

3.04 SERVER WARRANTY

- A. Each Server that is provided as part of this project shall be provided with a five-year (5) next day replacement warranty.
 - 1. The warranty shall include that the contractor be onsite and replace the server and any software required.
 - 2. Coordinate with the manufacturer to facilitate the server replacement.
 - 3. Re-install the server and connect to the network.
 - 4. Re-implement the existing owner's software and configure based on the final initial implementation.
 - 5. Keep a copy of the original configuration of the system to allow easy implementation of the new server.

3.05 VIDEO SECURITY SOFTWARE WARRANTY

- A. As part of the project the contractor shall provide a five-year (5) video security recording system and security camera warranty that provides for all software updates during the years after Substantial Completion.

1. Contractor shall be required to install all software and firmware updates during the three years.

END OF SECTION 28 7800



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zimis, Assistant Superintendent of Business and Operations
Subject: Camera System RFP
Date: January 6, 2022

In conjunction with the Request for Information issued last year, we have developed an RFP for Camera System replacement. We have noted several times over the past year that the quality and placement of our cameras have delayed the resolution of several incidents that have occurred throughout the District. It is our hope that with the upgraded systems we will be able to review actions that occur inside and outside our facilities to facilitate internal and external review with a user-friendly interface as well as an increase in picture resolution and clarity.

Attached is the RFP for the services which we are requesting the Board review and Approve for release to bid the construction services out for completion by the end of August 2022.

Funding Source: Sinking Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the RFP for a new camera system to be charged to the sinking fund.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Woodworking Stations





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zirnis, Assistant Superintendent of Business and Operations
Subject: Woodworking Stations for Woodshop
Date: 1/6/2022

The Woodshop floor has been replaced and we are planning on moving the equipment back to their final spots the week of January 10th. In reviewing the old tabletops it was noted some of the vices and surfaces showed significant wear. We are recommending to the Board of Education that we replace the workstations with new ones to complement the new refurbished room.

The quoted costs are as follows:

Vendor	Amount
Efurniture Max	\$ 11,925
School Specialty	\$ 17,046
Today's Classroom	\$ 12,236

The funding is eligible to be charged against State allocated CTE Funding from the current and prior year. Available amounts are about \$20,000 after current year expenses.


Funding Source: General Fund not to exceed \$12,000 to the General Fund (CTE Equipment Budget)

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending of \$12,000 (not to exceed) for Woodworking Stations

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zirnig, Assistant Superintendent of Business and Operations
Subject: Pool Renovations RFP
Date: January 20, 2022

We are bringing to the Board the RFP for Pool Renovations that will encompass replacing the current gutter system, retiling the tank and the deck and replacing the existing ceiling and lighting. Please see the attached RFP prepared by Partners in Architecture and Bill Robertson Pool Design Build Inc and myself. The RFP included the removal of the current gutter and replacing it with a stainless steel overflow gutter at or about the pool deck level, this will increase the depth of the overall depth of the pool by 6-8 inches. I have attached pictures of the lighting concept to be utilized around the perimeter of the pool that will illuminate the area indirectly. The light fixtures will hang below a white drop ceiling.

The RFP is currently being reviewed by our attorney's to ensure all conditions are in place. It is our expectation that we will have the RFP reviewed with any necessary changes and issues by Thursday January 27, 2022. This will allow for the mandatory 2 week posting, bid opening, review of contractors and award recommendation for the February 14, 2022 Board Meeting.

Funding Source: Sinking Fund or Capital Project Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the RFP for the pool renovations to be charged to the sinking fund and or capital projects fund.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

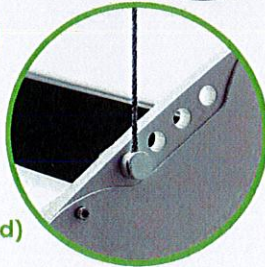
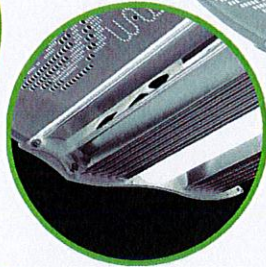
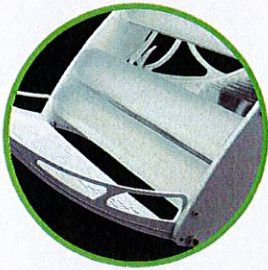
Amy Y. Kruppe, Ed.D.
Superintendent





Series: Specification Sheet

The **LUX WAVE+** is designed for safety in natatoriums and other indirect lighting applications. The **WAVE+** eliminates direct glare on the water's surface. Incorporating our "**ROTATABLE**" factory-set LED-BARs, we can customize the distribution to each facility's needs. Primarily **INDIRECT** lighting with a single **DIRECT BAR** provides unparalleled **UNIFORMITY** across the pool's surface and deck, dramatically improving the visual environment. Optional **DEFLECTOR SHIELD** reduces glare for spectator visual comfort.



Performance

- Lumen output: **Up to 148,000 lumens (lensed)**
- Efficacy: **Up to 171 Lumens per Watt**
- L₇₀ (per TM-21): **>72,000 Hours**
- L₇₀ (calculated): **147,000 Hours**
- Ambient Temp. Rating: **-40°F to 150°F (-40°C to 65.5°C)**
Ambient temperature rating varies for auxiliary components
- Surge Protection: **6kV (10kV Option Available)**
- Downlight BAR powered at 50% for visual comfort

Construction

- Extruded 6463 aluminum construction
- Stainless-steel hardware
- Powdercoated aluminum endcaps and deflector shield
- Isolated extruded aluminum driver channels (polished)
- Thermally independent extruded aluminum heat sink LED BARs (polished)

Listing and Ratings

- UL 1598 for Dry, Damp, and Wet Locations
- ARRA Compliant (Made in America)
- IP56 Rated
- UL EPH Listed - NSF Rated
- Exceeds IK10 impact rating with polycarbonate lenses
- IK10 rating does not apply to acrylic lenses
- Unified Glare Rating (UGR) 23.7 with deflector, 31.9 without deflector

Applications

- Gymnasiums/Sports Facilities
- Arenas/Fieldhouses
- Natatoriums
- Tennis Courts
- Architectural
- Airport/Aviation

Installation

- Aircraft cable suspension
- Wall mounting
- Rigid pendant mounting (with or without powerfeed)
- Truss system available, contact Factory
- Custom mounts available, contact Factory

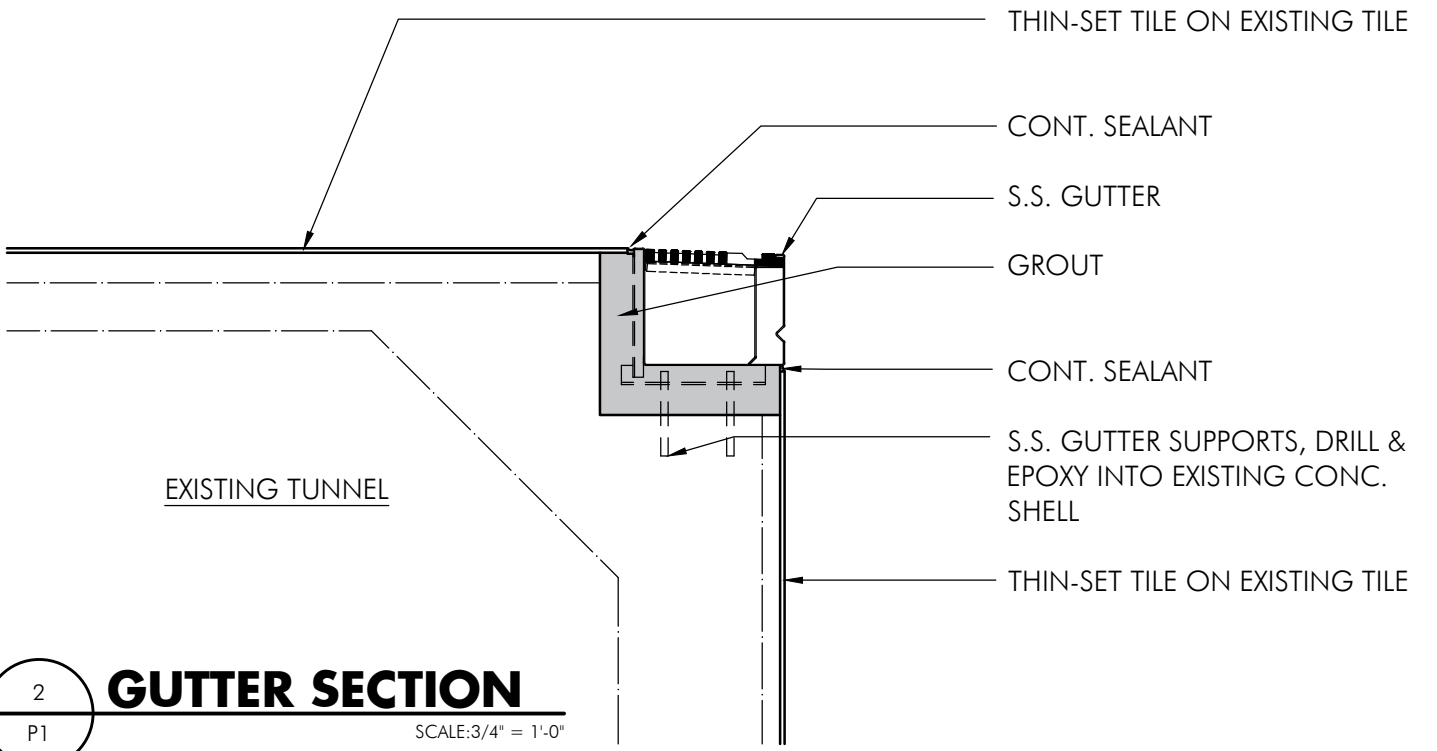
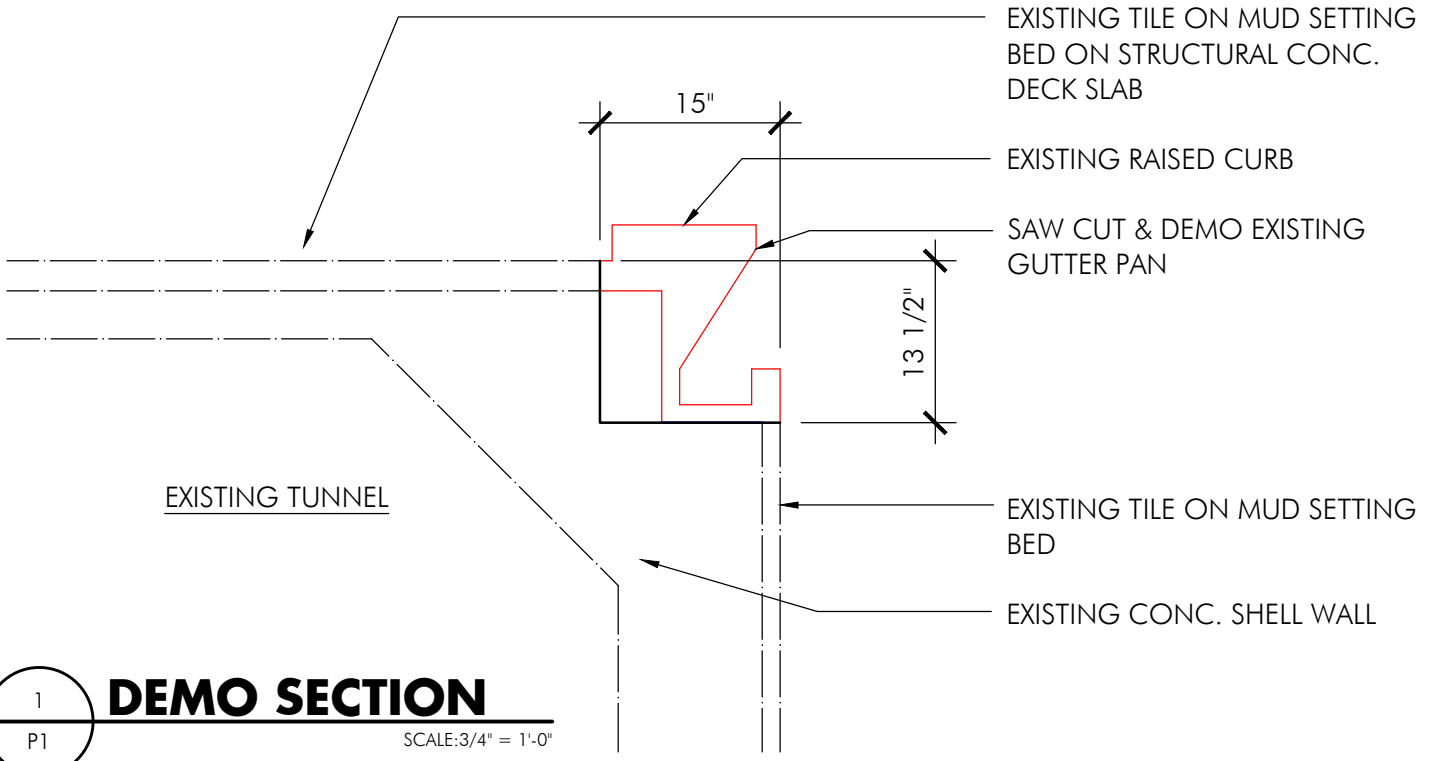
Optics

- Wide 120° beam angle LEDs
- Rotatable LED bars allow for custom distributions
- Diffusing lens with coextruded gasket available in clear and white
- Acrylic and polycarbonate lens materials available
- Optional deflector shield reduces fixture glare

Warranty

- 10-Year Warranty on fixture body
- 5-Year Warranty on electronics
- For special requests, contact Factory



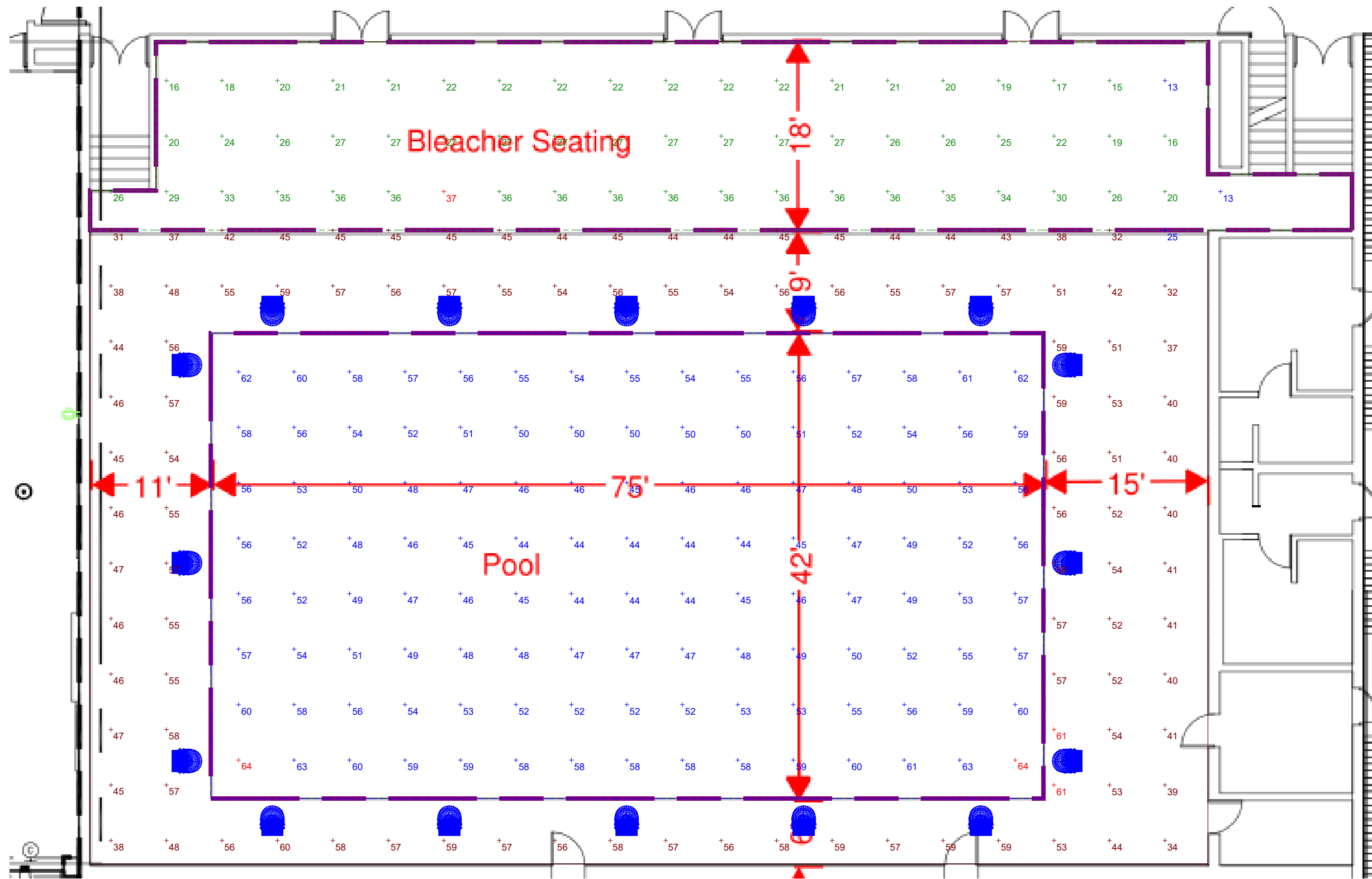


Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lumens Per Lamp	Light Loss Factor	Wattage
	A	16	LUX DYNAMICS	WAVEP-2-840-U10-WSA2-DEF2	WAVE+, 2' Length, Standard Aiming, 4000K, Standard Acrylic Lenses, w/ Deflector	64855	0.86	434.96

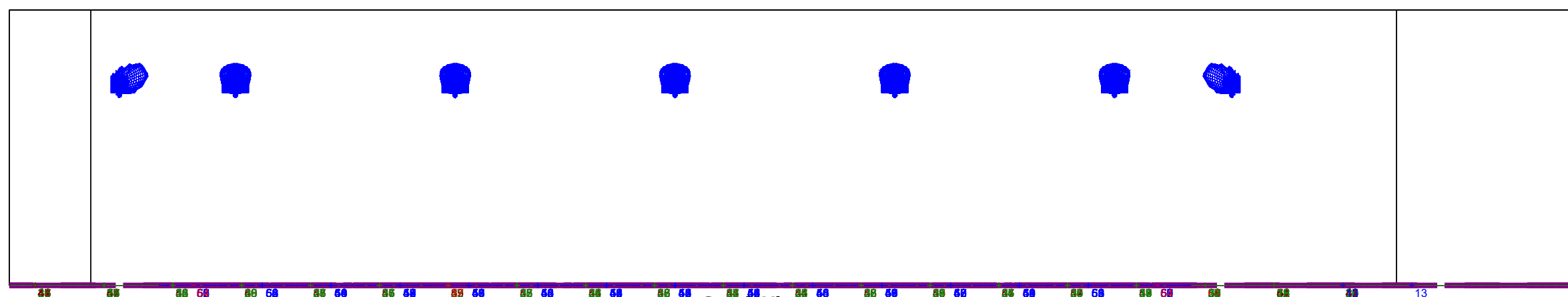
Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Bleacher Seating @ 0' AFF	+	26 fc	37 fc	13 fc	2.8:1	2.0:1
Deck @ 0' AFF	+	50 fc	61 fc	25 fc	2.4:1	2.0:1
Pool Surface @ 0' AFF	+	53 fc	64 fc	44 fc	1.5:1	1.2:1

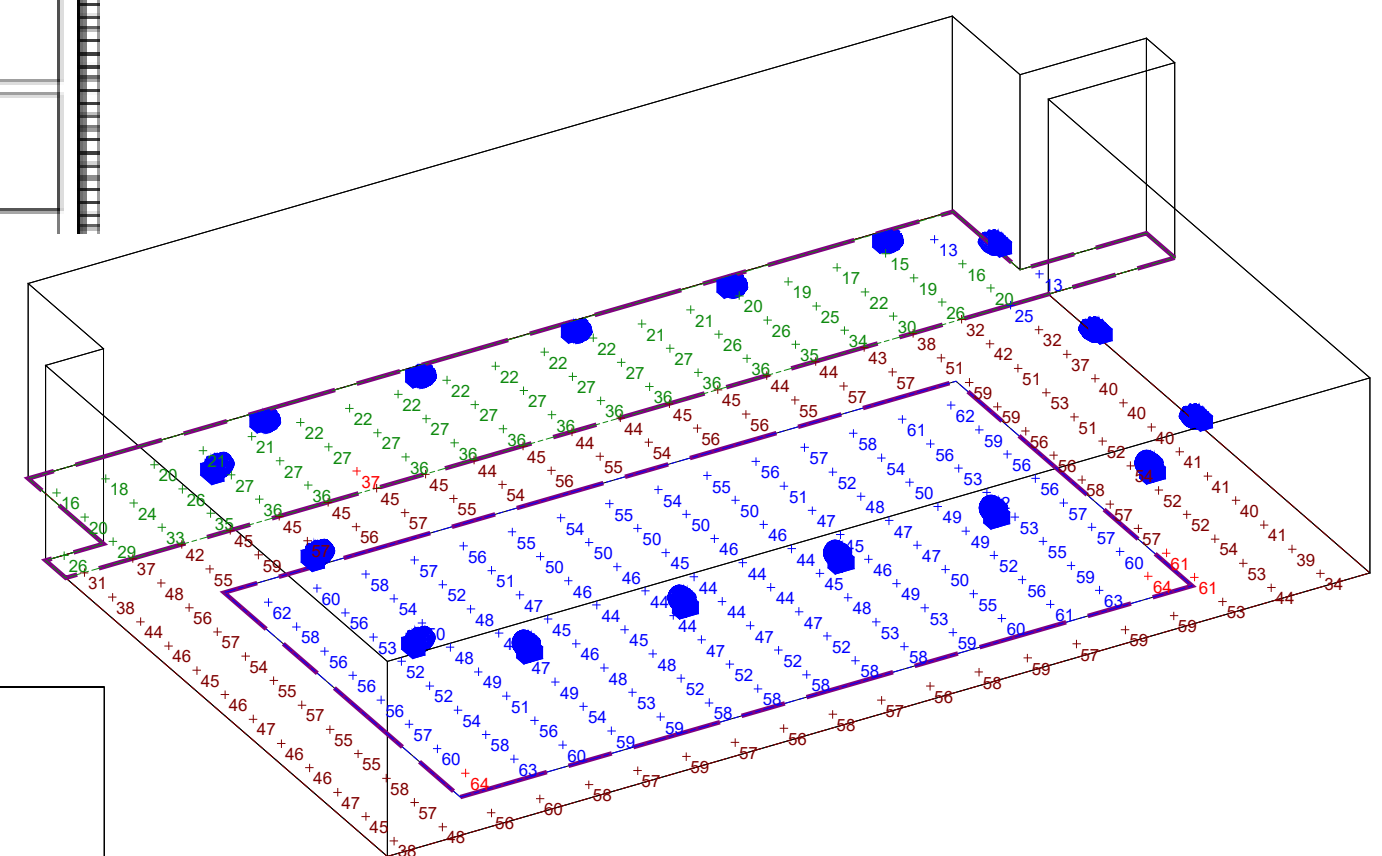


Plan View

Note
 Dimensions Overall:
 114' L x 75' W x 20' H
 Mounting:
 MH2P at 14' AFF
 Calculations:
 All calculations taken in a 5'x5' grid at 0' AFF
 Reflectance:
 Ceiling: 50
 Walls: 30
 Deck: 10
 Pool Surface: 0
 Fixtures operating at 277V



South View



South West View

Hazel Park HS Pool

Designer
 SP
 Date
 12/03/2021
 Scale
 Not to Scale
 Drawing No.
 1.0
 Summary

Sample Logo Mats (Size Shown – 4 x 6 feet)





Ford Administration
Jason Zirnis, Assistant Superintendent of Business and Operations
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5217 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Jason Zirnis, Assistant Superintendent of Business and Operations
Subject: Building Entrance Mat Replacement
Date: 1/19/2022

In an effort to improve the first (and continued) impression of residents, staff and students coming into our buildings I have been working on several options to replace the current entry mats throughout the District. We are looking at the replacement of the mats at the main entrances which would allow us to relocate the existing mats and dispose of some of the very old worn mats.

I have received several quotes with different options including purchase replacement mats or contract a cleaning service on a monthly basis. Below are the costs for the various options

- 1) Purchase New Logo Mats - Purchase New front entrance mats with the district logo on them
- 2) Purchase Regular mats without the logo for all front entrances
- 3) Contract a mat cleaning service that provides 1 logo mat per building and maintains adequate mat coverage throughout the front entrances of each building on a monthly basis. Base cost included 12 months of service which could be reduced during the summer months.

Vendor	1) Purchase Logo Mats	2) Purchase Reg Mats	Monthly Service (Annual Cost over 5 years)
Uline	\$6,240	\$6,443	-
Cintas	\$5,130	\$5,245	\$9,633
Northstar Mat Service	\$7,720 (\$5,788 if bought with service)	-	\$8,633

We are recommending the monthly service through Northstar Mat Service, this includes purchasing one set of mats for each building up-front (Northstar purchases another for cleaning rotation) and monthly service. The primary reason for Northstar is that Cintas does not have a mat larger than 3x10 feet that is included in their cleaning service. Northstar can clean mats as large as 6x15 feet which is the mat size we are looking at with a logo in several buildings to have a large visual impact.





**HAZEL PARK
SCHOOLS**

Funding Sources:

General Fund Impact: General Fund Annual Cost not to exceed \$8,200 the first year and \$7,500 each year thereafter.

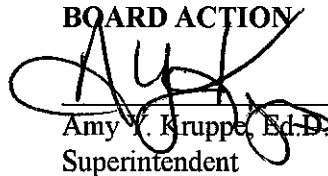
Strategic Plan: Goal Statement - Resources

Goal Statement: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

Recommendation

That the Board of Education accept the Administration's recommendation and approval of annual Floor Mat Service from Northstar Mat Service as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy K. Kruppe, Ed.D.
Superintendent

Memo

To: Board of Education
Dr. Amy Kruppe, Ed.D., Superintendent
Jason Zirniss, Assistant Superintendent of Business and Operations
Matthew Miller, Business Office Manager
School District of the City of Hazel Park

From: Jesse Nelson, CPA, Partner
Baker Tilly Municipal Advisors, LLC

Subject: Bond Sale – 2022 Refunding Bonds

Date: January 19, 2022

Today, the bond sale for the 2022 Refunding Bonds (the “2022 Bonds”) was completed. The 2022 Bonds are being issued to refund the 2012 School Building and Site Bonds (the “Refunded Bonds”). We are very pleased with the result and excited to share the below information with you.

As a part of the bond sale process, the School District of the City of Hazel Park (the “District”) bond rating was reviewed by S&P Global Ratings bond rating agency. The District received the bond rating of “BBB+”. Thank you to Amy, Jason, and Matthew for their fine work representing the District on the bond rating conference call.

The prior Refunded Bonds had interest rates ranging from 3.00% to 4.00%. The 2022 Bonds achieved yields ranging from 0.68% to 1.39%. This resulted in a total gross savings of \$847,944.17.

We at Baker Tilly are very pleased with the result and the savings achieved for the community. We thank you for allowing us to be a part of this successful financing. It is our recommendation that the District accept the bond pricing submitted by Stifel, Nicolaus & Co., Inc.

Please let us know if you have any questions or comments and have a great week.

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
OAKLAND COUNTY, STATE OF MICHIGAN**

SUMMARY OF 2022 REFUNDING BONDS

I. Bond Ratings

School District Of The City Of Hazel Park	BBB+
Assured Guaranty Municipal Insured Bond Rating	AA

II. Sources and Uses of Funds

Sources of Funds:

Par Amount of Bonds	\$4,000,000.00
Reoffering Premium	309,230.50
Refunded Bonds Cash Contribution	<u>690,000.00</u>

Total Sources of Funds	<u><u>\$4,999,230.50</u></u>
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Uses of Funds:

Underwriter's discount	\$27,800.00
Bond Insurance	16,818.55
Costs of Issuance	69,284.67
Deposit to Escrow	<u>4,885,327.28</u>

Total Uses of Funds	<u><u>\$4,999,230.50</u></u>
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III. Gross Savings

\$847,944.17

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
OAKLAND COUNTY, STATE OF MICHIGAN**

2022 REFUNDING BONDS - PRICING SUMMARY

<u>Maturity</u>	<u>Coupon</u>	<u>Yield</u>	<u>Maturity Value</u>	<u>Price</u>
05/01/23	4.000%	0.680%	\$975,000	103.987%
05/01/24	4.000%	0.860%	1,135,000	106.853%
05/01/25	4.000%	1.060%	1,260,000	109.248%
05/01/26	4.000%	1.230%	360,000	111.325%
05/01/27	4.000%	1.390%	<u>270,000</u>	113.067%
Total			\$4,000,000	

SUPERINTENDENT CONTRACT SEVENTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the “School District”), and Amy Y. Kruppe (hereinafter “Superintendent”).

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties entered into the fourth contract addendum with an effective date of April 20, 2020, which extended the term of the contract to June 30, 2023, and made other contract changes.

The parties entered into a fifth contract addendum with an effective date of January 1, 2021, which increased the Superintendent’s salary.

The parties entered into a sixth contract addendum with an effective date of July 1, 2021, which increased the Superintendent’s salary, and provided merit/performance-based pay and a retention bonus.

The parties hereby agree to this seventh contract addendum as follows:

IT IS AGREED:

1. The parties agree that the following contract provision, which the parties agreed to as part of the second contract addendum to the original Superintendent’s Contract of Employment, shall no longer be operative and shall hereafter be considered void and of no effect:

“1. **TERMINATION UPON A FINDING OF JUST CAUSE** – The original agreement shall be modified to include the understanding that should the Superintendent be terminated without just cause she will receive a lump sum payment in the amount of salary she would otherwise have been entitled to during the balance of the contract term. The original agreement has set forth an understanding of the acceptable reasons for termination.”

2. MODIFICATION OF TERM - The School District and the Superintendent agree to an extension of the term of employment to an expiration date of **June 30, 2026**.

3. TOTALITY OF TERMS - This Addendum contains all of the terms agreed to by the parties with respect to the modifications set forth above, and supersedes any conflicting provisions within the initial agreement and any other addendums concerning the annual salary to be paid under the contract; all other provisions of the original contract and previous addendums shall remain in full force.

4. CONFLICT - In the event of any conflict between the terms, conditions, and provisions of the Contract and any of the Board's policies or any permissive State or Federal law, the terms of this Contract shall take precedence over the contrary provisions of Board policy or State and Federal permissive law, unless otherwise prohibited by law.

5. SAVINGS CLAUSE - If during the term of this Contract, it is found that a specific clause of the contract is illegal under Federal or State law, the remainder of the Contract not affected by the ruling shall remain in force.

6. PRECEDENCE - All the terms and conditions contained in the original Contract and preceding addendums, except as modified by this Addendum, shall remain in full force and effect during the entire term of the agreement, through **June 30, 2026**. To the extent that any of the terms or conditions contained in this Addendum may contradict or conflict with any of the terms or conditions of the Contract or previous addendums, it is expressly understood and agreed that the terms of this Addendum shall take precedence and supersede the conflicting terms.

The parties hereto have signed this Agreement as indicated below. This Addendum shall go into effect on February 1, 2022.

Amy Y. Kruppe, Superintendent Date

Laura Adkins, School Board President Date

Beverly Hinton, School Board Secretary Date

School	(All)
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Count of Student		Grade																	Grand Total			
School Code	Track	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	14	AI	EA	PH	Grand Total	
01611	21/22 INVEST												60									60
																						0
01616	21/22 HIGH SCHOOL												138									138
																						0
01753	21/22 HOOVER				48	53	42	42	44	42												271
																						0
																						0
																						0
02399	21/22 ALL YR JARDON				2		2		1	1	2	1		1		2	1				5	18
	21/22 JARDON																1				46	47
																						0
04159	21/22 EDISON E					1	2	2	3													8
	21/22 EDISON H													7								7
	21/22 EDISON J									5	2	6										13
	21/22 EDISON PH																			4		4
																						0
04259	21/22 UNITED OAKS				73	47	52	45	54	51												322
																						0
04422	21/22 WEBSTER CHILDHD	14	68																			82
	21/22 WEBSTER ECSE/EA	5	4						1		1		1		1			1	25			39
																						0
07829	21/22 ADVANTAGE									1		6	2									9
	21/22 ADVANTAGE E								1													1
																						0
																						0
	21/22 JUNIOR HIGH												141	138	145							424
																						0
09429	21/22 WEBB				54	59	57	41	51	44												306
																						0
																						0
																						1749

140
534

246

0

pre school j-9th

Jan. -
 backpacks
 get emails and names that wer ein school that day .
 blurb in adconcil and in mhy letter home.
 Feb 4-6 Junior high.

Date Range: 12/01/2021 to 12/31/2021

Program: All Programs

Page 1 of 1

Auditor's State Attendance Percentage Report

<u>Date</u>	<u>Student Count</u>	<u># Absent</u>	<u># Present</u>	<u>% Present</u>
63130 - Hazel Park City School District T 21/22 DISTRICT				
12/01/2021	2514	342	2172	86.40
12/06/2021	2521	448	2073	82.23
12/07/2021	2522	333	2189	86.80
12/08/2021	2518	357	2161	85.82
12/09/2021	2513	385	2128	84.68
12/10/2021	2228	405	1823	81.82
12/13/2021	2517	371	2146	85.26
12/14/2021	2518	339	2179	86.54
12/15/2021	2504	379	2125	84.86
12/16/2021	2498	379	2119	84.83
12/17/2021	2248	471	1777	79.05