



East Lansing Board of Education

6160 Towar Ave, East Lansing, MI 48823

Regular Meeting
April 28, 2025 - 7:00 PM

Board Room
Agenda

I. **Opening of Meeting**

A. *Call to Order*

B. *Roll Call*

C. *Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens*

D. *Approval of Agenda*

Motion: I move that the Board of Education approve the agenda of the April 28, 2025 regular meeting, as presented.

E. *Approval of Minutes*

Motion: I move that the Board of Education approve the April 14, 2025, regular meeting minutes, as presented.

1. April 14, 2025, regular meeting

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I. Opening of Meeting

I.A. Call to Order

The meeting was called to order by Vice President Elizabeth Lyons at 7:01 pm.

I.B. Roll Call

Dr. Terah Chambers:	Present
Dr. Kath Edsall:	Present
Ms. Tali Faris-Hylen:	Present
Dr. Elizabeth Lyons:	Present
Mr. Chris Martin:	Absent - 7:03 pm
Dr. Estrella Torrez:	Present
Ms. Abbie Tykocki:	Present
Student Representative Stella Alfredson	Absent
Student Representative Holyn Walsh	Present
Superintendent Dori Leyko	Present

I.C. Mission Statement: Nurturing Each Child, Educating All Students, Building World Citizens

The mission statement was read by Trustee Kath Edsall.

I.D. Approval of Agenda

Motion: 24-25/093: I move to approve the agenda of the April 14, 2025, regular meeting, as presented.

This motion, made by Dr. Estrella Torrez and seconded by Dr. Kath Edsall, Passed.

Mr. Chris Martin: Absent, Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Dr. Estrella Torrez: Aye, Ms. Abbie Tykocki: Aye

Aye: 6, Nay: 0, Absent: 1

I.E. Approval of Minutes

Motion: 24-25/094: I move to approve the minutes of the March 10, 2025, regular meeting, as presented.

I.E.1. March 10, 2025, regular meeting

This motion, made by Dr. Terah Chambers and seconded by Dr. Estrella Torrez, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye, Ms. Abbie Tykocki: Aye

Aye: 7, Nay: 0

II. Recognition

Click [here](#) for the Recognition

III. Student Representative Report

Student Representative Holyn Walsh reported:

- College decision day – May 1; follow elhsco25decisions on Instagram;
- Student Council is holding a talent show fundraiser on April 25 at 7:00 pm;
- Student Council election day is the 15th and 16th; number of candidates from all classes;
- Prom planning has begun; theme is Moonlight Meadow; May 17 at Kellogg Center;
- Senior Assassin – fun game between seniors where they receive a target and must eliminate them with a water gun within a certain time period;
- Thank you to the Board on behalf of the student body for support over the past few weeks; mental health provided very meaningful; community outreach was immense and powerful to see.

IV. Superintendent's Report

Click [here](#) for Superintendent's Report

V. Public Comment: This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

- Ross Gorman, ELEA President - District Discipline

VI. Board Discussion

VI.A. Middle School Athletics

- Middle School Athletics is run differently in districts across the state;
- MMS athletics run through a third party - City of East Lansing;
- COEL took over as a cost savings and to relieve the staff at the middle school;
- Ideal to bring it in house; discussion to keep the process moving; most people would be on board;
- This has been an ongoing discussion for a few years; Glenn Mitcham, John Atkinson, Nikki Norris, and Dori Leyko met to discuss; needed more information with contracts;

financial impact; and oversight - who will run the program; Nikki Norris asked to pull data to look historically; there is interest but need to see if it is fiscally responsible; need to have a discussion with the City, give them advance notification; not feasible for it to happen at the start of the 25-26 school year; possibly for Fall of 2026;

- Must be mindful of the burden that it puts on people if it is brought in house;
- Is there a discussion on student culture bringing it in house;
- Will put a proposal with findings to discuss over the summer

VII. Action Items

VII.A. Schools of Choice Resolution 2025-2026

Motion: 24-25/095: I move the Board of Education adopt the Schools of Choice resolution for the 2025-26 school year, as presented.

This motion, made by Dr. Terah Chambers and seconded by Dr. Kath Edsall, Passed.

Dr. Terah Chambers: Aye, Dr. Kath Edsall: Aye, Ms. Tali Faris-Hylen: Aye, Dr. Elizabeth Lyons: Aye, Mr. Chris Martin: Aye, Dr. Estrella Torrez: Aye, Ms. Abbie Tykocki: Aye

Aye: 7, Nay: 0

VIII. Committee Reports

VIII.A. Academic and Technology Committee

- E-rate – moved to 80% coverage; saving money on big projects like network updates and fiber maintenance;
- Security bid;
- Securely software – piloted in HS and MS;
- Book Vending Machines – last one placed at Green;
- Book Challenge Policy

VIII.B. Facilities Committee

- Bottle fill and filter grant award from State of Michigan;
- Hot water tank replaced this summer at HS;
- First community garden at Marble;
- Rectangular vegetable garden at Red Cedar;
- Winter maintenance saved \$40,000 this year moving to in house; expected to save \$29,000 this summer on mowing;
- Held couple big basketball games and learned a lot; hoping to host more next year;
- Track hours – 7:00 – 1:00 in spring; 7:00 – 5:00 in summer;
- Tennis courts available all-day spring and summer

VIII.C. Finance Committee

- Second Semester class size overages;
- High School addition bid package;
- House budget FY 2025-26;
- Preliminary 2025-26 budget assumptions and revenue estimates

VIII.D. Intergovernmental Relations

- No report

VIII.E. Personnel Committee

- Superintendent Evaluation
- Board members registered for Superintendent Evaluation training in May;
- Possibly having a facilitator from MASB

VIII.F. Policy Committee

- Michigan Earned Sick Time Act (ESTA) Policy – in items of information;
- Discussion on client/attorney privileged letter;
- Book review – process if someone challenges;
- Policy 5206 – Student Discipline – local law enforcement

VIII.G. Ingham School Officers Association (ISOA)

- Ingham ISD General Budget
- Next meeting is May 7

IX. Announcements

IX.A. The next regular scheduled meeting of the Board of Education is April 28, 2025.

X. Adjournment

The meeting adjourned at 7:45 pm.

President

Secretary

II. **Student Representative Report**

III. **Superintendent's Report**

IV. **Recognition**

A. Safe Routes to School

- Thomas Baumann
- Ginger Ogilvie
- Karin Pfeiffer
- Stefani Wagner

V. **Public Comment:** This is the opportunity to address the Board. Speakers are to confine their remarks to five minutes. If a speaker requires more than five minutes, after all other persons who have requested to speak during this part of the meeting have spoken, that speaker will be allowed additional time. The Superintendent or other district staff may comment to clear up or avoid significant misunderstandings.

VI. **Board Discussion**

VII. **Action Items**

A. **Policy 4113 Michigan Earned Sick Time Act (ESTA)**

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Motion: I move that the Board of Education approve Policy 4113 Michigan Earned Sick Time (ESTA), as presented.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 Michigan Earned Sick Time Act (ESTA)

A. General

Eligible employees will accrue paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook remain in place and may provide additional paid leave time that is not provided by the ESTA.

Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement in effect on February 21, 2025, until the collective bargaining agreement expires.

The ESTA does not apply to an employee subject to a conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- the District and the employee signed the contract on or before December 31, 2024;
- the contract is effective for not longer than 3 years; and
- the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

B. Definitions

1. "ESTA benefit year" means the 12-month period from July 1 to June 30.
2. "Eligible employee" means an employee engaged in service to the District. The following, however, are not eligible employees:
 - a. an unpaid trainee or unpaid intern;
 - b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, *et seq*; or
 - c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. "Family member" is defined as:

- a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
 - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
 - c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
 - d. grandparent, grandchild, and biological, foster, or adopted sibling;
 - e. an individual related by blood; or
 - f. an individual whose close association with the eligible employee is the equivalent of a family relationship.
4. "Earned sick time" means paid leave as allowed by the ESTA.
 5. All other ESTA-defined terms apply to this Policy.

C. Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until 120 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or the ESTA.

Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

Accrued earned sick time that is not used before an employee's separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

D. ESTA Leave Accrual and Frontloading

1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year.

2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time consistent with this policy, a collective bargaining agreement, or individual employment contract.

If frontloading, the District will grant a full-time eligible employee 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA benefit year at the time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and
- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

3. Compliance Presumption

The District is in compliance with this Section D if it:

- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be used for ESTA purposes or any other approved purpose, with the time used for an ESTA purpose being subject to the ESTA; or
- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under the Employee Retirement Income Security Act, subject to certain conditions.

E. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

F. Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

G. Use of Earned Sick Time

If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District – within 15 days after the request – reasonable documentation

that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, reasonable documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in hourly increments; and
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time.

H. Notice and Recordkeeping

The District will:

1. provide an ESTA notice created by LEO to each eligible employee at hire or by March 23, 2025, whichever is later (see 4113-F);
2. display in a conspicuous location in each of its buildings the ESTA poster created by LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*,
2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted:

Date revised:

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113-F Michigan Earned Sick Time Act (ESTA) Form

ESTA Hire Notice

Pursuant to the Michigan Earned Sick Time Act (ESTA), an eligible employee generally (1) earns 1 hour of earned sick time for every 30 hours worked, but the District may cap use of earned sick time to 72 hours per ESTA benefit year, or (2) receives at least 72 hours of earned sick time at the beginning of the District's ESTA benefit year (prorated for a part-time employee under certain circumstances). The District's ESTA benefit year is the 12-month period from July 1 to June 30.

Retaliatory personnel action by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited. An eligible employee may file a complaint with the Michigan Department of Labor and Economic Opportunity (LEO) for any ESTA violation.

Terms under which earned sick time may be used are identified in the ESTA and in District Policy 4113, which terms are incorporated by reference into this Notice. An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because

of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A LEO ESTA brochure is attached to this notice, along with a copy of the ESTA.

[Attach LEO Hire Notice When Published by LEO]

EARNED SICK TIME ACT
Act 338 of 2018

AN ACT to require certain employers to provide certain employees with earned sick time that may be used for certain purposes; to specify the conditions for accruing and using earned sick time; to prohibit an employer from taking retaliatory personnel action against certain employees for certain acts; to provide for the powers and duties of certain state officers and entities; to provide for promulgation of rules; and to provide remedies and sanctions.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025.

The People of the State of Michigan enact:

408.961 Short title.

Sec. 1. This act shall be known and may be cited as the "earned sick time act".

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.962 Definitions.

Sec. 2. As used in this act:

- (a) "Department" means the department of labor and economic opportunity.
- (b) "Director" means the director of the department or the director's designee.
- (c) "Domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships. As used in this subdivision, "committed relationship" means a relationship in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.
- (d) "Domestic violence" means that term as defined in section 1 of 1978 PA 389, MCL 400.1501.
- (e) "Earned sick time" means time off from work that is provided by an employer to an employee, whether paid or unpaid, that can be used for the purposes described in section 4.
- (f) "Employee" means an individual engaged in service to an employer in the business of the employer. Employee does not include any of the following:
 - (i) An individual employed by the United States government.
 - (ii) An individual who works in accordance with a policy of an employer if both of the following conditions are met:
 - (A) The policy allows the individual to schedule the individual's own working hours.
 - (B) The policy prohibits the employer from taking adverse personnel action against the individual if the individual does not schedule a minimum number of working hours.
 - (iii) An unpaid trainee or unpaid intern.
 - (iv) An individual who is employed in accordance with the youth employment standards act, 1978 PA 90, MCL 409.101 to 409.124.
- (g) "Employer" means any person, firm, business, educational institution, corporation, limited liability company, government entity, or other entity that employs 1 or more individuals. Employer does not include the United States government.
- (h) "Family member" includes all of the following:
 - (i) A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
 - (ii) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or

an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.

(iii) An individual to whom the employee is legally married under the laws of any state or a domestic partner.

(iv) A grandparent.

(v) A grandchild.

(vi) A biological, foster, or adopted sibling.

(vii) An individual related by blood to the employee.

(viii) An individual whose close association with the employee is the equivalent of a family relationship.

(i) "Health care professional" means any of the following:

(i) A person licensed under federal law or the law of this state to provide health care services, including, but not limited to, nurses, doctors, and emergency room personnel.

(ii) A certified midwife.

(j) "Retaliatory personnel action" means any of the following:

(i) Denial of any right guaranteed under this act.

(ii) A threat, discharge, suspension, demotion, reduction of hours, or other adverse personnel action against an employee or former employee for exercise of a right guaranteed under this act.

(iii) Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.

(iv) Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.

(k) "Sexual assault" means any act that constitutes a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g.

(l) "Small business" means an employer for which 10 or fewer individuals work for compensation during a given week. In determining the number of individuals performing work for compensation during a given week, all individuals performing work for compensation on a full-time, part-time, or temporary basis must be counted, including individuals made available to work through the services of a temporary services or staffing agency or similar entity. An employer is not a small business if it maintained more than 10 employees on its payroll during any 20 or more calendar workweeks in either the current or immediately preceding calendar year.

(m) "Unpaid trainee or unpaid intern" means an individual who receives training from an employer in accordance with all of the following:

(i) The training the individual receives is similar to the experience provided in a vocational school.

(ii) The training is for the benefit of the individual.

(iii) The individual does not displace the employer's employees, but works under close supervision.

(iv) The employer receives no immediate advantage from the activities of the individual and, on occasion, the employer's operations may be impeded by the individual.

(v) The individual is not entitled to a job at the conclusion of the training.

(vi) The employer and the individual understand that the individual is not entitled to wages for time spent in training.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.963 Earned sick time to be provided by employer; alternatives; accrual; use; carry over; "year" defined; workweek; compliance; pay rate; replacement worker not required.

Sec. 3. (1) An employer shall provide earned sick time to each of the employer's employees in this state.

(2) Except as otherwise provided in section 12, this subsection, and subsection (4), an employee of a small business must accrue a minimum of 1 hour of paid earned sick time for every 30 hours worked, not including hours used as paid time off, but may not use more than 40 hours of paid earned sick time in a year unless the employer selects a higher limit. As an alternative to the accrual of paid earned sick time, a small business may provide an employee not less than 40 hours of paid earned sick time at the beginning of a year for immediate

use. Notwithstanding the requirements of subsection (6), this act does not require a small business to do any of the following until October 1, 2025:

- (a) Allow an employee to accrue paid earned sick time in accordance with this subsection.
- (b) Provide paid earned sick time to an employee as an alternative to the accrual of paid earned sick time.
- (c) Calculate and track an employee's accrual of paid earned sick time.

(3) Except as otherwise provided in this subsection and subsection (4), all other employees must accrue a minimum of 1 hour of paid earned sick time for every 30 hours worked, not including hours used as paid time off, but may not use more than 72 hours of paid earned sick time in a year, unless the employer selects a higher limit. As an alternative to the accrual of paid earned sick time, an employer may provide an employee not less than 72 hours of paid earned sick time at the beginning of a year for immediate use.

(4) As an alternative to the accrual of paid earned sick time, an employer that employs a part-time employee may provide paid earned sick time to the part-time employee at the beginning of a year for immediate use in accordance with all of the following requirements:

(a) The employer provides the part-time employee with a written notice of how many hours the part-time employee is expected to work for a year at the time of hire.

(b) The amount of earned sick time provided to the part-time employee at the beginning of the year is, at a minimum, proportional to the earned sick time that the part-time employee would accrue if the part-time employee worked all of the hours expected as provided in the written notice.

(c) If the part-time employee works more hours than what is expected as provided in the written notice, the employer must provide the part-time employee with additional earned sick time in accordance with the accrual requirements under this section.

(5) Subject to the requirements of this subsection, earned sick time carries over from year to year, but a small business is not required to allow an employee to use more than 40 hours of paid earned sick time in a single year, and all other employers are not required to allow an employee to use more than 72 hours of paid earned sick time in a single year. An employer shall allow an employee to carry over all of the employee's unused accrued paid earned sick time not to exceed 72 hours or, if the employer is a small business, not to exceed 40 hours from 1 year to the next year, unless the employer selects a higher limit. This act does not require an employer that provides paid earned sick time at the beginning of a year as described in subsections (2) to (4) to do any of the following:

- (a) Allow an employee to carry over any unused earned sick time from 1 year to the next year.
- (b) Calculate and track an employee's accrual of paid earned sick time.

(c) Pay the employee the value of the employee's unused accrued paid earned sick time at the end of the year in which the earned sick time was accrued.

(6) Earned sick time as provided in this section begins to accrue on the effective date of this act, or upon commencement of the employee's employment, whichever is later. An employee may use accrued earned sick time as it is accrued, except that an employer may require an employee hired after the effective date of the 2025 amendatory act that amended this section to wait until 120 calendar days after commencing employment before using accrued earned sick time.

(7) An employer is in compliance with this section if the employer meets either of the following conditions:

(a) Provides the employer's employees with paid time off in not less than the same amounts of time off as provided under this act that may be used for the purposes described in section 4 or any other purpose. If an employee uses paid time off as described in this subdivision for the purposes described in section 4, this act applies to the use of that paid time off. This act does not require an employer that provides paid time off as described in this subdivision to allow an employee to use paid time off for the purposes described in section 4 in an amount that exceeds the amounts of time off provided under this act.

(b) The employer is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan as that term is defined in section 3 of subtitle A of title I of the employee retirement income security act of 1974, 29 USC 1002, that may be used under the same conditions as provided for under this act, in an amount equal to or greater than what is required to be provided under this act, and that accrues at a rate equal to or greater than the rate described in subsections (2) and (3). This act does not require a multiemployer plan that provides benefits in accordance with this act to pay accrued paid sick leave benefits if an employer does not remit required contributions to the plan. If an employer does not make required contributions to the multiemployer plan as provided in this subdivision, the employer is not considered to be in compliance with the employer's obligations under this act.

(8) An employer shall pay each employee using paid earned sick time at a pay rate equal to the greater of either the normal hourly wage or base wage for that employee or the minimum wage established under the improved workforce opportunity wage act, 2018 PA 337, MCL 408.931 to 408.945, but not less than the

minimum wage rate established in section 4 of the improved workforce opportunity wage act, 2018 PA 337, MCL 408.934. This act does not require an employer to include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, tips, or gratuities in the calculation of an employee's normal hourly wage or base wage.

(9) An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

(10) For purposes of subsections (2) to (5), "year" means a regular and consecutive 12-month period, as determined by an employer.

(11) For purposes of earned sick time accrual under this act, all of the following apply:

(a) An employee who is exempt from overtime requirements under section 13(a)(1) of the fair labor standards act, 29 USC 213, is assumed to work 40 hours in each workweek unless the employee's normal workweek is less than 40 hours, in which case earned sick time accrues based on that normal workweek.

(b) An employee who is covered under 29 CFR 825.801 is assumed to have worked not less than 40 hours in each workweek or is assumed to have worked not less than 30 hours if employed by a small business.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.963a Waiting period; exception; contributions to multiemployer plan.

Sec. 3a. An employer that makes contributions to a multiemployer plan as described in section 3(7)(b) shall not require an employee to wait until 120 calendar days after commencing employment with that employer before using unused accrued earned sick time and nonforfeited paid sick leave benefits that were earned as a result of past service for a different employer that also made contributions to the same multiemployer plan or any paid sick leave benefits earned by working under the collective bargaining agreement for that employer. Contributions required under the collective bargaining agreement or other employment agreement for the paid sick leave plan are due on the same schedule as the other fringe benefit funds or plans to which the signatory employer must contribute.

History: Add. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

408.964 Earned sick time; permissible uses; advance notice; incremental use; documentation; disclosure of details relating to domestic violence or sexual assault or family member's medical condition; other purposes.

Sec. 4. (1) An employer shall allow an employee to use the earned sick time accrued or provided under section 3 for any of the following purposes:

(a) The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.

(b) For the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee.

(c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

(d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

(e) For closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's

exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

(2) If the employee's need to use earned sick time is foreseeable, an employer may require advance notice, not to exceed 7 days before the date the earned sick time is to begin, of the intention to use the earned sick time.

(3) If the employee's need for the earned sick time is not foreseeable, an employer, may require the employee to give notice of the intention in either of the following manners:

(a) As soon as practicable.

(b) In accordance with the employer's policy related to requesting or using sick time or leave if both of the following are met:

(i) On the date of the employee's hire, on the effective date of the 2025 amendatory act that added this subparagraph, or on the date that the employer's policy takes effect, whichever is latest, the employer provides the employee with a written copy of the policy that includes procedures for how the employee must provide notice.

(ii) The employer's notice requirement allows the employee to provide notice after the employee is aware of the need for the earned sick time.

(4) An employer that requires notice for sick time that is not foreseeable under subsection (3)(b) shall not deny an employee's use of earned sick time that is not foreseeable if either of the following conditions applies:

(a) The employer did not provide a written policy to the employee as required under subsection (3)(b)(i).

(b) The employer made a change to the written policy and did not provide notice of the change to the employee within 5 days after the change.

(5) Earned sick time may be used in 1-hour increments or the smallest increment that the employer uses to account for absences of use of other time.

(6) For earned sick time of more than 3 consecutive days, an employer may require reasonable documentation that the earned sick time has been used for a purpose described in subsection (1). Upon the employer's request, the employee must provide the documentation to the employer not more than 15 days after the employer's request. The employer shall not delay the commencement of earned sick time on the basis that the employer has not yet received documentation. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for purposes of this subsection. In cases of domestic violence or sexual assault, any of the following types of documentation selected by the employee are considered reasonable documentation:

(a) A police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault.

(b) A signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization.

(c) A court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault.

(7) An employer shall not require that the documentation explain the nature of the illness or the details of the violence. If an employer chooses to require documentation for earned sick time, the employer is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation. If the employee does have health insurance, the employer is responsible for paying any costs charged to the employee by the health care provider for providing the specific documentation required by the employer.

(8) An employer shall not require disclosure of details relating to domestic violence or sexual assault or the details of an employee's or an employee's family member's medical condition as a condition of providing earned sick time under this act. If an employer possesses health information or information pertaining to domestic violence or sexual assault about an employee or employee's family member, the employer shall treat that information as confidential and shall not disclose that information except to the affected employee or with the permission of the affected employee.

(9) This act does not require an employer to provide earned sick time for any purposes other than as described in this section.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective Rendered Wednesday, February 26, 2025

February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.965 Transfer of employee to separate division, entity, or location; retention of earned sick time; reinstatement; successor employer; unused earned sick time.

Sec. 5. (1) If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, the employee retains all earned sick time that was accrued at the prior division, entity, or location and may use all accrued earned sick time as provided in section 4. If an employee separates from employment and is rehired by the same employer not more than 2 months after the separation, the employer shall reinstate previously accrued, unused earned sick time and shall allow the reinstated employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This subsection does not apply if an employer pays an employee the value of the employee's unused accrued earned sick time at the time of a transfer or separation.

(2) If a different employer succeeds or takes the place of an existing employer, the successor employer assumes the responsibility for the earned sick time rights that employees who remain employed by the successor employer accrued under the original employer. Those employees are entitled to use earned sick time previously accrued on the terms provided in this act. This subsection does not apply if an employer pays an employee the value of the employee's unused accrued earned sick time at the time of a succession.

(3) This act does not require an employer to provide financial or other reimbursement to an employee for accrued earned sick time that was not used upon the employee's termination, resignation, retirement, or other separation from employment.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.966 Exercise of rights under act; interference, restraint, or denial prohibited; retaliatory personnel action or discrimination prohibited; absence control policy leading to or resulting in retaliatory personnel action prohibited; person mistakenly alleging violation.

Sec. 6. (1) An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.

(2) An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. Rights protected by this act include, but are not limited to, the right to use earned sick time under this act, the right to file a complaint or inform any person about any employer's alleged violation of this act, the right to cooperate with the department in the department's investigations of alleged violations of this act, and the right to inform any person of the person's rights under this act.

(3) An employer's absence control policy must not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

(4) The protections in this section apply to any person that mistakenly but in good faith alleges a violation of this section.

(5) An employer may take adverse personnel action against an employee if the employee uses earned sick time for a purpose other than a purpose described in section 4, or violates the notice requirements under this act.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Repealed 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: The repealed section pertained to the exercise of rights and the prohibition of retaliatory personnel action or discrimination.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being repealed by 2018 PA 369.

408.967 Violation of act; enforcement by director; civil remedies; civil fine.

Sec. 7. (1) If an employer violates this act, the employee affected by the violation, at any time not later than 3 years after the violation, may file a claim with the department. The department shall investigate the

claim.

(2) The director shall enforce the provisions of this act. In enforcing this act, the director shall do both of the following:

(a) Establish a system that uses multiple means of communication to receive complaints that are related to noncompliance with this act.

(b) Investigate complaints received by the department in a timely manner.

(3) Any person that alleges a violation of this act has the right to file a complaint with the department. The department shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the employee or person reporting the violation. However, if the person provides authorization to the department, the department may disclose the person's name and identifying information as necessary to enforce this act or for other appropriate purposes.

(4) Upon receiving a complaint alleging a violation of this act, the department shall investigate the complaint and attempt to resolve it through mediation between the complainant and the subject of the complaint, or other means. The department shall keep a complainant notified regarding the status of the complainant's complaint and any resultant investigation. If the department believes that a violation has occurred, it shall issue to the offending person or entity a notice of violation and the relief required of the offending person or entity. The department shall prescribe the form and wording of such notices of violation including any method of appealing the decision of the department.

(5) The department may impose penalties and grant an employee or former employee all appropriate relief, including but not limited to, payment of all earned sick time improperly withheld, any and all damages incurred by the complainant as the result of violation of this act, back pay, and reinstatement in the case of job loss.

(6) If the director determines that there is reasonable cause to believe that an employer violated this act and the department is subsequently unable to obtain voluntary compliance by the employer within a reasonable time, the department shall bring a civil action on behalf of the employee. The department may investigate and file a civil action on behalf of all employees of that employer who are similarly situated at the same worksite. Except as otherwise provided under section 12, a contract or agreement between the employer and the employee or any acceptance by the employee of a paid or unpaid leave policy that provides fewer rights or benefits than provided by this act is void and unenforceable.

(7) In addition to liability for civil remedies described in this section, an employer that takes retaliatory personnel action against an employee or former employee is subject to a civil fine of not more than \$1,000.00 for each violation.

(8) In addition to liability for civil remedies described in this section, an employer that fails to provide earned sick time to an employee in violation of this act is subject to a civil fine of not more than 8 times the employee's normal hourly wage.

(9) An employer that willfully violates a notice or posting requirement of section 8 is subject to a civil fine of not more than \$100.00 for each violation.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.968 Written notice to employee; contents; language; display of poster; creation by department; availability.

Sec. 8. (1) An employer subject to this act shall provide written notice to each employee at the time of hiring or not later than 30 days the effective date of the 2025 amendatory act that amended this section, whichever is later, including, but not limited to, all of the following:

(a) The amount of earned sick time required to be provided to an employee under this act.

(b) The employer's choice of how to calculate a year as that term is defined under section 3.

(c) The terms under which earned sick time may be used.

(d) That retaliatory personnel action taken by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited.

(e) The employee's right to file a complaint with the department for any violation of this act.

(2) The notice required under subsection (1) shall be in English, Spanish, and any language that is the first language spoken by at least 10% of the employer's workforce, if the department has translated the notice into that language.

(3) An employer shall display a poster at the employer's place of business, in a conspicuous place that is accessible to employees, that contains the information in subsection (1). The poster displayed must be in English, Spanish, and any language that is the first language spoken by not less than 10% of the employer's workforce, if the department has translated the poster into that language.

(4) The department shall create and make available to employers notices and posters that contain the information required under subsection (1) for the employers' use in complying with this section. The department shall provide the notices and posters in English, Spanish, and any other language deemed appropriate by the department.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.969 Multilingual outreach program.

Sec. 9. The department shall develop and implement a multilingual outreach program to inform employees, parents, and persons who are under the care of a health care provider about the availability of earned sick time under this act. This program must include distribution of notices and other written material in English and in other languages to child care and elder care providers, domestic violence shelters, schools, hospitals, community health centers, and other health care providers.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Repealed 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: The repealed section pertained to a multilingual outreach program.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being repealed by 2018 PA 369.

408.970 Retention of records.

Sec. 10. An employer shall retain for not less than 3 years records documenting the hours worked and earned sick time taken by employees. To monitor compliance with the requirements of this act, an employer shall allow the department access to those records, with appropriate notice and at a mutually agreeable time. If a question arises as to whether an employer has violated an employee's right to earned sick time under this act and the employer does not maintain or retain adequate records documenting the hours worked and earned sick time taken by the employee or does not allow the department reasonable access to those records, there is a presumption that the employer has violated the act, which can be rebutted only by clear and convincing evidence.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.971 Other law, regulation, requirement, policy, or standard, including collective bargaining agreement; scope and limitation of act.

Sec. 11. (1) This act provides minimum requirements pertaining to earned sick time and shall not be construed to preempt, limit, or otherwise affect the applicability of any other law, regulation, requirement, policy, or standard, including a collective bargaining agreement, that provides for greater accrual or use of time off, whether paid or unpaid, or that extends other protections to employees.

(2) This act does not do any of the following:

- (a) Prohibit an employer from providing more earned sick time than is required under this act.
- (b) Diminish any rights provided to any employee under a collective bargaining agreement.
- (c) Subject section 12, preempt or override the terms of any collective bargaining agreement in effect prior to the effective date of this act.
- (d) Prohibit an employer from establishing a policy that permits an employee to donate unused accrued earned sick time to another employee.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

408.972 Collective bargaining agreement.

Sec. 12. (1) If an employer's employees are covered by a collective bargaining agreement in effect on the effective date of this act and the collective bargaining agreement conflicts with this act, this act applies beginning on the stated expiration date in the collective bargaining agreement, notwithstanding any statement in the agreement that it continues in force until a future date or event or the execution of a new collective bargaining agreement.

(2) If an employer's employee is covered by a contract, not including an employer policy signed by the employee, and all of the following requirements are satisfied, this act applies beginning on the stated expiration date in the contract, notwithstanding any statement in the contract that the contract continues in force until a future date or event or the execution of a new contract:

- (a) The employer and employee signed the contract on or before December 31, 2024.
- (b) The contract is effective for not longer than 3 years.
- (c) The contract conflicts with this act.
- (d) The employer notifies the department of the contract.

(3) If a small business did not employ an employee on or before February 21, 2022, the small employer is not required to comply with this act until 3 years after the date that the employer first employs an employee.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2025, Act 2, Imd. Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

408.973 Rules.

Sec. 13. The director may promulgate rules in accordance with the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, as necessary to administer this act.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Repealed 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: The repealed section pertained to the authority to promulgate rules.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025. Therefore, the section above is as it was enacted before being repealed by 2018 PA 369.

408.974 Severability.

Sec. 14. If any portion of this act or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect, impair, or invalidate the other portions or applications of the act that can be given effect without the invalid portion or application, and to this end the provisions of this act are declared to be severable.

History: 2018, Act 338, Eff. Mar. 29, 2019;—Am. 2018, Act 369, Eff. Mar. 29, 2019;—2018, Act 338, Eff. Feb. 21, 2025.

Compiler's note: Public Act 338 was proposed by initiative petition pursuant to Const. 1963, art 2, section 9. On September 5, 2018, the initiative petition was approved by an affirmative vote of the majority of the members of the Senate and an affirmative vote of the majority of the members of the House of Representatives, and filed with the Secretary of State on September 5, 2018.

For the transfer of powers and duties of the department of licensing and regulatory affairs to the department of labor and economic opportunity, see E.R.O. No. 2019-3, compiled at MCL 125.1998.

See *Mothering Justice v Attorney General*, case no. 165325, July 31, 2024. The Michigan Supreme Court held that 2018 PA 369 was unconstitutional and, therefore void and revived the original initiative as enacted by the Legislature on September 5, 2018, effective February 21, 2025.

February 21, 2025. Therefore, the section above is as it was enacted before being amended by 2018 PA 369.

B. **Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2025-26**

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Motion: I move that the Board of Education authorize the Superintendent, or designee, to sign the attached Food Services Management Company Contract Renewal - Rate Agreement Form to renew with Chartwells School Dining for the FY 2025-26 (July 1, 2025 - June 30, 2026) as presented.



East Lansing
Public Schools

MEMORANDUM

TO: ELPS Board of Education, Dori Leyko, Superintendent

FROM: Lisa Allen, Director of Finance

SUBJECT: Action Item – Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2025-26

DATE: April 28, 2025

Recommendation:

It is recommended that the Board of Education authorize the Superintendent, or designee, to sign the attached Food Services Management Company Contract Renewal – Rate Agreement Form to renew with Chartwells School Dining for the FY 2025-26 (July 1, 2025 – June 30, 2026) as presented.

Background:

From the 04-14-2025 BOE Packet

In May 2023, the Board awarded a competitive bid to Chartwells School Dining to manage the district's food service operations for FY 2023-24. That contract includes four optional one-year renewals. The current contract with Chartwells expires on June 30, 2025. To renew the FY 2025-26 contract, the District must follow the Michigan Department of Education's (MDE) renewal process. Attached are documents related to the renewal, which were submitted to MDE, and the approval letter/email from MDE. At the Board meeting on April 28, 2025, it will be recommended that the Board approve renewing the contract with Chartwells for FY 2025-26.

**Food Service Management Company
Contract Renewal - Rate Agreement Form
(COST REIMBURSABLE CONTRACT)**

East Lansing Public Schools	33010
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc. by and through its Chartwells Division	2023
Food Service Management Company Name	Year of Original Contract
	2
	Renewal Year (1, 2, 3, or 4)

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning **July 1, 2025**, and ending **June 30, 2026**. The terms and conditions of the original contract are applicable to the contract renewal.

The **Consumer Price Index** for All Urban Consumers (CPI-U) for the Midwest Region for December 2024 is **3.1%** as released by the U.S. Bureau of Labor Statistics. The **Equivalent Meal Factor** increased from \$4.6250 to **\$4.9700** for SY 2025-2026.

Price Per Meal and Meal Equivalents must be quoted as if no USDA Donated Commodities will be received.

Rates for School Year (SY) 2024-2025 must match what was approved by MDE.

RATE NEGOTIATIONS ARE **NOT** ALLOWED FOR THE SY 2025-2026 RENEWAL.

RATES MUST NOT BE ROUNDED UP

Fee Items	Current SY 2024-2025 Rate	Flat % Increase per Original Contract	New SY 2025-2026 Rate
1. Management Fee per Meal (breakfast and lunch) and Meal Equivalent (a la carte)	\$ 0.0896	3.1	\$ 0.0923
2. Administrative Fee per Meal or Month	\$ 6,564.60	3.1	\$ 6,768.10
3. Reimbursable Breakfasts	N/A	N/A	N/A
4. Reimbursable Lunches	N/A	N/A	N/A
5. A la Carte Meal Equivalents	N/A	N/A	N/A
6. After School Snacks	N/A	N/A	N/A
7. At Risk Suppers	N/A	N/A	N/A
8. Special Milk	N/A	N/A	N/A
9. Advance Payment dollar amount for the 25-26 school year, if any			\$ 90,000.00
10. Guaranteed Return dollar amount for the 25-26 school year, if any			N/A
11. Planned Client Investment* dollar amount for the 25-26 school year, if any			N/A
12. Has the sponsor and FSMC agreed upon a budget for the 25-26 school year? (yes or no)			No

Note: Company must sign this page prior to initial upload into GEMS/MARS.

By submission of this proposal, the company certifies that, in the event it receives a renewal award under this solicitation, the company shall operate in accordance with applicable program laws and regulations. The company shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal. This agreement shall not exceed one year.

Signed: *A. Shaffer* 3/25/2025
 Food Service Management Company Representative Date
 Amy Shaffer CEO, Chartwells K12
 Printed Name/Title

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.
Signature is obtained AFTER MDE approval.**


Sponsor Acceptance of Contract Renewal Agreement

Signed: _____ Date
 Sponsor Representative

 Printed Name/Title

*Planned Client Investment refers to any planned dollar amount the FSMC will invest on the sponsor's behalf to improve the food service program (such as the purchase of large kitchen equipment or improvements to serving lines, etc.). The sponsor will pay back that dollar amount to the FSMC over a specified time period as agreed upon by both parties.

**Food Service Management Company
Contract Renewal - Sponsor Acknowledgement**

East Lansing Public Schools	33010
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc. by and through its Chartwells Division	2023
Food Service Management Company Name	Year of Original Contract
	2
	Renewal Year (1, 2, 3, or 4)
<p>By submission of the contract renewal documents, the sponsor acknowledges its responsibilities as outlined in the food service contract, including the overall operational and financial responsibility for the Child Nutrition Programs.</p> <p>The sponsor acknowledges it is required to conduct monthly (or at least quarterly) invoice reconciliations of its food service contract to ensure compliance with Federal law.</p> <p>The sponsor certifies its staff directly and independently conducts reconciliations of food service contract invoices to verify the following: usage and crediting of USDA Foods, allowable costs, and the accuracy of fees and/or per meal charges in accordance with the sponsor's food service contract.</p> <p>The sponsor further acknowledges it may be required to submit copies of any and all books and records pertaining to the food service contract including, but not limited to, food service contract invoices with supporting documentation from the vendor, internal sponsor reconciliation materials, distributor invoices, and all other related documents.</p>	
Note: <u>Sponsor must sign</u> this page prior to uploading into GEMS/MARS.	
Signed: 	4-1-25
Sponsor Representative	Date
LISA J. ALLEN, DIRECTOR OF FINANCE	
Printed Name/Title	

**Food Service Management Company
Contract Renewal - Signature Page**

East Lansing Public Schools	33010
School Food Authority/Sponsor Name	Agreement Number/School District Code
Compass Group USA, Inc. by and through its Chartwells Division	2023
Food Service Management Company Name	Year of Original Contract
	2
	Renewal Year (1, 2, 3, or 4)

The Food Service Management Company certifies that it will operate in accordance with all applicable State and Federal laws and regulations.

This Contract Renewal Agreement, attachments, and the original Contract, with addenda, if any, constitute the entire agreement between the School Food Authority (Sponsor) and the Company. The parties shall not execute any additional contractual documents pertaining to this Contract, except as permitted by applicable law.

This agreement shall be in effect for one year from July 1, 2025, to June 30, 2026.

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

30

Note: Company must sign this page prior to initial upload into GEMS/MARS.

Signed: <u><i>A. Shaffer</i></u>	3/25/2025
Food Service Management Company Representative	Date
Amy Shaffer CEO, Chartwells K12	
Printed Name/Title	

**Note: Sponsor does NOT sign this page prior to initial upload into GEMS/MARS.
Signature is obtained AFTER MDE approval.**

Signed: _____	
Sponsor Representative	Date
Printed Name/Title	

C. **Security Camera and Door Access Upgrades**

32

Motion: I move that the Board of Education approve the contract with MOSS for the District security updates in the amount of \$463,926.96.



509 Burcham Drive, East Lansing, MI 48823
Technology & Media Services Department
(517) 333-7418 Phone (517) 333-7404 Fax

East Lansing
Public Schools

April 18, 2025

To: Board of Education
From: Christian Palasty, Director of Technology & Media Services

SUBJ: ACTION ITEM – SECURITY CAMERA AND DOOR ACCESS UPGRADES

MOTION: MOVE TO APPROVE THE CONTRACT WITH MOSS FOR THE DISTRICT SECURITY UPDATES IN THE AMOUNT OF \$463,926.96

This project includes replacing the security cameras and door access in the high school, middle school, and providing for the new Central Administration building. This project also includes implementing a Genetec system to manage the cameras and door access and the necessary structured cabling to support the upgrades and new Central Administration building.

The recommendation is for ELPS to contract with MOSS for the total of \$463,926.96.

D. Schools of Choice Recommend Slots for 2025-26

Motion: I move that the Board of Education approve the recommended Schools of Choice openings for 2025-26.

E. Grade	F. Recommended Openings
G. Y5/Kindergarten	H. 20
I. 1st grade	J. 21
K. 2nd grade	L. 11
M. 3rd grade	N. 21
O. 4th grade	P. 20
Q. 5th grade	R. 19
S. 6th grade	T. 8
U. 7th grade	V. 2
W. 8th grade	X. 4
Y. 9th grade	Z. 1
AA. 10th grade	BB. 2
CC. 11th grade	DD. 4
EE. 12th grade	FF. 3
GG. Total:	HH. 136

II.

JJ. Furniture, Fixtures, and Equipment (FFE) package for the new Administration Building

34

Motion: I move that the Board of Education approve the award recommendations in the amount of \$237,939.11 for Furniture, Fixtures and Equipment in the new Central Administration Building as presented.



East Lansing
Public Schools

MEMORANDUM

TO: Board of Education members

FROM: Dori Leyko, Superintendent

SUBJECT: Proposal for Furniture, Fixtures and Equipment (FFE) for Central Administration Building

DATE: April 17, 2025

We are asking the Board to approve the award recommendations for Furniture, Fixtures and Equipment (FFE) for the new Central Administration Building. These recommendations are from pre-negotiated contract quotes. Detailed items, renderings and costs are in the attached packet.

Motion

The Board approve the award recommendations in the amount of \$237,939.11 for Furniture, Fixtures and Equipment in the new Central Administration Building as presented.

April 17, 2025

Dory Leyko- Superintendent
East Lansing Public Schools
Administration Building

RE: ELPS
ELPS Administration Building– FFE Award Recommendations

Dory Leyko:

Pre-Negotiated contract quotes were received for ELPS Administration Building Furniture.

Please see the following attachments for your review and Board approval.

· Exhibit A – Summary of Costs for ELPS Admin Furnishings, dated April 16, 2025

Please note the Cost Summary and Award Recommendation do not include any Alternates.
Contact me if you have any questions.

Sincerely,

Danielle Bohannon
Kingscott

PORTAGE
950 Trade Centre Way, Suite 130
Portage, MI 49002
T: 800.632.7815

GRAND RAPIDS
801 Broadway NW, Suite 306
Grand Rapids, MI 49504
T: 800.632.7815

CHELSEA
300 N. Main Street, Suite 204
Chelsea, MI 48118
T: 800.632.7815

ROYAL OAK
818 W. Eleven Mile Road
Royal Oak, MI 48067
T: 800.632.7815



EXHIBIT A – SUMMARY OF PROJECT COST

Project: ELPS Administration Building FFE

Owner: ELPS

Quote Date: April 17, 2025

Report Date: April 17, 2025

It is the Recommendation that the East Lansing Board of Education approve the ELPS Administration Building purchase through OMNIA and E&I in the amount of **\$243,955.00**



EXHIBIT A - FURNITURE DEALER AWARD SUMMARY

Project: East Lansing Administration Building

Owner: East Lansing Public Schools

Report Date: 4.17.2025



FURNITURE DEALER	AWARDED BID TAGS	DESCRIPTION	TOTAL AMOUNT	FURNITURE NOTES
NBS 2595 Bellingham, Troy, MI 48083 Contact: Brooke Reid 517 927 5628 breid@yournbs.com	LT-1,OC-1, OC-2, OC-3, OC-4, OS-1,FT-1, FT-2, , LC-2,OT-1, OT-2,OT-3, ST-1, ST-2, ST-3, ST-4, ST-5, ST-6, ST_7, Trash and Recycling, LC-1, LC-2, CT-1, CT-2, RC-1, Mobile Marker Board,Board Room Marker Board,OD-1, OD-2,ST-8, ST-9	Interior	\$237,939.11	37 AMQ SPA 23-E&I-4279 STEELCASE E&I 21Z00987 OFS/CAROLINA OMNIA CDA 1026504 SMITH SYSTEM #CNR01146 SIT ON IT/EXEMPLIS OMNIA 2020000604 NBS LANSIN
		Exterior Furniture-	\$6,015.89	Future Purchase

\$243,955.00 Total Quoted Amount

\$243,955.00 Budget Allowance from Bond Cash Flow

\$0.00 Under



East Lansing Admin

Board of Education
Recommendations

April 17, 2025

Building Interior Finishes

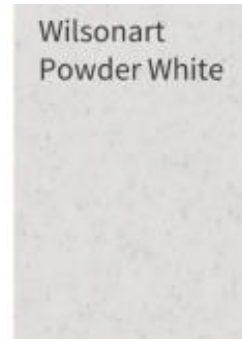
Epoxy:



LVT:



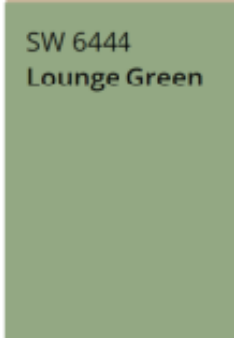
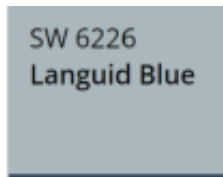
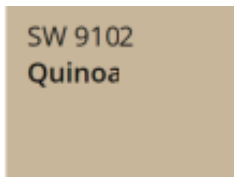
Casework:



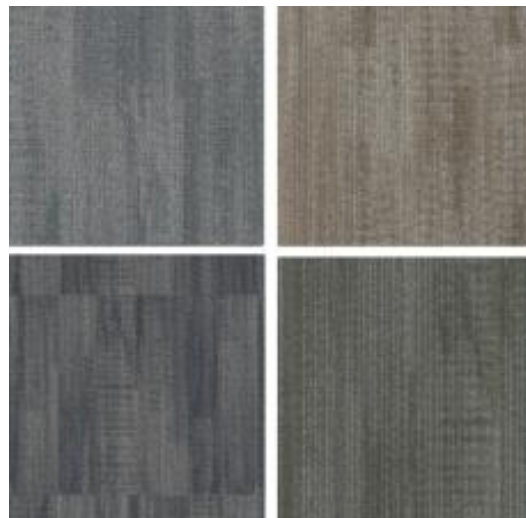
Acoustics:



Color Palette:



Carpet Tile:



Wall Tile:



Shown for context only.
Construction updates made after BOE Meeting are not reflected in these renderings.
Images shown for finish placement.
Furniture is not accurate in these photos.

Interior Renderings

Lobby:



Break Room:



Board Room:



Lobby:



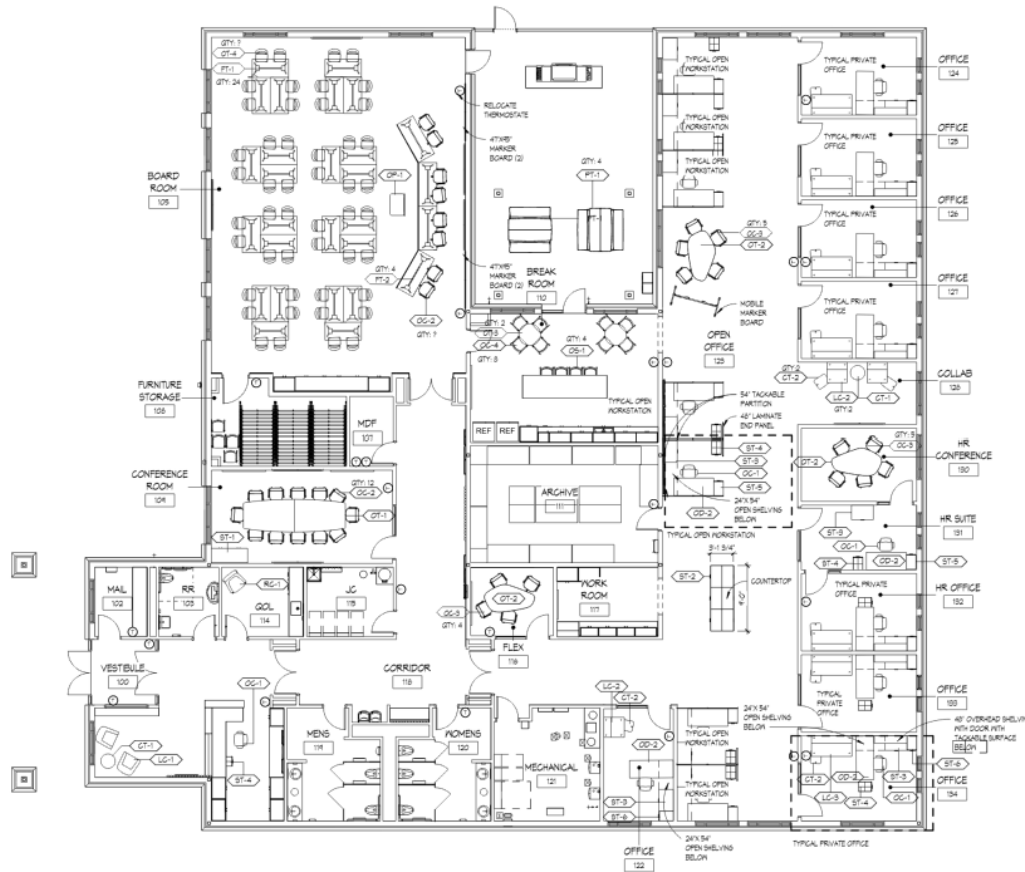
Open Office:



Open Office:



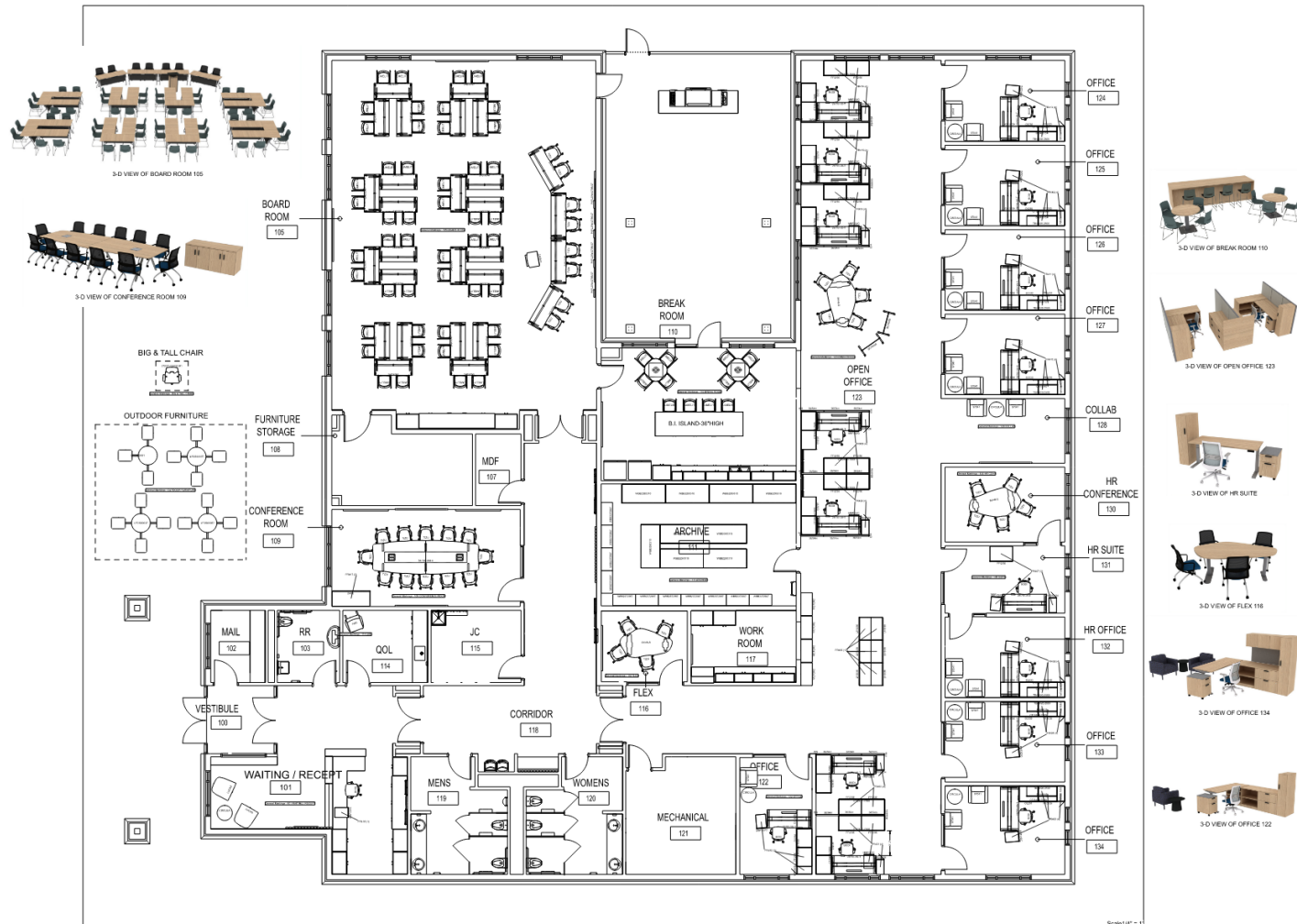
Composite Plan



Program

Open Workstations	Qty 7	+ HR Suite
Private Offices	Qty:8	
Lobby	Qty 1	
Reception	Qty 1	
QOL	Qty 1	
Conference Rm.	Qty 1	
Board Room	Qty 1	
Break Rm.	Qty 1	
Archive	Qty 1	
Sm. Flex Rm.	Qty 1	
Lg. Flex Rm.	Qty 1	
HR Suite	Qty 1	
HR Office	Qty 1	
HR Conference	Qty 1	
Collab	Qty 1	
Outdoor Seating		

Furniture Plan



Task Chair – (AMQ)

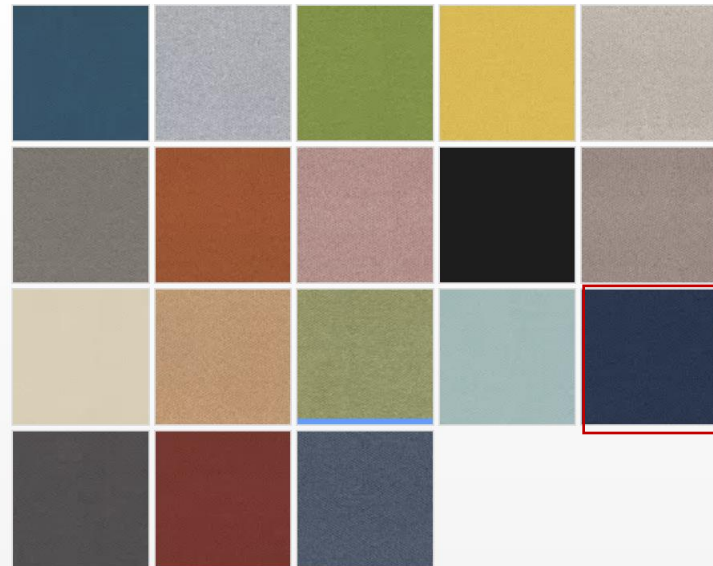
OC-1: Bodi
QTY:17

Frame Colors:

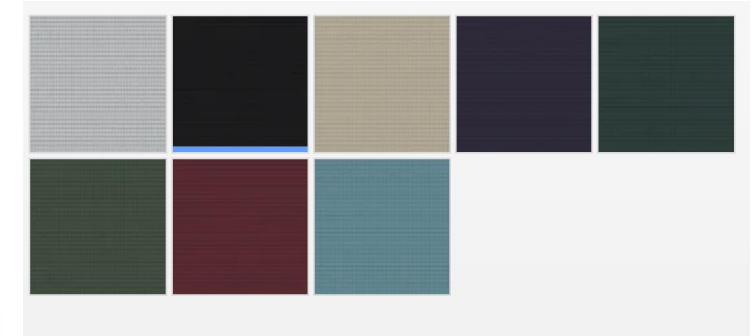


Seat Colors:

ERA COLLECTION / GRADE 2



Air Mesh/ Back:



Conference Chair- (AMQ)

OC-2: Tizu
Arms
QTY: 30



OC-3: Tizu
Armless
QTY:25

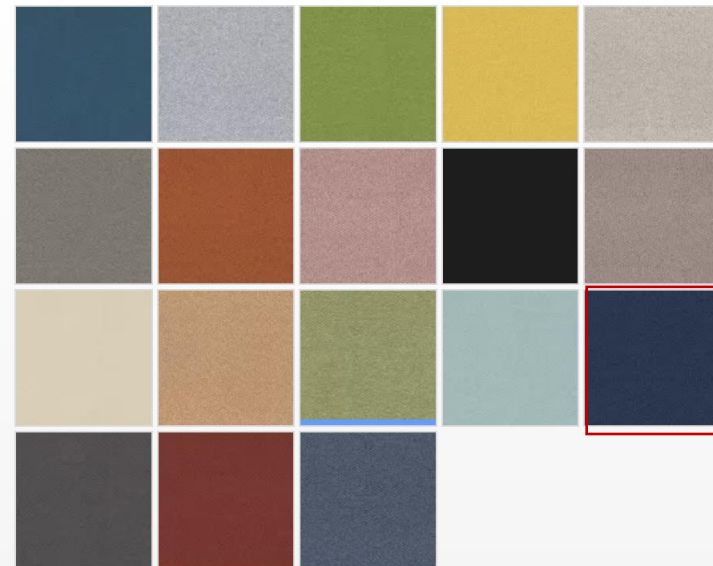


Frame Colors:

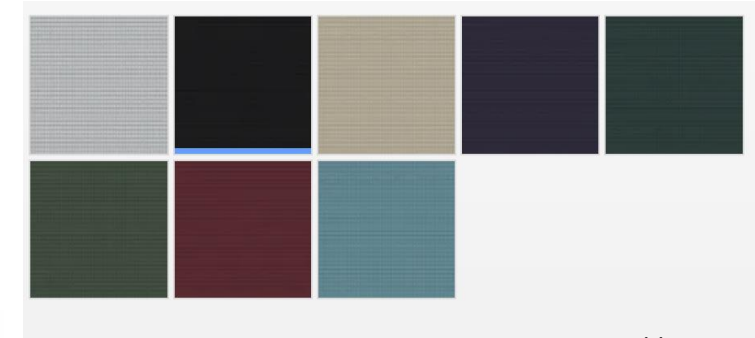
- Black With Chrome Base
- White With Platinum Base
- White With White Base

Seat Colors:

ERA COLLECTION / GRADE 2



Air Mesh/ Back:



44



Nested

Stacking- (KI)

OC-4: LimeLite

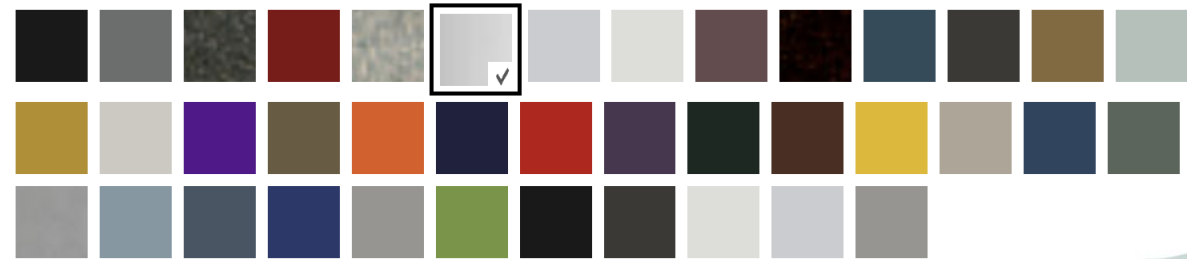
QTY:108 with Carts



Poly Colors:



Frame Colors:



45

OS-1: LimeLite

High-Density Stool

Poly with Upholstered Seat

24" h

QTY: 4



Upholstery:

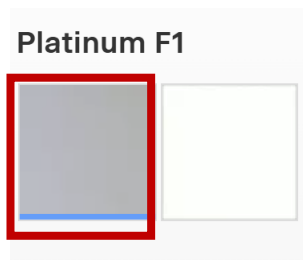


Flip Tables - (AMQ)

FT-1: Concur
Size: 24"x60"
QTY:24



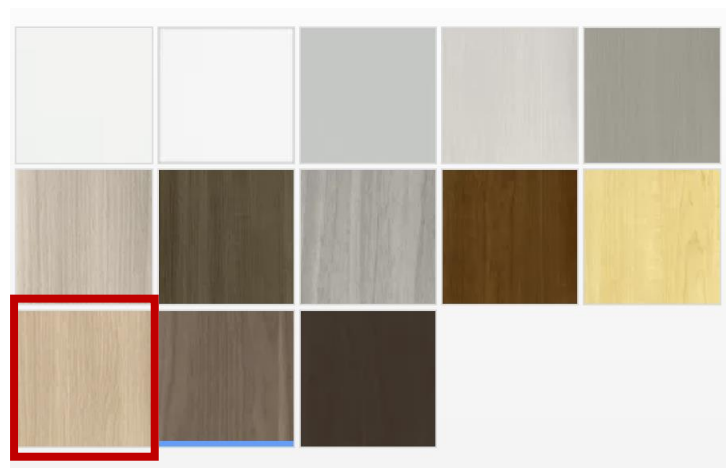
Metal Colors:



FT-2: Concur w/ Modesty Panel
Size: 24"x72"
QTY:4



Worksurface Colors:



Conference Table - (Steelcase)

OT-1: Coalesse

Potero415- Boat Shape

Size: 4'-6"x14'-0"

Power: 2- 6 power,4 USB

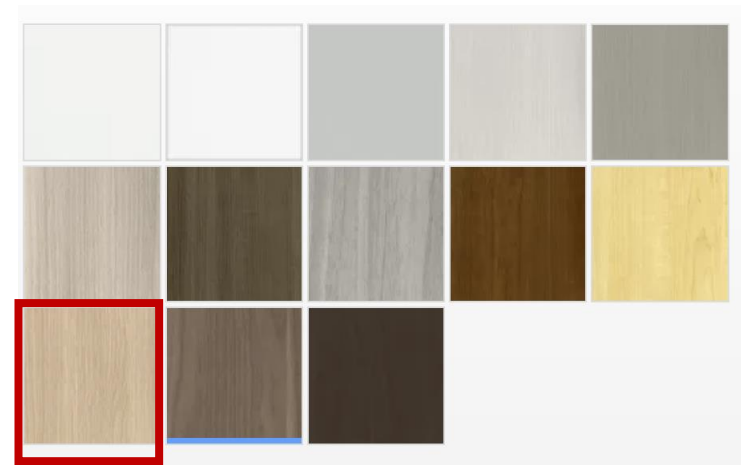
Infeed: hardwire, 20 Amp?

QTY: 1

Metal Colors:



Worksurface Colors: **Clear Oak 2LAK**



Meeting Table - (Steelcase)

OT-2: Elbrook

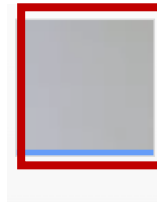
Colab

Size: 46"x84"

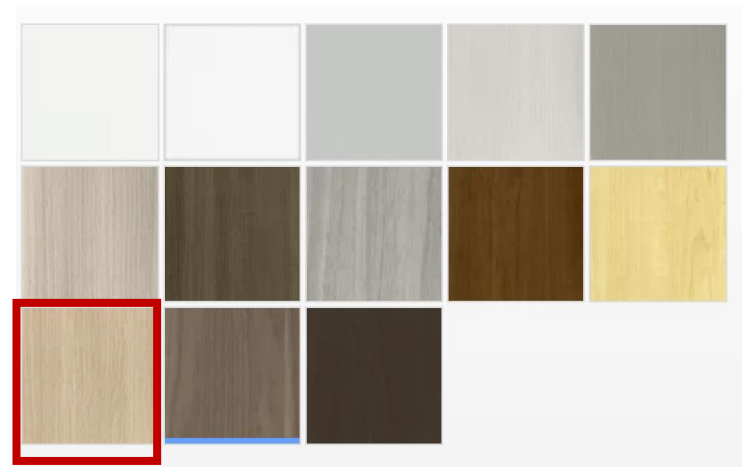
QTY: 3



Metal Colors:



Worksurface Colors: Clear Oak 2LAK



Break Rm Table - (AMQ)

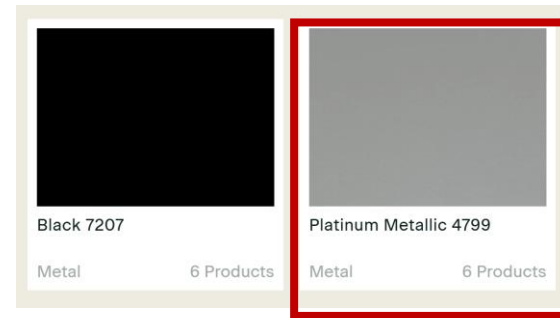
OT-3: Embank

Size: 36" DIA.

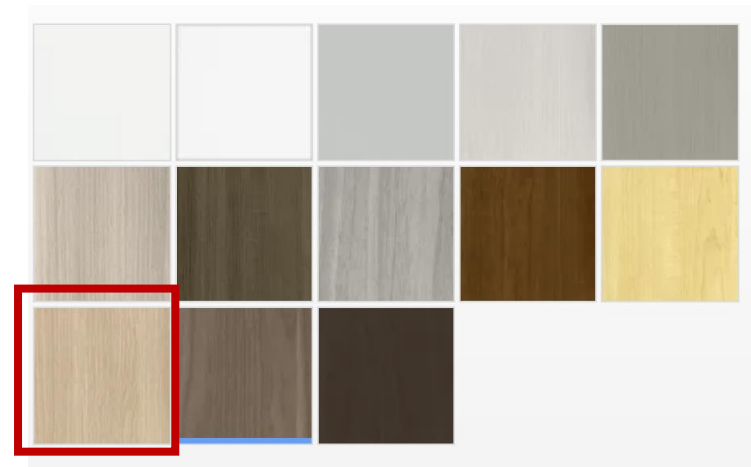
QTY: 2



Metal Colors:



Worksurface Colors: **Clear Oak 2LAK**



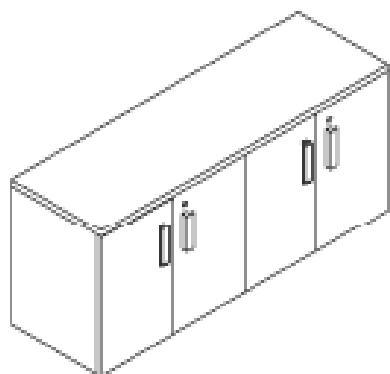
Storage- (AMQ)

ST-1: Embank

Credenza

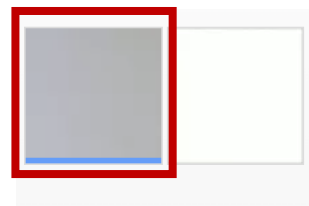
Size: 24"x60"

QTY: 1



Cabinet / Cabinet

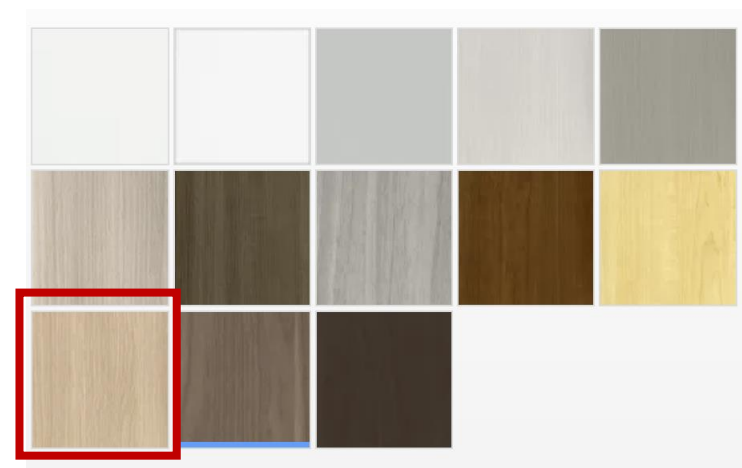
Metal Colors:



Ledge Pull:



Worksurface Colors: **Clear Oak 2LAK**



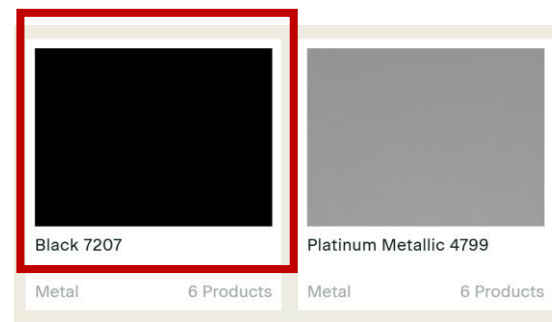
50

Storage- (Steelcase)

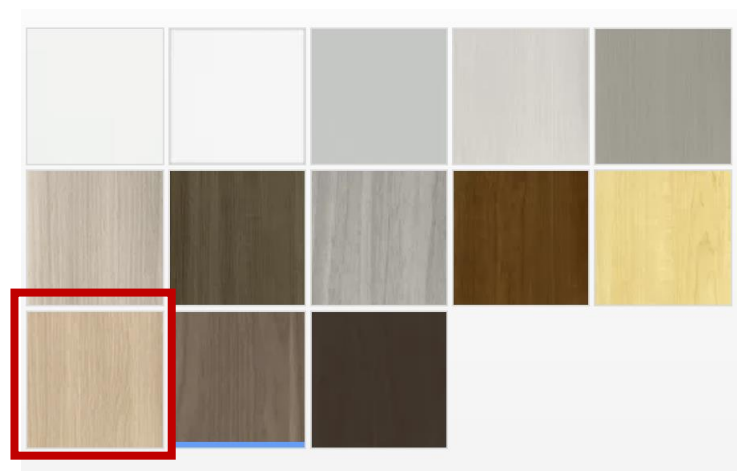
Waste & Recycling

QTY: 4

Metal Colors:



Worksurface Colors: **Clear Oak 2LAK**



51

Flooring: Carpet

Lounge Chair– (Steelcase)

LC-1: West Elm

Work Lucas

QTY: 2

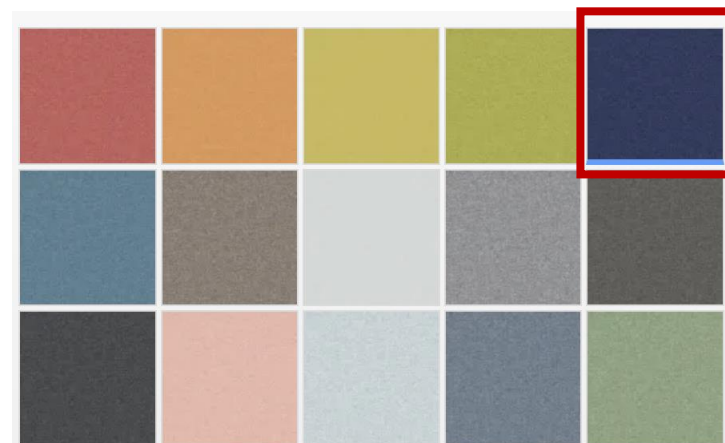
Metal Colors:

Chrome



Upholstery:

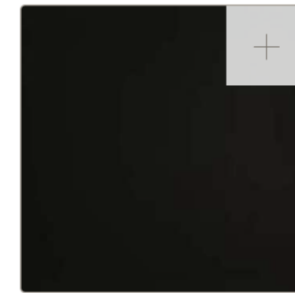
DesignTex Billiard Multi-Use



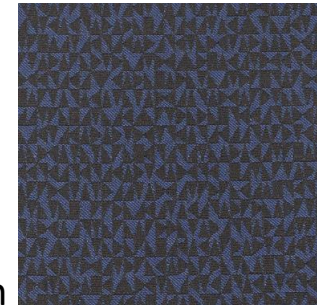
Lounge Chair—OFS

LC-2: Ani

QTY:



Onyx
Standard



Upholstery:
Momentum
Syntax-Hudson

Side Table – (Steelcase)

CT-1: Circula

BluDot

Low Side Table

Size: 24"x 16"H

QTY:2



Colors:



Rocking Chair (OFS)



RC-1: Rocking Chair
QTY: 1



55

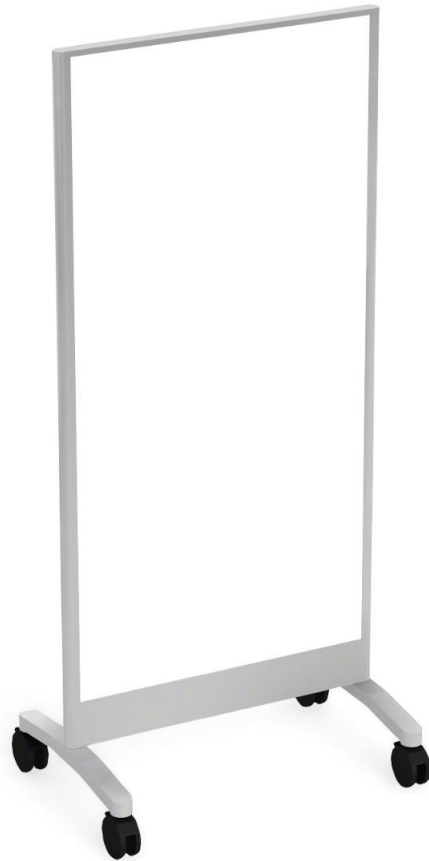
Marker Board- (Steelcase)

Mobile Marker board:

Groupwork Screen

Size: 36"x 54"

QTY:2



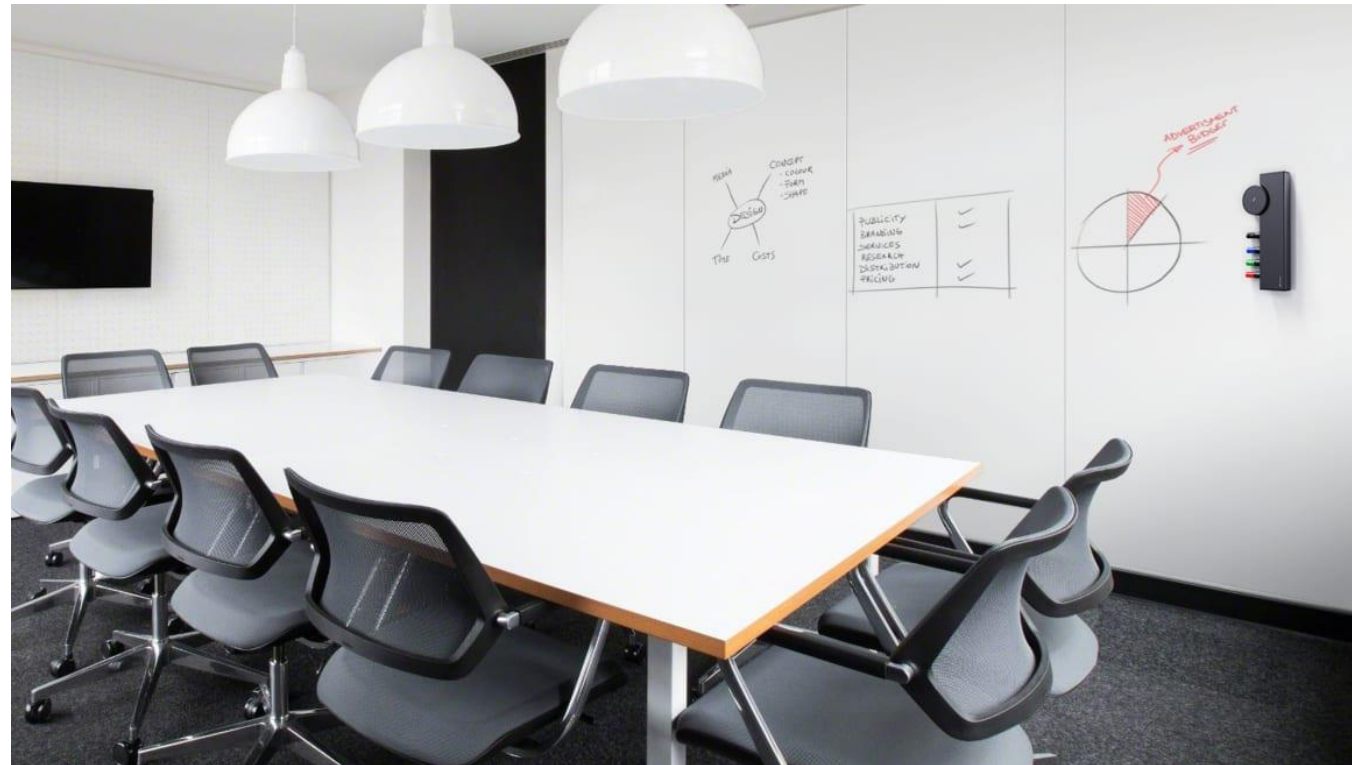
Marker Board- (Steelcase)

Board Rm. Marker Board:

Flow-White Gloss

Size: 47 in x 95 in

QTY: 4



Work Station – (AMQ)

OD-1: Activ Pro 2
Adjustable Workstation
Size: 29" x 66"
QTY:8



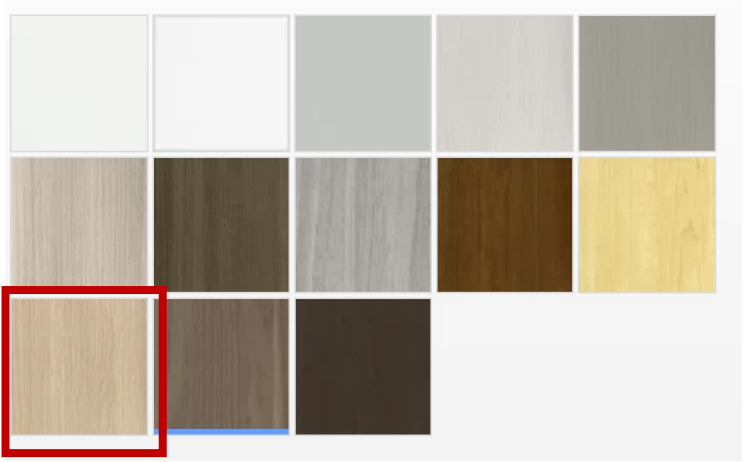
Metal Colors:



OD-2: Activ Pro 2
Adjustable Workstation
Size: 29" x 70"
QTY:8



Worksurface Colors: **Clear Oak 2LAK**



Storage- (AMQ)

ST-2: Lateral File

3 High
Size: 18"x36"
QTY: 20
With counter top

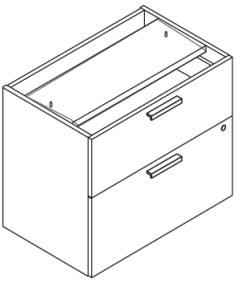


Metal Colors:



ST-3: Lateral File

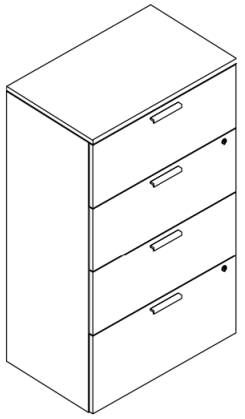
2 High
Size: 24"x36"
QTY: 8



2-High
Lateral File

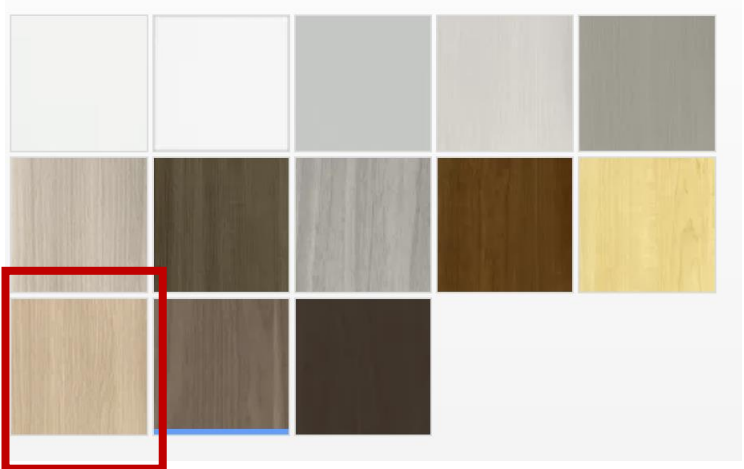
ST-7: Lateral File

4 High
Size: 48"x36"
QTY: 2



4-High
Lateral File

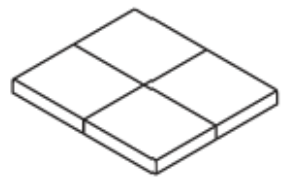
Worksurface Colors: Clear Oak 2LAK



Storage- (AMQ)

ST-4: Pedestal

Box/File
 Size: 1.5 H x 22 D
 QTY:17
 With Cushion



Mobile Pedestal Cushion



Laminate

2L84 Milk White	2L30 Arctic White	2L83 Seasalt	2LAW Ash Wenge	2LOW Clay Wenge
2LCN Clay Nods	2LAT Acacia	2LAK Clear Oak	2LO9 Clear Maple	26L1 Natural Cherry
24LD Graphite Walnut	25L3 Virginia Walnut	25L8 Clear Walnut		

Ledge Pull

7207 Black	4799 Platinum Metallic
---------------	------------------------------

60

DesignTex Billiard Multi-Use (Tackboard / Cushions)

SH11 Poppy	SH12 Tangle	SH13 Citrine/Citri	SH14 Avocado	SH16 Indigo
SH17 Mallard	SH18 Tusk	SH19 Cumulus	SH20 Pearl	SH21 Gunmetal
SH22 Ink	SH23 Rose Quartz	SH24 SeaSalt	SH25 StormCloud	SH26 Olive

Buzz Collection (Tackboard)

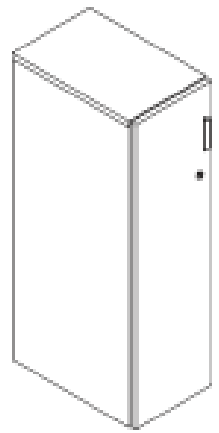
BZ.5F07 Blue	BZ.5F08 Navy	BZ.5F09 Grey
BZ.5F17 Black	BZ.5G64 Alpine	BZ.5G85 Tomato

Storage- (AMQ)

ST-5: Wardrobe

Size: 24"x48"

QTY:8



Wardrobe

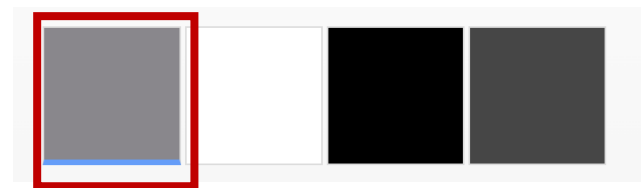
ST-6: Wardrobe

Size: 24"x66.5"

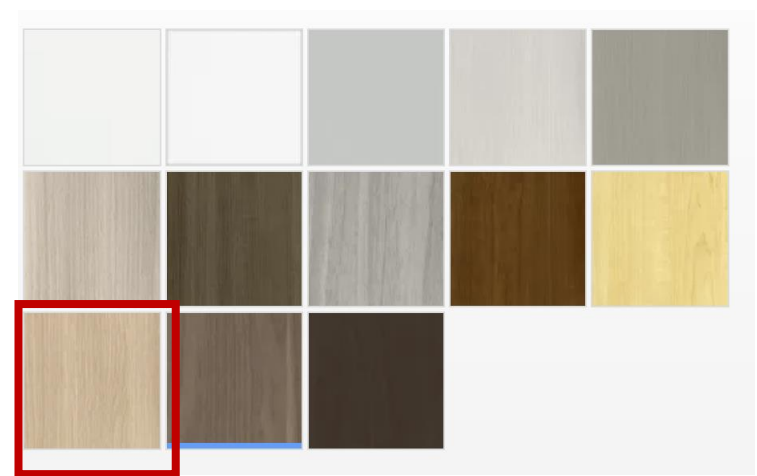
QTY:8



Metal Colors:



Worksurface Colors:



Storage- (Global industries)

ST-8: Lateral File

Size: 36"x18 5/8"x67 5/8"

Model #: WBB2372967

QTY: 11



ST-9: Shelving

Size: 69"x 30"x 108" H

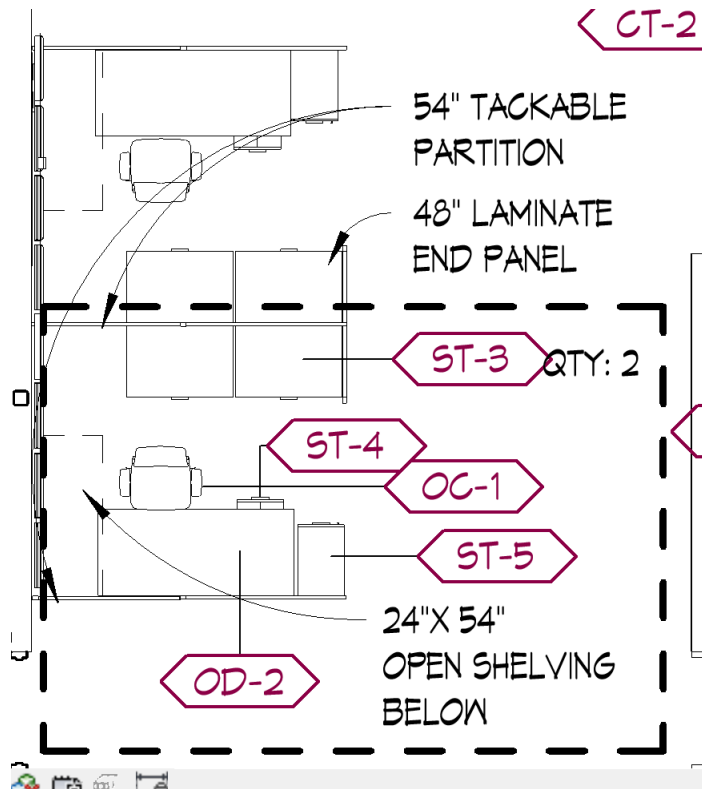
Model #: WBB2372967

QTY:9



Open Office- (AMQ)

QTY:7 + HR Suite= 8 Total



Laminate

2L84 Milk White	2L30 Arctic White	2L83 Seagull	2LAW Ash Wenge	2LOW Clay Wenge
2LCN Clay Nods	2LAT Acacia	2LAR Clear Oak	2LO9 Clear Maple	2LJ1 Natural Cherry
24LD Graphite Walnut	25L3 Virginia Walnut	25LW Clear Walnut		

DesignTex Billiard Multi-Use (Tackboard / Cushions)

SH11 Poppy	SH12 Tangle	SH13 Citrine/Citron	SH14 Avocado	SH16 Indigo
SH17 Mallard	SH18 Tusk	SH19 Cumulus	SH20 Pearl	SH21 Gunmetal
SH22 Ink	SH23 Rose Quartz	SH24 SeaSalt	SH25 StormCloud	SH26 Olive

Ledge Pull

7207 Black	4799 Platinum Metallic
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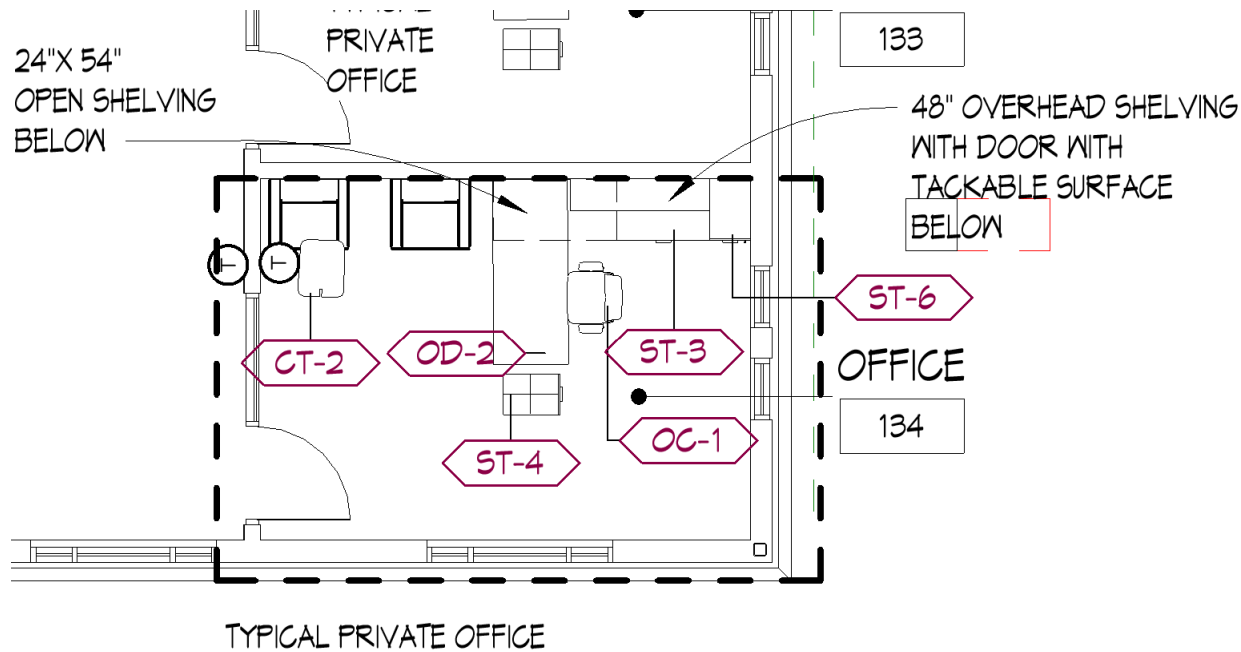
Buzz Collection (Tackboard)

BZ.5F07 Blue	BZ.5F08 Navy	BZ.5F16 Grey
BZ.5F17 Black	BZ.5G64 Alpine	BZ.5G85 Tornado

Cushion and tackboard

Private Office- (AMQ)

QTY:7+ Office 122 (modified)



Laminate

2LB4 Milk White	2L30 Arctic White	2L83 Seagull	2LAW Ash Wenge	2LCW Clay Wenge
2LCN Clay Nods	2LAT Acacia	2LAK Clear Oak	2LO9 Clear Maple	26L1 Natural Cherry
24LB Graphite Walnut	25L5 Virginia Walnut	25LW Clear Walnut		

Ledge Pull

7207 Black	4799 Platinum Metallic	64
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Designtex Billard Multi-Use (Tackboard / Cushions)

SH1 Poppy	SH12 Tangelo	SH13 Citrine/Citron	SH14 Avocado	SH16 Indigo
SH17 Mallard	SH18 Teak	SH19 Cumulus	SH20 Pteris	SH21 Sunmetal
SH22 Ink	SH23 Rose Quartz	SH24 SeaSalt	SH25 StormCloud	SH26 Olive

Buzz Collection (Tackboard)

BZ.5F07 Blue	BZ.5F08 Navy	BZ.5F16 Gray
BZ.5F17 Black	BZ.5G64 Alpine	BZ.5G85 Tomato

Cushion and tackboard



Quote To

Benjamin Garza
 East Lansing Public Schools
 501 BURCHAM DR
 EAST LANSING, MI, 48823-2750

Ship To

Benjamin Garza
 East Lansing Public Schools
 6160 TOWAR AVENUE
 NEW ADMINISTRATION BUILDING
 EAST LANSING, MI, 48823-2750

Phone +1 (517) 333-7460
 accoutnspayable@elps.us

Phone +1 (517) 333-7460
 accoutnspayable@elps.us

Sales Location Lansing

Description	Quantity	Unit Price	Extended Price
101 WAITING / RECEIPT			
1 BODICHAIR - Bodi Task Chair Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For 101 WAITING / RECEIPT BODI	1	347.34	347.34
2 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 101 WAITING / RECEIPT MBF/22/C	1	378.50	378.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.



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Description	Quantity	Unit Price	Extended Price
3 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For 101 WAITING / RECEIPT	1	178.37	178.37
4 WESLUCS - Lucas Swivel Chair Upholstery Finish: Billiard 5H16 - INDIGO Base Finish: Polished Aluminum 8046 - POLISHED ALUM STEELCASE Tag For 101 WAITING / RECEIPT LUCAS	2	1,482.52	2,965.04
5 BD1C11LOWSID - Circula Low Side Table COLOR: Oblivion SKU: C11-LWSIDE-OB BLU DOT Tag For 101 WAITING / RECEIPT CIRCULA	1	651.56	651.56
6 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For 101 WAITING / RECEIPT	1	2.50	2.50

Sub Total	4,523.31
Total	4,523.31

105 BOARD ROOM

7 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Fixed Loop Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 105 BOARD ROOM TIZU	8	332.64	2,661.12
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
8 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Armless Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 105 BOARD ROOM TIZU	6	312.48	1,874.88
9 LL7100 - LimeLite High Density Armless Chair, Poly Seat/Back Shell Color: /NFR: Compliance to TB 117-2013 /PSP: Surf's Up Frame finish: /CH: Chrome Glide Option: /GSL: Steel glides KRUEGER IN Tag For 105 BOARD ROOM LIMELITE	100	155.49	15,549.00
10 LLDHD.BL - Transport Dolly for LimeLite High-Density Chairs KRUEGER IN	5	347.56	1,737.80
11 CNCRTABLE - AMQ Concur Table Depth: 24.00000 Width: 60.00000 Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Frame Finish: Paint F1 - Platinum Modesty Panel: No Panel AMQ SOLUTI Tag For 105 BOARD ROOM 24D/60W	24	549.78	13,194.72
12 CNCRTABLE - AMQ Concur Table Depth: 24.00000 Width: 72.00000	4	724.92	2,899.68

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
12 Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Frame Finish: Paint F1 - Platinum Modesty Panel: W/ Modesty Panel AMQ SOLUTI Tag For 105 BOARD ROOM 24D/72W			
13 CRLCTRN - Lectern, 18 7/8"D, 24"W, 44 7/8"H Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Solid LPL 2LMG - MERLE (LPL) Edge Finish: Plastic - PG1 6527 - MERLE Support Finish: Smooth Paint PG2 0835 - BLACK STEELCASE Tag For 105 BOARD ROOM Lectern	1	566.31	566.31
14 PVFLOW - Flow; Panel a3 Ceramic Steel Height: 95.00000 Width - Panel: 47.00000 Frame: With Frame Surface: Markerboard Surface Finish: Ceramic PG2 PV09 - HYGIENIC WHITE GLOSS Quantity - Panel: 1.00000 Accessory Kit: Basic Kit STEELCASE Tag For 105 BOARD ROOM PVFLOW/47/95/47	4	1,539.90	6,159.60
Sub Total			44,643.11
Total			44,643.11

109 CONFERENCE ROOM

15 COFOFBT - Potrero415 Boat Table with Metal Legs Depth: 54.00000 Width: 168.00000 Top Finish: Woodgrain HPL 2HAK - CLEAR OAK (HPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Leg Finish: Smooth Paint 4142 - PLATINUM GLOSS Leg Ring Finish: Smooth Paint 4142 - PLATINUM GLOSS Device: Square Power Mod	1	7,130.50	7,130.50
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
15 Device Finish: Anodized Aluminum 8047 - SILVER ANODIZED ALUMINUM Device Count: 2 Units Device Location: 2 Ends Device Configuration: 6 Power, 4 USB A+C Infeed: Hardwire STEELCASE Tag For 109 CONFERENCE ROOM 54/168-SM-H			
16 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Fixed Loop Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 109 CONFERENCE ROOM TIZU	8	332.64	2,661.12
17 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Armless Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 109 CONFERENCE ROOM TIZU	4	312.48	1,249.92
18 AMQCRCD2HFSCC - Credenza Two High Full Storage, Cabinet/Cabinet Depth: 24.00000 Width: 60.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL)	1	804.74	804.74

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
18 Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Storage: Cabinet/Cabinet Top: With Top Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Application: Full Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Thickness - Worksurface: 1.12500 AMQ SOLUTI Tag For 109 CONFERENCE ROOM 24/60			
19 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For 109 CONFERENCE ROOM	2	2.50	5.00
Sub Total			11,851.28
Total			11,851.28
110 BREAK ROOM			
20 EMWRDTBL - Working-Height Round Diameter: 36.00000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base: Column Base Finish: Smooth Metallic 4799 - PLATINUM METALLIC AMQ SOLUTI Tag For 110 BREAK ROOM 36/28.5	2	525.05	1,050.10
21 LL7100 - LimeLite High Density Armless Chair, Poly Seat/Back Shell Color: /NFR: Compliance to TB 117-2013 /PSP: Surf's Up Frame finish: /CH: Chrome	8	155.49	1,243.92

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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ACCEPTED BY _____ TITLE _____ DATE _____

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
21 Glide Option: /GSL: Steel glides KRUEGER IN Tag For 110 BREAK ROOM LIMELITE			
22 LLS200H24 - LimeLite High Density Armless Stool, Uph Seat/Poly Back, 24" High Shell Color: -NFR: Compliance to TB 117-2013 /PSP: Surf's Up Frame finish: /CH: Chrome Glide Option: /GSL: Steel glides Upholstery Grade/Color: /NFR: Compliance to TB 117-2013 GRPP1: Pallas Fabric Group P1 AHTI: AHTI /27.371.086.P: BRUME KRUEGER IN Tag For 110 BREAK ROOM LIMELITE	4	362.80	1,451.20
Sub Total			3,745.22
Total			3,745.22

111 ARCHIVE

23 WBB2260310 - RECORD STORAGE SHELVING, 69"W X 30"D X 84"H, 4 LEVELS, STARTER W/O DECKING, TAN GLOBAL IND Tag For 111 ARCHIVE WBB2260310	9	324.33	2,918.97
24 WBB2372967 - HIRSH INDUSTRIAL LATERAL FILE, 36"W, 5 DWR, ARCTIC SILVER PAINT GLOBAL IND Tag For 111 ARCHIVE WBB2372967	11	1,023.17	11,254.87

Sub Total			14,173.84
Total			14,173.84

114 QOL

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

71

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
25 1480 - Saven Lite/High Back Rocker with Stationary Arms 27.75x29.5x46.5 Arm Cap: ~X9: None X9: None Legs: BKO: Onyx Head Pillow: X9: No Selection of Option X9: None X9: None - Grade X9 Fabric, Manufacturer: ~OFS: OFS ~ARBOR: Arbor - Grade 1 3130084: River Barrier: X9: No Selection of Option CAROLINA B Tag For 114 QOL 1480	1	1,146.78	1,146.78
Sub Total			1,146.78
Total			1,146.78
116 FLEX			
26 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Fixed Loop Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 116 FLEX TIZU	4	332.64	1,330.56
27 ETCOL - Elbrook Collaborative Table	1	865.68	865.68

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
27 Depth: 46.00000 Width: 84.00000 Top Surface Finish: Woodgrain HPL 2HAK - CLEAR OAK (HPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Base Finish: Smooth Metallic 4799 - PLATINUM METALLIC Height: Seated Wheel: Black STEELCASE Tag For 116 FLEX 84/46-S			
Sub Total			2,196.24
Total			2,196.24

122 OFFICE

28 BODICHAIR - Bodi Task Chair Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For 122 OFFICE BODI	1	347.34	347.34
29 97041 - Ani Lounge / High Leg / Arm 30.5 x 28 x 30.5-32 Shape: SQRE: Square ~NC: No Arm Cap X9: No Arm Cap X9: No Tablet X9: None X9: None Leg Style: H4N: Metal Post Leg BKO: Onyx Power: X9: None Body Fabric, Manufacturer:	1	1,305.02	1,305.02

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
<p>29 ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Arm Fabric, Manufacturer: ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Momentum Syntax Hudson (Grade 6) OFS STY Tag For 122 OFFICE 97041</p>			
<p>30 BD1C11LOWSID - Circula Low Side Table COLOR: Oblivion SKU: C11-LWSIDE-OB BLU DOT Tag For 122 OFFICE CIRCULA</p>	1	651.56	651.56
<p>31 APS3 - Activ2.0Desk, Stage 3 Width: 70.00000 Depth: 29.00000 Leg: T-Leg Caster or Glide: Glides Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base Finish: Paint F1 - Platinum AMQ SOLUTI Tag For 122 OFFICE 29/70/-3S-T</p>	1	629.16	629.16
<p>32 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug</p>	1	378.50	378.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
32 Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 122 OFFICE MBF/22/C			
33 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For 122 OFFICE	1	178.37	178.37
34 AMQCRCT - Top- Common, Rectangular Depth: 24.00000 Width: 59.75000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 AMQ SOLUTI Tag For 122 OFFICE CT/24/59.7500	1	94.63	94.63
35 AMQCRL2H - Lateral-Two-High,File/File Depth: 24.00000 Width: 30.00000 Top: No Top Drawer Configuration: File/File Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight AMQ SOLUTI Tag For 122 OFFICE FF/2/30	1	654.43	654.43
36 CRLS2HO - Low Storage-Two-High, Open Size Option: Modular Depth: 24.00000	1	395.60	395.60

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
36 Width: 30.00000 Top: No Top Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) STEELCASE Tag For 122 OFFICE O/2/30			
37 CRLS15HO - Low Storage-1.5-High, Open Size Option: Modular Depth: 18.87500 Width: 30.00000 Top: With Top Application: Full Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Worksurface Thickness: 1.12500 STEELCASE Tag For 122 OFFICE O/1.5/30	1	375.39	375.39
38 AMQCRWDR - Wardrobe- Door Hinged Right Depth: 24.00000 Width: 12.00000 Height: 54.12500 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Door: Door Hinged Right Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK AMQ SOLUTI Tag For 122 OFFICE WR/54/24	1	497.83	497.83
39 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random	3	2.50	7.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
39 AMQ SOLUTI Tag For 122 OFFICE			
Sub Total			5,515.33
Total			5,515.33

123 OPEN OFFICE

40 BODICHAIR - Bodi Task Chair Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For 123 OPEN OFFICE BODI	7	347.34	2,431.38
41 APS3 - Activ2.0Desk, Stage 3 Width: 70.00000 Depth: 29.00000 Leg: T-Leg Caster or Glide: Glides Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base Finish: Paint F1 - Platinum AMQ SOLUTI Tag For 123 OPEN OFFICE 29/70/-3S-T	7	629.16	4,404.12
42 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI	7	378.50	2,649.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
42 Tag For 123 OPEN OFFICE MBF/22/C			
43 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For 123 OPEN OFFICE	7	178.37	1,248.59
44 AMQCRCT - Top- Common, Rectangular Depth: 24.00000 Width: 59.75000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 AMQ SOLUTI Tag For 123 OPEN OFFICE CT/24/59.7500	7	94.63	662.41
45 CRLS2HO - Low Storage-Two-High, Open Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: No Top Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) STEELCASE Tag For 123 OPEN OFFICE O/2/30	14	395.60	5,538.40
46 AMQCRCT - Top- Common, Rectangular Depth: 24.00000 Width: 71.75000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 AMQ SOLUTI Tag For 123 OPEN OFFICE CT/24/71.7500	7	112.63	788.41
47 AMQCRL2H - Lateral-Two-High,File/File Depth: 24.00000 Width: 36.00000	14	688.34	9,636.76

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
47 Top: No Top Drawer Configuration: File/File Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight AMQ SOLUTI Tag For 123 OPEN OFFICE FF/2/36			
48 AMQCRWDL - Wardrobe- Door Hinged Left Depth: 24.00000 Width: 12.00000 Height: 54.12500 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Door: Door Hinged Left Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK AMQ SOLUTI Tag For 123 OPEN OFFICE WR/54/24	5	497.83	2,489.15
49 AMQCRWDR - Wardrobe- Door Hinged Right Depth: 24.00000 Width: 12.00000 Height: 54.12500 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Door: Door Hinged Right Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge	2	497.83	995.66

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
49 Pull Finish: Textured Paint 7207 - BLACK AMQ SOLUTI Tag For 123 OPEN OFFICE WR/54/24			
50 AMQTSAPF - Panel Tackable Monolithic Width: 36.00000 Height: 54.00000 Trim Finish: Smooth Metallic 4799 - PLATINUM METALLIC Surface 1 Finish: Alloy P533 - ELEMENT Surface 2 Finish: Alloy P533 - ELEMENT Top Cap: Low Fabric Direction: HORIZONTAL APPLICATION ONLY Power Install: Factory Installation Powerway: No Powerway AMQ SOLUTI Tag For 123 OPEN OFFICE 36/54m	24	284.85	6,836.40
51 AMQTSAPBWS66 - Connector Panel Wallstart AMQ SOLUTI Tag For 123 OPEN OFFICE WS	8	18.81	150.48
52 AMQTSAPTE - Trim Vertical End of run Height: 54.00000 Trim Finish: Smooth Metallic 4799 - PLATINUM METALLIC End Cap: Low AMQ SOLUTI Tag For 123 OPEN OFFICE E54	4	37.61	150.44
53 TKBSSPNE - End-of-Run Boundary Screen -- Spanning Height: 54.00000 Width: 48.00000 Trim Finish: Smooth Metallic 4799 - PLATINUM METALLIC Surface Finish: Woodgrain LPL 2LAK - Clear Oak Edge Finish: Plastic - PG1 6219 - CLEAR OAK Grain Direction: Horizontal AMQ SOLUTI Tag For 123 OPEN OFFICE BS48/54	4	425.21	1,700.84

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

80

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
54 AMQCRL3H - Lateral-Three-High,File/File/File Depth: 18.87500 Width: 36.00000 Top: With Top Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK AMQ SOLUTI Tag For 123 OPEN OFFICE LF/3/36	6	1,150.17	6,901.02
55 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Armless Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 123 OPEN OFFICE TIZU	5	312.48	1,562.40
56 ETCOL - Elbrook Collaborative Table Depth: 46.00000 Width: 84.00000 Top Surface Finish: Woodgrain HPL 2HAK - CLEAR OAK (HPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Base Finish: Smooth Metallic 4799 - PLATINUM METALLIC Height: Seated Wheel: Black STEELCASE	1	865.68	865.68

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
56 Tag For 123 OPEN OFFICE 84/46-S			
57 TS4S3666 - Screen, 36W x 66H FRAME: 4799 PLATINUM METALLIC SURF-1: 7655 E3 ENVIRONMENTAL CERAMICSTEEL SURF-2: 7655 E3 ENVIRONMENTAL CERAMICSTEEL FAB DIR: *OPT:FABRIC DIRECTION SURF-1: SURF-1 DIRECTION VERT: VERTICAL APPLICATION SURF-2: SURF-2 DIRECTION VERT: VERTICAL APPLICATION CAST OPT: *OPT:LEVELERS OPTION CASTERS: STD:CASTERS PEGS OPT: *OPT:FLIP CHART PEGS OPTION TOPCAP: STD:TOP CAP STEELCASE Tag For 123 OPEN OFFICE SC/36/66	2	588.24	1,176.48
58 AWRM183636 - Mobile unit, 3 openings, 18D x 36W x 36H Basic Finish: LAMINATE FINISHES 2HAK - CLEAR OAK (HPL) Paint Finish: TEXTURED PAINT 7207 - BLACK Insert - 1: INSERT FOR ALUMINUM PRODUCTS Insert - 2: INSERT FOR GLASS PRODUCTS Insert - 3: INSERT FOR WASTE PRODUCTS STEELCASE Tag For 123 OPEN OFFICE VICTOR2	4	2,419.56	9,678.24
59 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For 123 OPEN OFFICE	40	2.50	100.00
Sub Total			59,966.36
Total			59,966.36
124-127 OFFICES			
60 BODICHAIR - Bodi Task Chair	4	347.34	1,389.36

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
60 Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For 124-127 OFFICES BODI			
61 97041 - Ani Lounge / High Leg / Arm 30.5 x 28 x 30.5-32 Shape: SQRE: Square ~NC: No Arm Cap X9: No Arm Cap X9: No Tablet X9: None X9: None Leg Style: H4N: Metal Post Leg BKO: Onyx Power: X9: None Body Fabric, Manufacturer: ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Arm Fabric, Manufacturer: ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Momentum Syntax Hudson (Grade 6) OFS STY Tag For 124-127 OFFICES 97041	8	1,305.02	10,440.16
62 BD1CI1LOWSID - Circula Low Side Table COLOR: Oblivion SKU: CI1-LWSIDE-OB BLU DOT	4	651.56	2,606.24

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
62 Tag For 124-127 OFFICES CIRCULA			
63 APS3 - Activ2.0Desk, Stage 3 Width: 70.00000 Depth: 29.00000 Leg: T-Leg Caster or Glide: Glides Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base Finish: Paint F1 - Platinum AMQ SOLUTI Tag For 124-127 OFFICES 29/70/-3S-T	4	629.16	2,516.64
64 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 124-127 OFFICES MBF/22/C	4	378.50	1,514.00
65 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For 124-127 OFFICES	4	178.37	713.48
66 AMQCRCT - Top- Common, Rectangular Depth: 24.00000 Width: 59.75000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500	4	94.63	378.52

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
66 AMQ SOLUTI Tag For 124-127 OFFICES CT/24/59.7500			
67 AMQCRL2H - Lateral-Two-High,File/File Depth: 24.00000 Width: 30.00000 Top: No Top Drawer Configuration: File/File Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight AMQ SOLUTI Tag For 124-127 OFFICES FF/2/30	4	654.43	2,617.72
68 CRLS2HO - Low Storage-Two-High, Open Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: No Top Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) STEELCASE Tag For 124-127 OFFICES O/2/30	4	395.60	1,582.40
69 CRLS15HO - Low Storage-1.5-High, Open Size Option: Modular Depth: 18.87500 Width: 30.00000 Top: With Top Application: Full Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK	4	375.39	1,501.56

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
69 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Worksurface Thickness: 1.12500 STEELCASE Tag For 124-127 OFFICES O/1.5/30			
70 AMQCROHHD - 15" H Overhead - Hinged Doors Width: 48.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Storage: Personal Door: Hinged Doors Attachment Bracket: Wall Mount Brackets Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 124-127 OFFICES OH/48/15	4	464.76	1,859.04
71 AMQCRTB - Tackboard Height: 20.25000 Width: 48.00000 Tackboard Finish: Billiard 5H20 - PEWTER Application: Wall Mount Fabric Direction: HORIZONTAL APPLICATION ONLY AMQ SOLUTI Tag For 124-127 OFFICES TB/48/20.2500	4	209.35	837.40
72 CRWDL - Cabinet- Hinged Left Size Option: Modular Depth: 24.00000 Width: 12.00000 Height: 66.50000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Keys: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK	4	544.38	2,177.52

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
72 Interior Configuration: Coat Hooks Shelf Option: Fixed Shelf - Top STEELCASE Tag For 124-127 OFFICES WR/66.5/24			
73 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For 124-127 OFFICES	12	2.50	30.00
74 LOCKFR - FIELD INSTALLED LOCK PLUGS & KEYS, FR Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: KEY SPECIFIC 1-410 1-411 1-412 1-413 STEELCASE Tag For 124-127 OFFICES	4	2.50	10.00
Sub Total			30,174.04
Total			30,174.04

128 COLLAB

75 97041 - Ani Lounge / High Leg / Arm 30.5 x 28 x 30.5-32 Shape: SQRE: Square ~NC: No Arm Cap X9: No Arm Cap X9: No Tablet X9: None X9: None Leg Style: H4N: Metal Post Leg BKO: Onyx Power: X9: None Body Fabric, Manufacturer: ~ETC: Graded-in Fabric	2	1,305.02	2,610.04
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
75 ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Arm Fabric, Manufacturer: ~ ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Momentum Syntax Hudson (Grade 6) OFS STY Tag For 128 COLLAB 97041			
76 BD1C11LOWSID - Circula Low Side Table COLOR: Oblivion SKU: C11-LWSIDE-OB BLU DOT Tag For 128 COLLAB CIRCULA	1	651.56	651.56
Sub Total			3,261.60
Total			3,261.60
130 HR CONF			
77 ETCOL - Elbrook Collaborative Table Depth: 46.00000 Width: 84.00000 Top Surface Finish: Woodgrain HPL 2HAK - CLEAR OAK (HPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Base Finish: Smooth Metallic 4799 - PLATINUM METALLIC Height: Seated Wheel: Black STEELCASE Tag For 130 HR CONF 84/46-S	1	865.68	865.68
78 TIZUNEST - Tizu Nesting Chair Multipurpose Frame: White Frame Back: Mesh Back Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: Armless	5	312.48	1,562.40

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
78 Base: F1:Platinum Base Caster or Glide: Soft, 2-Tone Grey Packaging: Fully Assembled AMQ SOLUTI Tag For 130 HR CONF TIZU			
Sub Total			2,428.08
Total			2,428.08

132, 133,134 OFFICES

79 BODICHAIR - Bodi Task Chair Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For 133,134 OFFICES BODI	3	347.34	1,042.02
80 97041 - Ani Lounge / High Leg / Arm 30.5 x 28 x 30.5-32 Shape: SQRE: Square ~NC: No Arm Cap X9: No Arm Cap X9: No Tablet X9: None X9: None Leg Style: H4N: Metal Post Leg BKO: Onyx Power: X9: None Body Fabric, Manufacturer: ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Arm Fabric, Manufacturer:	6	1,305.02	7,830.12

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
80 ~ETC: Graded-in Fabric ETC6: Graded-in - Grade 6 ETC: Graded-in Fabric Color Momentum Syntax Hudson (Grade 6) OFS STY Tag For 133,134 OFFICES 97041			
81 BD1C11LOWSID - Circula Low Side Table COLOR: Oblivion SKU: C11-LWSIDE-OB BLU DOT Tag For 133,134 OFFICES CIRCULA	3	651.56	1,954.68
82 APS3 - Activ2.0Desk, Stage 3 Width: 70.00000 Depth: 29.00000 Leg: T-Leg Caster or Glide: Glides Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base Finish: Paint F1 - Platinum AMQ SOLUTI Tag For 133,134 OFFICES 29/70/-3S-T	3	629.16	1,887.48
83 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 133,134 OFFICES MBF/22/C	3	378.50	1,135.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
84 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For 133,134 OFFICES	3	178.37	535.11
85 AMQCRCT - Top- Common, Rectangular Depth: 24.00000 Width: 59.75000 Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 AMQ SOLUTI Tag For 133,134 OFFICES CT/24/59.7500	3	94.63	283.89
86 AMQCRL2H - Lateral-Two-High,File/File Depth: 24.00000 Width: 30.00000 Top: No Top Drawer Configuration: File/File Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight AMQ SOLUTI Tag For 133,134 OFFICES FF/2/30	3	654.43	1,963.29
87 CRLS2HO - Low Storage-Two-High, Open Size Option: Modular Depth: 24.00000 Width: 30.00000 Top: No Top Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL)	3	395.60	1,186.80

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
87 STEELCASE Tag For 133,134 OFFICES O/2/30			
88 CRLS15HO - Low Storage-1.5-High, Open Size Option: Modular Depth: 18.87500 Width: 30.00000 Top: With Top Application: Full Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Worksurface Thickness: 1.12500 STEELCASE Tag For 133,134 OFFICES O/1.5/30	3	375.39	1,126.17
89 AMQCROHHD - 15" H Overhead - Hinged Doors Width: 48.00000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Storage: Personal Door: Hinged Doors Attachment Bracket: Wall Mount Brackets Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For 133,134 OFFICES OH/48/15	3	464.76	1,394.28
90 AMQCRTB - Tackboard Height: 20.25000 Width: 48.00000 Tackboard Finish: Billiard 5H20 - PEWTER Application: Wall Mount Fabric Direction: HORIZONTAL APPLICATION ONLY AMQ SOLUTI Tag For 133,134 OFFICES TB/48/20.2500	3	209.35	628.05
91 CRWDL - Cabinet- Hinged Left	1	544.38	544.38

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

92

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
91 Size Option: Modular Depth: 24.00000 Width: 12.00000 Height: 66.50000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Keys: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Interior Configuration: Coat Hooks Shelf Option: Fixed Shelf - Top STEELCASE Tag For 133,134 OFFICES WR/66.5/24			
92 CRWDR - Cabinet- Hinged Right Size Option: Modular Depth: 24.00000 Width: 12.00000 Height: 66.50000 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Keys: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Interior Configuration: Coat Hooks Shelf Option: Fixed Shelf - Top STEELCASE Tag For 133,134 OFFICES WR/66.5/24	2	544.38	1,088.76
93 AMQLOCK9201FR - Field Installed Lock Plugs and Keys Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For 133,134 OFFICES	9	2.50	22.50
94 LOCKFR - FIELD INSTALLED LOCK PLUGS & KEYS, FR	3	2.50	7.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

93

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
94 Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: KEY SPECIFIC 1-403 1-404 1-405 STEELCASE Tag For 133,134 OFFICES			
Sub Total			22,630.53
Total			22,630.53

BIG & TALL CHAIR

95 2723Y.LT.A153.B1 - Amplify, Large and Tall Highback, Mesh Back, Enhanced Synchro Cntrl, A153 Height/Width Adj Arms, Sport Edition Frame Color Selection: FC1: Black Frame Base Option Selection: B7: Heavy Duty Black Base C11: Heavy Duty Carpet Casters ~: No Seat Depth Adjustment Upgrade Amplify Cylinder Height Options: S0: Standard Cylinder Height Amplify Mesh Colors: MC6: Nickel Mesh Color Fabric or Leather Upholstery Selection: FABRIC: Fabric Grade Selections ~: No Selection FG1: Fabric Grade 1 MALIBU: Malibu Standard Color Selection COBALT: Malibu Cobalt Contrast Stitching: ~: No Selection Packaging Options: AC: Fully Assembled EXEMPLIS Tag For BIG & TALL CHAIR 2723Y.LT.A153.B1	1	708.96	708.96
Sub Total			708.96
Total			708.96

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
HR SUITE			
96 BODICHAIR - Bodi Task Chair Frame: White Frame Seat Cover Finish: Era 5ES6 - Royal Blue Back Finish: Air Mesh AR01 - GREY Armrest: 1-D ARM Packaging: Fully Assembled AMQ SOLUTI Tag For HR SUITE BODI	1	347.34	347.34
97 AMQCRC - Cushion-Top, Pedestal Depth: 22.00000 Cushion Finish: Billiard 5H20 - PEWTER AMQ SOLUTI Tag For HR SUITE	1	178.37	178.37
98 AMQCRL2H - Lateral-Two-High,File/File Depth: 24.00000 Width: 36.00000 Top: With Top Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Thickness - Worksurface: 1.12500 Drawer Configuration: File/File Application: Full Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Plug Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight AMQ SOLUTI Tag For HR SUITE FF/2/36	1	757.43	757.43
99 AMQCRMP15H - Pedestal-1.5-High,Box/File, Mobile Depth: 22.00000	1	378.50	378.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
99 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Top Surface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Edge Finish: Plastic - PG1 6219 - CLEAR OAK Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK Counterweight: With Counterweight Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME AMQ SOLUTI Tag For HR SUITE MBF/22/C			
100 AMQCRWDL - Wardrobe- Door Hinged Left Depth: 24.00000 Width: 12.00000 Height: 54.12500 Case Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Headset Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Door: Door Hinged Left Key: Key Plug Lock Finish: Polished Chrome 9201 - POLISHED CHROME Pull: Ledge Pull Finish: Textured Paint 7207 - BLACK AMQ SOLUTI Tag For HR SUITE WR/54/24	1	497.83	497.83
101 APS3 - Activ2.0Desk, Stage 3 Width: 70.00000 Depth: 29.00000 Leg: T-Leg Caster or Glide: Glides Worksurface Finish: Woodgrain LPL 2LAK - CLEAR OAK (LPL) Base Finish: Paint F1 - Platinum AMQ SOLUTI Tag For HR SUITE 29/70/-3S-T	1	629.16	629.16
102 AMQLOCK9201FR - Field Installed Lock Plugs and Keys	3	2.50	7.50

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
102 Lock Finish: Polished Chrome 9201 - POLISHED CHROME Key: Key Random AMQ SOLUTI Tag For HR SUITE			
Sub Total			2,796.13
Total			2,796.13
103 LOT - AMQ TARIFF AMQ SOLUTI	1	4,724.36	4,724.36
104 LOT - BLUDOT FREIGHT BLU DOT	1	868.75	868.75
105 LOT - GLOBAL INDUSTRIAL FREIGHT GLOBAL IND	1	1,984.13	1,984.13
106 LOT - KI TARIFFS KRUEGER IN	1	406.30	406.30
107 LOT - SIT ON IT TARIFF EXEMPLIS	1	14.03	14.03
108 LOT - RECEIVE DELIVER AND INSTALLATION DIRECT TO SITE NON UNION NORMAL BUSINESS HOURS ROSE MOVIN	1	18,379.87	18,379.87
109 LOT - AMQ SPA 23-E&I-4279 STEELCASE E&I 21Z00987 OFS/CAROLINA OMNIA CDA 1026504 SMITH SYSTEM #CNR01146 SIT ON IT/EXEMPLIS OMNIA 2020000604 NBS LANSIN	1	N/C	N/C
Quotation Totals			
Sub Total			236,138.25
STEELCASE Surcharge			1,465.35
Grand Total			237,603.60

End of Quotation

VIII. **Closed Session**

Motion: I move that the Board of Education move into closed session according to Section 8(1)(c) of the Open Meetings Act related to collective bargaining.

Roll Call

IX. **Committee Reports**

- A. Academic and Technology Committee
- B. Facilities Committee
- C. Finance Committee
- D. Intergovernmental Relations
- E. Personnel Committee
- F. Policy Committee
- G. Ingham School Officers Association (ISOA)

X. **Announcements**

- A. The next regular scheduled meeting of the Board of Education is May 19, 2025.

XI. **Adjournment**

Respectfully Submitted,

***Dori Leyko
Superintendent***