

Board of Education Mary Gebara President, 2022-2023	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
---	--	---

This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.

7:00 PM

**MEETING AGENDA
Monday, January 8, 2024**

Community Conference Rm

CALL TO ORDER

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andrew Phelps and Jayme Taylor

WELCOME AND MEETING FORMAT (2 Min)

Welcome to this regular meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There are two opportunities for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting, as well as near the end of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board's secretary prior to the start of the agenda item. Virtual participants must submit their name and address in a message through the chat box located in Zoom's meeting controls prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card or chat message and that individual's microphone will be un-muted for their comments.

ORGANIZATIONAL MEETING

1. Call to Order
2. Selection of Temporary Chair
3. Selection of Temporary Secretary
4. Determination of rules to be followed for conducting the organizational meeting (Robert's Rules)
5. Election of President (President Assumes Chair) (Accept nominations, close nominations, vote)
6. Election of Vice-President
7. Election of Secretary
8. Election of Treasurer
9. Appointment of a Parliamentarian

Confirmation of Date, Time, and Place for Regular Meetings

The board of education established the 2023-2024 school year meeting schedule during its meeting July 20, 2023 and published the dates on the district website.

That the board confirm the dates for regular meetings of the board of education for the remainder of the 2023-2024 school year to generally be the second and fourth Monday of each month, adjusted for Mondays with no school; the time of each meeting to begin at 7:00 p.m., with no new discussion

after 10:00 p.m.; and the place of meetings to be the Community Conference Room at Central School.

Determination of Rules to be Followed in Conducting Meetings

The board of education currently conducts meetings in accordance with its established policies.

That the board continue to manage board meetings according to its established policies, which are informed by Robert's Rules of Order.

ORGANIZATIONAL MEETING CONT.

12. Determine any changes in representatives to the Board Policy Committee, Ingham County School Officers Association or Okemos Education Foundation (last updated in July, 2023)

13. Reconvene for regular meeting

PRESENTATION: Senior Center Update (10 Min)

Coordinator Cherie Wisdom will provide an update regarding the Meridian Township Senior Center.

CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that that may or may not be part of the evening's agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

HIGH SCHOOL STUDENT REPORTS/REQUESTS (5 Min)

The high school student representative will highlight events and issues of interest and take questions from the board.

SUPERINTENDENT REPORTS/REQUESTS (10 Min)

The superintendent will highlight events and issues of interest and take questions from the board.

BOARD REPORTS/REQUESTS (10 Min)

The board will acknowledge receipt of correspondence.

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

ACTION ITEMS

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

CONSENT AGENDA (5 Min)

In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

That the board approve items 1 through 4 for immediate implementation and appropriate action. Item 1: Approval of the Minutes of the Regular Meeting of December 11, 2023; Item 2: Approval of the Minutes of the Special Meeting of December 18, 2023; Item 3: Approval of the minutes of the Executive Session meeting of December 18, 2023; Item 4: Acknowledge receipt of the December financial statement and approve payment of bills for December.

OTHER ACTION ITEMS

The Other Action Items require additional discussion prior to board action.

Superintendent Evaluation

The Revised School Code requires school boards to evaluate their superintendent's job performance annually.

That the board adopt the 2023 annual evaluation of Superintendent John Hood (Roll Call Vote).

DISCUSSION ITEMS

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

Food Service Purchase

Food Service Director Emily Swirsky will present information regarding a food service purchase to be funded through the food service budget as part of their spend-down plan.

OHS New Course Recommendation

Assistant Superintendent Stacy Bailey and the board will discuss the following high school course proposals, which have been approved by the district's advisory committee: Music Appreciation (music elective); Exploring Songs as Poetry (language arts elective); World Languages & Culture (world language elective); Astronomy (science elective); AI Assisted-Programming (computer elective); Statistics (math elective).

Meridian Township Letter of Understanding

Superintendent Hood will share a draft agreement between OPS and Meridian Township that formalizes their commitment to working together and sharing of public resources.

Agenda Planning Calendar

The board will discuss items to add to the board's agenda planning calendar.

COMMENTS FROM THE PUBLIC

At this time in the meeting, citizens have an opportunity to address the board regarding any item(s) of interest. Individual comments at this time will be limited to three minutes but may be extended at the discretion of the board president. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment; however, our meeting format does not allow the board to engage in conversation with speakers. Questions or concerns may be assigned for follow-up by the board or the administration at a later date.

OTHER MATTERS (5 Min)

ADJOURN



YEARS OF SERVICE AWARD

24 Year Recognition

Monday, January 22nd

7:00 p.m.

Dear Board Member,

Listed below are the names of the individuals being recognized for 24 years of service with Okemos Public Schools. We will be recognizing them at the January 22, 2024 board meeting:

24 Years Recognition

Kelly Carrier

Stacy Christensen

Jennifer Eddy

Rachel Freeman-Baldwin

Susan Gidner

Marie Smith

OKEMOS PUBLIC SCHOOLS



Date: January 8th, 2024
To: Board of Education
From: Emily Swirsky, Director of Operations
Re: Food Service CVap Ovens Purchase

Purchase Information

Cost: \$41,376.00
Vendor: Elliott Food Equipment
Source of Funds: Food Service – Spend Down

Description of Need

Our elementary kitchens are in need of hot holding units that are stationary within the space to reduce the need for 2 trips each day to the school to drop off and pick up smaller hot cabinets as well as providing enough space to hold pizzas. CVap ovens (controlled vapor technology) allow us to provide for this need while being flexible enough to be used for other purposes as well. The CVap ovens don't require additional ventilation and they are approved by the health department to operate without hood vent systems which several of our elementary schools either don't have or they are not operational. These ovens can perform a variety of tasks including steaming, baking, roasting, braising, hot holding, re-therming and sous vide. In the future we would like to utilize these ovens to expand offerings at our elementary schools to include items which don't travel well being sent over from the production kitchen at OHS (for example: hot breakfast items, steamed vegetables and allergen free items).

Recommendation

I am recommending to the Board for consideration to approve the purchase of 3 Winston CVap ovens model RTV5-05UV-ST (stacked pair) in the amount of \$41,376.00 with Food Service excess fund balance funds.

Emily Swirsky
emily.swirsky@okemosk12.net
4406 North Okemos Road, Okemos, Michigan 48864
Phone (517) 706-5012

Together...educating with excellence, inspiring each learner for life.

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

Supplier Name:		Elliott Food Equipment			Stafford Smith Inc.			HPS		
<u>Items to be Purchased:</u>	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
<ul style="list-style-type: none"> • Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (school will state time period) 										
1. Product name & specification: CVAP Thermalizer Oven Cabinet model RTV5-05UV-ST	3 ea	\$13,617	\$40851.00	<input checked="" type="checkbox"/>	\$13432.99	\$40298.97	<input type="checkbox"/>	\$14091.96	\$42275.88	<input type="checkbox"/>
2. Product name & specification: Shipping and Installation	1 ea	\$525.00	\$525.00	<input checked="" type="checkbox"/>	\$2304.98	\$2304.98	<input type="checkbox"/>	\$3630.00	\$3630.00	<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
5. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
6. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$41376.00			\$42603.95			\$45905.88		
*Bidder Selected (BS)		X			<input type="checkbox"/>			<input type="checkbox"/>		
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line-item basis (lowest line-item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.										
Method of contact: Email/Fax/Mail/In person/Phone		Email			Email			Email		
Name of person quoting pricing:		Rob Bennett			Bradley Throop			Tammy Wilcox		
Date contacted:		11/10/23			11/10/23			11/10/23		
Additional Notes:										
Signature of person completing this form:								Date:		

New Course Proposals

Board of Education
January 8, 2024



New Course Proposals

Process:

1. Submitted by teacher
2. Approval by department chair and building administrator
3. Approval by District Advisory Committee
4. Recommendation to Board of Education for future approval

- **Music Appreciation**
 - Elective (9th-12th)
 - Content includes: music history, music theory, ethnomusicology, music in dance, music in political and social movements, music and technology, history of jazz, music in movies, music in careers, musical theatre and 20th/21st century music
 - \$1600 yearly for subscription for 22 students
- **Exploring Songs as Poetry**
 - Elective (11th, 12th)
 - Content includes: poetic analysis, historical context, comparative studies, songwriting and expression, performance and interpretation
 - No additional cost
- **World Languages & Culture**
 - Elective (5th-12th)
 - Content includes: introduction to multiple languages (French, German, Spanish, along with Arabic, Chinese, or other Asian languages), exploration of various cultures around the world
 - Open-source, online resources

New Course Proposals

Process:

1. Submitted by teacher
2. Approval by department chair and building administrator
3. Approval by District Advisory Committee
4. Recommendation to Board of Education for future approval

- **Astronomy**
 - Elective (10th-12th)
 - Content includes: night sky, the history of astronomy, spaceflight, deeper exploration of solar system and stars
 - Telescopes needed
- **AI- Assisted Programming**
 - Elective (9th-12th)
 - Content includes: enriches existing programming curriculum, develops adaptability, enables flexible learning pace
 - No additional costs
- **Statistics**
 - Elective (11th, 12th)
 - Content includes: analyzing one and two variable data, collecting data, probability, random variables
 - No additional costs

Questions?

DRAFT amended 12-12-23

**OKEMOS PUBLIC SCHOOLS AND MERIDIAN CHARTER TOWNSHIP
FACILITY USE AGREEMENT – MEMORANDUM OF UNDERSTANDING**

MEMORANDUM OF UNDERSTANDING Between Okemos Schools and Meridian Township
This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into between Okemos Schools (hereinafter referred to as "Okemos") and Meridian Township (hereinafter referred to as "Township") on this ____ day of _____, 20____.

WHEREAS, Okemos Schools and Meridian Township are committed to providing high-quality recreational programs for the youth of Okemos; and WHEREAS, Meridian Township Parks and Recreation Department operates various youth sports programs, including soccer, flag football, baseball, and softball; and WHEREAS, Okemos Schools and Meridian Township recognize the mutual benefits of collaboration in utilizing the available facilities for practices and games; NOW,

THEREFORE, Okemos Schools and Meridian Township agree to the following terms and conditions:

1. Utilization of Facilities:

- a. Meridian Township Parks and Recreation Department operates recreation youth soccer, flag football, baseball, softball, and other programs that directly and positively impacts Okemos School students. The Okemos School District operates student and community programs that positively impact Meridian Township residents.
- b. The Township and District may utilize a combination of Okemos Schools facilities and Meridian Township facilities for practices and games. No fees will be charged with the exception of the fees indicated below.
- c. The Township and district are responsible for supervision and oversight of those participating in or attending events with use of facilities.
- d. Special events beyond the normal scope of use (practices, games, field trips, one time meetings/events) outlined in this memorandum, shall be reviewed on a case by case basis by both parties to see if they call outside the scope of the agreement where reasonable fees may be charged.

2. Field Preparation and Maintenance:

- a. Meridian Township and District shall be responsible for lining the fields and preparing the ball fields (dragging and chalking) required for the operation of its programs, regardless of ownership of the site.
- b. The Township and District shall ensure that the fields are maintained in good condition throughout the duration of the programs, required for the operation of its programs, regardless of ownership of the site.
- c. The Township and District shall provide any non-fixed equipment necessary for the sporting or recreation event to occur, required for the operation of its programs, regardless of ownership of the site.

d. Damages beyond normal wear and tear to sites known to be caused by an event under supervision of the Township or District may be charged to the corresponding party to return the area to its prior condition for use.

3. Scheduling and Coordination:

a. Okemos Schools and Meridian Township shall work collaboratively to establish a schedule for the utilization of the facilities.

b. Both parties shall make reasonable efforts to accommodate each other's needs and minimize scheduling conflicts.

c. Meridian Township and Okemos District activities shall have priority in utilization of their own respective premises in the event that a conflict occurs, and priority over other entities.

d. An annual planning meeting between the Township and District shall occur to develop a three-year, ongoing calendar to coordinate events for community education, athletics and Meridian Parks and recreation and use of corresponding fields or parks.

4. Fee Schedule

a. The Township and District will not charge each other for custodial/ground coverage of the respective area where the event occurs at a time normal operations of the site are expected. (Weekdays)

b. The Township and District may charge each other custodial/grounds coverage of the respective area where the event occurs at a time when normal operations of the site are not expected. (Weekends, Holidays)

7. Liability and Insurance:

a. Each party shall be responsible for maintaining appropriate liability insurance coverage for its respective programs and activities.

b. Okemos Schools and Meridian Township shall indemnify and hold each other harmless from any claims, damages, or liabilities arising out of their respective activities under this MOU, to the extent permitted by law.

8. Term and Termination:

a. This MOU shall commence on the date first written above and shall remain in effect until terminated by either party upon thirty (30) days' written notice to the other party.

9. Amendments:

Any amendments or modifications to this MOU shall be in writing and signed by both parties.

10. Governing Law:

This MOU shall be governed by and construed in accordance with the laws of the state of [State], without regard to its conflict of laws principles. IN WITNESS WHEREOF, the undersigned, duly authorized representatives of Okemos Schools and Meridian Township, have executed this Memorandum of Understanding as of the day and year first above written.

[Okemos Schools Representative]
Title: _____

[Meridian Township Representative]
Title: _____

Approved by the Meridian Township Board on 12-12-23