

Board of Education Mary Gebara President, 2023-2024	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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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, December 9, 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.

RECOGNITION: Board Member Appreciation

President Mary Gebara will recognize Members Melanie Lynn and Jayme Taylor for their dedication and service as a member of the Okemos Board of Education.

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 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 3 for immediate implementation and appropriate action. Item 1: Approval of the Minutes of the Regular Meeting of November 25, 2024; Item 2: Approval of the Minutes of the Executive Session Meeting of November 25, 2024; and Item 3: That the board acknowledge receipt of the November financial statement and approve payment of bills for November.

OTHER ACTION ITEMS

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

Kinawa Furniture Purchase

Assistant Superintendent Bailey presented Kinawa classroom furniture to be purchased in the summer of 2025 and provided an overview of future furniture purchases funded by the 2022 bond.

that the board award the purchase of furniture for Kinawa to VS America, in an amount not to exceed \$1,894,133.79 and to be funded through the 2022 bond.

Summer Tax Collection

Alaiedon Township, Meridian Township, and the City of Lansing have agreed to collect one-half the total summer property tax located in their respective city or township.

That the board waive the reading and adopt the resolution for collection of summer property tax as appropriate from Alaiedon Township, Meridian Township, and the City of Lansing and to negotiate a reasonable expense for such collection of the district's tax levy (Roll Call Vote).

MASB Strategic Planning Services

A sub-committee of the board has reviewed the proposal for MASB strategic planning services.

that the board authorize the superintendent to complete the contract with MASB to facilitate the Strategic Planning Process in an amount not to exceed \$11,147.

Board Policy Final Reading

The board approved first reading of policies 2406 Board Officers' Duties and 2505 Board Committees during its meeting of November 11, 2024. These policies were then posted to the district's website for public review/comment for 30 days or more per board policy.

That the board waive the reading and adopt final reading of board policies 2406 Board Officers' Duties and 2505 Board Committees.

Board Operating Procedures

The board has developed and reviewed the proposed Board Operating Procedures.

that the board waive the reading and adopt the Board Operating Procedures.

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.

PHASE Advisory Board

Assistant Superintendent Stacy Bailey will provide information regarding a recommendation from the district's Parent Council for an appointment to the district's Personal Health and Sexuality Education Advisory (PHASE) Board.

2024-2025 Budget Revision

Finance Director Elizabeth Lentz will provide information regarding 2024-2025 budget revisions.

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



MANUFACTURER & DEALER SELECTION

Fall 2023

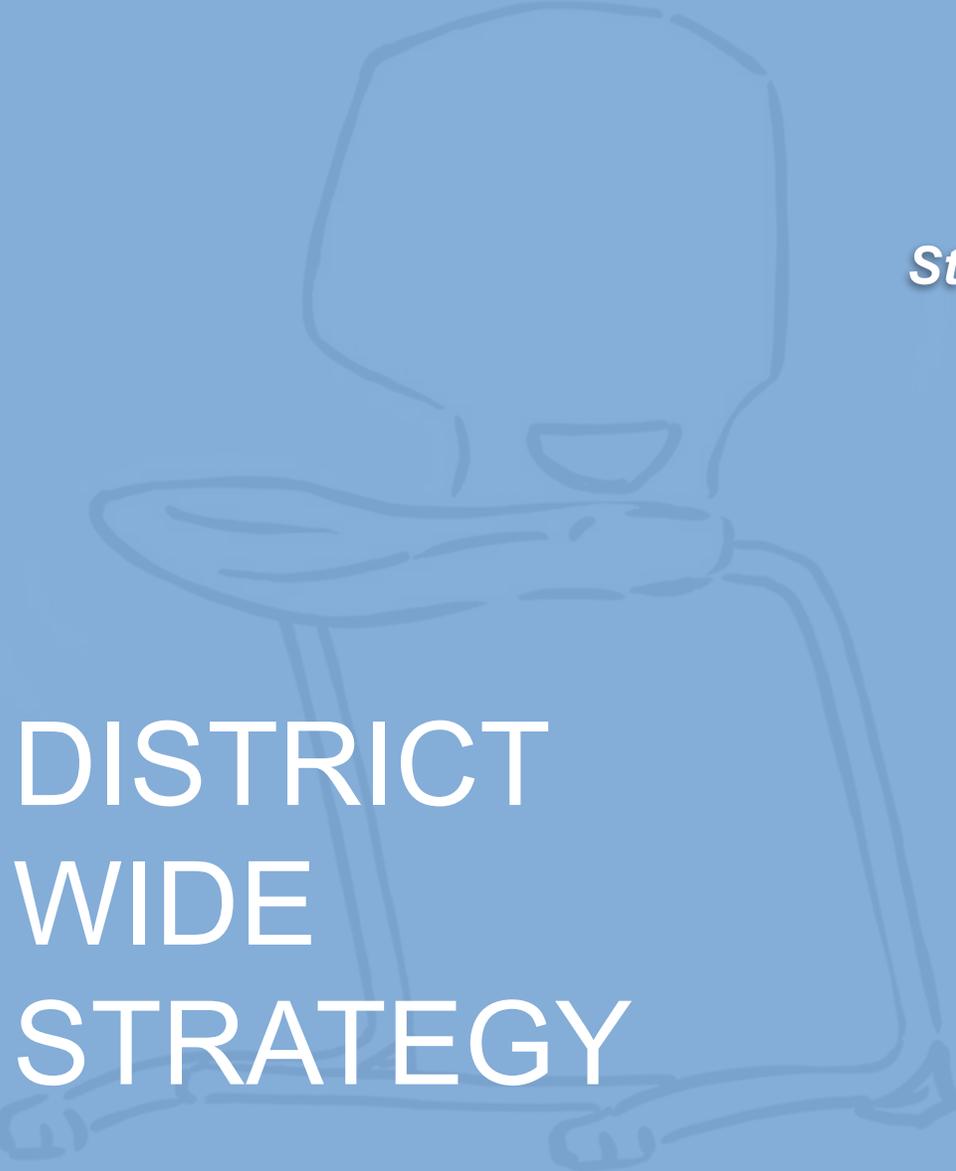
OPS Steering Committee - Stacy Bailey, Jody Noble,
Steve Stierley, Past Operations Director

Tower Pinkster facilitated three Manufacturer/Dealer
furniture tours and interviews

VS/Great Lakes selected for student furniture
Haworth/DBI selected for administration furniture

Selection Metrics

- Durability
- Flexible Learning Environments
- Warranty / Services Provided
- Cost



DISTRICT WIDE STRATEGY

Priority Order:

- 1) Three Big Rocks – Chippewa, Cornell, Kinawa
- 2) Bennett Woods, Central Montessori, Hiawatha
- 3) High School

Strategy

Fall 2025: Kinawa classroom furniture

Fall 2026: New Chippewa furniture

Fall 2026/28: New Cornell furniture

Fall 2030: Other Kinawa furniture needs

Spring 2025: Complete Layout & Budgeting Estimates for other elementaries

TBD: Implementation of classroom furniture for other elementaries

TBD: Determine ability for needs at High School



Pilot Classroom Program

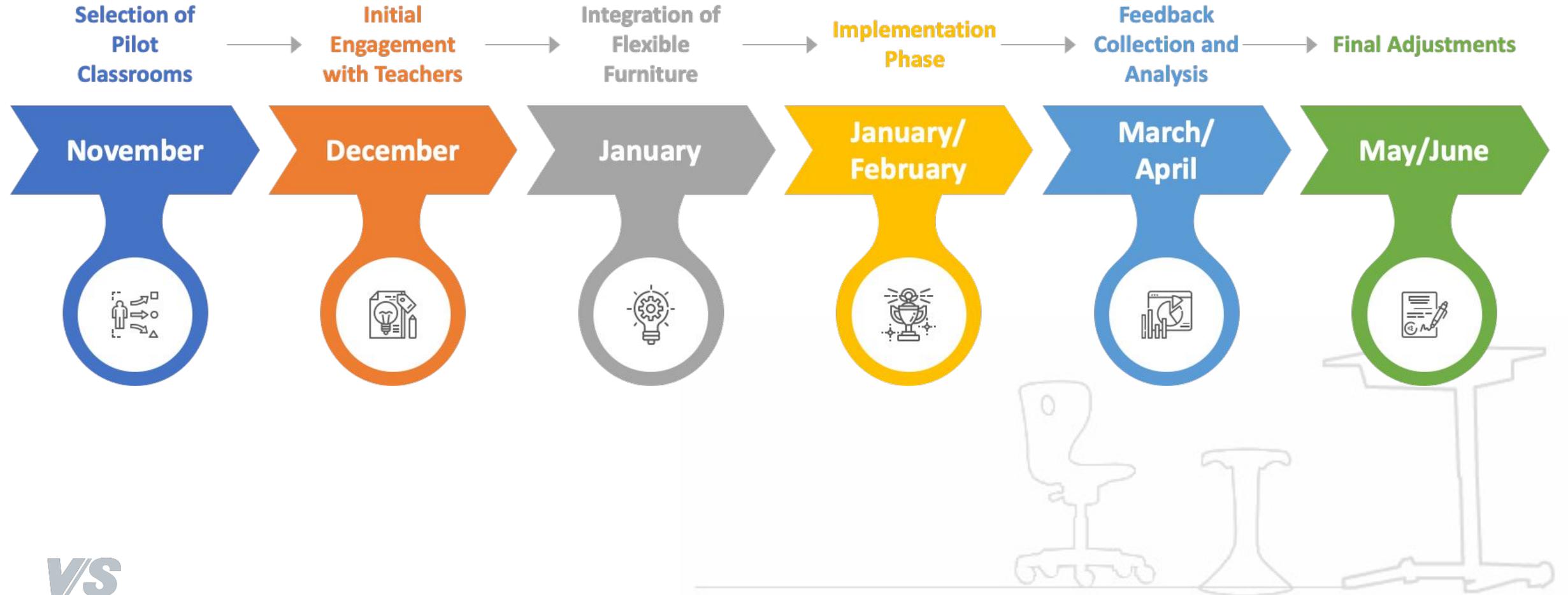
OKEMOS PUBLIC SCHOOLS

2024 Winter/Spring Pilot Program

The Pilot Classroom Program's Objective:

- Test-drive a wide variety of furniture pieces.
- Inform the *Direction* of OPS's district wide furniture purchases.
- Align flexible furniture solutions with Curriculum and Instruction Delivery.
- Provide pilot teachers with the professional learning opportunities to better use their spaces and furniture.

PILOT PROCESS



Pilot Teachers

Cornell Elementary School

Katie Casson - Kindergarten

Andrea Tousignant – 3rd Grade

Kinawa 5th/6th Middle School

Jeff Vacha – 5th/6th Grade Montessori

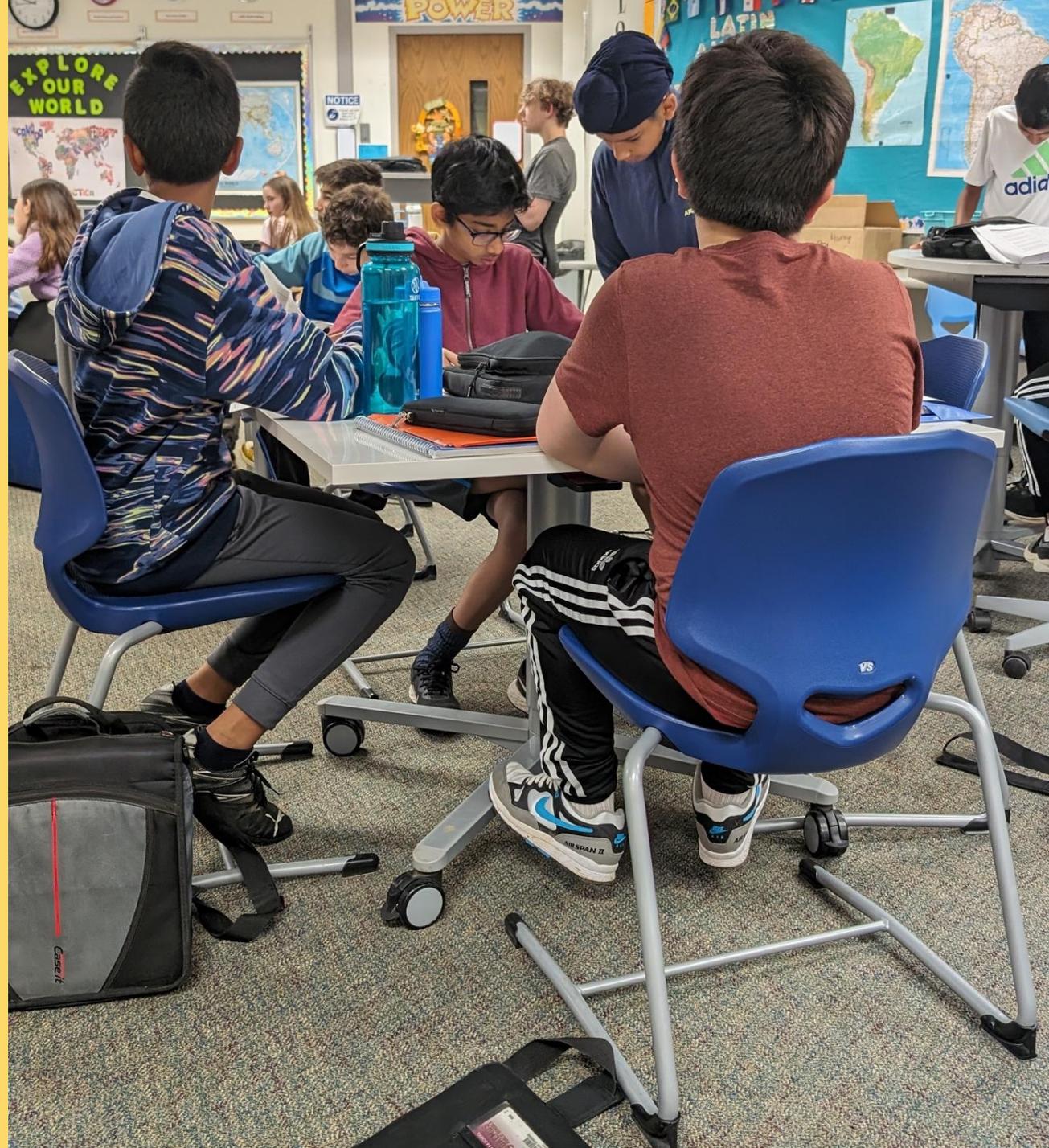
Sheri Gunns – 6th Grade Math

Chippewa 7th/8th Middle School

Jillian McKimmy – 8th Grade Math/Science

Kelly Cesar – 8th Grade Language Arts

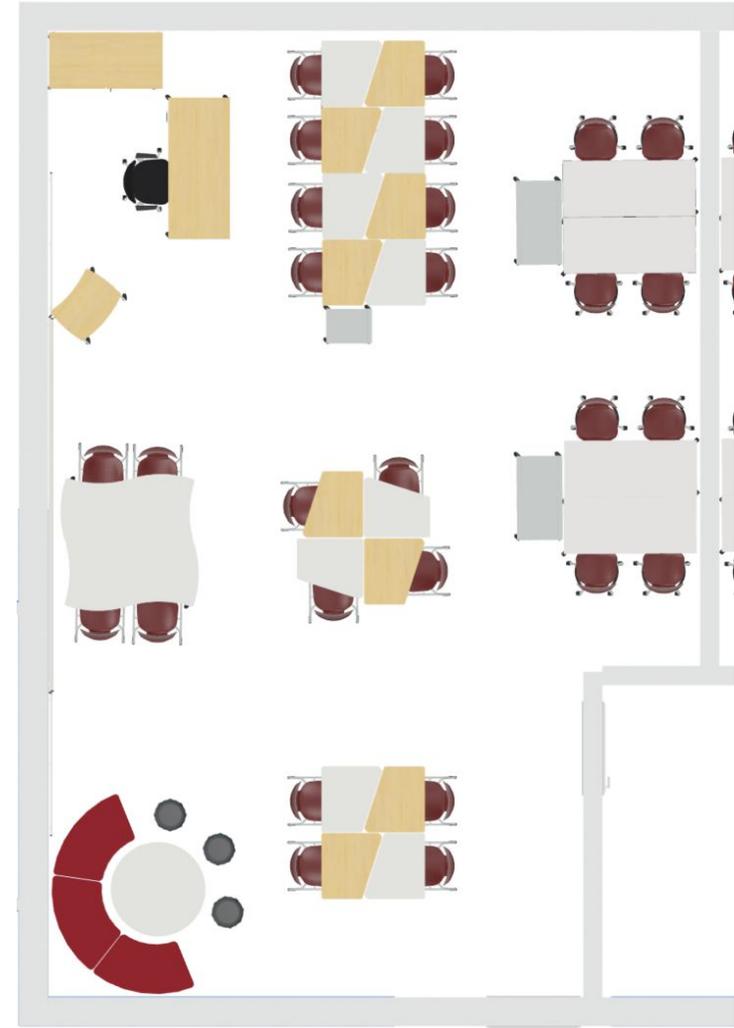
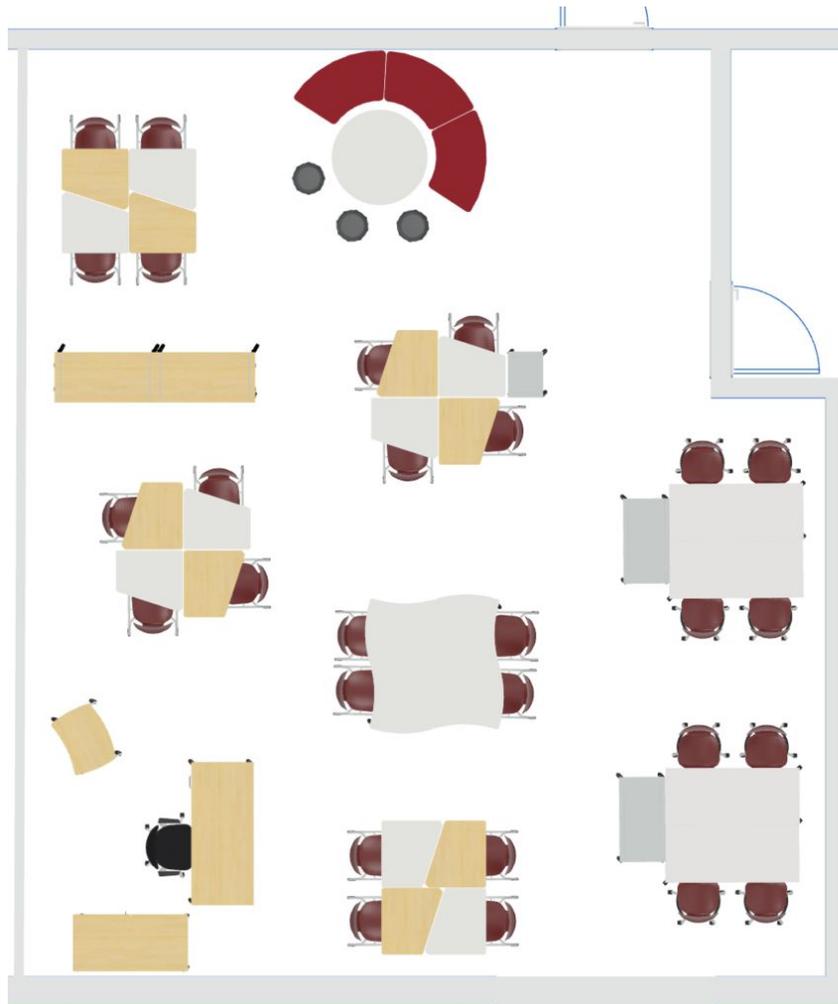
Special Thank You to Principals **Tracy Ojerio**, **Steve Stierley** and **Jody Noble** for their participation and leadership in the Pilot Program Process.



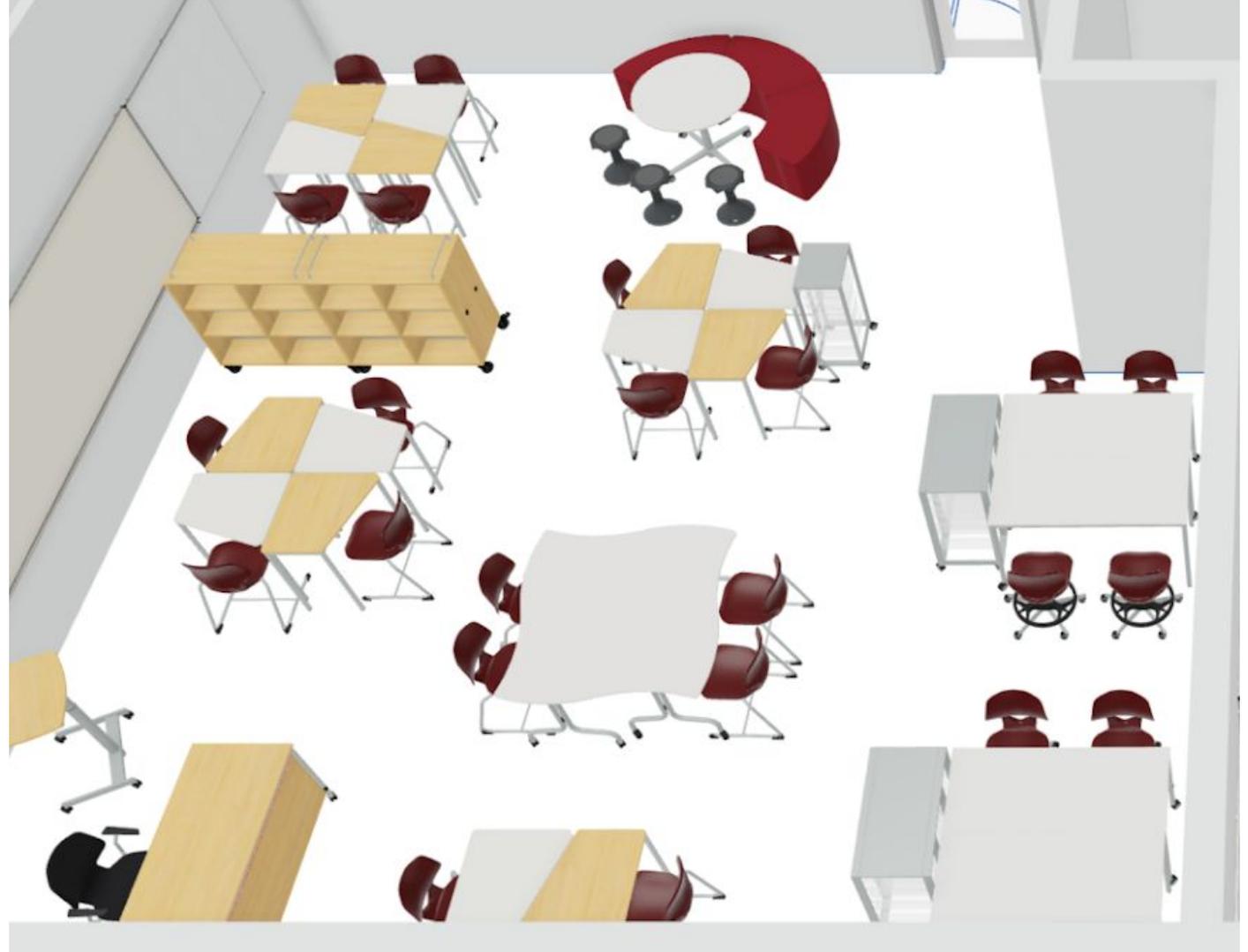
CLASSROOM FURNITURE SELECTIONS:

- Final selections were *directionally informed* by students, teachers and school leaders while keeping in mind district budget goals.
- Teacher and student feedback was shared with school leaders and a standards program was developed from this feedback.

Key Insights from Teachers Driving Furniture Decisions: TABLES AND SURFACES



Key Insights from Teachers Driving Furniture Decisions: CHAIRS AND SEATING



Key Insights from Teachers Driving Furniture

Decisions: STORAGE





Teacher Observations on Furniture Types

"The Tano tables have really changed how we do group work. **It's easier for students to see and interact with each other,**" Jillian observed, highlighting the **positive impact on group dynamics and content collaboration.**

"The shelves have been a game-changer for our classroom library, making it **easy to organize and access books,**" another teacher shared, demonstrating the functional use of space.

"Students **love the variety**—especially the Hokki stools and chairs on casters. It seems like there's **something for everyone,**" noted a teacher, appreciating the accommodation of different learning preferences.

"Being able to rearrange the puzzle tables for different activities has been invaluable. **It supports everything from lectures to projects,**" a teacher mentioned, emphasizing the versatility of the furniture.

STUDENT FEEDBACK:

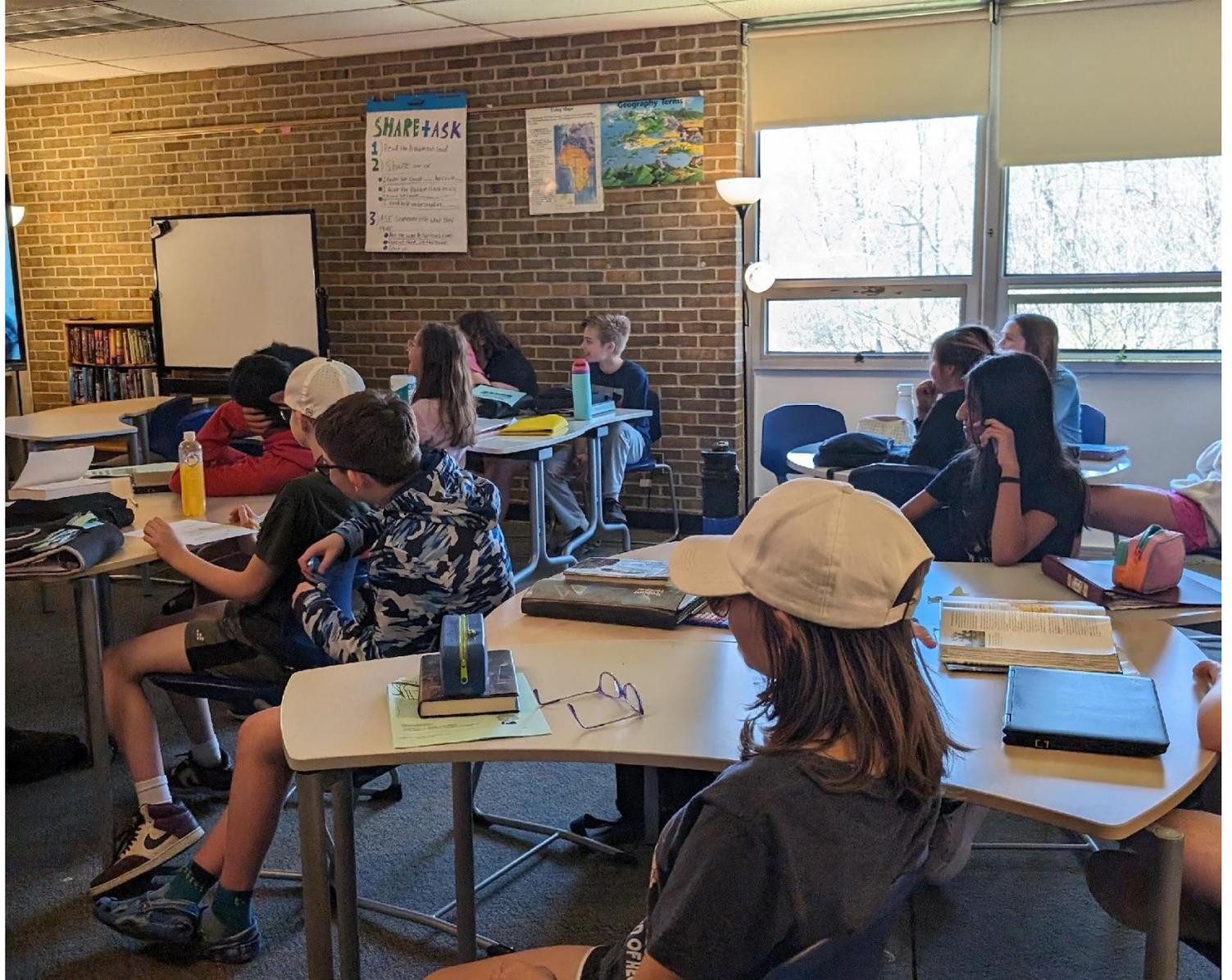
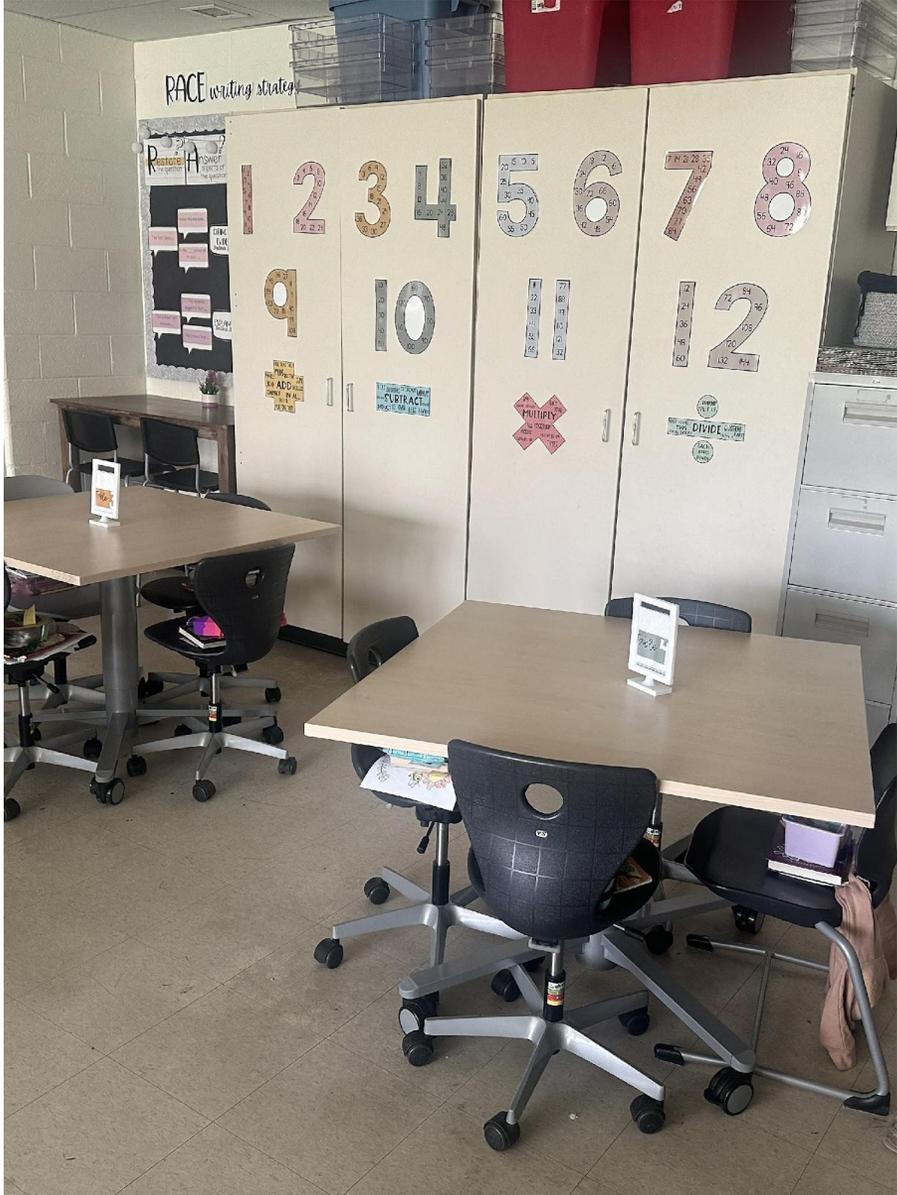
*I like how some of the **chairs can move around and rock**, it makes them **more comfortable**, and makes it **less distracting**. – 5th Grade Student*

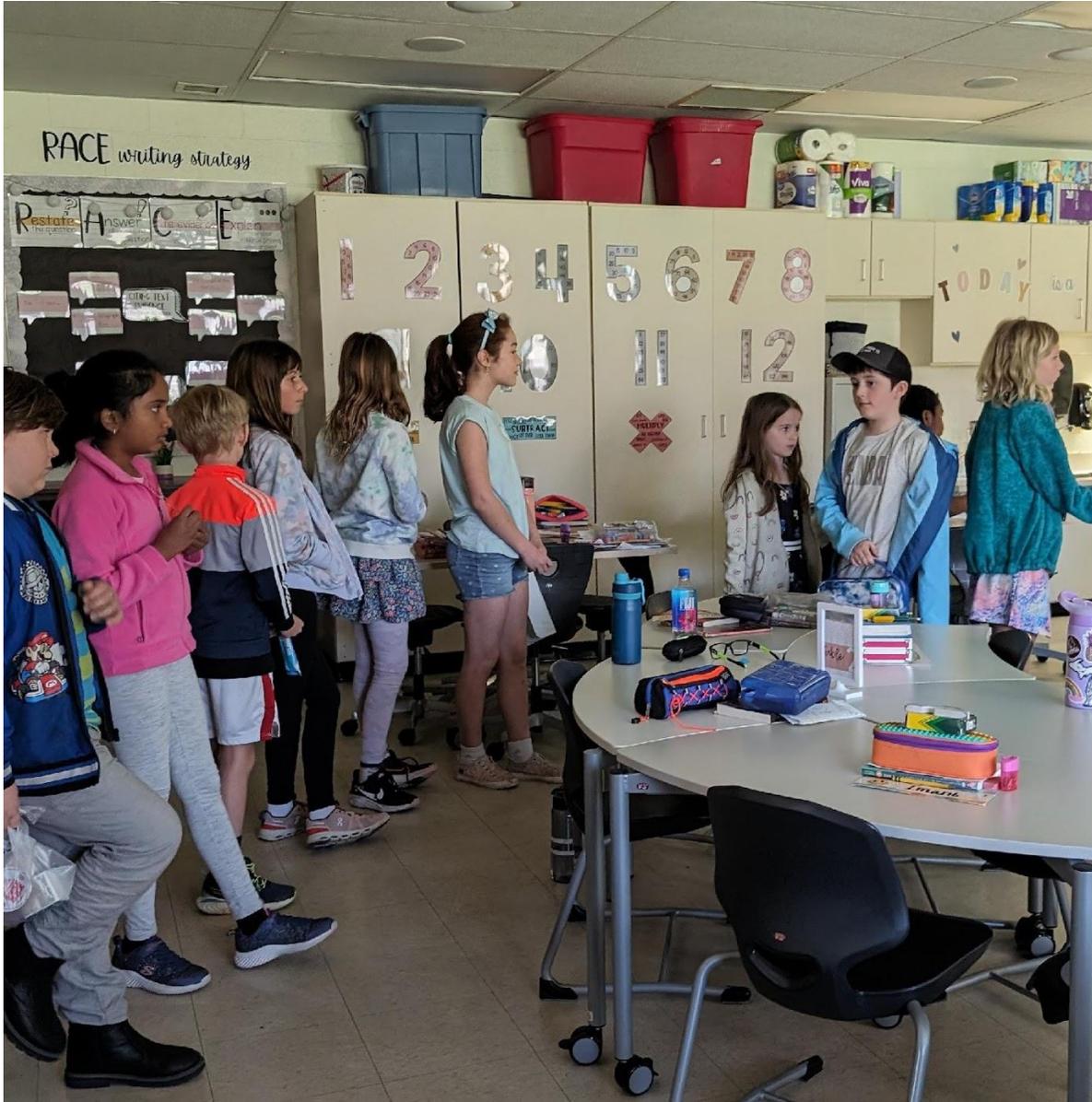
*They helped me move around to my friends so we could **engage in conversations involving our work** and complete our work together. - 8th Grade Student*

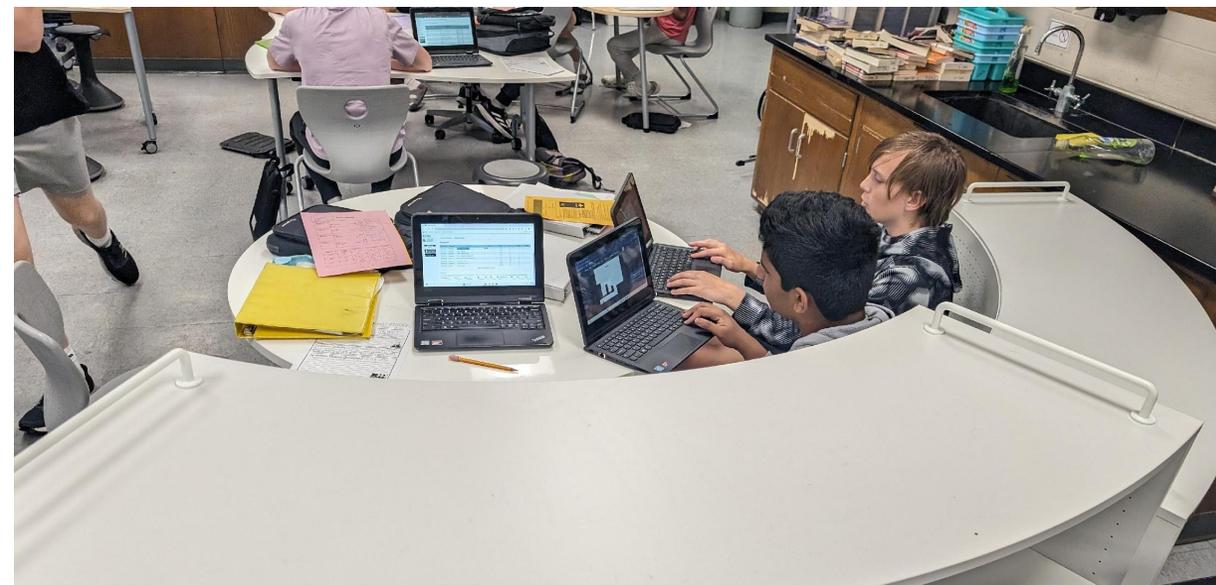
*With the new furniture, I can sit at a small table with my friends and we can **easily talk to the teacher** who is right next to us and can help provide insight when we are confused about the work. – 8th Grade Student*

*The tables are placed in a way that **we can all participate well**. – 6th Grade Student*

*It is easier to relax and it's **really comfortable**, so I can **learn better**. – 8th Grade Student*









Furniture Pieces Chosen



JUMPER Collection



V/S

HOKKI STOOL



The original wobble stool

100% recyclable plastic

Allows easy and safe
Light and easy to carry



This present:
use or replica

Shift+



Shift+ Fusion

Group table (freeform)
(wxd) = 55 1/2 x 31



Shift+ FusionFlip

Group table (freeform)
(wxd) = 55 1/2 x 31



Shift+ Interact

Teacher lectern
(wxd) = 26 3/8 x 20
(height adjustable) = 28-45 1/4



Shift+ Landscape

Soft seating element
(60° wxd) = 43 3/8 x 20 3/4
(Straight wxd) = 41 5/8 x 20 3/4
(Angled wxd) = 55 1/2 x 28 5/8
(Square wxd) = 20 3/4 x 20 3/4

Storage element*
(60° wxd) = 43 3/8 x 20 3/4
(Straight wxd) = 41 5/8 x 20 3/4

*Storage elements only available in 16 5/8 height



RONDO LIFT

Fully-adjustable pneumatic table
in **multiple shapes and sizes**

Locking casters

Optional tilt mechanism with
writable surface

Great option for students and
teacher workstation



TANO

Trapezoid top offers many configurations



Plastic Bins



Stacking



Castors



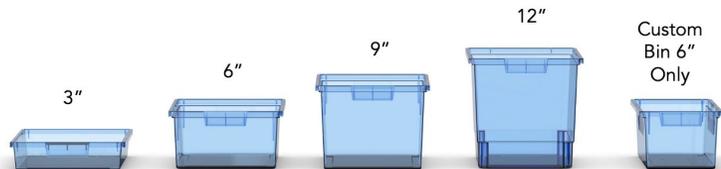
Backpack Hook



SPACE Storage

Mobile and fixed bin storage system

Fully-welded steel frame



Used Furniture

- Partner with The Reuse Network
- Goal is to keep usable furniture out of landfills
- Match inventory of usable used furniture with communities in need in US & Worldwide
- Damaged/unusable furniture would be recycled
- Manage the process from start to finish

Next Steps

- December 9 BOE Action Not to Exceed \$1,900,000 for Kinawa classroom furniture
- Spring 2025 Professional learning “Moving out to Move In”
- Fall 2025 Professional learning on new furniture and how to best to use



Quotation

Quote Number 0200241188

Revision 1

Revision Date 10/28/2024

Customer VS America, Inc.
1940 Abbott Street
Suite 501
Charlotte NC 28203
United States

Customer Reference **GLFS-Okemos Kinawa Overall Articles**

Date Quoted 10/18/2024

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

*Barring the announcement of a formal price increase.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	45303 Shift+ Landscape low cabinet w/shelves, middle partition center back panel	75	\$ 1,264.88	\$ 94,866.00
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	505 equipment 074 with magnet for linking			
	519 shelf 008 8, same as body			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 52.7 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
2	33525 JUMPER Air Move Plus, design swivel chair with arms, gas-spring height adjustment from 54.5-79.3cm, with foot ring, seat and backrest shell size XL, upholstered on all sides	45	\$ 651.84	\$ 29,332.80
	230 metal color 059 arctic			
	279 fabric group 074 Era			
	287 cover 337 S74/75 Era CSE14, black			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 062 soft castors			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			
3	23031 Special EcoTable-R, teacher's desk, four-legged round tube frame, 1 pedestal with 4 drawers 1.5+ 2+ 3+ 3 HU, 150x65cm *Mobile on castors	39	\$ 1,545.79	\$ 60,285.81
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	606 assembly position 009 pedestal on lhs			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	310 Front 001 Chipboard décor			
	311 front color laminate 028 natural maple laminate			
	430 front edge 001 1.5mm plastic			
	431 laminate color front edge 028 natural maple laminate			
	471 handle 022 metal bow handle, Cr-plated			
	473 hardware 004 Orga drawer with full pull out			
	474 hardware 006 with slide-in damping			
	510 orga-accessories 019 with organization set no. 9			
	470 lock 001 unified locking 18001			
	512 panel 002 enclosed with screens			
	500 glides / castors 999 castors			
	903 packaging 002 with export protection			
	Unit List Price \$ 1992.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
4	47527 Serie 800-Mobil low cabinet, 2 middle partitions, 2 doors	39	\$ 1,199.70	\$ 46,788.30
	519 shelf 006 6, same as body 310 Front 001 Chipboard décor 311 front color laminate 028 natural maple laminate 430 front edge 001 1.5mm plastic 431 laminate color front edge 028 natural maple laminate 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 028 natural maple laminate 344 base type 027 mobile, design castors d=7.5cm 470 lock 001 unified locking 18001 471 handle 022 metal bow handle, Cr-plated 473 hardware 021 hinges concealed, 110°,damped 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 120.0 cm Overall Width 120.0 cm Body Height 77.0 cm Overall Height 88.2 cm Body Depth 58.0 cm Overall Depth 60.0 cm			
	Unit List Price \$ 1546.00			
	Discount (%) 22.40000			
5	01455 Shift+ Base freeform teacher's table, gas-filled strut height adjustment from 74 - 117cm, table top WxD 67x50.5cm	40	\$ 931.20	\$ 37,248.00
	230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 060 mobile 502 Equipment under table/seat 014 with storage basket 903 packaging 002 with export protection			
	Unit List Price \$ 1200.00			
	Discount (%) 22.40000			
6	45410 SpaceWalk, Single-Standard storage module, rectangular tubular frame with 4 castors, 1 row with guide rails for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 36.6x99.6x48.3cm	32	\$ 659.60	\$ 21,107.20
	544 Row 1 940 receives CW bin Kit 1 clear 231 metal color frame 059 arctic 348 top 020 steel 238 metal color top 059 arctic 903 packaging 002 with export protection			
	Unit List Price \$ 850.00			
	Discount (%) 22.40000			
7	45431 SpaceWalk, Triple-Variable storage module, rectangular tubular frame, with 4 castors, 3 rows with guide rails, rows 1 and 3 each for 4 double-book boxes, row 2 for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 89.2x99.6x48.3cm	80	\$ 1,396.80	\$ 111,744.00
	544 Row 1 990 receives 6" book bins clear 545 Row 2 900 receives 3" bins clear 546 Row 3 990 receives 6" book bins clear 231 metal color frame 059 arctic 348 top 020 steel 238 metal color top 059 arctic 903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
8	Replaces discontinued model 01490 01492 Tano, asymmetrical multipurpose table, stackable, WxD 70x66/43cm	327	\$ 322.04	\$ 105,307.08
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 415.00			
	Discount (%) 22.40000			
9	09329 Shift+ Landscape seat module 60° round element, W/D 109.9x52.8cm, radius 57.2/110cm	124	\$ 989.40	\$ 122,685.60
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
10	33506 JUMPER Air Move, swivel chair, gas-spring height adjustment from 41.8-54.6cm, polypropylene seat and backrest shell size L, with piggy-back suspension	312	\$ 360.84	\$ 112,582.08
	230 metal color 059 arctic			
	280 seat / backrest plastic 027 dark red			
	500 glides / castors 064 soft castors, height +2,5cm			
	504 equipment 058 with height-adjust. foot ring			
	903 packaging 002 with export protection			
	Unit List Price \$ 465.00			
	Discount (%) 22.40000			
11	Replaces discontinued model 01490 01492 Tano, asymmetrical multipurpose table, stackable, WxD 70x66/43cm	327	\$ 322.04	\$ 105,307.08
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 415.00			
	Discount (%) 22.40000			
12	03825 Hokki, plastic stool for active sitting	166	\$ 97.00	\$ 16,102.00
	204 seat height 046 46cm size blue			
	290 color 073 dark-grey			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
13	23064 EcoTable-R, table, four-legged round tube frame	138	\$ 426.80	\$ 58,898.40
	205 table height 082 82cm size brown 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 328 white 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 328 white 500 glides / castors 083 2 Castors left, 2 2K glides 903 packaging 002 with export protection			
	Width 140.0 cm Depth 60.0 cm			
	Unit List Price \$ 550.00			
	Discount (%) 22.40000			
14	23064 Special EcoTable-R, table, four-legged round tube frame *Special height 91cm (35 7/8"); coded with (4) castors	18	\$ 707.71	\$ 12,738.78
	205 table height 999 91cm (35 7/8") 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 328 white 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 328 white 500 glides / castors 083 2 Castors left, 2 2K glides 903 packaging 002 with export protection			
	Width 140.0 cm Depth 60.0 cm			
	Unit List Price \$ 912.00			
	Discount (%) 22.40000			
15	22237 Special RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm *with white writable top	40	\$ 1,777.04	\$ 71,081.60
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 999 *white, writeable 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 020 pure white 473 hardware 009 hinged table top 470 lock 001 unified locking 18001 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 2290.00			
	Discount (%) 22.40000			
16	33400 JUMPER Air Active, chair with polypropylene seat and backrest shell	839	\$ 131.92	\$ 110,680.88
	204 seat height 046 46cm size blue 230 metal color 059 arctic 280 seat / backrest plastic 027 dark red 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Unit List Price \$ 170.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
17	01451 Shift+ Base freeform group table Flip, table with folding top, round-tube frame with casters slidable into each other, table top WxD 140.8x78.8cm	73	\$ 814.80	\$ 59,480.40
	205 table height 076 76cm size blue			
	233 metal color legs 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 443 white, writeable			
	903 packaging 002 with export protection			
	Unit List Price \$ 1050.00			
	Discount (%) 22.40000			
18	30127 Special Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm *Cover S40 Stamskin Top 0002, black	8	\$ 2,944.14	\$ 23,553.12
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 999			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3794.00			
	Discount (%) 22.40000			
19	45417 SpaceStation, Double-Standard storage module, rectangular tubular frame, 2 rows with guide rails, each for 18 single or 8 double, 6 triple or 4 quad boxes, W/H/D 71.2x183.8x48.3cm	10	\$ 2,114.60	\$ 21,146.00
	544 Row 1 940 receives CW bin Kit 1 clear			
	545 Row 2 940 receives CW bin Kit 1 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	516 linking 001 with linking			
	903 packaging 002 with export protection			
	Unit List Price \$ 2725.00			
	Discount (%) 22.40000			
20	45417 SpaceStation, Double-Standard storage module, rectangular tubular frame, 2 rows with guide rails, each for 18 single or 8 double, 6 triple or 4 quad boxes, W/H/D 71.2x183.8x48.3cm	10	\$ 2,114.60	\$ 21,146.00
	544 Row 1 960 receives CW bin Kit 3 clear			
	545 Row 2 940 receives CW bin Kit 1 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	516 linking 001 with linking			
	903 packaging 002 with export protection			
	Unit List Price \$ 2725.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
21	44038 Serie 800 shelving cabinet	15	\$ 752.72	\$ 11,290.80
	519 shelf 004 4, same as body 340 body 001 chipboard décor 341 body color laminate 035 andes grey 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 035 andes grey 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm Body Height 189.5 cm Overall Height 197.0 cm Body Depth 42.5 cm Overall Depth 42.5 cm			
	Unit List Price \$ 970.00			
	Discount (%) 22.40000			
22	31086 LiteBench-ST, lightweight construction bench, stackable, circular steel tube frame, weight 32.3 kg	36	\$ 892.40	\$ 32,126.40
	204 seat height 046 46cm size blue 230 metal color 059 arctic 348 top 054 Solid core board laminated HPL 209 thickness 130 13mm 364 surface color 328 white 439 table top edge 006 corner radius r=2.5mm 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Width 210.0 cm Depth 35.0 cm			
	Unit List Price \$ 1150.00			
	Discount (%) 22.40000			
23	21513 Serie 901 table system, rectangular top	4	\$ 1,402.23	\$ 5,608.92
	348 top 001 chipboard décor 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 630 supporting item on left 004 supp.column w.disc foot ø 49cm 631 table height on left 001 72cm 632 metal color on left 059 arctic 633 glides / castors on left 001 plastic glides 635 supporting item on right 004 supp.column w.disc foot ø 49cm 636 table height on right 001 72cm 637 metal color on right 059 arctic 638 glides / castors on right 001 plastic glides 609 delivery 003 knocked-down 903 packaging 002 with export protection			
	Width 160.0 cm Depth 80.0 cm			
	Unit List Price \$ 1807.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
24	45319 Shift+ Landscape teacher's low cabinet, 1 intermediate shelf at top open compartment - 2 intermediate partitions at bottom, 2 open compartments each w/ 1 adj. shelf insert and 1 compartment w/ door and adj. shelf insert	3	\$ 1,264.88	\$ 3,794.64
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	310 Front 001 Chipboard décor			
	311 front color laminate 028 natural maple laminate			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	470 lock 001 unified locking 18001			
	471 handle 022 metal bow handle, Cr-plated			
	505 equipment 074 with magnet for linking			
	606 assembly position 033 door on left side			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 42.5 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
25	09326 Shift+ Landscape seat module 135° angle unit, right, W/D 140.8x72.5cm	3	\$ 1,396.80	\$ 4,190.40
	204 seat height 046 46cm size blue			
	287 cover 310 S64 Mover, anthracite			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			
26	05592 LinkUp, mobile screen, steel frame, frames can be slid into each other to save space, WxHxD 102x173x32cm	6	\$ 822.56	\$ 4,935.36
	539 version 099 with filling			
	231 metal color frame 059 arctic			
	377 surface 1 009 white w/o lineation			
	379 surface 2 022 as surface 1			
	609 delivery 003 knocked-down			
	903 packaging 002 with export protection			
	Unit List Price \$ 1060.00			
	Discount (%) 22.40000			
27	05592 LinkUp, mobile screen, steel frame, frames can be slid into each other to save space, WxHxD 102x173x32cm	2	\$ 822.56	\$ 1,645.12
	539 version 099 with filling			
	231 metal color frame 059 arctic			
	377 surface 1 009 white w/o lineation			
	379 surface 2 022 as surface 1			
	609 delivery 003 knocked-down			
	903 packaging 002 with export protection			
	Unit List Price \$ 1060.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
28	45303 Shift+ Landscape low cabinet w/shelves, middle partition center back panel	8	\$ 1,264.88	\$ 10,119.04
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 059 arctic			
	505 equipment 074 with magnet for linking			
	519 shelf 008 8, same as body			
	903 packaging 002 with export protection			
	Width 105.5 cm			
	Height 110.2 cm			
	Depth 52.7 cm			
	Unit List Price \$ 1630.00			
	Discount (%) 22.40000			
29	45410 SpaceWalk, Single-Standard storage module, rectangular tubular frame with 4 castors, 1 row with guide rails for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 36.6x99.6x48.3cm	3	\$ 659.60	\$ 1,978.80
	544 Row 1 950 receives CW bin Kit 2 clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	903 packaging 002 with export protection			
	Unit List Price \$ 850.00			
	Discount (%) 22.40000			
30	09329 Shift+ Landscape seat module 60° round element, W/D 109.9x52.8cm, radius 57.2/110cm	10	\$ 989.40	\$ 9,894.00
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
31	09451 Shift+ Up table-bench platform, rectangular element, connectable circular tubular frame stackable leg-in-leg to max. 2 in use (59cm high), top smooth 1 side and anti-slip 1 side, placed on loose 105.5x85cm, 32cm high	6	\$ 461.72	\$ 2,770.32
	230 metal color 059 arctic			
	903 packaging 002 with export protection			
	Unit List Price \$ 595.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
32	44039 Serie 800 shelving cabinet	26	\$ 879.98	\$ 22,879.48
	519 shelf 005 5, same as body 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 028 natural maple laminate 361 finished back 001 chipboard in body décor 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm Body Height 227.0 cm Overall Height 234.5 cm Body Depth 42.5 cm Overall Depth 43.3 cm			
	Unit List Price \$ 1134.00			
	Discount (%) 22.40000			
33	44550 Special Serie 800 shelving cabinet *4 LignoPal shelves with metal support bar as body	24	\$ 1,458.88	\$ 35,013.12
	519 shelf 999 340 body 001 chipboard décor 341 body color laminate 035 andes grey 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 035 andes grey 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 120.0 cm Overall Width 120.0 cm Body Height 227.0 cm Overall Height 234.5 cm Body Depth 58.0 cm Overall Depth 58.0 cm			
	Unit List Price \$ 1880.00			
	Discount (%) 22.40000			
34	23053 EcoTable-R, round table, four-legged round tube frame	1	\$ 671.24	\$ 671.24
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 040 2-component glides 903 packaging 002 with export protection			
	Diameter 120.0 cm			
	Unit List Price \$ 865.00			
	Discount (%) 22.40000			
35	01455 Shift+ Base freeform teacher's table, gas-filled strut height adjustment from 74 - 117cm, table top WxD 67x50.5cm	8	\$ 931.20	\$ 7,449.60
	230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 060 mobile 502 Equipment under table/seat 014 with storage basket 903 packaging 002 with export protection			
	Unit List Price \$ 1200.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
36	03434 LuPoGlide-Comfort air-cushion chair, steel, skid frame, stackable, with wide seat and backrest surfaces	147	\$ 155.20	\$ 22,814.40
	204 seat height 046 46cm size blue			
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 200.00			
	Discount (%) 22.40000			
37	44036 Serie 800 low shelving cabinet	74	\$ 588.98	\$ 43,584.52
	519 shelf 002 2, same as body			
	340 body 001 chipboard décor			
	341 body color laminate 028 natural maple laminate			
	433 body front edges 001 1.5mm plastic			
	434 laminate color body front edge 028 natural maple laminate			
	609 delivery 001 glued			
	903 packaging 002 with export protection			
	Body Width 80.0 cm Overall Width 80.0 cm			
	Body Height 114.5 cm Overall Height 122.0 cm			
	Body Depth 42.5 cm Overall Depth 42.5 cm			
	Unit List Price \$ 759.00			
	Discount (%) 22.40000			
38	21090 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 13.5 kg	38	\$ 279.36	\$ 10,615.68
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 041 2 castors, 2-component glides			
	903 packaging 002 with export protection			
	Width 70.0 cm			
	Depth 55.0 cm			
	Unit List Price \$ 360.00			
	Discount (%) 22.40000			
39	45293 Shift+ Landscape low cabinet w/shelves 60° round element, middle partition, W/H/D 152.6x110.2x42.5cm, radius 111/153.5cm (height +5.4cm for push-handle)	6	\$ 1,633.48	\$ 9,800.88
	506 sliding handle 009 2 sliding handles			
	237 metal color handle 059 arctic			
	340 body 001 chipboard décor			
	341 body color laminate 328 white			
	344 base type 029 mobile, spec.castors, d= 10cm			
	361 finished back 022 perforated metal			
	362 color finished back 091 white RAL 9016			
	505 equipment 074 with magnet for linking			
	544 Row 1 002 2 adj. shelf inserts like body			
	545 Row 2 002 2 adj. shelf inserts like body			
	903 packaging 002 with export protection			
	Unit List Price \$ 2105.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
40	01471 TeamTable free-form standing table with storage board, amoeba-shaped table top 165x114cm	2	\$ 849.72	\$ 1,699.44
	207 table height 110 110cm standing height			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 002 adjustable plastic glides			
	524 shelves 054 storage shelf chipboard décor			
	533 shelf color laminate 028 natural maple laminate			
	903 packaging 002 with export protection			
	Unit List Price \$ 1095.00			
	Discount (%) 22.40000			
41	09325 Shift+ Landscape seat module, W/D 52.8x52.8cm	2	\$ 651.84	\$ 1,303.68
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			
42	45421 SpaceWalk, Triple-Book storage module, rectangular tubular frame with 4 castors, 3 rows with guide rails, each for 4 double-book boxes, W/H/D 80.9x99.6x48.3cm	6	\$ 1,416.20	\$ 8,497.20
	544 Row 1 990 receives 6" book bins clear			
	545 Row 2 990 receives 6" book bins clear			
	546 Row 3 990 receives 6" book bins clear			
	231 metal color frame 059 arctic			
	348 top 020 steel			
	238 metal color top 084 oxblood			
	357 side cladding 003 both sides			
	239 metal color side cladding 084 oxblood			
	903 packaging 002 with export protection			
	Unit List Price \$ 1825.00			
	Discount (%) 22.40000			
43	22233 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	3	\$ 1,311.44	\$ 3,934.32
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Width 100.0 cm			
	Depth 100.0 cm			
	Unit List Price \$ 1690.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
44	22235 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,202.80	\$ 2,405.60
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 80.0 cm			
	Unit List Price \$ 1550.00			
	Discount (%) 22.40000			
45	03814 Hokki+, plastic stool for active sitting, gas-spring height adjustment from 50 to 68cm	6	\$ 174.60	\$ 1,047.60
	290 color 027 dark red			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 225.00			
	Discount (%) 22.40000			
46	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,358.00	\$ 2,716.00
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 1750.00			
	Discount (%) 22.40000			
47	33526 JUMPER Air Move Plus, swivel chair, gas-spring height adjustment from 50.3-75.1cm, with foot ring, polypropylene seat and backrest shell size L with piggy-back suspension	4	\$ 376.36	\$ 1,505.44
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 064 soft castors, height +2,5cm			
	903 packaging 002 with export protection			
	Unit List Price \$ 485.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
48	22238 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	2	\$ 1,544.24	\$ 3,088.48
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 328 white			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 120.0 cm			
	Unit List Price \$ 1990.00			
	Discount (%) 22.40000			
49	03825 Hokki, plastic stool for active sitting	2	\$ 97.00	\$ 194.00
	204 seat height 046 46cm size blue			
	290 color 073 dark-grey			
	281 seat type / finish 005 Foam overlay			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			
50	23064 EcoTable-R, table, four-legged round tube frame	42	\$ 438.44	\$ 18,414.48
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	500 glides / castors 060 mobile			
	903 packaging 002 with export protection			
	Width 140.0 cm			
	Depth 60.0 cm			
	Unit List Price \$ 565.00			
	Discount (%) 22.40000			
51	31400 PantoSwing-LuPo, chair with polypropylene seat and backrest shell, tested to DIN EN 1729	54	\$ 120.28	\$ 6,495.12
	204 seat height 046 46cm size blue			
	230 metal color 059 arctic			
	280 seat / backrest plastic 027 dark red			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 155.00			
	Discount (%) 22.40000			
52	Replaces discontinued model 01491 01493 Tano, asymmetrical multipurpose table, stackable, WxD 80x69/43cm	8	\$ 333.68	\$ 2,669.44
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 430.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
53	Replaces discontinued model 01491 01493 Tano, asymmetrical multipurpose table, stackable, WxD 80x69/43cm	8	\$ 333.68	\$ 2,669.44
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	500 glides / castors 083 2 Castors left, 2 2K glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 430.00			
	Discount (%) 22.40000			
54	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	1	\$ 1,358.00	\$ 1,358.00
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	473 hardware 008 fixed table top			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 1750.00			
	Discount (%) 22.40000			
55	01475 TriUnion, triangular table 90°, 117.4x117.4cm, 88cm high	6	\$ 834.20	\$ 5,005.20
	231 metal color frame 059 arctic			
	235 star-foot / foot supprt 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	903 packaging 002 with export protection			
	Unit List Price \$ 1075.00			
	Discount (%) 22.40000			
56	03429 LuPoStool	84	\$ 151.32	\$ 12,710.88
	204 seat height 061 61cm			
	230 metal color 059 arctic			
	280 seat / backrest plastic 073 black grey			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 195.00			
	Discount (%) 22.40000			
57	09325 Shift+ Landscape seat module, W/D 52.8x52.8cm	6	\$ 651.84	\$ 3,911.04
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 840.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
58	03811 VS Stakki, 3-legged chair, PP monoblock, stackable	60	\$ 97.00	\$ 5,820.00
	206 seat height 046 46cm			
	290 color 073 dark-grey			
	903 packaging 002 with export protection			
	Unit List Price \$ 125.00			
	Discount (%) 22.40000			
59	21086 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 41.25 kg	18	\$ 640.98	\$ 11,537.64
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 328 white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 328 white			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Width 220.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 826.00			
	Discount (%) 22.40000			
60	22111 FlipTable-RU, table with flip-up top, round-tube frame with castors which can be slid into each other	15	\$ 764.36	\$ 11,465.40
	205 table height 076 76cm size blue			
	233 metal color legs 059 arctic			
	348 top 055 Chipboard laminated			
	209 thickness 190 19mm			
	356 color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	903 packaging 002 with export protection			
	Width 160.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 985.00			
	Discount (%) 22.40000			
61	01470 Puzzle free-form table, amoeba-shaped table top 165x114cm	4	\$ 616.92	\$ 2,467.68
	205 table height 076 76cm size blue			
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 001 2.5mm plastic			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 002 adjustable plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 795.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
62	40054 LearnBox teacher's base cabinet for 2 teachers, 1 intermediate shelf, 2 drawers of 3 HU at both top and bottom	24	\$ 1,261.00	\$ 30,264.00
310	Front	001	Chipboard décor	
311	front color laminate	031	grey white	
430	front edge	001	1.5mm plastic	
431	laminate color front edge	031	grey white	
340	body	001	chipboard décor	
341	body color laminate	031	grey white	
504	equipment	065	prepared for add-on cabinet	
470	lock	001	unified locking 18001	
471	handle	001	plastic bow handle, dark grey	
500	glides / castors	052	adj. foot with KU glides	
903	packaging	002	with export protection	
	Width	36.5	cm	
	Height	74.1	cm	
	Depth	70.0	cm	
	Unit List Price	\$ 1625.00		
	Discount (%)	22.40000		
63	33515 JUMPER Air Move, design swivel chair with arms, gas-spring height adjustment from 46.1-58.9cm, seat and backrest shell size XL, upholstered on all sides	7	\$ 574.24	\$ 4,019.68
230	metal color	059	arctic	
279	fabric group	074	Era	
287	cover	337	S74/75 Era CSE14, black	
539	version	088	CAL TB 117-2013	
500	glides / castors	062	soft castors	
903	packaging	002	with export protection	
	Unit List Price	\$ 740.00		
	Discount (%)	22.40000		
64	22240 RondoLift-R Teach, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm, rectangle table top 120x70cm	3	\$ 1,711.08	\$ 5,133.24
230	metal color	059	arctic	
348	top	001	chipboard décor	
209	thickness	250	25mm	
349	top color laminate	028	natural maple laminate	
439	table top edge	002	2.5mm plastic, r= 2.5mm	
440	laminate color table top edge	028	natural maple laminate	
385	screen	001	chipboard décor	
386	screen color laminate	028	natural maple laminate	
504	equipment	051	1 drawer	
310	Front	001	Chipboard décor	
311	front color laminate	028	natural maple laminate	
471	handle	022	metal bow handle, Cr-plated	
470	lock	001	unified locking 18001	
500	glides / castors	060	mobile	
609	delivery	002	assembled	
903	packaging	002	with export protection	
	Unit List Price	\$ 2205.00		
	Discount (%)	22.40000		

Item	Model/Description	Quantity	Unit Net Price	Extended price
65	22240 RondoLift-R Teach, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm, rectangle table top 120x70cm	3	\$ 1,354.12	\$ 4,062.36
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Unit List Price \$ 1745.00			
	Discount (%) 22.40000			
66	23034 EcoTable-R, teacher's desk, four-legged round tube frame, 2 pedestals each with 4 drawers 1.5+ 2+ 3+ 3 HU, 150x65cm	3	\$ 2,324.12	\$ 6,972.36
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 340 body 001 chipboard décor 341 body color laminate 028 natural maple laminate 310 Front 001 Chipboard décor 311 front color laminate 028 natural maple laminate 430 front edge 001 1.5mm plastic 431 laminate color front edge 028 natural maple laminate 471 handle 022 metal bow handle, Cr-plated 473 hardware 004 Orga drawer with full pull out 470 lock 001 unified locking 18001 512 panel 002 enclosed with screens 500 glides / castors 001 plastic glides 903 packaging 002 with export protection			
	Unit List Price \$ 2995.00			
	Discount (%) 22.40000			
67	47731 Serie 800 organisable low cabinet, 2 internal sliding doors, double middle partition	4	\$ 1,837.57	\$ 7,350.28
	519 shelf 004 4, same as body 310 Front 001 Chipboard décor 311 front color laminate 031 grey white 430 front edge 001 1.5mm plastic 431 laminate color front edge 031 grey white 340 body 001 chipboard décor 341 body color laminate 031 grey white 433 body front edges 001 1.5mm plastic 434 laminate color body front edge 031 grey white 470 lock 001 unified locking 18001 471 handle 055 handle strip 237 metal color handle 059 arctic 474 hardware 004 4-pt. guide, floor w/ rail 609 delivery 001 glued 903 packaging 002 with export protection			
	Body Width 160.0 cm Overall Width 160.0 cm Body Height 114.5 cm Overall Height 122.0 cm Body Depth 58.0 cm Overall Depth 58.0 cm			
	Unit List Price \$ 2368.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
68	23097 EcoTable-R, table, four-legged round tube frame	5	\$ 679.00	\$ 3,395.00
	205 table height 076 76cm size blue 230 metal color 059 arctic 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 060 mobile 903 packaging 002 with export protection			
	Width 200.0 cm Depth 90.0 cm			
	Unit List Price \$ 875.00			
	Discount (%) 22.40000			
69	22237 RondoLift-R, sitting/stand-at table, circular tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm *with white writable top	3	\$ 1,777.04	\$ 5,331.12
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 999 *white, writeable 439 table top edge 001 2.5mm plastic 440 laminate color table top edge 020 pure white 473 hardware 009 hinged table top 470 lock 001 unified locking 18001 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Diameter 100.0 cm			
	Unit List Price \$ 2290.00			
	Discount (%) 22.40000			
70	22233 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	3	\$ 1,311.44	\$ 3,934.32
	230 metal color 059 arctic 348 top 001 chipboard décor 209 thickness 250 25mm 349 top color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 473 hardware 008 fixed table top 500 glides / castors 060 mobile 609 delivery 002 assembled 903 packaging 002 with export protection			
	Width 100.0 cm Depth 100.0 cm			
	Unit List Price \$ 1690.00			
	Discount (%) 22.40000			
71	09327 Shift+ Landscape seat module 135° angle unit, left, W/D 140.8x72.5cm	1	\$ 1,396.80	\$ 1,396.80
	204 seat height 046 46cm size blue 287 cover 310 S64 Mover, anthracite 539 version 088 CAL TB 117-2013 500 glides / castors 001 plastic glides 903 packaging 002 with export protection			
	Unit List Price \$ 1800.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
72	22231 RondoLift-Q, sitting/stand-at table, square tubular pillar with base cross and gas-lift height adjustment from 74-117,9cm	1	\$ 1,280.40	\$ 1,280.40
	230 metal color 059 arctic			
	348 top 001 chipboard décor			
	209 thickness 250 25mm			
	349 top color laminate 028 natural maple laminate			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 028 natural maple laminate			
	500 glides / castors 060 mobile			
	609 delivery 002 assembled			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Depth 80.0 cm			
	Unit List Price \$ 1650.00			
	Discount (%) 22.40000			
73	30127 Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm	4	\$ 2,359.04	\$ 9,436.16
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 295 S46/54 Xtreme YS005, blue			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3040.00			
	Discount (%) 22.40000			
74	30122 Serie Lounge, bench, WxD 160x80cm	1	\$ 1,796.44	\$ 1,796.44
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 290 S46/54 Xtreme YS009, black			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2315.00			
	Discount (%) 22.40000			
75	09328 Shift+ Landscape seat module, W/D 105.5x52.8cm	2	\$ 989.40	\$ 1,978.80
	204 seat height 046 46cm size blue			
	287 cover 313 S64 Mover 124, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1275.00			
	Discount (%) 22.40000			
76	20106 Serie Lounge, table, tubular bow frame, table top 25mm 60x60cm	1	\$ 686.76	\$ 686.76
	207 table height 019 19cm			
	231 metal color frame 060 chrome-plated			
	348 top 001 chipboard décor			
	349 top color laminate 031 grey white			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 031 grey white			
	500 glides / castors 001 plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 885.00			
	Discount (%) 22.40000			

Item	Model/Description	Quantity	Unit Net Price	Extended price
77	30125 Serie Lounge, easy chair with 31.6cm high back, WxD 80x80cm	1	\$ 1,796.44	\$ 1,796.44
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 319 S46 Xtreme YS136, dark red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2315.00			
	Discount (%) 22.40000			
78	30127 Serie Lounge, sofa with 31.6cm high back, WxD 160x80cm	4	\$ 2,359.04	\$ 9,436.16
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 319 S46 Xtreme YS136, dark red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 3040.00			
	Discount (%) 22.40000			
79	30120 Serie Lounge, stool, WxD 80x80cm	4	\$ 1,369.64	\$ 5,478.56
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 291 S46 Xtreme YS046, anthracite			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1765.00			
	Discount (%) 22.40000			
80	30125 Serie Lounge, easy chair with 31.6cm high back, WxD 80x80cm	2	\$ 1,947.76	\$ 3,895.52
	206 seat height 046 46cm			
	231 metal color frame 060 chrome-plated			
	287 cover 276 S51 Blazer CUZ63, red			
	539 version 088 CAL TB 117-2013			
	500 glides / castors 040 2-component glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 2510.00			
	Discount (%) 22.40000			
81	20112 Serie Lounge, table, 4-spoke tubular frame, table top 19mm 60x60cm, 68cm high	1	\$ 1,043.72	\$ 1,043.72
	231 metal color frame 060 chrome-plated			
	348 top 001 chipboard décor			
	349 top color laminate 035 andes grey			
	439 table top edge 002 2.5mm plastic, r= 2.5mm			
	440 laminate color table top edge 035 andes grey			
	500 glides / castors 005 pivoted plastic glides			
	903 packaging 002 with export protection			
	Unit List Price \$ 1345.00			
	Discount (%) 22.40000			

Subtotal	\$ 1,702,868.05
Installation	\$ 162,255.00
Total	\$ 1,865,123.05

Payment Terms: Immediate Payment

Please send POs to: orders@vsamerica.com



Quotation

Quote Number 0200241450

Customer Great Lakes Furniture Supply, Inc.
590 East 32nd Street
Holland MI 49423
United States

Customer Reference **GLFS-Okemos Kinawa**

Date Quoted 10/21/2024

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

To Whom It May Concern:

Please note the following pricing has been presented in net values, based on the stated models, attributes, and quantities. Any alterations may be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requested. Please discuss specific project requirements with your VS America Territory Manager.

Freight costs to a single delivery address within the continental US are included if the total net amount is over \$40,000 USD. Please refer to the VS Freight Terms for a complete list of restrictions and exclusions. Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

*Barring the announcement of a formal price increase.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	66513 TopScript-I, long-wall board	1	\$ 929.65	\$ 929.65
	371 board 1 surface 020 steel enamel wt. w/o lineation			
	509 storage shelf 005 with chalk rail			
	Width 400.4 cm			
	Height 120.8 cm			
	Unit List Price \$ 1198.00			
	Discount (%) 22.40000			
2	66510 TopScript-I, long-wall board	2	\$ 458.62	\$ 917.24
	371 board 1 surface 120 steel enamel gr. w/o lineation			
	Width 200.4 cm			
	Height 120.8 cm			
	Unit List Price \$ 591.00			
	Discount (%) 22.40000			
3	05400 Serie 2000 functional screen, 2 extended feet	15	\$ 1,603.99	\$ 24,059.85
	500 glides / castors 069 design castors, height +11.4cm			
	517 star-foot 006 short extended foot			
	231 metal color frame 159 supporting leg arctic			
	363 surface 004 acoustic board			
	364 surface color 031 grey white			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Height 112.5 cm			
	Unit List Price \$ 2067.00			
	Discount (%) 22.40000			
4	05400 Serie 2000 functional screen, 2 extended feet	5	\$ 620.80	\$ 3,104.00
	500 glides / castors 069 design castors, height +11.4cm			
	517 star-foot 006 short extended foot			
	231 metal color frame 159 supporting leg arctic			
	363 surface 001 chipboard décor			
	364 surface color 031 grey white			
	903 packaging 002 with export protection			
	Width 80.0 cm			
	Height 112.5 cm			
	Unit List Price \$ 800.00			
	Discount (%) 22.40000			

Subtotal	\$ 29,010.74
Total	\$ 29,010.74

Payment Terms: Net 30 days

Please send POs to: orders@vsamerica.com

Annual Summer Tax Resolution Okemos Public Schools (the “District”)

A regular meeting of the board of education of the District (the "Board") was held in the Community Conference Room of the administration building, within the boundaries of the District, on the 9th day of December, 2024, at seven (7:00) o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mary Gebara, President.

Present: Members

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 50% of annual school property taxes, including debt service and sinking funds, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously adopted ongoing resolution imposing a summer tax levy of 50% of annual school property taxes, including debt service and sinking funds, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located and in which a local school district or city is concurrently imposing a summer tax levy, collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located and in which a local school district or city is concurrently imposing a summer tax levy, a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2025.

3. Pursuant to and in accordance with Revised School Code 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

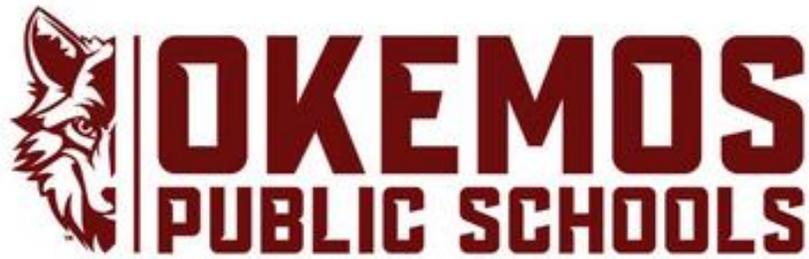
Andy Phelps, Secretary
Okemos Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Okemos Public School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Andy Phelps, Secretary
Okemos Board of Education

*Proposal for Data-Based
Strategic Planning Services*

For



Prepared by Debbie Stair
Assistant Director of Leadership Development
October 15, 2024

Strategic Planning Process

School districts today are challenged to do more than ever before with scarce resources so planning for the future is more important than ever. MASB's Data-based Strategic Planning Process will address three key questions for your district:

- ➔ **Where is the District now?**
- ➔ **Where is the District going?**
- ➔ **How will the District get there?**

Data-based Strategic Planning establishes priorities, focuses energy and resources, strengthens operations and ensures all stakeholders are working toward the achievement of common goals for the District.



Why Michigan Association of School Boards?

MASB has facilitated strategic planning processes and goal-setting processes with over 100 school districts. Our facilitators have extensive experience in strategic planning as well as backgrounds in education and/or board service. These dual competencies uniquely position MASB to customize a strategic planning process that 'fits' your district.

The following key assumptions are made when we propose when partnering with a school district to facilitate a strategic planning/renewal process:

The process must be customized to align with the district's specific needs and incorporate current plans and processes

Board of Education members must be an integral part of the process – providing input, support and commitment

The process must be transparent and inclusive of all stakeholders



Quantitative data must be used with perceptive data to guide the district in identifying priority goals/strategies

The process must include development/renewal of the vision, mission and belief statements

The strategic plan must guide allocation of all District resources

The process must include a framework to ensure implementation and evaluation

Deliverables

MASB's Data-based Strategic Planning Process includes:

A pre-planning session with the Superintendent

A facilitated conversation with the Board of Education and District Administrators to gain input

Up to six face-to-face focus group input sessions with stakeholders. i.e. staff, parents, community members, etc.

One virtual focus group for all stakeholders

A summary and analysis of stakeholder input (qualitative/perceptual data)

Educational data report (quantitative data) including 5-year district trend data comparing the District with five reference districts and state averages

Planning and facilitation of strategic planning retreat for approximately 40 planning team members

Planning and facilitation of implementation workshop with key staff

Written documentation summary of the planning process

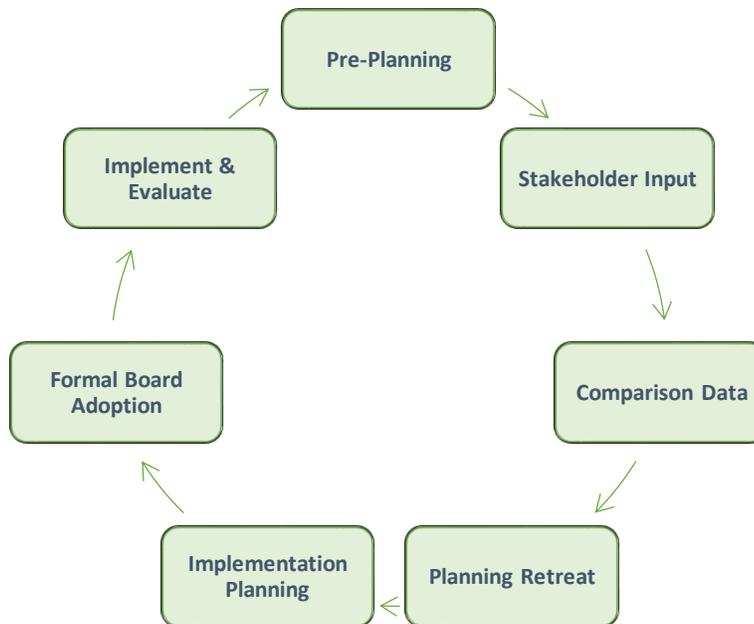
An executive summary of the strategic plan

Recommendations for development of a board monitoring calendar

Templates for a press releases and communications



Fundamentals of the Process



PRE-PLANNING

The pre-planning phase begins with a brief presentation at a regularly scheduled Board of Education meeting if desired. A work session will be scheduled with the Board and the Administration as well to review the strategic planning process and to provide opportunity for input.

COMMUNITY AND STAFF INPUT

Staff, community, student and parent input will be gathered through focus group sessions as well as an electronic collector. The survey instrument will be administered by MASB, ensuring that all responses are anonymous.

Input questions are open-ended by design and focus on:

- Strengths of the district
- Opportunities for improvement
- Barriers to implementation
- Vision for the district



EDUCATIONAL DATA REPORT

Trend and comparison data will be provided and explored. This includes:

- Student Enrollment and Demographics
- Student Learning
- Financial
- Personnel

The data will be compared to state averages as well as five reference districts to be chosen by the Board and Superintendent.

STRATEGY FORMULATION

Strategy formulation occurs at the facilitated Strategic Planning Team Retreat. An 8-hour strategic planning team retreat generally includes:

- Environmental Scan
- Review current status/progress of district
- Develop/renew/review vision, mission and beliefs
- Review educational data audit summary
- Review stakeholder input summary
- Identify key strategic goal areas
- Identify 12-18 month priorities for each strategic goal
- Develop goal statements
- Communicate plan for implementation and process forward

The planning team varies but most often consists of board members, superintendent, select administrators and representatives from teachers, staff, students and community. MASB will work closely with the District to ensure the diversity of stakeholder groups is represented.

IMPLEMENTATION/EVALUATION

MASB provides facilitation of an implementation workshop with key staff members and school improvement team leaders as well as recommendations for the implementation of the strategic plan. The implementation plan will include timelines and a Board monitoring calendar. The Superintendent and key staff will be responsible for carrying out plan implementation.



TIMELINES

A comprehensive strategic planning process can be completed in 3-4 months. The proposed timeline will be developed to best suit the needs of the District. Beginning the strategic planning process soon will provide the greatest opportunity to impact the 2024-25 school year and beyond.

Cost

The cost for the strategic planning process with MASB facilitating the total process including the completion of the input process and summary, described in this proposal is \$11,147.00 inclusive of all expenses (i.e. mileage, meals, overnights, etc.). Fifty-percent of the total fee is due upon signing of the agreement and the remainder is due at the end of the process.

This proposal is good for 6 months from the date provided.

Questions

For questions about this proposal or the Data-based Strategic Planning Process, please contact:

Debbie Stair
Assistant Director of Leadership Development
517-327-5904
dstair@masb.org



Okemos Public Schools

Data-driven Strategic Planning Process

AGREEMENT

October 15, 2024

MASB will provide facilitation for a strategic planning process for Okemos Public Schools. The strategic planning process will include:

- Pre-planning/workshop session with Superintendent and Board of Education
- Communication templates for staff, community, press, Strategic Planning Team
- Stakeholder input from board, administrators, teachers, staff, students and community members
- Electronic input option for all stakeholders for whom district has email addresses
- Data report consisting of the following:
 - Student Enrollment and Demographics, Student Learning, Financial, Personnel
 - Trend and comparison data for the district compared to the state and 5 reference districts chosen by the board and superintendent
- Facilitation of a Strategic Planning Team Retreat
- Administrative Implementation Workshop
- Recommendations for plan implementation and board monitoring calendar
- One-page strategic planning document to be used by the board and administrators/staff to track and monitor progress
- Summary Document

Investment: \$11,147.00 inclusive of expenses (lodging, mileage, etc.)

Terms: 50% (\$5,573.50) due upon commencement of work

50% (\$5,573.50) due upon completion

Okemos Public Schools

Date



Greg Sieszputowski

Signature of Authorized Representative

Printed Name

Director, Leadership Development &

Executive Search Services/MASB

Title/Organization

10/15/24

Date Submitted





INFO@MASB.ORG | MASB.ORG | 517.327.5900
1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Dear President Gebara and Members of the Board of Education:

Please accept this proposal for strategic planning services. The Michigan Association of School Boards (MASB) would consider it an honor to assist the Okemos Public Schools Board of Education in the development of your next strategic plan.

More and more board members are asked to solve complex district problems, cut budgets and elevate teaching and learning; all with shrinking funds. Often times, the best decision is the most difficult one and having a strategic plan by which to guide you can make all the difference.

The key to MASB's success is paramount: we're committed to serving boards of education. Why should this matter to you?

MASB's commitment to serving boards of education, and by extension communities, means that we won't stop working until Okemos Public Schools has a strategic plan to guide the District through the next 3-5 years.

MASB is familiar with the unique needs of Okemos Public Schools and will work closely with the Board to customize a process that engages all stakeholders.

MASB's facilitators have extensive experience in strategic planning; specifically with public school districts. This translates to a process designed to address the many lessons learned over the years regarding areas like: retreat team composition, stakeholder outreach, and implementation obstacles.

Like your district, MASB is dedicated to continuous improvement and has added an implementation component to its planning process to better serve the changing needs of districts.

We hope to have the opportunity to work with you and the Okemos Public Schools community to develop a plan that ultimately prepares your students for their future. Please know that when you hire MASB, you hire an entire association of professional staff. Don't hesitate to contact me should you require additional information prior to making this important decision.

Most sincerely,

Debbie Stair, Assistant Director of Leadership Development
O: 517.327.5904 | C: 248.770.2752 | dstair@masb.org

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2505 Board Committees

A. General

1. The Board may establish standing, advisory, and ad hoc committees as it deems necessary and advisable.
2. The Board determines a committee's membership, chairperson, purpose, duties, and authority. The Board may delegate authority to the President to determine a committee's membership and chairperson.
3. A committee's membership must include at least 1 Board member.
4. A committee must be composed of fewer Board members than would constitute a quorum of the Board.
5. The Superintendent or designee may serve as an ex officio member of any committee.

B. The Board establishes the following standing committees, the Advocacy Committee, Executive Committee, and the Policy Committee.

1. The Advocacy Committee shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students.
2. The Executive Committee is comprised of the Board President, Board Vice-President, and the Board Secretary. The Executive Committee is tasked with agenda planning, Board meeting scheduling, new Board member orientation, and providing appropriate direction to the superintendent outside of board policy.
3. The Policy Committee shall be responsible for the creation, amendment, and review of policy drafts prior to consideration by the entire board. Policy shall be adopted in accordance with Board Policy 1301.

C. Committee Meetings

1. Committee meetings will be convened by the committee's chairperson or designee.
2. When applicable, committee meetings must be held in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. Any committee that is authorized to deliberate, narrow options, eliminate options, or otherwise make decisions on the Board's behalf must conduct its meetings in compliance with the Open Meetings Act, Policy 2501, and, if applicable,

Policy 2501A, including notice requirements, recording minutes, and allowing for public participation.

3. Meeting notices as required by the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, will be posted for any committee meeting at which more than a quorum of the Board may be present.
4. When required by the Open Meetings Act, a committee will keep minutes of its meetings. In addition, the Board may direct that a committee keep minutes of its meetings, even if not required by the Open Meetings Act.

D. Committee of the Whole Meetings

The Board may meet as a committee of the whole. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. The provisions of this Policy do not otherwise apply to committee of the whole meetings.

Legal authority: MCL 15.261 et seq.; *Schmiedicke v Clare Sch Bd*, 228 Mich App 259 (1998)

Date adopted: July 1, 2024

Date revised: December 9, 2024

Series 2000: Bylaws

2400 Board Membership and Duties

2406 Board Officers' Duties

To ensure proper district oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Executive Committee and Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
7. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
8. Perform other duties as prescribed by law, Policy, or Board action.

B. Vice President

1. In the President's absence or where the President is precluded from performing the President's duties, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, or Board action.

C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.
2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.

3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

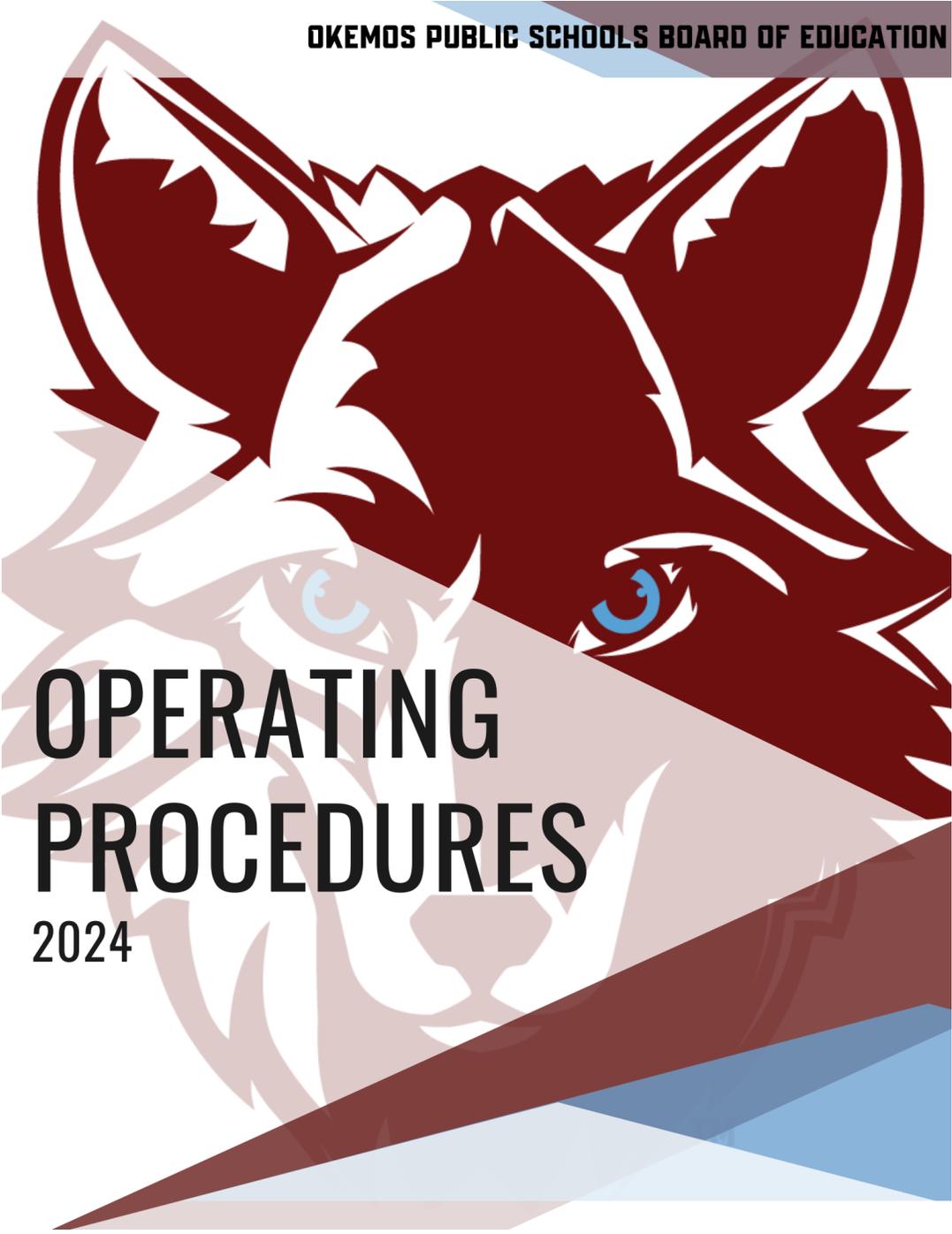
E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.901, 380.947, 380.1213, 380.1221, 380.1223, 380.1231, 380.1362, 380.1371, 380.1372, 380.1535a, 380.1539b, 380.1577, 380.1613; MCL 600.6094

Date adopted: July 1, 2024

Date revised: December 9, 2024



OKEMOS PUBLIC SCHOOLS BOARD OF EDUCATION

OPERATING PROCEDURES

2024

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES



**OKEMOS BOARD OF EDUCATION OPERATING
PROCEDURES**

Mission Statement:

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

Vision Statements:

Leading in Educational Equity

Educating Students to Care and Positively Impact their Community

Value Statements:

In pursuit of excellence, we value:

- **EQUITY** - Understanding, acknowledging, and responding to the diverse needs and strengths of all individuals.
- **RELATIONSHIP** - Engaging in intentional interactions to nurture respect, trust, and open communication among all.
- **CULTURE** - Creating a safe and inclusive environment that encourages kindness, empathy, wellbeing, and individuality.
- **INTEGRITY** - Maintaining exceptional ethical standards rooted in honesty and transparency.
- **INNOVATION** - Inspiring creativity and change to adapt to an ever-changing world.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

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OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

I. ROLES AND RESPONSIBILITIES

A. Responsibility and Ethics

1. **Governance Resolution**

In effective school districts, the Superintendent and the Board function as a Team. A structured approach to developing a shared vision for the district and setting meaningful goals is enhanced by a system of standard operating procedures. The School Board is the corporate policy making body for the District and the Superintendent is responsible for implementation. Therefore, the Okemos Board of Education and Superintendent function as a Team to provide open communication to the staff and community. The Okemos Board of Education commits to the following governance standards developed by the Michigan Association of School Boards:

- The Board of Education, in cooperation with the superintendent and stakeholders, establishes and commits to a vision for the school district that emphasizes high expectations for achievement of all students and high expectations for performance for all district employees.
- The Board of Education governs in a manner that is dignified and worthy of trust.
- The Board of Education is accountable to the school district community.
- The Board of Education holds the Superintendent accountable for creating the outcomes identified in the strategic plan.

The Okemos Board of Education adopts the following to effectively guide our work on behalf of the students we are elected to serve.

2. **Oath of Office**

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of the Okemos Public Schools, Michigan, according to the best of my ability. See [board policy](#) 2402.

3. **Code of Ethics (See [Board Policy](#) 2302)**

B. Monitoring and Oversight (see [Board Policy](#) 2101)

1. **Development of Strategic Plan**

The Board and the Superintendent shall develop a collaborative process to develop and revise, as needed, a strategic plan that includes the district vision, mission statement, value statements, and District goals.

2. **Board's Review of the District's Progress Toward Goals & Accomplishments**

- The Board will review progress towards the district goals at least on a semi-annual basis.
- Each Board member will be given access to a copy of the district's progress towards goals by the administration prior to the review meeting.

3. **Board's Review of District Programs and Operations**

A. On an annual basis, the board will review:

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- a. Instructional Programs
 - b. Enrollment Trends and Projections
 - c. Human Resources
 - d. Facilities/Operations
 - e. Safety and Security
 - f. Athletics, Clubs & Extracurriculars
 - g. Student Culture
- B. On a biannual basis, the board will review
- a. Technology
 - b. Food Services
 - c. Community Education
 - d. Transportation

The focus and substance of the reports will be collaboratively developed with the Superintendent.

C. Policy Review, Development, and Adoption (See [Board Policy 1301](#))

1. Development and Review of Board Policy

- i. The Board has retained a third-party vendor specializing in school policy to provide new and updated Board policies.
- ii. New Board policies can be developed in response to District or administration needs or changes in federal or state regulations.
- iii. The Board shall ensure policies are reviewed and evaluated at least every three (3) years or as needed by the Board Policy Committee.
- iv. Administrative Guidelines are developed by the administration and reviewed by the Board. These procedures shall be available to the Board thirty days prior to implementation, whenever possible.
- v. Board Policies shall be available for public review comment at least 30 days prior to Board action on implementation of the policy.

2. Adoption of Policies

- i. Unless a specific motion is made to waive the posting period, the Board will present and discuss district policies 30 days before implementation.
- ii. After the 30-day posting period, the Board may formally adopt or approve policies.

3. Development and Review of Board Operating Procedures

In the event of a conflict between Board Policy and Operating Procedures, Board Policy will guide understanding and decision making.

- i. Board Operating Procedures will be developed and revised in response to Board need.
- ii. Board Operating procedures will be adopted via consensus of the Board.
- iii. Board Operating procedures shall be reviewed yearly as part of the Board retreat.

D. Budget Review and Development

1. Development and Adoption of the District Budget (Full Cycle)

- i. The Board shall be involved in the development of the district budget.
- ii. The Board shall meet with the administration as needed during the year to review the school budget

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and recommend changes as necessary to meet the district goals within the expected revenues and expenses.

- iii. The administration shall engage the Board in an annual budgeting process every spring. Pursuant to State law, the budget shall be approved prior to June 30.
- iv. The Executive Director of Finance shall report to the Board regularly as to the budget status and any recommended changes.

E. Superintendent As Sole Employee

1. Evaluation of the Superintendent (see [Board Policy 4603](#))

The Superintendent is the sole employee of the Board of Trustees. As such the Board is responsible for hiring, supporting, supervising, and evaluating the Superintendent.

- i. The Board shall evaluate the Superintendent's performance annually in June.
- ii. In May, the Superintendent shall give the Board a self-evaluation including supporting documentation.
- iii. The Superintendent may choose to have their review during a Closed or Open Session of the Board.
- iv. The Board will approve the Superintendent evaluation in open session.
- v. The Board will review and recommend contract provisions, if needed, for the Superintendent, on an annual basis.

2. Employment of the Superintendent (see [Board Policy 4602](#))

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix their salary and term of office which shall be no more than five (5) years. It may be aided in this task by:

- i. An ad hoc committee of Board members
- ii. The services of professional consultants
- iii. The counsel of the out-going Superintendent
- iv. The participation of members of the community

Recruitment procedures may be prepared in advance of the search and may include:

- i. Preparation of a written job specification for the position of Superintendent
- ii. Preparation of written specification of qualification in addition to proper State certification
- iii. Preparation of informative material describing this District and its education goals
- iv. Where feasible, the opportunity for applicants to visit the schools of the district.
- v. The requirement that each selected candidate for the position be interviewed by Board members in a format that encourages them to express their educational and leadership philosophies.
- vi. Solicitation of applications from a wide geographical area.
- vii. Consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent.
- viii. The Board will develop a process that include different stakeholder groups (e.g., students, parents, community members).

All interviews of applicants by the Board or a committee of the Board shall be done in open meetings, including those conducted on-line or in hybrid formats. At the time of application, the Board President shall see that each applicant has been informed that Michigan law may not permit the Board to protect

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their application from disclosure, and any interview must be open to the public.

3. Board Member Concerns about the Superintendent's Professional Performance

The Board values the Superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member, the Board member shall:

- i. Communicate their concerns directly to the Superintendent.
- ii. Communicate with the Board President to address questions and/or concerns.

4. Incapacity of the Superintendent (see [Board Policy 4604](#))

5. Superintendent's Planned Departure

- i. Circumstances that trigger the implementation of this Succession Procedure - Superintendent announces retirement or departure.
- ii. The following are key activities that need to occur - The Board will meet to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. Until the new Superintendent assumes the position, the BOE shall:
 - Regularly update staff and other key stakeholders on progress; and
 - Announce public meetings as appropriate.

6. Unplanned Departure: Emergency Superintendent Succession Procedure

If circumstances trigger the implementation of the Emergency Succession Procedure, then the responsibility for the day-to-day operations of the district will fall to the Assistant Superintendent for Curriculum & Instruction until the Board can determine a more permanent course of action.

- i. Circumstances that trigger implementation of the Emergency Succession Procedure:
 - Death of the Superintendent
 - Superintendent becomes permanently incapacitated.
 - Superintendent's employment is terminated.
 - Superintendent leaves unexpectedly
- ii. The Board will meet within 10 business days to determine the process and schedule/timeline to be followed to replace the Superintendent.
- iii. If appropriate based on the circumstances, the Director of Human Resources shall work with and direct others to work with the appropriate authorities on any questions or concerns regarding any potential legal issues.
- iv. If the Superintendent's employment was terminated for cause and it is deemed necessary, have the interim leadership team immediately begin taking steps to:
 - Secure cash and checks
 - Secure employee files
 - Secure contracts
 - Secure key fob and other building keys
 - Change security codes, passwords and combinations.
 - Change locks.

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- Safeguard personal property of the departing Superintendent.
 - Cancel or change credit cards and authorization.
 - Change signature cards.
- v. Until the new Superintendent assumes the position, the BOE shall:
- Regularly update staff and other key stakeholders on progress
 - Publish a written memo to staff, District parents and other key stakeholders explaining the event and anticipated actions.
- vi. The Superintendent must be employed pursuant to a signed contract. Such contract shall include:
- The term for which employment is contracted, including beginning and ending dates.
 - That tenure in a position shall not be granted.
 - The salary which the Superintendent shall be paid and the intervals at which they shall be paid.
 - The benefits to which they are entitled.
 - Such other matters as may be necessary to a full and complete understanding of the employment contract.
- vii. The Superintendent so appointed shall devote themselves to the duties of the office.
- viii. Any candidate's intentional misstatement of fact material to their qualification for employment or the determination of their salary shall be considered by this Board to constitute grounds for their dismissal.
- ix. The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties they will be required to perform, the cost of which shall be borne by the district. See M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

7. Hiring of Personnel Other Than the Superintendent

- i The Board does not directly hire any personnel other than the Superintendent.
- In accordance with Michigan State Law, the Board, based upon the recommendations from the Superintendent, will have final approval of applicable personnel recommendations. The Superintendent will select professional staff and support staff.
- ii Board members can request information such as the number of applicants, the number of interviews conducted, and the number of finalists, as well as feedback on the process gathered from the interview committee after the position is filled.

III. ELECTIONS AND DEVELOPMENT

A. Becoming a Trustee

1. Candidates

Potential candidates are encouraged to:

- Attend board meetings
- Review Okemos Public Schools website for information about the district and current initiatives

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- Review MASB Get On Board - Candidate's Guide to School Board Elections

2. Procedures for Filling a Board Vacancy (see [Board Policy 2404](#))

- i. As soon as a vacancy occurs, the Board has 30 calendar days to fill that vacancy. This procedure applies to filling a vacancy created by one of the circumstances cited in Section 301 of the Election Code (resignation, death, loss of residency, etc.)
 - A Special meeting date will be set to interview and appoint a new Board member.
 - The vacancy will be announced via the district website and appropriate media outlets and will supply all potential candidates with the information needed (application, resume, etc.) in order to be considered for the vacant seat.
 - All Board members will review candidate information prior to the Special meeting.
 - The Board President, with input from other Board members, will create a list of questions to be answered by all applicants during the interview process.
 - Based on the candidate information that was reviewed, and the number of applicants, the Board may limit the number of interviews conducted.
 - Applicants who are not being interviewed will be sequestered in a room outside of the Board room. Applicants who are sequestered are not to use any electronic devices. This ensures that no one has an advantage by getting the questions from a friend or family member who may be in the audience. Any candidate that uses an electronic device while they are sequestered will forfeit their application.
 - Once interviewed, applicants may stay in the Boardroom to hear the answers of the other applicants.
 - The Board will ask applicants questions from the same list of questions collaboratively created by the Board President.
 - Each applicant will have up to 30 minutes to answer the questions asked by Board members. An applicant who answers one question to a fuller extent may not be able to answer all the questions if their allotted time has elapsed. In addition, applicants can *only* answer the questions asked by Board members, even if time remains.
 - The Board may decide to have each applicant draw a number to determine the order of the interview.
- ii. After each applicant has been interviewed, the Board will narrow the list of candidates and discuss who they think is the best candidate to fill the vacancy:
 - All Board members will narrow their support to their top 2 or 3 candidates.
 - Based on Board consensus Trustees will discuss the top 2 or 3 candidates. If consensus is not reached, a vote can be conducted to identify the top 2 or 3 candidates.
 - The Board will then discuss the top 2 or 3 candidates. After discussing candidates, a Board member may make a motion to name a candidate as the new Board member.
 - After the discussion is over, a roll call vote on the motion is taken. (no secret ballots)
 - If the candidate earns a minimum of 4 votes, they will be appointed as the new Board member.
 - If the nominated candidate does not receive 4 votes, we then proceed back to discussing and nominating candidates, until a candidate receives 4 votes.
 - The Superintendent is not to be involved in discussion, voting, or making of the selection.

3. New Members

Commented [TB1]: Andy: Should reference the materials you and Katie developed and include them as an appendices?

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- i. Newly elected members will be oriented to the work of the Board by the Board President, in collaboration with the Executive Committee with the assistance of the Superintendent.
 - Orientation to the Board/Board roles and responsibilities including a discussion about “who decides” particular types of issues.
 - Explanation of the Open Meetings Act, and the Freedom of Information Act (FOIA)
 - Orientation to Board/Superintendent Roles and Relationship
 - Explanation of the current evaluation cycle for the Superintendent, including goals and agreed upon progress measures. Additionally, Board Members will be notified of legally required Superintendent Evaluation Training.
 - Access and use of Board Policies, especially the 2000 series, and Board Operating Procedures
- ii. Newly elected members will be oriented to the work of the District by the Board Executive Committee with the assistance of the Superintendent. This orientation may include:
 - Explanation of the District’s Administrative Guidelines manual.
 - Instructional Programs
 - Enrollment Trends and Projections
 - Human Resources
 - Facilities/Operations
 - Safety and Security
 - Athletics, Clubs & Extracurriculars
 - Student Culture
 - Technology
 - Food Services
 - Community Education
 - Transportation
 - Current District Budget, including a description of the district’s student enrollment trends and projections.

4. Compensation (see [Board Policy 2306](#))

5. Reimbursement of Expenses (see [Board Policy 2305](#))

B. Board Learning and Development

1. Certification/Continuing Education

- i. New Board members are required to participate in MASB Superintendent evaluation training prior to evaluating the Superintendent.
- ii. All Board members are strongly encouraged to participate in additional professional development activity such as county and state level conferences and workshops offered through educational or legal organizations and additional MASB classes and offerings.
- iii. In order to serve in a Board Officer position on the Executive Committee, Board members must take MASB CBA 101 or commit to do so within six months of assuming the role.

2. Board Retreat

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An annual Board retreat, scheduled during the January organizational meeting, will generally occur in the Summer when school is not in session.

The Executive Committee, in consultation with the Superintendent and with input from the Board, shall plan the retreat. This may include:

- Surveying Trustees to identify discussion topics for the retreat
- Using the retreat survey and the Board's self-assessment to develop a draft agenda
- Sharing draft agenda with the Board, prior to it being finalized, for additional input
- Engaging an external facilitator (if using)
- Distribute a survey to Trustees after the retreat to inform future retreat planning
- Develop a summary report that includes next steps and timeline, if pertinent

3. Procedures for Board Travel and Training Opportunities

- i. Board members should arrange travel, accommodations and classes through the Superintendent's office.
- ii. All Board members are to comply with the Board Policy on travel expenditures and submitting travel/training expenses.
- iii. Board members should report on their conference attendance at the next Board meeting.
- iv. Any discrepancy will go to the whole Board for approval.

4. Board Members Site Visits

- i. All Board members are encouraged to attend District events.
- ii. All Board members must notify the principal or designee and Superintendent of visits to campuses when they are not attending a scheduled or normal parental activity, during school hours.
- iii. Board members will check in at the office.
- iv. Site visits are intended to help Board members learn about the relationship between district policy, leadership, and budgetary investments and school operations. Board members will not engage in any activity related to the employee evaluation

5. Self-Assessment

- i. The Board self-assessment is done annually in June.
- ii. **Self-assessments are done as a team** (Board and Superintendent), facilitated by an independent third party.

IV. COMMUNICATION AND FUNCTION

A. Internal and External Communication (see [Board Policy 2101](#))

1. Board Member Communication with Each Other

- i. All Board members shall have an understanding and comply with the Open Meetings Act.
- ii. Electronic Communications:
 - In order to avoid potential OMA violations, all communication regarding Board business intended for the entire Board shall go through the Superintendent's Executive Assistant. Board members will not "Reply All" to electronic communications sent to all Trustees.

2. Board Member Responses to Employee Contacts

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The Board recognizes that as elected officials there will be requests and contacts from employees, therefore strict adherence to this procedure is required.

- i. Explain to the employee that any information shared will be dealt with appropriately.
- ii. Listen with empathy and understanding.
- iii. Refer them to use every tool available as an employee and encourage them to follow the chain of command.

3. Board Member Communication with the Media

- i. The Superintendent or their designee is the spokesperson for the district.
- ii. The Board President shall be the official spokesperson for the entire Board to the media/press.
- iii. All Board members who receive calls from the media should direct them to the Board President or designee.
- iv. Board members who receive calls that they believe requires their response will confer with the Board President before making any formal response.

4. Board Member Responses to the Community

- i. The Board communicates formally with the community through public hearings, regular Board meetings, and community forums.
- ii. The Board recognizes that as elected officials there will be interactions, requests, and less formal contact from the public, therefore strict adherence to this procedure is require.
 - Encourage community members to communicate through official channels.
 - Explain to the community member that any information shared will be dealt with according to District policy.
 - Listen with empathy and understanding.
 - Refer to the Point of Contact Flowchart and inform the Board President and Superintendent where appropriate.

5. Concerns about Another Board Member's Performance

- i. If a Board member has a concern about another board member's performance, they should first discuss it with the other member.
- ii. If concerns are unresolved, then they should discuss it with the Board President or other Board officers.
- iii. The Superintendent is not to be involved.

6. Administration Communications with Board Members

- i. The Superintendent will exercise their best judgment and discretion to determine when information should be shared with Board Members based on the specific situation.
- ii. Three types of communication with Board members:
 - Not urgent or not in the media – Updates in the Yellow Sheets
 - Very important, but not a crisis – Email to each Board member
 - Crisis/Emergency situation – Phone call to each Board member
 - In the case of an emergency or crisis, when safe to so do, the Superintendent or their designee will provide the following six pieces of information: What, Where, When, Who, Action taken and a public statement for the Board members.

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- Phone calls will be placed in the following order: President, Vice-President, Secretary, Treasurer, and Trustees.
- The Superintendent or their designee will provide updates as appropriate.

7. Community Electronic Communications with the Board

- i. The Board will have a contact link or form on the district website to allow community members to email their issues to the entire Board.
 - The website and/or form will state in a conspicuous place the following: “the school Board members are trustees primarily charged with the vision, budget, goals, and policy for the district. Any operational or staffing issues should go through the building principal first, then to the administration.”
 - Any community email inquiries should be shared through the Superintendent’s Office with other Board members.
 - An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text:
“Thank you for your inquiry to the Okemos Board of Education. It will be shared with all the Board members. Please remember that individual Board members cannot address your inquiry individually and that Board members are charged with the visions, budget, goals, and policies for all children in the district.”

As a reminder, community members are highly encouraged to utilize the Point of Contact Flowchart to have issues address and resolved at the most efficient and appropriate level. Classroom issues should always be first addressed with the classroom teacher.
- ii. Individual Board members that receive an email to their school email address, should forward the email to the Board President and the Superintendent, but may respond with discretion to the individual of the appropriate chain of command and /or notification that the information has been passed along in order to facilitate an appropriate response.

8. Community Communications Directly to a Board Member

- i. The Board recognizes that as elected official there will be requests and contact from the public, therefore strict adherence to this procedure is required.
 - This does not apply to casual conversations with community members.
 - The Board member should inform the Board President and the Superintendent about the issue.
 - Listen with empathy and understanding.
 - Direct the community member(s) to the Point of Contact Flowchart
 - Should the complaint rise to the Superintendent, information regarding the issue will be included in the Friday update as appropriate.
- ii. Any community email inquiries should be shared through the Superintendent’s Office with other Board members.

9. Community Member Request for Privacy in Communications

- i. The Board encourages openness in all community communications.
- ii. Any community member who requests privacy in communications should not expect a response.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

iii. Any inquiry/response may be subject to public disclosure per FOIA.

10. Board Member Protocol with Administration and District Personnel

- i. Board members hold no individual authority to direct the Superintendent.
- ii. No single Board member should endeavor to deliver direction or make requests to District personnel without the express permission of the Superintendent. The Superintendent is held responsible through his evaluation for the effectiveness of all staff.
- iii. Communications are, at times, necessary to gather information, express gratitude, or ask for clarifications. These are completely appropriate and would not undermine the authority of the Superintendent.
- iv. Board members should not involve themselves in issues that may arise during casual conversations but may wish to convey such issues to the Superintendent via email or phone in order that they may respond or at a minimum be aware of the issue. If the issue involves Board policy, the Board President should also be informed.
- v. Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

B. Leadership and Organization

1. Selection and Operation of Board Committees (See [Board Policy 2505](#))

- i. Committee members are appointed by the Board President with the exception of the Executive Committee.
- ii. Responsibilities of each standing committee:
 - Executive Committee. Executive Committee (President, Vice President, and Secretary)—to develop board meeting agendas and develop and maintain the board planning calendar
 - Agenda planning
 - Calendar planning
 - Retreat planning
 - Board self-assessment
 - New Board Orientation
 - Provide Committee Reports
 - Set Executive Committee Meeting dates
 - Policy – To review and recommend revisions to Board policies and Board Operating Procedures. Provide Committee Reports
 - Advocacy – To review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students. Provide Committee Reports.
- iii. Ad Hoc committees may be assigned for a specific need or purpose but will be time limited. They will meet on an as needed basis.
- iv. Minutes and notes of committee meetings will be posted in BoardBook **as appropriate**.

2. Election of Officers (See [Board Policy 2405](#))

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3. Role and Authority of Officers (See [Board Policy 2406](#))

4. Board Officer Transition Process

- i. The current officers shall relate their duties and responsibilities of the position to their replacement officers.
- ii. The new officers shall review written descriptions of the position before taking office.

V. MEETINGS

A. Open Meetings Act (See [Board Policy 2501](#))

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote.

Meetings of the Board shall be public, and no person shall be excluded therefrom. M.C.L. 380.1201

- Any time four or more Board members are gathered together to discuss school business, it is considered a meeting (quorum).
- In addition to the following procedures, at all times Board member shall adhere to the Board Code of Ethics.

B. Regular Meetings (See [Board Policy 2501](#))

1. Developing the Board Meeting Agenda

The Board's Executive Committee and Superintendent shall prepare a written agenda prior to each regular and special meeting.

- i. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
- ii. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the district with such recommendations as they shall make.
- iii. Each agenda may contain the following statement:
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item."
- iv. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than one week prior to the meeting so as to provide time for the study of the agenda by the member. Every effort will be made to ensure that reports and/or revised reports are posted or delivered before noon of the day of the meeting, and the Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

- It is the preference of the Board that action items are not added after this time.
 - Discussion items may be added if there are time constraints that need to be accounted for.
 - Action items should not be added unless timing is critical.
- v. The Board shall transact business according to the agenda prepared by the Superintendent and Board Executive Committee and submitted to all Board members in advance of the meeting. The order of business may be altered, and items added at any meeting by a majority vote of the members present.

5. Consent Agenda

- i. The Board of Education may use a consent agenda to keep routine matters within a reasonable time frame.
- ii. When the agenda is prepared, the Board President and the Superintendent shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of the consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.
- iii. Consent items typically include, but are not limited to:
- Minutes of prior meeting(s)
 - Bills for payment
 - Items that require annual adoption, such as bank signatories, memberships in associations, etc.
 - Other items deemed appropriate.
- iv. A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a non-action item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

6. Regular Board Meeting Agenda Items

- A. Meeting Location
- B. Opening Items:
 - 1. Call to Order
 - 2. Welcome and Meeting Format
- C. Presentations
- D. Citizens Address Agenda and Non-Agenda Items
- E. High School Student Reports/Requests
- F. Superintendent Reports/Requests
- G. Board Reports/Requests
- H. Consent Agenda
- I. Other Action Items
- J. Discussion Items
- J. Comments from the Public
- M. Other Matters
- N. Adjournment

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7. Annual Calendar of the Board Agenda Items

The Executive Committee will develop the annual calendar. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

Month	Agenda Items
July	Superintendent Evaluation Superintendent Objectives
August	Identify Board Priorities for Upcoming School Year
September	MASB Delegate Appointment(s) Winter Tax Levy
October	Resolution of the Board – National Principals’ Month
November	Audit Report – Action Summer Tax Collection – Info & Disc, then Action NEA, Administrative, Executive Council Contract Renewal
December	
January	Organizational Meeting Items Overview of FOIA, FERPA, and Open Meeting Act Read Code of Ethics Installation of new Board members (Every other year) Election of Officers Committee Assignments Resolution of the Board – National School Board Month
February	Michigan School Scorecard Report
March	Administrative Contracts
April	Approval of Summer School Plans
May	Staff Appreciation Week Proclamation Ingham School Budget – Info & Disc., then Action Ingham Schools Biennial Election Resolution Association Membership Info & Disc.: MASB, NSBA, OCSBA, MHSAA membership renewal
June	Board of Education Meeting Dates – Info & disc., then Action District Budget – Info & Disc., then Action Association Membership – Action Fiscal organization meeting: MASB, NSBA, OCSBA, MHSAA membership renewal Student Accident, Catastrophic Insurance renewal Pass balanced budget for subsequent school year Board Self-Assessment

8. Broadcasting and Taping

- i. All meetings for the conduct of the affairs of and the transaction of business by the Board, including work sessions, community meetings, and retreats shall be open to the public.
- ii. All regular meetings shall be recorded and archived. Special meetings may be stream and/or recorded at the discretion of the Executive Committee in consultation with the Superintendent.

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C. Special Meetings

1. **Annual Organizational Meeting (See [Board Policy 2506](#))**

At the first **regular** meeting in January of each calendar year, the Board will hold an organizational meeting.

2. **Work Sessions**

The Board will meet in work sessions to delve deeply into topics selected by the Executive Committee, in conjunction with the Superintendent and consultation with the Trustees. Work sessions will be reflected in the Annual Planning Calendar but additional work sessions can be scheduled by the Executive Committee as needed. Although regular board business can be conducted at work sessions, the majority of time will be spent on the identified topic.

3. **Discussion of Employee/Student Issues**

The Board will not encourage or actively participate with negative comments on individual employees or students in a public session.

4. **Staff Grievances and Student/Employee Discipline Hearings (See [Board Policy 5206, 5206A](#))**

5. **Closed Sessions**

Per section 8 of the Open Meeting Act, the Board will only meet in Closed Session in specific circumstances. These are as follows:

- Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- Complaints and Disciplinary Action of school district employee or school board member
- Teacher Tenure Proceedings
- Periodic Personnel Evaluations (typically for Superintendent)
- Student Discipline
- Collective Bargaining Strategy
- Purchase or Lease of Property
- Pending Litigation
- Applications for Employment and Appointment to Public Office
- Exempt Material
- Security Planning and Threats

6. **Board Member Responses to Inquiries about Closed Sessions**

- i. Board members are to refer any inquiries about Executive Sessions to the Superintendent and/or the Board President.
- ii. Any information from an Executive Session is confidential and shall not be discussed outside of the Closed Session.

7. **Participation by People Other Than Board Members in Closed Session**

- i. Participants are limited to:

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- The person requesting the Executive Session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- Representatives of the administration that have pertinent information.
- Additional person that the Board approves.

D. Meeting Protocols

1. **Guidelines for Board Members (See [Board Policy 2502](#))**

- i. Board members wishing to have something placed on the agenda will:
 - Make the request to the Board President, after gaining the support of another Board member.
 - The request will be reviewed by both the Executive Committee and the Superintendent.
 - The Board President, in consultation with Executive Committee members, shall do one of more of the following:
 - notify the Board member when it will be placed on the agenda or when it may already be scheduled for discussion.,
 - refer it out to appropriate committee for initial discussion or recommendation, or
 - place on agenda to be discussed at the table no later than two months from the initial request, add to the Board Planning Calendar, and notifying all Board members during the Board Members Reports and Request portion of the agenda.
- ii. Board members wishing to remove something from the agenda will:
 - Make the request to the Board President.
 - The request will be reviewed by both the Executive Committee and the Superintendent.
 - The Board President will make the final decision on the request.

2. **Meeting Procedures**

See Appendix I

3. **Board Member Preparation for Meetings**

- i. Board members will come to Board meetings prepared to discuss and/or take action on all agenda items.
 - Study the material posted online in BoardBook.
 - Requests for additional information may be made before a meeting and addressed through the Superintendent prior to or at the Board meeting.
- ii. Board member questions on agenda items:
 - Should be sent directly to the Superintendent. Whenever possible, all board members should be included in any response to questions.
 - Should be submitted a minimum of 48 hours prior to a scheduled board meeting where items are to be discussed, whenever possible. (MASB)
- iii. The Superintendent shall provide updated presentation materials in BoardBook at least 3 hours prior to the start of the Board meeting.

4. **Board Member Protocol**

- i. We, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect, and professionalism.
- ii. Board members will demonstrate respect to fellow Board members, staff, and public participants through the following behavior:

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- Listen and treat each other respectfully.
- Be cordial when disagreeing.
- Say what needs to be said as briefly and clearly as possible.
- Direct comments solely to the business under deliberation
- Address each other, staff, and public by title (Dr., Mr., Mrs., Ms., Trustee, etc.) and last name.
- Only speak after acknowledgment from the Board President/Chair.
- Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
- Focus on issues, not people or personalities.
- Courteously accept other viewpoints and Board votes, which were not personally supported.
- Seek solutions and reasonable compromises or consensus when there are differences of opinion.
- Make decisions in the context of what is best for all students in the district.
- Be willing to accept responsibility for personal behavior and communications.
- Promote dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

5. Discussion of Motions

- i. The Board President or Presiding Officer shall offer the opportunity for Board Members to discuss all motions. All discussions shall be directed solely to the business currently under deliberation.
- ii. The Board President or Presiding Officer has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.
- iii. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

6. Board Member Participation in Discussion, Debate and Voting (See [Board Policy 2503, 2301](#))

7. Public Comment (See [Board Policy 2504](#))

8. Persons Addressing the Board

- i. Audience participation at board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer. The board will designate a portion of the agenda for Public Comments.
- ii. A person may address the Board on an agenda or non-agenda item by completing a note card located inside the Boardroom and giving the card to the Administrative Secretary/ or designee prior to the Public Comments period. Each speaker will be given a time limit of no more than 3 minutes. Delegations of more than five persons addressing the same issue shall be encouraged to appoint one person to present their views before the Board. The Board Secretary shall make an effort to group public topics together. Online Participants who wish to give Public Comment shall provide their name and address to the district's facilitator.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

9. Board Response to Persons Addressing the Board

- i. Board members will listen to comments during Public Comments.
- ii. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - Items on the agenda will be discussed as appropriate and scheduled on the agenda.
 - Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board Policy.
 - All public comments may be followed up by the Superintendent or designee within three business days.
- iii. With consensus of the Board, the Board President shall direct administration to investigate item(s) and report back to the Board and/or the individual citizen and/or to contact the citizen to have further dialogue.

OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

APPENDIX A

Parliamentary Procedures At-a-Glance							
Desired Action	What to Say	May You Interrupt the Speaker	Do You Need a Second	Is It Debatable	Can It Be Amended	What Vote is Needed	Can It Be Reconsidered
Adjourn meeting	I move that we adjourn.	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	I move that we recess for ...	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	I rise to a question of privilege.	YES	NO	NO	NO	NO VOTE	YES
To set aside for consideration of another issue of greater importance	I move to table the motion.	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	I move the previous question.	NO	YES	NO	NO	2/3 VOTE	YES
Limit debate	I move to limit debate to 3 min. per person	NO	YES	NO	YES	2/3 VOTE	YES
Postpone discussion for a certain time	I move to postpone the discussion until ...	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	I move to refer the matter to committee.	NO	YES	YES	YES	MAJORITY	YES
Amend a motion	I move to amend the motion by ...	NO	YES	YES	YES	MAJORITY	YES
Discard a motion	I move to postpone the motion indefinitely.	NO	YES	YES	NO	MAJORITY	YES
Introduce business	I move that ...	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE ... THOSE BELOW THERE IS NO ORDER OF PRECEDENCE							
Test of rules of conduct	I rise to a point of order.	YES	NO	NO	NO	MAJORITY	NO
Vote on ruling of chair	I appeal the chair's decision.	YES	YES	YES	NO	MAJORITY	NO
Suspend rules temporarily	I move to suspend the rules so that ...	NO	YES	NO	NO	2/3 VOTE	NO
Avoid considering an improper matter	I object to consideration of this motion.	YES	NO	NO	NO	2/3 VOTE	YES
Verify a voice vote	I call for a Division or "DIVISION."	YES	NO	NO	NO	NO VOTE	NO
Request information	Point of information.	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	I move to take from the table ...	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty decision	I move to reconsider the vote on ...	YES	YES	YES if motion to which it applies is debatable	NO	MAJORITY	NO
Change an action previously taken or ordered	I move to amend something previously adopted, namely ...	NO	YES	YES	YES	2/3 VOTE or MAJORITY with Notice	YES

OKEMOS PUBLIC SCHOOLS
Membership Application
Personal Health and Sexuality Education Advisory Board
(PHASE)

Name Karen Holt

Address 3877 Trailwood Dr

City Okemos, MI

Phone

Email Address karenholt13@gmail.com

Occupation Professor, Michigan State University

Please check an appropriate category (you may check more than one):

Interested Citizen

Community Health Professional

Elementary/Middle/High School Parent

Ages of any children 10 and 8

1. **Overall, what are your perceptions regarding health and sexuality education within public schools? I would say that overall, most schools lack comprehensive health and sexuality education. The curriculum does not always reflect the reality of navigating sexual health and education for children and minors and is not always grounded in evidence-based practices or research. Most take a risk-based approach rather than focusing on sexual health and the positives of development and social relationships. I believe it is important to highlight risks but also to teach how to navigate them and to focus on the positives of healthy development and fulfilling relationships with ourselves and others.**

2. **Do you have any comments about sexuality education within the Okemos district in particular? So far, I have been impressed with the education within Okemos. In 4th grade, my oldest daughter completed the Healthy For Life program. I appreciate the emphasis on online safety as well. I also enjoyed the parental discussion piece of the program where she would come home with questions for us to consider. The information she learned was accurate and appropriate for her age.**

3. **Why are you interested in serving on this committee? I study individuals who commit sexual offenses. I feel strongly that we can do better in terms of teaching our children in a developmentally appropriate manner about things like body safety, consent, and sexual health. I also think we can improve and update sexual abuse prevention and response education, specifically including topics such as image-based sexual abuse. I would like to serve so that I can apply my knowledge, experience, and research to help my community. I would like to be part of the decision-making process about the sexual health education our children can access, to learn from others on the committee about their knowledge and experience, and to help our kids be safe and happy members of a community that is respectful, healthy, and informed.**

4. **What specific issues do you believe this committee should address? Please list in order of priority. Cognitive, emotional, and physical aspects of sexual development, consent, body safety, navigating relationships, safe tech use, the pillars of sexual health from public health research, media literacy, sexual abuse prevention and response**

5. **What assets, background, past experiences, useful knowledge, etc., do you have that may assist this committee?** I am a professor and criminologist who studies sexuality and sexual offending. I have conducted research on topics related to criminal and deviant sexuality both among minors and adults, media and offending, and image based sexual abuse. I serve on several boards, including the Michigan Association for the Treatment and Prevention of Sexual Abuse and Small Talk, a children's advocacy center in Lansing that works with children who have been abused. I work across the state of Michigan with criminal justice stakeholders to create evidence-based research, policy, and practice when it comes to sexual abuse and sexual offenses. Most importantly, I am a mother to two wonderful daughters who are growing up in the Okemos community. They continue to teach and challenge me in the best ways possible, and they inspire me to make this community safe and inclusive. I want them to be informed as they continue to grow and thrive in this community, and serving on this committee is one way to help them and others to do so.
6. **Are you an employee of the Okemos school district?** Yes No
7. **Are you willing to come regularly to four to five evening meetings per school year for a period of three years?** Yes No

Information for the Applicant

The Health and Sexuality Education Advisory Board has been charged with the following responsibilities:

1. Review and recommend instructional materials, guest speakers, and programs which are a part of the comprehensive sexual health program
2. On a regular basis, review methods of instruction and assist in evaluation of the comprehensive sexual health program, reporting to the Board of Education as required
3. Work closely with the school administration in the implementation of this program.
4. Review with policy and/or State guidelines and make recommendations to the Board of Education for needed changes.
5. Perform other duties as suggested by the Supervisor of Reproductive Health, Board of Education, or the Superintendent of Schools.

A reasonable effort shall be made to ensure that the advisory board shall consist of members representing a cross-section of community viewpoints.

Applications are due by October 18, and should be mailed or emailed to:

Stacey Molenda
Administrative Assistant to the Assistant Superintendent

4006 N. Okemos Rd.
Okemos, MI 48864
stacey.molenda@okemosk12.net

Your application will be forwarded to a subcommittee of the Okemos Parent Council, who review the applications and recommend applicants to the Okemos School Board. This process may take up to two months. You will be notified in writing (e-mail) about the status of your application after school board approval.

Thank you very much for your interest in participating in the process of personal health and sexuality education in Okemos Public Schools.

Okemos Public Schools
General Fund Budgetary Comparison Schedule
Year Ended June 30, 2025 as of December 9, 2024

	<u>2024-25 Original Budget</u>	<u>2024-25 Revised Budget</u>	<u>Impact of Change</u>
REVENUES:			
Local sources	\$ 18,261,798	\$ 18,873,654	\$ 611,856
State sources	50,646,868	50,476,615	(170,253)
Federal sources	1,073,771	831,130	(242,641)
Total revenues	<u>69,982,437</u>	<u>70,181,399</u>	<u>198,962</u>
EXPENDITURES:			
Instruction:			
Basic programs	32,474,673	33,180,333	(705,660)
Added needs	9,289,678	9,035,101	254,577
Total instruction	<u>41,764,351</u>	<u>42,215,434</u>	<u>(451,083)</u>
Supporting services:			
Pupil	5,881,408	5,646,504	234,904
Instructional staff	4,037,823	3,473,612	564,211
General administration	779,456	768,995	10,461
School administration	4,005,073	3,818,821	186,252
Business	994,185	996,278	(2,093)
Operations and maintenance	5,684,078	6,728,747	(1,044,669)
Transportation	1,419,905	1,369,416	50,489
Central	2,417,078	2,445,720	(28,642)
Athletics	900,947	882,647	18,300
Total supporting services	<u>26,119,953</u>	<u>26,130,740</u>	<u>(10,787)</u>
Community services	3,279,997	3,487,638	(207,641)
Payments to other governmental agencies	-	9,600	(9,600)
Total Expenditures	<u>71,164,301</u>	<u>71,843,412</u>	<u>(679,111)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>(1,181,864)</u>	<u>(1,662,013)</u>	<u>(480,149)</u>
OTHER FINANCING SOURCES (USES):			
Transfers in	\$ 80,000	\$ 80,000	-
Extra-Ordinary Revenue	-	36,359	36,359
Other Financing Uses	9,900	93,523	(83,623)
Total other financing sources (uses)	<u>70,100</u>	<u>22,836</u>	<u>(47,264)</u>
NET CHANGE IN FUND BALANCE	<u>\$ (1,111,764)</u>	<u>\$ (1,639,177)</u>	<u>\$ (527,413)</u>
FUND BALANCE, UNASSIGNED:			
Beginning of year	10,298,963	10,928,321	629,358
End of year	<u>\$ 9,187,199</u>	<u>\$ 9,289,144</u>	<u>\$ 101,945</u>

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Revenues			
Local	13,250,798	13,501,654	250,856
State	50,646,868	50,476,615	(170,253)
Federal	1,073,771	831,130	(242,641)
Transfers - ISD	5,011,000	5,372,000	361,000
Other Financing Sources	80,000	116,359	36,359
Total Revenues	70,062,437	70,297,758	235,321
Expenditures			
Elementary Instruction	9,461,662	9,665,844	(204,182)
Middle School Instruction	9,025,453	8,904,465	120,988
High School Instruction	9,940,787	10,731,035	(790,248)
Montessori (PPK-8)	3,744,384	3,539,190	205,194
Beginnergarten	190,919	181,244	9,675
Summer Programs	111,468	158,555	(47,087)
Special Education	10,910,683	10,479,051	431,632
Compensatory Education	1,702,461	1,830,892	(128,431)
Gifted Programs	153,684	145,748	7,936
Guidance Services	1,717,825	1,636,370	81,455
Other Pupil Services	840,117	735,292	104,825
Improvement of Instruction	2,700,784	2,213,184	487,600
Educational Media Services	689,442	642,305	47,137
Direction of Special Education	339,237	325,713	13,524
Other Instructional Staff Services	154,676	146,662	8,014
Board of Education	121,300	121,300	-
Executive Administration	771,627	647,695	123,932
School Administration	4,005,073	3,818,821	186,252
Fiscal Services	674,688	650,762	23,926
Internal Services	160,497	126,916	33,581
Other Business Services	159,000	218,600	(59,600)
Communication Services	-	193,241	(193,241)
Staff/Personnel Services	350,057	336,071	13,986
Technology Services	1,953,550	1,916,408	37,142
Operations & Maintenance	5,684,078	6,715,747	(1,031,669)
Pupil Transportation	1,419,905	1,367,416	52,489
Athletics	900,947	882,647	18,300
Community Education	3,279,997	3,502,638	(222,641)
Other Governmental Agencies	-	9,600	(9,600)
Other Financing Uses	9,900	93,523	(83,623)
Total Expenditures	71,174,201	71,936,935	(762,734)
Effect on Fund Balance	(1,111,764)	(1,639,177)	(527,413)

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Revenues:			
Local Sources:			
Property Taxes	10,096,376	10,416,515	320,139
Community Ed, Programming	2,195,488	2,200,488	5,000
Community Ed, Facility Rental	170,000	77,000	(93,000)
Community Ed, Senior Center	118,444	114,161	(4,283)
Athletics, Registration Fees	155,000	150,000	(5,000)
Athletics, Gate Receipts	90,000	95,000	5,000
Okemos Education Association	13,000	13,000	0
Tuition	103,858	103,858	0
Print Shop Fees (internal)	55,000	55,000	0
Transportation Fees (internal)	55,000	70,000	15,000
Donations	-	8,000	8,000
Miscellaneous	198,632	198,632	0
State Sources:			
Foundation	34,454,809	32,975,072	(1,479,737)
Special Education	4,313,990	4,494,992	181,002
Hold Harmless	239,545	239,545	0
MPSERS Stabilization	6,168,920	3,423,155	(2,745,765)
MPSERS Cost Offset	1,952,262	4,617,887	2,665,625
Transportation	253,590	338,120	84,530
At-Risk	1,069,060	1,138,153	69,093
Assessment & Literacy	103,890	114,263	10,373
Great Start Readiness Grant	500,824	688,523	187,699
Mental Health & Safety Grants	615,439	729,677	114,238
MI Kids Back on Track (extended year)	-	435,963	435,963
Other	974,539	1,281,265	306,726
Federal Sources			
Title I, II, III, IV	406,932	286,709	(120,223)
Special Education IDEA	21,929	18,881	(3,048)
Medicaid Outreach	30,000	40,000	10,000
Cornovirus Relief Funds	614,910	485,540	(129,370)
Transfers - ISD			
Special Education ISD	5,011,000	5,372,000	361,000
Other Financing Sources			
Transfers to General Fund	80,000	80,000	0
Extra-Ordinary Revenue	-	36,359	36,359
	<u>70,062,437</u>	<u>70,297,758</u>	<u>235,321</u>
Summary of Fund Balance			
Beginning Fund Balance	10,298,963	10,928,321	629,358
Operational surplus (deficit)	(1,111,764)	(1,639,177)	(527,413)
Ending Fund Balance	<u>9,187,199</u>	<u>9,289,144</u>	<u>101,945</u>
	<u>12.9%</u>	<u>12.9%</u>	

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Elementary Instruction, 111			
Wages			
Cornell	1,734,081	1,792,852	(58,771)
Hiawatha	1,685,876	1,689,171	(3,295)
Bennett Woods	1,709,241	1,771,571	(62,330)
Benefits			
Cornell	346,943	383,690	(36,747)
Hiawatha	335,884	324,369	11,515
Bennett Woods	309,371	364,980	(55,609)
Retirement & FICA			
Cornell	992,589	876,270	116,319
Hiawatha	964,998	825,976	139,022
Bennett Woods	978,374	865,890	112,484
Contracted Staff & Services			
Cornell	27,450	29,450	(2,000)
Hiawatha	17,450	49,450	(32,000)
Bennett Woods	17,450	29,450	(12,000)
Supplies & Other			
Cornell	26,180	124,018	(97,838)
Hiawatha	30,073	123,791	(93,718)
Bennett Woods	29,430	127,484	(98,054)
Textbooks, New & Replacement			
Cornell	8,154	7,884	270
Hiawatha	8,010	7,920	90
Bennett Woods	8,748	8,568	180
Outgoing Transfer - Substitutes	231,360	263,060	(31,700)
	9,461,662	9,665,844	(204,182)
Beginnergarten, 117			
Wages	115,408	115,408	-
Benefits	8,289	8,328	(39)
Retirement & FICA	66,059	56,284	9,775
Supplies & Other	821	864	(43)
Textbooks, New & Replacement	342	360	(18)
	190,919	181,244	9,675
Grades 5-8 Instruction, 112			
Wages			
Kinawa	2,390,915	2,478,347	(87,432)
Chippewa	2,587,138	2,562,456	24,682
Benefits			
Kinawa	438,553	462,966	(24,413)
Chippewa	384,937	402,247	(17,310)
Retirement & FICA			
Kinawa	1,363,246	1,210,585	152,661
Chippewa	1,475,564	1,251,511	224,053

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Contracted Staff & Services			
Kinawa	19,200	19,200	-
Chippewa	9,300	9,300	-
Supplies & Other			
Kinawa	51,136	106,773	(55,637)
Chippewa	44,934	48,590	(3,656)
Textbooks, New & Replacement			
Kinawa	7,260	7,340	(80)
Chippewa	6,790	7,250	(460)
Tuition Payments (MVU)	8,000	8,000	-
Outgoing Transfer - Substitutes	238,480	329,900	(91,420)
	9,025,453	8,904,465	120,988
High School Instruction, 113			
Wages	5,239,875	5,533,295	(293,420)
Benefits	827,621	877,535	(49,914)
Retirement & FICA	2,992,194	3,354,350	(362,156)
Contracted Staff & Services	16,000	16,000	-
Supplies & Other	97,246	102,945	(5,699)
Textbooks, New & Replacement	135,464	135,126	338
Student Recovery Services	253,667	220,384	33,283
Dual Enrollment	80,000	160,000	(80,000)
Tuit Pymts (Early College, MVU, HSDCI)	110,000	110,000	-
Outgoing Transfer - Substitutes	188,720	221,400	(32,680)
	9,940,787	10,731,035	(790,248)
Montessori Elementary, 116			
Wages	1,316,538	1,312,048	4,490
Benefits	278,462	261,753	16,709
Retirement & FICA	753,577	641,506	112,071
Contracted Staff & Services	8,904	10,904	(2,000)
Supplies & Other	19,691	117,989	(98,298)
Textbooks, New & Replacement	5,472	5,418	54
Outgoing Transfer - Substitutes	50,960	50,960	-
	2,433,604	2,400,578	33,026
Montessori 5-8, 112-9700			
Wages	731,757	666,375	65,382
Benefits	159,715	146,796	12,919
Retirement & FICA	418,858	324,991	93,867
Contracted Staff & Services	450	450	-
	1,310,780	1,138,612	172,168
Total Montessori Instruction	3,744,384	3,539,190	205,194

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Summer Programs			
Wages	54,157	84,287	(30,130)
Retirement & FICA	30,068	46,180	(16,112)
Contracted Staff & Services	27,000	28,088	(1,088)
Supplies & Other	243	-	243
	111,468	158,555	(47,087)
Special Education - Instructional Programs 122			
Wages	4,260,019	4,210,112	49,907
Benefits	746,624	784,385	(37,761)
Retirement & FICA	2,424,400	2,050,462	373,938
Contracted Staff & Services	57,574	58,650	(1,076)
Supplies & Other	25,000	27,000	(2,000)
Textbooks, New & Replacement	800	800	-
Outgoing Transfer - Substitutes	72,800	72,800	-
	7,587,217	7,204,209	383,008
Special Education - Psychological Services, 214			
Wages	433,633	431,570	2,063
Benefits	64,477	68,186	(3,709)
Retirement & FICA	248,171	211,611	36,560
Contracted Staff & Services	1,200	1,200	-
Supplies & Other	5,000	5,000	-
	752,481	717,567	34,914
Special Education - Speech & Language Services, 215			
Wages	514,351	534,376	(20,025)
Benefits	70,310	62,389	7,921
Retirement & FICA	294,405	261,517	32,888
Contracted Staff & Services	1,520	1,520	-
Supplies & Other	1,400	1,400	-
	881,986	861,202	20,784
Special Education - Social Work Services, 216			
Wages	693,168	730,808	(37,640)
Benefits	85,167	93,015	(7,848)
Retirement & FICA	396,778	357,667	39,111
Contracted Staff & Services	1,520	1,520	-
Supplies & Other	1,400	1,400	-
	1,178,033	1,184,410	(6,377)
Special Education - Teacher Consultants, 218			
Wages	247,636	262,459	(14,823)
Benefits	43,319	48,063	(4,744)
Retirement & FICA	141,747	128,003	13,744
	432,702	438,525	(5,823)

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Special Education - Interpreter			
Wages	47,928	47,201	727
Benefits	2,917	2,917	-
Retirement & FICA	27,419	23,020	4,399
	<u>78,264</u>	<u>73,138</u>	<u>5,126</u>
Total Special Education	10,910,683	10,479,051	431,632
Compensatory Education , 125 & 126			
Wages	777,366	841,332	(63,966)
Benefits	99,222	117,039	(17,817)
Retirement & FICA	444,887	420,892	23,995
Contracted Staff & Services	332,321	408,386	(76,065)
Supplies & Other	48,665	43,243	5,422
	<u>1,702,461</u>	<u>1,830,892</u>	<u>(128,431)</u>
Gifted Programs, 9200			
Wages	94,154	94,154	-
Benefits	5,636	5,675	(39)
Retirement & FICA	53,894	45,919	7,975
	<u>153,684</u>	<u>145,748</u>	<u>7,936</u>
Guidance Services, 212			
Wages	1,011,122	986,541	24,581
Benefits	124,932	165,694	(40,762)
Retirement & FICA	578,771	481,135	97,636
Supplies & Other	3,000	3,000	-
	<u>1,717,825</u>	<u>1,636,370</u>	<u>81,455</u>
Other Pupil Services, 213 & 219			
Wages	215,726	215,726	-
Benefits	38,353	38,353	-
Retirement & FICA	123,483	105,212	18,271
Contracted Staff & Services	462,555	376,001	86,554
	<u>840,117</u>	<u>735,292</u>	<u>104,825</u>
Improvement of Instruction, 221			
Wages	1,344,546	1,142,068	202,478
Benefits	177,741	184,987	(7,246)
Retirement & FICA	769,615	568,242	201,373
Contracted Staff & Services	305,431	207,240	98,191
Supplies & Other	51,695	44,892	6,803
Outgoing Transfer - Substitutes	51,756	65,755	(13,999)
	<u>2,700,784</u>	<u>2,213,184</u>	<u>487,600</u>

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Educational Media Center, 222 & 223			
Wages	359,449	359,449	-
Benefits	70,746	72,554	(1,808)
Retirement & FICA	205,747	175,302	30,445
Contracted Staff & Services	4,500	-	4,500
Educational Media	30,000	30,000	-
Supplies & Other	19,000	5,000	14,000
	689,442	642,305	47,137
Special Education, Staff Direction, 226			
Wages	173,604	173,637	(33)
Benefits	48,850	48,850	-
Retirement & FICA	98,933	85,376	13,557
Contracted Staff & Services	13,250	13,250	-
Supplies & Other	4,600	4,600	-
	339,237	325,713	13,524
Other Instructional Staff Services, 229			
Wages	84,415	82,802	1,613
Benefits	21,942	23,478	(1,536)
Retirement & FICA	48,319	40,382	7,937
	154,676	146,662	8,014
Board of Education, 231			
Contracted Services	117,100	117,100	-
Travel & Conference	4,200	4,200	-
	121,300	121,300	-
Communication Services, 282			
Wages	56,777	110,307	(53,530)
Benefits	24,196	24,638	(442)
Retirement & FICA	32,498	53,796	(21,298)
Supplies & Other	-	4,500	(4,500)
	113,471	193,241	(79,770)
Executive Administration, 232			
Wages	351,367	354,989	(3,622)
Benefits	50,059	50,075	(16)
Retirement & FICA	185,630	160,281	25,349
Contracted Staff & Services	55,300	66,550	(11,250)
Supplies & Other	15,800	15,800	-
	658,156	647,695	10,461
Building Administration, Elementary, 241			
Wages	1,026,628	1,035,300	(8,672)
Benefits	229,510	181,358	48,152
Retirement & FICA	587,643	506,214	81,429
Contracted Staff & Services	10,000	10,000	-
Supplies & Other	12,311	12,311	-
	1,866,092	1,745,183	120,909

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Building Administration, Middle School, 242			
Wages	679,153	685,881	(6,728)
Benefits	136,798	152,814	(16,016)
Retirement & FICA	388,748	334,503	54,245
Contracted Staff & Services	21,800	21,800	-
Supplies & Other	8,500	8,500	-
	1,234,999	1,203,498	31,501
Building Administration, High School, 243			
Wages	504,364	508,457	(4,093)
Benefits	84,796	87,583	(2,787)
Retirement & FICA	288,702	247,980	40,722
Contracted Staff & Services	13,795	13,795	-
Supplies & Other	12,325	12,325	-
	903,982	870,140	33,842
Total Building Administration	4,005,073	3,818,821	186,252
Fiscal Services, 252			
Wages	282,472	282,472	-
Benefits	58,078	58,078	-
Retirement & FICA	161,688	137,762	23,926
Contracted Staff & Services	169,250	169,250	-
Supplies & Other	3,200	3,200	-
	674,688	650,762	23,926
Internal Services - Print shop, 258			
Wages	42,282	42,282	-
Benefits	19,012	19,012	-
Retirement & FICA	24,203	20,622	3,581
Contracted Staff & Services	30,000	-	30,000
Supplies & Other	45,000	45,000	-
	160,497	126,916	33,581
Other Business Services, 259			
Workers Compensation	80,000	124,000	(44,000)
Legal Liability Insurance	29,600	32,000	(2,400)
Bank Service Charges	40,000	55,000	(15,000)
Other Fees	9,400	7,600	1,800
	159,000	218,600	(59,600)
Staff/Personnel Services, 283			
Wages	191,886	193,401	(1,515)
Benefits	30,335	30,348	(13)
Retirement & FICA	109,836	94,322	15,514
Contracted Staff & Services	17,000	17,000	-
Supplies & Other	1,000	1,000	-
	350,057	336,071	13,986

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Technology Services, 284			
Wages	790,310	747,238	43,072
Benefits	176,245	152,865	23,380
Retirement & FICA	452,375	364,428	87,947
Contracted Staff & Services	76,626	79,626	(3,000)
Annual User Fees/Contracts	454,494	547,251	(92,757)
Supplies & Other	3,500	25,000	(21,500)
	1,953,550	1,916,408	37,142
Security Services, 266			
Wages	-	2,750	(2,750)
Retirement & FICA	-	1,532	(1,532)
Contracted Staff & Services	193,641	232,333	(38,692)
Supplies & Other	50,000	28,473	21,527
	243,641	265,088	(21,447)
Operation & Maintenance, 261			
Wages	1,000,965	997,363	3,602
Benefits	243,070	220,153	22,917
Retirement & FICA	572,952	487,192	85,760
Contracted Custodial	1,109,050	1,109,050	-
Contracted Staff & Services	600,750	1,526,451	(925,701)
Supplies & Other	495,000	640,000	(145,000)
Telephone	31,000	31,000	-
Heating Fuel/Natural Gas	343,000	343,000	-
Electricity	745,000	745,000	-
Water & Sewer	61,000	61,000	-
Waste & Trash Disposal	61,000	61,000	-
Property, Casualty & Fleet Insurance	177,650	229,450	(51,800)
	5,440,437	6,450,659	(1,010,222)
Total Operations & Maintenance/Security	5,684,078	6,715,747	(1,031,669)
Pupil Transportation, 271			
Wages	664,424	667,168	(2,744)
Benefits	164,503	166,540	(2,037)
Retirement & FICA	373,268	321,598	51,670
Contracted Services	42,010	36,410	5,600
Fleet Insurance	11,200	11,200	-
Vehicle Fuel	126,000	126,000	-
Supplies & Other	38,500	38,500	-
	1,419,905	1,367,416	52,489

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Athletics, 293			
Salaries	138,479	138,479	-
Coaches/Games Workers	192,816	192,816	-
Benefits	28,860	38,620	(9,760)
Retirement & FICA	189,632	161,572	28,060
Contracted Coaches/Game Workers	214,560	214,560	-
Contracted Services	91,600	91,600	-
Supplies & Other	45,000	45,000	-
	900,947	882,647	18,300
Community Education - Child Care, 351			
Wages	763,270	690,228	73,042
Benefits	126,988	129,893	(2,905)
Retirement & FICA	434,363	336,581	97,782
Contracted Staff & Services	756,615	948,195	(191,580)
Supplies & Other	101,575	101,575	-
	2,182,811	2,206,472	(23,661)
Community Education - Recreation/Enrichment, 321			
Wages	22,971	22,971	-
Benefits	11,994	11,976	18
Retirement & FICA	13,149	11,203	1,946
Contracted Staff & Services	270,000	295,000	(25,000)
Supplies & Other	11,000	11,000	-
	329,114	352,150	(23,036)
Community Education - School Readiness, 343x			
Wages	173,657	203,152	(29,495)
Benefits	27,216	44,296	(17,080)
Retirement & FICA	98,163	99,973	(1,810)
Contracted Staff & Services	149,587	219,601	(70,014)
Supplies & Other	52,201	121,681	(69,480)
	500,824	688,703	(187,879)
Community Education - Senior Center, 391			
Wages	55,151	55,151	-
Benefits	5,395	5,395	-
Retirement & FICA	31,286	26,615	4,671
Contracted Staff & Services	27,000	27,000	-
	118,832	114,161	4,671

**Okemos Public Schools
General Operating Fund
2024-25 Revised Budget**

	2024-25 Original Budget	2024-25 Revised Budget	Impact of Change
Community Education - Facilities Use, 311			
Wages	22,972	22,972	-
Benefits	11,996	11,978	18
Retirement & FICA	13,148	11,202	1,946
Contracted Staff & Services	45,000	39,000	6,000
Supplies & Other	1,500	1,000	500
Utilities	53,800	55,000	(1,200)
	148,416	141,152	7,264
Total Community Services	3,279,997	3,502,638	(222,641)
Sub-Grantee Payment	-	9,600	(9,600)
Other Financing Uses	9,900	93,523	(83,623)
Total Expenditures	71,174,201	71,936,935	(762,734)

OKEMOS PUBLIC SCHOOLS

2024-25 Revised Budget

Board Meeting, December 9, 2024

Budget Revision Adjustments, Revenues

	Net Impact
Per-Pupil Foundation Allowance (no change, \$9,608)	(1,114,991)
State Aid MPSERS Reduced UAAL Rate Cap (20.96% to 15.21%)	1,882,774
Enrollment (-3.15 blended)	(30,265)
Special Ed Categorical (28.6% of exp's, 23-24 timing delay)	121,720
State Aid Add'l Retirement & Transportation	233,070
Special Education Revenue thru ISD	361,000
Community Education	(92,283)
Insurance reimbursement	36,359
Other	77,940
	\$1,475,324

Budget Revision Adjustments, Expenditures

	Net Impact
Decreased Salaries & Related, staff turnover	265,382
Environmental Remediation	(939,973)
Insurance, MESSA 16%	(225,184)
Staff FTE; +2.17 BW, KMS, -1.3 CMS (para/teacher)	(111,542)
Nurses, +1.50	(122,700)
Contracted Staff (subs, classroom aides)	(195,800)
Community Education	(206,997)
Operations/Maintenance, equipment	(145,000)
Alternative Student Programming, High School	(60,150)
Insurance (property, casualty, workers comp)	(98,200)
Grants, Impact on Operating Expenses	(47,622)
Leases & Other	(114,951)
	(\$2,002,737)

Preliminary Budget Revision, Grant Adjustments

Revenue w/Offsetting Expenditures

UAAL Retirement Rate Stabilization	(2,111,454)
At-Risk	69,093
GSRP	187,699
MI Kids Back on Track (extended year)	435,963
Mental Health & Safety Grants	114,238
27L, Increase Educator Compensation	237,894
Title (I, II, III, IV)	(120,223)
Cornovirus Relief Funds	(129,370)
Other	76,157
	(\$1,240,003)

Projected Impact on General Fund

	Proposed Budget	Revised Budget	Fund Balance Impact
Revenues	\$70,062,437	\$70,297,758	235,321
Expenditures	71,174,201	71,936,935	(762,734)
Net Impact on General Fund Balance	(\$1,111,764)	(\$1,639,177)	(\$527,413)
Fund Balance, 7/01/24	10,298,963	10,928,321	629,358
Fund Balance, 6/30/25	\$9,187,199	\$9,289,144	\$101,945
<i>Fund Balance as a % of Expenditures</i>	<i>12.9%</i>	<i>12.9%</i>	

1-Time	(\$616,976)
On-Going	<u>89,563</u>
	(\$527,413)

Impending Budget Review

- ISD SE Revenue
- Grants
- Environmental Remediations
- Insurance Reimbursements
- Expenditures
 - Utility costs
 - Staffing

Budget Development Timeline, Tentative

- Multi-Year Budget Overview - January
- 2025-26 Budget Assumptions
 - February/March - after Executive Recommendation
 - Continue March - May
 - Proposed Budget Discussion June 9
 - Budget Adoption June 23

To: John Hood, Superintendent
Board of Education
From: Elizabeth Lentz, Executive Director of Finance
Subject: 2024-25 Budget Revision
Date: December 9, 2024

Following a thorough review and analysis of the initially adopted 2024-25 budget and the audited financial statements from 2023-24, revisions are necessary to accurately reflect updated expenditure and revenue projections. The following highlights significant areas of revision:

Local Revenue:

- Special Education revenue distributed by Ingham ISD was increased by \$361,000. The increase pertains our 2023-24 final claim calculation which will be completed in January 2025. Much of the change pertains to our share of the ISDs 2023-24 Special Education fund budget variance. The 2024-25 estimate is not yet known as the first reliable estimate is completed by the ISD at the end of January each year. Any changes in our current year estimate will be included in a final budget revision later in the school year.
- Facility rental income was reduced by \$93,000 as construction projects have impacted our ability to fully rent our indoor/outdoor spaces. We will monitor our ability to rent spaces as construction projects are completed and new ones are started
- Current local property tax values impacted the expected portion of state foundation revenues generated via the local tax levy increased by \$320,139. Amounts were shifted from the State Aid Foundation revenue allocation to reflect these changes.

State Aid Revenue:

- The blended enrollment for 2024-25 decreased by approximately 3.15 FTE from the original budget. In addition, the foundation allowance remains unchanged at \$9,608, the same as 2023-24. Our original budget included an increase of \$241/pupil. After adjusting for property tax adjustments noted above and the impact of a prorated categorical for funding the foundation of dropout recovery students, a budget revision is included for decreased revenue of (\$1,479,737).
 - Retirement revenue of \$1,882,774 was increased due to (another) state aid retirement section. This revenue is an offset to expenses and effectively reduces each covered entities unfunded actuarially accrued liability (UAAL) from 20.96% to 15.21% of covered payroll. In 2025-26 entities will see the reduction in expenditures rather than as state aid revenue.
 - The State of Michigan allocates revenue equal to 28.6% of allowable Special Education
-

expenditures. The revenue allocation in a given school year is estimated based on prior year expenditures. Adjustments to actual are made in the subsequent school year. The revised budget incorporates adjustments to special education funding aligning prior year estimates with actual expenditures. These revisions resulted in an increase in revenue of \$121,720.

- 2023-24 was the first time the State provided revenue to offset a portion of general education transportation expenditures. Our original budget included revenue at 75% of the 2023-24 award. The 2024-245 finalized state budget included level funding therefore, our budget was increased by \$84,530 to come into alignment with the final state budget.
- Other retirement state aid sections were increased by \$148,540 to reflect current funding levels.
- In 2012-13 the State capped the portion a district paid toward the MPSERS Unfunded Actuarial Accrued Liability (UAAL) at 20.96%. The difference between the actual rate and the cap is paid by the State. The 2024-25 revised budget was adjusted by (\$2,111,454) to reflect the current estimate of the State share, as well as the corresponding expenditures, making this item budget neutral.
- Other State grants were adjusted to reflect current levels of funding. Expenditures for State grants were adjusted as well, making this “budget neutral.”

Federal Revenue:

- Our typical Federal grant awards were adjusted to reflect current allocations and carry-over funds from 2023-24. Expenditures for federal funds were adjusted as well, making this “budget neutral.”

Total Revenue Revision = \$235,321 increase

Expenditures:

- Wage and benefit expenses, including contracted services staff, were adjusted to accurately reflect current staffing and benefit choices. Many of the adjustments resulted from a higher rate of turnover for various positions than in subsequent years. This is consistent with what we have been experiencing since the outbreak of the COVID pandemic and current atmosphere in schools across the nation. These changes reduced expenditures by \$265,382.
 - Due to enrollments, 2 additional sections were added, 1 at Bennett Woods and another at Kinawa. In addition, there was 1 less paraprofessional at Chippewa in addition to minor changes in staff FTE to reflect current sections. These adjustments increased expenses by \$111,542.
-

- \$939,973 was added to the operations budget to cover remediation expenditures, which are ineligible uses of the bond or sinking fund, at Kinawa Middle School. We continue to work with our insurance provider to determine if any of the expenditures for the project will be covered.
- Health insurance costs for MESSA, the carrier for our OEA group, increased by 16%. 3.5% increase was included in the original budget. Premiums run from January to December so 50% of the increase will be incurred in 2024-25 and the other 50% in 2025-26. The budget was increased by \$225,184 to account for premium increases.
- 1.50 FTE for nurses was added to the operations budget. At the time of the original budget it appeared grant funding would continue for 2024-25 however, that did not materialize. Grant funds only covered costs through September. The impact to 2024-25 is \$122,700.
- Due to aging equipment and the repair costs that continue to be incurred, the operations equipment budget was increased by \$145,000 for the purchase of 2 vehicles and a new commercial mower.
- The budget for alternative high school programming (dual enrollment, graduation alliance, Michigan Virtual) was increased by \$60,150 to reflect current enrollment trends.
- Supply and replacement textbook budgets were adjusted at the building levels, reflecting increased enrollment and classrooms.
- Grant expenditures budgets were adjusted accordingly to reflect the additional revenue as noted earlier in the memo.
- Other adjustments were made to reflect spending trends more accurately.

Total Expenditure Revision = \$762,734 increase

Impact on Operating Surplus, Fund Balance

- Revenue and expense changes resulted in a revised budget of \$527,413 expenditures over revenues.
- A favorable audit variance of \$629,358 was included in the budget revision which adjusts our beginning fund balance to \$10,928,321. The ending General Fund balance is projected to be \$9,289,144 and represents 12.9% of expenditures.

The proposed revisions reflect a more fact-based understanding of projected revenue and expenditure activity. An additional, comprehensive, budget revision is recommended in May 2025 to reflect any changes which would impact the district's 2024-25 financial performance.
