



Regular Meeting

June 10, 2019

Electronic Packet

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION MEETING
June 10, 2019
6:00 p.m.
Lincoln High School-West End Media Center

AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 ACCEPTANCE OF AGENDA

6.0 PRESENTATIONS

6.1 Employee of the Month

6.2 Athletic Presentation

6.3 Strategic Plan-Goal 5 Communication/Marketing

6.4 2018-2019 Budget

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

7.2 Curriculum Report

7.3 Facilities Report

7.4 Public Relations/Marketing Report

8.0 PUBLIC COMMENT

9.0 BOARD REPORTS/CORRESPONDENCE

9.1 Board Executive Committee Report

9.2 Board Performance Committee Report

9.3 Board Planning Committee Report

9.4 Board Finance Committee Report

9.5 Reports and Correspondence

10.0 NEW BUSINESS

- 10.1 Student Discipline
 - 10.1.1 Student #8
 - 10.1.2 Student #9
- 10.2 2019-2020 Tax Levy Request
- 10.3 Michigan High School Athletics Associations (MHSAA) 2019-2020 Resolution
- 10.4 2019-2020 Budget
- 10.5 Food Service Contract Renewal
- 10.6 Bishop Overnight Camp
- 10.7 LEA Contract Schedule B
- 10.8 WISD Curriculum Services Contract
- 10.9 State Aid Note
- 10.10 Master Calendar 2019-2020
- 11.0 OLD BUSINESS**
 - 11.1 Minutes of Previous Meeting
 - 11.1.1 Board Meeting May 13, 2019
 - 11.1.2 Special Meeting May 13, 2019
 - 11.2 Pediatric Therapy Associates Contract
 - 11.3 Digital Transportation Radios
 - 11.4 Transportation Vendor Bid
 - 11.5 Personnel Transactions
- 12.0 CLOSED SESSION**
 - 12.1 Negotiation
- 13.0 ADJOURNMENT**

TO: Board of Education

FROM: Sean R. McNatt, Superintendent

DATE: June 6, 2019

**SUBJECT: Board of Education Meeting
June 10, 2019
6:00 p.m.
Media Center-High School**

AGENDA/EXPLANATORY NOTES

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 ACCEPTANCE OF AGENDA

6.0 PRESENTATIONS

6.1 Employee of the Month

6.2 Athletic Presentation
Presented by Chris Westfall

6.3 Strategic Plan-Goal 5 Communication/Marketing
Presented by Vicki Coury

6.4 2018-2019 Budget
Presented by Adam Snapp
This budget is presented to the board to reflect the final revenues and expenditures, as explained in the presentation, for the general fund, food service fund, and community services fund.

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

7.2 Curriculum Report
Kevin Upton

7.3 Facilities Report
Phil Bongiorno

7.4 Public Relations/Marketing Report
Vicky Coury

8.0 PUBLIC COMMENT

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
- 9.2 Board Performance Committee Report
- 9.3 Board Planning Committee Report
- 9.4 Board Finance Committee Report
- 9.5 Reports and Correspondence

10.0 NEW BUSINESS

10.1 Student Discipline

10.1.1 Student #8

The Board Discipline Committee met on May 21, 2019, to conduct a disciplinary hearing for Student #8 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #8 as presented.

10.1.2 Student #9

The Board Discipline Committee met on May 28, 2019, to conduct a disciplinary hearing for Student #9 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

RECOMMENDED MOTION: I move that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #9 as presented.

10.2 2019-2020 Tax Levy Request

Please review the 2019-2020 Tax Rate Request. Millage rates have not changed at the advice and recommendation of our advisor from Public Financial Management. Board action is requested due to time sensitive deadline.

RECOMMENDED MOTION: I move that we approve the 2019-2020 Tax Levy Request as presented.

10.3 Michigan High School Athletics Associations (MHSAA) 2019-2020 Resolution

Enclosed is the 2019-2020 MHSAA Membership Resolution, which requires annual adoption. This is presented for information only; Board action will be requested at a subsequent meeting.

10.4 2019-2020 Budget

This general fund budget projection assumes a \$180 per pupil foundation increase and a 2% student loss. It also includes budgeted expenses for buses, maintenance projects, technology E-rate expenses, and curriculum. Food service and community services funds are budgeted to reflect projected revenues and expenses. This is presented for information only; Board action will be requested at a subsequent meeting.

10.5 Food Service Contract Renewal

Lincoln Consolidated Schools entered into a five-year contract with Aramark. The renewal of that contract would be good for one year ending June 30, 2020 and may be renewed by mutual agreement for three more additional one-year periods, this year being our second renewal. This is presented for information only; Board action will be requested at a subsequent meeting.

10.6 Bishop Overnight Camp

To provide 5th graders the overnight experience of tent camping and teambuilding before entering Middle School. This is presented for information only; Board action will be requested at a subsequent meeting.

10.7 LEA Contract Schedule B

The Schedule B Committee, formed under the collective bargaining agreement between the Board of Education and the Lincoln Education Association, began meeting to discuss Schedule B positions on April 10, 2019 and met on five occasions to discuss revisions to Schedule B positions. The Schedule B Committee recommends the creation of the following three positions, at the rates stated below:

Position	Rate	Salary Cost
Link Crew	10%	\$ 3,665.50
Robotics Coach	5%	\$ 1,832.75
WEB Coordinator	7%	\$ 2,565.85
		\$ 8,064.10

Summaries the duties performed by each of these positions are enclosed with this memorandum for your review. This is presented for information only; Board action will be requested at a subsequent meeting.

10.8 WISD Curriculum Services Contract

The District subcontracts through the WISD Curriculum & Instruction Director, Kevin Upton. There are three contract options:

- 1-year term .8 in the amount \$128,906.00 through June 30, 2020
- 1-year term .9 in the amount of \$145,019.00 through June 30, 2020
- 2-year term .9 in the amount of \$145,019.00 for 2019-2020 and \$150,258.00 for 2020-2021.

The Superintendent recommends 1-year .8 in the amount of \$128,906. This is presented for information only; Board action will be requested at a subsequent meeting.

10.9 State Aid Note

The District borrows from the SAN program annually. Last year, the District borrowed \$7.5 million. This year, the District is looking to borrow \$5.5 million to \$6.0 million. A finalized document will be included in the June 24th board packet. The documents provided are for information purposes only. This is presented for information only; Board action will be requested at a subsequent meeting.

10.10 Master Calendar 2019-2020

The 2019-2020 Master Calendar has been agreed upon by the LEA and the Superintendent meets the 1098 clock hours, 180 plus days as mandated by the State of Michigan. Superintendent recommends approval as presented. This is presented for information only; Board action will be requested at a subsequent meeting.

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting May 13, 2019

11.1.2 Special Meeting May 13, 2019

Enclosed are the minutes of the May 13, 2019, Special Meeting and Regular Session.

RECOMMENDED MOTION: I move that we approve the minutes of the May 13, 2019, Special Meeting and Regular Meeting as presented.

11.2 Pediatric Therapy Associates Contract

Lincoln Consolidated Schools has partnered with Pediatric Therapy Associates since 2000 to provide additional ancillary support staff. Pam Curtis, the owner of Pediatric Therapy Associates provides staffing solutions across Washtenaw County at competitive rates.

Ancillary support staff are speech language providers, occupational therapists, and physical therapist. These roles are required for the implementation of special education services across the district. These services provide much of our Medicaid revenue. As such, they are funded through Act 18 special education funds and not IDEA. Board action is requested.

RECOMMENDED MOTION: I move that we approve Pediatric Therapy Associates Contract as presented.

11.3 Digital Transportation Radios

Attached is the estimate to move the buses to digital radios and to increase the amount of handheld radios within the district. The coverage maps attached show the improved coverage of area moving from analog to digital without the need of a repeater. For improved and added coverage of communication; Replace 39 analog bus radios, with digital units; Add 25 additional digital radios within the district for communication between buildings, transportation, and crisis management.

Customized estimate recommended – EMI Electrocomm, \$20,406.36 bus radios; \$8,181.00 handheld radios. Board action is requested.

RECOMMENDED MOTION: I move that we approve the Digital Transportation Radios in the amount of \$28,587.36 awarded to EMI Electrocomm as presented.

11.4 Transportation Vendor Bid

After careful consideration of the bids for transportation services submitted by Trinity Transportation, First Student, and Auxilio, the Superintendent and Director of Human Resources recommend the Board of Education accept the bid of Auxilio, subject to negotiation and execution of a contract for transportation services.

RECOMMENDED MOTION: I move that we approve the Transportation Vendor Bid awarded to Auxilio as presented.

11.5 Personnel Transactions

<u>ACTION ITEMS</u>				
Name	Building/Position	Effective Date	Status	Major/Step
Cynthia Schultz	Brick/Paraprofessional	6/30/2019	Retired	
Tammy Opfermann	Brick/Paraprofessional	6/30/2019	Retired	
Kathleen Howe Golder	Brick/Paraprofessional	6/14/2019	Retired	
Susan Fisher	LMS/Teacher	6/14/2019	Retired	
Beth Little	Bishop/Assistant Building Secretary	6/14/2019	Resignation	
David Terrasi	Brick/School Psychologist	8/26/2019	New Hire	Step 9/MA+30
Martha Opland	Bishop/Spanish Immersion Elementary Teacher	6/14/2019	Resignation	
Lisa Brown	Brick/2nd grade teacher	3/12/2019	Termination	
Sid Murphy	Childs/Paraprofessional	5/13/2019	Transfer	
Sandi Birk	Brick/Paraprofessional	5/29/2019	Transfer	
Keyla Shillingford	Model/Paraprofessional	5/28/2019	Transfer	
Sarah Minch	Model/Paraprofessional	5/28/2019	Transfer	
Monieka Callarino	Childs/Secretary	5/29/2019	Transfer	
Lisa Henricks	Brick/Teacher	6/14/2019	Retired	
March Wells	Teacher/Middle School	10/25/2019	Retired	
Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Mary Boivin	Teacher/Model	8/28/2019	FMLA	Approved
Gretchen Contreras	Teacher/LHS	10/2/2019	FMLA	Approved

Kathleen Golder	Paraprofessional/Brick	6/30/2019	FMLA	Approved
Brenda Nelson	ECC/Model	Intermittent	FMLA	Approved
Colleen Brohl	Paraprofessional/Bishop	11/6/2019	FMLA	Approved
Shawn Harmon	Teacher/Brick	Intermittent	FMLA	Approved

RECOMMENDED MOTION: I move that we approve the June 13, 2019, Personnel Transactions Summary as presented.

12.0 CLOSED SESSION

12.1 Negotiation

It will be necessary to enter closed session to discuss negotiation, not to return to open session. A roll call vote will be necessary.

RECOMMENDED MOTION: Pursuant to Sections 8(c) of the Open Meetings Act, I move that we enter closed session to discuss the negotiations, not to return to open session.

Mr. Rollins _____
Mrs. Sparks _____
Mrs. VanZomeren _____
Mrs. Williams _____
Mrs. Czachorski _____
Mrs. LaBombarbe _____
Mrs. Newlon _____

13.0 ADJOURNMENT

Goal #5: To foster relationships and enhance trust with our diverse families and community

Updated June, 2019

What strategies have been implemented?

- Develop and enhance community events
 - Reviewed current and proposed events with District PTO.
- Clearly communicate building processes parent/guardian for transition between buildings
 - Principals have met to identify opportunities between LMS and Elementary Buildings
- Identify current partnerships and increase outreach opportunities
 - Identified Liaison for United Way
 - Secured library participation in summer events

What strategies is the team currently working on accomplishing?

- Need to secure budget and funding for District PTO events and programs.
- Elementary Principals will identify opportunities with area daycare providers
- Need to identify additional /replacement partnership liaisons

What are the next steps for the Committee?

- Summer events
 - Movie Nights
 - Reading in the Park
 - LMS Block Party
 - Bounce Back to School

What results can you share from the strategies being implemented?

- Created LHS Alumni group in LinkedIn to stay in contact with alumni
- Secured sponsorships for LMS Block Party and Bounce Back to Schools allowing us to expand offerings.

Michigan Department of Treasury
614 (Rev. 02-19)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s) **L-4029**
COPY TO: Each township or city clerk

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw and Wayne County (Sumpter Only)	2019 Taxable Value of ALL Properties in the Unit as of 5-28-19 Washtenaw (\$817,537,433 + Wayne (\$171,150,232)
Local Government Unit Requesting Millage Levy Lincoln Consolidated Schools (1 of 2)	For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. 200,696,084

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	11/2018	18.2105	18.2105	1.0000	18.2105	1.0000	18.0000	N/A	18.0000	11/2024
Voted	2011 Debt	7/2011	0.1800	N/A	1.0000	N/A	1.0000	0.1800	N/A	0.1800	
Voted	2016 Series A	4/2016	3.0400	N/A	1.0000	N/A	1.0000	3.0400	N/A	3.0400	
Voted	2016 Series B	4/2016	2.5800	N/A	1.0000	N/A	1.0000	2.5800	N/A	2.5800	
Voted	2017 Debt	2/2017	0.1600	N/A	1.0000	N/A	1.0000	0.1600	N/A	0.1600	
Voted	2018 Debt	2/2018	0.7600	N/A	1.0000	N/A	1.0000	0.7600	N/A	0.7600	
Voted	2018 Debt Series A	11/2018	0.3400	N/A	1.0000	N/A	1.0000	0.3400	N/A	0.3400	
Voted	2018 Series B	11/2018	0.2900	N/A	1.0000	N/A	1.0000	0.2900	N/A	0.2900	

Prepared by	Telephone Number	Title of Preparer	Date 6/10/2019
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jennifer LaBombarbe	6/10/2019
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Yoline Williams	6/10/2019

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2019 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0
For Commercial Personal	6
For all Other	18

Michigan Department of Treasury
614 (Rev. 02-19)

ORIGINAL TO: County Clerk(s)
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L-4029

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Voted	Operating	11/2018	18.2105	18.2105	1.0000	18.2105	1.0000	18.0000	18.0000	N/A	11/2024
Voted	2011 Debt	7/2011	0.1800	N/A	1.0000	N/A	1.0000	0.1800	0.1800	N/A	
Voted	2016 Series A	4/2016	3.0400	N/A	1.0000	N/A	1.0000	3.0400	3.0400	N/A	
Voted	2016 Series B	4/2016	2.5800	N/A	1.0000	N/A	1.0000	2.5800	2.5800	N/A	
Voted	2017 Debt	2/2017	0.1600	N/A	1.0000	N/A	1.0000	0.1600	0.1600	N/A	
Voted	2018 Debt	2/2018	0.7600	N/A	1.0000	N/A	1.0000	0.7600	0.7600	N/A	
Voted	2018 Debt Series A	11/2018	0.3400	N/A	1.0000	N/A	1.0000	0.3400	0.3400	N/A	
Voted	2018 Series B	11/2018	0.2900	N/A	1.0000	N/A	1.0000	0.2900	0.2900	N/A	

Prepared by	Telephone Number	Title of Preparer	Date 6/10/2019
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<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Jennifer LaBombarbe	6/10/2019
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Yoline Williams	6/10/2019

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Voted	Rec-ALL	11/2018	0.0978	0.0978	.9940	0.0972	1.0000	0.0972	0.0972	N/A	11/2024

Prepared by Adam Snapp	Telephone Number 734-484-7081	Title of Preparer Director of Finance	Date 6/10/2019
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

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Voted	Rec-ALL	11/2018	0.0978	0.0978	.9940	0.0972	1.0000	0.0972	N/A	0.0972	11/2024

Prepared by Adam Snapp	Telephone Number 734-484-7081	Title of Preparer Director of Finance	Date 6/10/2019
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Mark Uyl, Executive Director

1661 Ramblewood Drive • East Lansing, MI 48823-7329 • 517-332-5046 • Fax 517-332-4071 • MHSAA.com

TO: Superintendents of Schools
FROM: Mark Uyl, Executive Director
DATE: May, 2019
SUBJECT: 2019-20 Membership – **Take Action Now!**

Unlike classroom courses of our schools, the interscholastic athletic program requires opponents; and to help promote a level playing field for competition, the interscholastic athletic program requires some organization to provide a forum to assist in developing competitive standards and to help assure they are maintained. For many years, many schools have worked through the Michigan High School Athletic Association to establish a common set of rules, for the orderly administration of an interscholastic athletic program, which promotes academic integrity and competitive equity.

According to Michigan Attorney General Opinion #4795 of 1977, any local board of education, which desires to do so, may voluntarily join the MHSAA by adopting the rules of the association and agreeing to enforce those rules with respect to its schools. Institutional control remains the key to this organization.

Enclosed are two copies of the MHSAA Membership Resolution for the year August 1, 2019 through July 31, 2020. A copy describing essential eligibility requirements in PDF format may be downloaded from the Administrators page at MHSAA.com.

Each school district which wishes one or more schools to participate in MHSAA tournaments and benefit from MHSAA services must schedule on its board of education agenda the adoption of the Membership Resolution. The Resolution should be signed in sufficient time to prevent a lapse in membership (before August 1). A lapse in membership, even though for only a week, can create unnecessary problems should there be claims under the \$1,000,000 accident medical insurance plan or the concussion care gap insurance or if eligibility rulings are to be made during that period.

While it is not a prerequisite to conducting an interscholastic athletic program, MHSAA membership is required for all school districts, which wish their high schools to participate in MHSAA post-season tournaments. If the Membership Resolution is not signed and returned by the fourth Friday after Labor Day (September 27), your district's schools may not enter MHSAA post-season tournaments during 2019-20.

If the Membership Resolution is being returned from a multi-school district or diocese, please list ALL junior and senior high schools for which membership is requested. We strongly urge that all junior high/middle schools become MHSAA members, subject to MHSAA rules that are especially designed for students of that age and educational programs of that level. In order to assure compatible philosophies and equitable opportunities and competition, you are urged to invite all the junior high/middle schools against which yours compete or which feed into your high schools to also become MHSAA member schools if they are not already.

(over)

The Membership Resolution obligates the listed schools of your district to follow the standardized rules if your schools wish to qualify for and participate in MHSAA post-season tournaments, and it obligates your administration and board of education to enforce those rules.

Complete the Membership Resolution only if your district intends to fulfill these obligations without exception.

Also enclosed, is a copy of the minutes of the MHSAA Representative Council Meeting held May 5-6, 2019. Regulation CHANGES as indicated in the minutes will be published in the 2019-20 *MHSAA Handbook*, which we anticipate receiving from the printer before June 15. Copies will be sent to each superintendent and each member school immediately after delivery to our office. Please review the minutes of the Representative Council's Nov. 30, 2018 and March 21, 2019 meetings where other changes for 2019-20 were developed. Minutes, and a summary of Representative Council Action can be found on the Administrators page at MHSAA.com.

Thank you for your cooperation with these first procedures for the 2019-20 year of inter-scholastic athletics, which we will try work diligently to make the very best experience possible.

New Transfer Rule

A new sport-specific transfer rule has been adopted, the full effects of which will be felt during the 2019-20 school year. The revised rule means a transfer student has

- immediate eligibility in a sport not played the previous season for that sport and (unless one of the 15 Exceptions apply)
- no eligibility for the upcoming season in a sport actually played the previous season in that sport.

Students' sport participation during the 2018-19 school year will determine their eligibility for 2019-20 should they transfer schools and not meet one of the 15 stated Exceptions. This rule applies to high school students only.

Schools should inform students prior to participation in a scrimmage or game of this new rule impacting transfer students. Distribute the updated MHSAA Student Eligibility brochure to all students. (Available on MHSAA.com)

Schools may join the MHSAA beginning with the 6th grade level

Schools which join the MHSAA at the 6th grade level, may not only sponsor teams for 6th grade with MHSAA services (including catastrophic accident insurance and concussion care gap insurance), they may also allow 6th graders to participate with 7th and 8th graders in individual sports (bowling, cross country, track & field, swimming & diving, tennis and wrestling) and with league approval in team sports (MHSAA Executive Committee approval is not required in either case.)

Superintendents, principals and athletic directors should discuss 6th grade participation at the local and league level prior to completing the 2019-20 MHSAA Membership Resolution.

MU/ck
Enclosures



2019-20

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2019 — through July 31, 2020

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2019-20 must be listed on the back of this form)

_____ City of _____

County of _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2019 and shall remain effective until July 31, 2020, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

_____ School(s), on the _____ day of _____, 2019,
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2019-20

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.**
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.**

Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes or No (circle one)** 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

2. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes or No (circle one)** 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

3. _____
 Name of Member School
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes or No (circle one)** 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.



2019-20

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MEMBERSHIP RESOLUTION

For the year August 1, 2019 — through July 31, 2020

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2019-20 must be listed on the back of this form)

_____ City of _____

County of _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2019 and shall remain effective until July 31, 2020, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

_____ School(s), on the _____ day of _____, 2019,
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

(Governing Body Name)

(Address)

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2019-20

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.**
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.**

Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. _____
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If necessary, list additional schools for either column on a separate sheet.

Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. _____
 Name of Member School
Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
 2. **Yes or No (circle one)** 6th grade students will be participating in one or more sports for the above school. If 6th graders are participating & not housed in the same building, list below the name of that building that houses 6th-graders.

2. _____
 Name of Member School
Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
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Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2019-20 7th and 8th-grade enrollment _____
 Provide anticipated 2019-20 6th-grade enrollment _____
 1. **Yes or No (circle one)** 6th graders will be participating, in at least one sport, with 7th and 8th graders.
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Lincoln Consolidated Schools
School District Name

July 1, 2017
Date of Original Contract

81070
District Number

Year of Renewal (circle) 1 (2) 3 4

Contract Renewal Agreement - FSMC Fixed Price Contract

This document contains the rates and fees for the furnishing of food service management for nonprofit food service programs for the period beginning July 1, 2019, and ending June 30, 2020. The terms and conditions of the original contact are applicable to the contract renewal.

The bidder shall not plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the proposal.

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

RATES MUST NOT BE ROUNDED UP. DO NOT EXCEED TWO DECIMAL PLACES.

	<u>2018/19 Rate</u>	<u>2019/20 Rate</u>	<u>Percentage Change/Increase**</u>
1. Reimbursable Breakfasts	1. <u>\$1.5375</u>	1. <u>\$1.5805</u>	1. <u>2.80%</u>
2. Reimbursable Lunches*	2. <u>\$2.8865</u>	2. <u>\$2.9673</u>	2. <u>2.80%</u>
3. A la Carte Meal Equivalents*	3. <u>\$2.9482</u>	3. <u>\$3.1029</u>	3. <u>5.25%</u>
4. Management Fee Per Meal (Breakfasts and Lunches) and Meal Equivalent (A la Carte)	4. _____	4. _____	4. _____
5. Equivalent Meal Factor	5. <u>\$3.4625</u>	5. <u>\$3.5450</u>	5. <u>2.38%</u>
6. Special Milk	6. _____	6. _____	6. _____
7. At Risk Suppers*	7. _____	7. _____	7. _____
8. After School Snacks	8. <u>\$0.8712</u>	8. <u>\$0.8955</u>	8. <u>2.79%</u>
9. Advance Payment, if any (flat amount)	9. _____	9. _____	9. _____

*Rates must be the same.

**Percentage increase must not exceed the allowable increase established in the original contract.

By submission of this proposal, the FSMC certifies that, in the event it receives a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable program laws and regulations. This agreement shall not exceed one year.

Signed: *Marie C Hicks*
Food Management Company Representative

Vice President
Title

4/8/19
Date

Acceptance of Contract Renewal Agreement

Signed: _____
School Food Authority Representative

Superintendent
Title

Date

AGREEMENT PAGE – FSMC Contract Renewal

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

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

This Agreement shall be in effect for one year and may be renewed by mutual agreement for two (2) additional one-year periods.

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

Date of Original Contract:

July 1, 2017

Contract Renewal Year:

1 2 3 4

ATTEST:

SCHOOL FOOD AUTHORITY:

Signature of Witness for SFA

Signature of SFA Representative

Sean McNatt
Name

Superintendent
Title

Date

ATTEST:

**FOOD SERVICE
MANAGEMENT COMPANY:**

Renee Martin
Signature of Witness for FSMC

Brian C Hicks
Signature of FSMC Representative

Brian Hicks
Name

Vice President
Title

4/8/19
Date

**AMENDMENT NO. 2 TO
REQUEST FOR PROPOSAL/CONTRACT**

This Amendment (this "Amendment") is made effective as of the 1st day of July, 2019, by and between LINCOLN CONSOLIDATED SCHOOLS ("SFA") and Aramark Educational Services, LLC ("FSMC").

WHEREAS, SFA and FSMC entered into a Request for Proposal/Contract effective July 1, 2017 (the "Agreement"), pursuant to which FSMC provides food service management services; and

WHEREAS, effective July 1, 2019, SFA and FSMC desire to enter into this Amendment in order to renew the Agreement for a period of one (1) year, and to adjust the equivalent factor and fees set forth in the Agreement.

NOW THEREFORE, SFA and Aramark desire to amend the Agreement, as follows:

1. The Agreement is hereby renewed for the period beginning July 1, 2019 and ending June 30, 2020.

In all other respects, the Agreement shall remain in full force and effect. This Amendment shall be attached to, and become a part of, the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be signed by their duly authorized representatives the day and year first above written.

LINCOLN CONSOLIDATED SCHOOLS

ARAMARK EDUCATIONAL SERVICES, LLC

By: _____
Sean McNatt
Superintendent

By: Brian C Hicks
Brian Hicks
Vice President

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

Aramark Educational Services, LLC

Lincoln Consolidated Schools

Name of Food Service Management Company

Name of School Food Authority

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

(1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and

(3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

(1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

(2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Kevin C. Hicks

Vice President

4/8/19

Signature of Food Service Management Company's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.

Signature of School Food Authority's Authorized Representative

Title

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "**participant**," "**person**," "**primary covered transaction**," "**principal**," "**proposal**," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check for Excluded Parties on the System for Award Management at <https://www.sam.gov/portal/public/SAM/>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 7 CFR Part 3017, Subpart C, Responsibilities of Participants Regarding Transactions.

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Aramark Educational Services, LLC	
Organization Name	Award Number or Project Name

Brian Hicks, Vice President
Name(s) and Titles(s) of Authorized Representatives(s)

<i>Brian C Hicks</i>	4/8/19
Signature(s)	Date

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Vended School Meals Company (offeror) shall execute this Certificate.

Aramark Educational Services, LLC
Name of Food Service Management Company

Lincoln Consolidated Schools
Name of School Food Authority

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information as well as other requirements specified in Section 114 and Section 308 of the Clean Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency (EPA) List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating era, location or sites of operations, owned, leased, or supervised by the Food Service Management Company.

[Signature]
Signature of Food Service Management
Company's Authorized Representative

Vice President
Title

4/15/19
Date

NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or **nonappropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan;
- You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

CERTIFICATION REGARDING LOBBYING CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Aramark Educational Services, LLC

Organization Name

Award Number or Project Name

Brian Hicks, Vice President

Name and Title of Authorized Representative

Brian C Hicks

Signature

4/8/19

Date

Certificate of Compliance Michigan Public Act No. 517 of 2012 Iran Economic Sanctions Act

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Lincoln Consolidated Schools School District's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the School District as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Lincoln Consolidated Schools School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Aramark Educational Services, LLC
Name of Company

Brian Hicks, Vice President
Name and Title of Authorized Representative


Signature

4/8/19
Date

**Lincoln Consolidated
Schools**

Memo

To: Board of Education
From: Adam Blaylock, Director of Human Resources
Date: June 6, 2019
Re: Schedule B Committee Recommendations

The Schedule B Committee, formed under the collective bargaining agreement between the Board of Education and the Lincoln Education Association, began meeting to discuss Schedule B positions on April 10, 2019 and met on five occasions to discuss revisions to Schedule B positions. The Schedule B Committee recommends the creation of the following three positions, at the rates stated below:

Position	Rate	Salary Cost
Link Crew	10%	\$ 3,665.50
Robotics Coach	5%	\$ 1,832.75
WEB Coordinator	7%	\$ 2,565.85
		\$ 8,064.10

Summaries the duties performed by each of these positions are enclosed with this memorandum for your review.



Job title: Robotics Coach

Goal: To provide the high school team opportunities to form learning partnerships between students with different technology skill levels while providing engineering expertise. Coach will facilitate activities related to participation in FIRST Robotics district, regional, state, and world robotics competitions.

Duties and Responsibilities:

- Organize and monitor the high school FIRST Robotics team
- Responsible recruiting and organizing Engineering and Non-Engineering adult Mentors and Volunteers
- Build, configure, and test robots
- Design software systems to control robotic systems for use in FIRST Robotics competitions
- Analyze and evaluate prototypes and robotic systems
- Review and approve cost estimates and design calculations
- Serve as technical support for the school team robotics design and competition season
- Perform research into the design, operation and performance of robotic mechanism components or systems
- Liaison between team members, mentors, parents and volunteers; communicate expectations to parents and students about what is expected of them in terms of their commitment to the team, 3 – 4 hours per week to prepare for team meetings, coordinating help, maintaining equipment, communicating with your sponsoring organization, purchasing supplies, registering for competitions, creating schedules and team building
- Track finances and manage team yearly budget of ~\$20,000
- Manage equipment including power tools, and machinery
- Make decisions about building, and work to achieve consensus among team members on the mechanical design
- Use guidelines from team brainstorming to build a robot that can accomplish the team's desired missions and access partnerships with business/community to garner mentors and funding opportunities
- The team meets weekly in the fall and most weekdays and weekends during the intense six-week period known as the build season in January - March. Meetings vary based on the activities needed to ensure preparedness for all upcoming on/off-season events Time commitment as follows:
 - Kickoff weekend 1st Saturday and Sunday in January
 - Build season 6 weeks 24hrs/week
 - Competition Season 6 weeks 16hrs/week
 - 3 Day district Competitions 2 events 27hrs/event
 - Off Season meetings once or twice a week 2hrs
 - State or World Championship Competitions
- Schedule, book and attend travel to at least one in-state district event and possible travel to a World Championship held in the USA

What is Link Crew?

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project's proven high school transition program trains mentors from junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

More and more studies show that if students have a positive experience their first year in high school, their chance for success increases dramatically. Link Crew provides the structure for freshmen to receive support and guidance from juniors and seniors who have been through the challenges that high school poses, and understand that the transition to a larger school can sometimes be overwhelming.

Link Crew is a year long transition program with four components that contribute to its success:

- **High School Orientation** - Link Leaders and freshmen start building the mentor relationship and freshmen receive information about how to be successful in high school
- **Academic Follow Ups** - Link Leaders support freshman academic success and character development through structured classroom visits
- **Social Follow Ups** - Link Leaders and freshmen connect outside the classroom at social events to increase student engagement, and promote positive school climate
- **Leader Initiated Contacts** - Link Leaders connect with their freshmen on a more individual basis

High School Transition Program Promotes School Safety, Anti-Bullying

Link Crew's goal is to provide schools with a structure in which students make real connections with each other thus increasing school safety and reducing incidence of bullying with anti-bullying education. Through this program, freshmen learn that people at school care about them and their success and leaders experience increased self esteem as well as overall character development. Link Crew is the high school transition program that will increase attendance, decrease discipline referrals and improve academic performance at your school.

The Coordinator's Role (Outside time commitment: 10-40 hours per month
11 months per year)

The coordinator is the person that has attended training and is responsible for running the Link Crew program.

The duties of the coordinator include:

- Attend Link Crew conferences at least once a year
 - September - Follow Up, 1 day
 - March/April - Refresher, 2 days
- Create annual Link Crew calendar of events
 - Keep staff, administration, and Crews up-to-date on Link activities
- Select, train, and motivate Link Leaders
 - May development Day
 - Summer training Follow Up lesson training
 - On-going training: monthly meetings, conferences, one-on-one assistance
- Create and organize A-team
 - Summer meetings to handle all orientation logistics, supplies, signs
- Create Link t-shirt
- Organize Link orientation for ninth graders
 - Mail invitations, create Link teams, reserve all classrooms, organize PA system and assembly speaker, etc.
- Select and schedule Follow Up lessons
 - Midterm Madness, Link leader tutoring sessions
- Organize Social Follow Ups
 - Link Leader/crew social events
- Additional duties
 - Charter school visits
 - Moving Up Day assistance
 - 8th grade orientation and 8th grade parent night
 - New student tours
 - 9th grade tutoring program
 - represent Link Crew at LHS leader and advisor meetings

WEB program description and responsibilities of WEB coordinator

WEB, which stands for “Where Everybody Belongs” is a middle school orientation and transition program that welcomes 6th/7th graders and makes them feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains mentors from the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th/7th graders to discover what it takes to be successful during the transition to middle school and help facilitate 6th/7th grade success.

- **Middle School Orientation** - WEB Leaders and 6th/7th graders start building the mentor relationship and receive information about how to be successful in middle school
- **Academic Follow Ups** - WEB Leaders support 6th/7th grade academic success and character development through classroom visits
- **Social Follow Ups** - WEB Leaders and 6th/7th graders connect outside the classroom at social events to increase student engagement and promote positive school climate
- **Leader Initiated Contacts** - WEB Leaders connect with their 6th graders on a more individual basis

WEB also acts as an anti-bullying program for the school by providing it with a cadre of student leaders who look for bullying behavior and help stop it. WEB gives older students permission to be aware of and report any negative behavior they see, creating a safer school for everybody.

The goal of WEB, Boomerang Project's middle school orientation and transition program, is to provide Lincoln Middle School with a structure in which students make real connections with each other thus increasing school safety and reducing incidence of bullying. Through this program, students learn that people at school care about them and their success. WEB is the middle school transition program that will increase student achievement, enhance character development efforts and create an anti-bullying environment at the school.

WEB is more than just a one day event. It is a structured middle school transition program which provides mentoring and enhances character development efforts that spans an entire year at Lincoln Middle School. The WEB Leaders not only help organize and guide the 6th graders through orientation day, but they also help to facilitate a smooth transition both socially and academically throughout the year. Specifically, there are three ways WEB lives at your school during the year:

- **Academic Follow Ups:** these occur in a classroom setting; WEB Leaders visit 6th grade classes to teach lessons on topics such as cooperation, creativity, and positive attitudes.
- **Social Follow Ups:** these are school sponsored group activities that bring 6th graders and WEB Leaders together for a variety of fun events such as group lunches, field days or movie afternoons.

- **Leader Initiated Follow Ups:** these happen outside the classroom on a one-to-one basis and can be as simple as WEB Leaders saying “hi” to their 6th graders in the hallways or calling them at home to check in and see how they are doing. More involved Leader Initiated Follow Ups include WEB Leaders spending time tutoring their 6th graders or doing something special for their birthdays.

This three pronged approach to middle school transition is what sets WEB apart from other orientation programs. With WEB, 6th graders experience at least 8 positive contacts with WEB Leaders during the first six weeks of school and this both contributes to overall school safety as well as helps them create a sense of connection to their new school.

WEB is a student centered leadership and mentor program founded on the guiding principle that students are an invaluable and untapped resource at your school. WEB believes that students ultimately want to be positive change agents at your school, but need the structure and permission to do so.

At the heart of the WEB program are WEB Leaders. The success of the program is based on selecting students who will step up to not only support the 6th graders, but also act as mentors and take the lead in creating a positive school climate.

WEB Leaders are:

- Members from LMS 8th grade class
- A cross section of the student body
- Students who want to make a difference at our school

WEB Leaders are trained to:

- Facilitate small groups
- Deliver classroom lessons
- Take responsibility for their own behavior
- Be positive leaders and role models in all situations

In addition to facilitating learning experiences and instructing 6th graders in valuable lessons on how to be successful in middle school, WEB Leaders step up and become a substantial presence at school acting as models of positive behavior which is ultimately a catalyst for climate change at our school. WEB is an excellent service learning and character development program; students get to serve their school community on multiple levels as well as reflect, consider and understand the impact of their own behavior.

Beyond the aforementioned description of the program, the coordinator's tasks include:

- WEB team planning (ongoing through year)
- WEB supervising and creating recruitment posters / hanging
- Promoting/Preparing WEB at Staff meetings - team builder, WEB info. teacher rec. forms, speak with 8th grade teacher about WEB leader meetings
- Organizing and participating in recruitment week
- Creating, distributing, collecting, and, analyzing potential WEB participant applications
- Organizing and running Audition Day
- Preparing and sending out contracts to approved potential WEB participants
- Preparing and sending out rejection letters
- May Play Day Prep - make up "play bags" + shopping for supplies
- Organizing and running May Play Day
- Preparing Final WEB leader list to counseling and discussing potential WEB applicants
- 6th grade Orientation Prep before the next school year
- Preparing and mailing out reminders to 8th grade mentors and 6th grade incoming students.
- Shopping for supplies for training and 6th grade orientation
- Prep for WEB leader training (1 day)
- WEB Leader training (2 days)
- 6th grade Orientation Prep (1 9-10 hr day)
- 6th grade Orientation Day (1 day)
- Debrief Orientation Day
- Organize Splitter Tailgate - contact food vendors
- Work Splitter Tailgate - supervise activities and games.
- Organize and attend Study Buddies - with WEB Leaders and 6th graders
- Plan and organize 2 large social follow-up events for 6th graders and WEB leaders.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Contracted Services Agreement - Individual**

This agreement is made this 13th day of May, 2019 by and between Lincoln Consolidated Schools, hereinafter referred to as “Lincoln”, located at 8970 Whittaker Road, Ypsilanti, MI 48197 (“Lincoln”) and Washtenaw Intermediate School District, hereinafter referred to as “WISD”, located at 1819 South Wagner Road, Ann Arbor, MI 48103 (“WISD”).

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by WISD, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – Scope of Services

Now, therefore, in consideration of payment to WISD of the sums specified in Section II, Lincoln does hereby agree as follows:

1. WISD shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2019. Once this contract is implemented, the ending date for providing services shall be June 30, 2020. This contract may be extended upon mutual agreement of both parties on an annual basis.
2. WISD agrees to provide a person satisfactory to Lincoln, who is a Curriculum & Instruction Leader, who will perform the following duties and any necessary tasks incident to full performance of the described duties:
 - Administers and reviews the local district’s K-12 curriculum development plan to ensure the education programs, courses of study, methods and materials for instruction are based up appropriate student needs and are consistent with State of Michigan and Local Board of Education goals, policies and laws
 - Provides leadership in the identification of K-12 curriculum needs and professional development as determined by educational research, local district planning and Michigan Department of Education rules and regulations, and initiatives appropriate activities to meet those needs
 - Ensures understanding and promotes the vision, mission, beliefs, and guiding principles of the local district via the curriculum
 - Directs all federal and state instructional support programs for the local district
 - Authors the consolidated application for Title I, Title II, Title III and 31(a) At-Risk programs, supervises all program budgets, and completes all reports and accountability measures for those programs
 - Prepares the local district curriculum and instruction budget
 - Collaborates closely with Special Education and all shared entity programs
 - Supervises local district research and testing for measuring the effectiveness of the total educational program
 - Evaluates and approves internal and external requests for local District participation in research projects
 - Administers local district testing program and interprets these results for the Board of Education, school staff and the community
 - Formulates and directs local district compliance with state and federal quality initiatives such as school improvement, core curriculum, accreditation and federal education legislation

- Facilitates all local district and building level academic improvement efforts while providing leadership for all curriculum councils and data teams
 - Coordinates the development of joint curricular projects between the local district and other organizations such as Washtenaw ISD, local Universities and private corporations
 - Monitors integration of technology throughout the curriculum
 - Provides leadership, coordination and/or support to county instructional network(s)
 - Supervises and evaluates staff performance
 - Demonstrates regular, predictable attendance
3. WISD agrees to provide a Curriculum & Instruction Leader for **.80 FTE (180 days)**. The contractual period shall be consistent with the needs of Lincoln's program, and agreed to by Lincoln and WISD. The days of service within the school work year shall be a determined by Lincoln's approved calendar. Flexibility of days and hours worked in Lincoln shall be as determined by joint agreement of the Lincoln Consolidated Schools Administration and the WISD Assistant Superintendent of Achievement and System Supports. Flexibility of scheduling shall maintain the minimum contractual number of hours per week within the contracted calendar year.
- If the employee is required to work more than **180** work days at the request of Lincoln, Lincoln shall be required to make an additional payment to WISD at the applicable daily rate for the assigned employee.
- Supervisory services shall be carried out in a competent and professional manner and shall be at the direction of the Lincoln Superintendent when performing within Lincoln time and responsibilities. Problems arising in conjunction with the provisions of this contract or with the Curriculum & Instruction Leader shall be resolved through mutual action of the Lincoln Administration and WISD Assistant Superintendent of Achievement and System Supports.
4. WISD expects the support of the Lincoln Administration in implementing any recommended system/process changes.
5. WISD shall provide, at the request of the Superintendent, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of WISD's duties as described.
6. As a public school district, WISD is required to comply with MCL Sections 380.1230 – 380.1230(d) regarding obtaining criminal history record information (CHRI) related to its employees. WISD assures Lincoln that the employee(s) providing services under this contract have met the initial requirements to be fingerprinted and have been cleared to work in a public school setting. Should Lincoln wish to obtain a copy of the CHRI related to any employee providing services to Lincoln, Lincoln should make the request to the WISD Human Resources department and WISD will obtain a release from the employee(s) to effectuate a release of the CHRI to Lincoln.

SECTION II - Compensation

Lincoln does hereby agree as follows:

1. The maximum consideration for WISD's services as described in Section I shall be **\$128,906** for 2019-20 including all related expenses, including travel expenses outlined in Section III. See Appendix A.
2. The above consideration for WISD's services is based on the time reasonably expended by the WISD to complete the tasks herein above described in Section I and is based on a per diem rate of **\$716.14/day** for 2019-20 for time expended.
3. WISD shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price two times per school year in January and June.
4. WISD is retained by Lincoln only for the purposes and to the extent sent forth in this Agreement, and WISD's relationship to Lincoln shall, during the life of this Agreement, be that of an independent contractor. As such, Lincoln agrees that WISD shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to Lincoln in such manner as WISD sees fit. WISD shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by Lincoln pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the Lincoln's regular employees. Lincoln will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. WISD agrees to hold Lincoln harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by WISD in accordance with its professional judgment.
5. WISD has not been debarred, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits.
6. Lincoln acknowledges that WISD has no responsibility for the supervision of any Lincoln personnel in carrying out his/her contractual functions, and any recommendations made by WISD will require independent judgment of Lincoln prior to being effectuated.
7. Lincoln agrees that WISD shall have access to Lincoln premises at such time as is necessary for WISD to perform the above described tasks. However, Lincoln may require at least a one week's prior notice relating to the use of certain facilities.
8. Lincoln agrees to promptly pay the invoices submitted by WISD upon verification of the rendering of the services and within 30 calendar days from receipt.

SECTION III – Other Considerations

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of WISD. However, Lincoln may ask WISD to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, Lincoln pre-approved travel costs associated with this Contract will be paid by Lincoln at a rate to be determined by Lincoln. Such travel expenses must be submitted under the guidelines established by Lincoln, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The work done by WISD shall be to the satisfaction of Lincoln. Should WISD unsatisfactorily perform the duties, Lincoln may cancel the Agreement and WISD shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
4. Parties of this agreement intended to operate pursuant to the terms of this agreement for a period of at least one year. The agreement may be terminated by either party, provided that the party seeking to terminate this agreement notifies the other party in writing at least sixty (60) days prior to the June termination date. Lincoln and WISD agree to meet at least thirty (30) days prior to the termination of the contract to determine continuance and/or modification of the contract and its provisions. By mutual agreement, the terms may be extended for an additional year. The work done by WISD shall be to the satisfaction of Lincoln, but Lincoln acknowledges that WISD will need time to become acquainted with the District's operations/programs and make any necessary changes and recommendations. If Lincoln has concerns regarding the performance of this contract, Lincoln and WISD agree to work together to remedy the situation in order to foster a positive working relationship and effective contractual agreement. If WISD feels it cannot satisfactorily meet the requirements of this contract due to actions or inaction on the part of Lincoln, WISD may cancel this contract. The cancellation must be in writing and must be rendered at least 30 days prior to the effective date of cancellation.
5. Lincoln may change the duties of WISD as above described, but such change shall not be a substantial alteration of WISD's duties, nor can such change be made without the input of WISD.

SECTION IV – Insurance Coverage

In the event that WISD uses motor vehicles in the course of performing the services above described, WISD shall provide to Lincoln proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by Lincoln.

WISD shall maintain at his/her own expense during the term of this Contract, the following insurance: 1.)

Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;

- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

WISD understands that Lincoln's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, WISD agrees to hold Lincoln harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

WISD and Lincoln acknowledges by their signatures that they have read the Agreement and understand same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on _____, 2019

DATE _____

Sean McNatt, Superintendent
Lincoln Consolidated Schools Administration

DATE _____

Lincoln Consolidated Schools District Board

DATE _____

Scott A. Menzel, Superintendent
Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District Board

Appendix A

Staff Costs Worksheet
Lincoln Curriculum Services

	2019-20*	
	1.0 FTE 225 Days	.8 FTE 180 Days
Staff Costs	\$108,639	\$86,911
FICA/Retirement	\$49,463	\$39,571
Benefits	\$3,030	\$2,424
Total Cost	\$161,132	\$128,906

*Estimate based on current Non-affiliated Agreement step increases and projected FICA, retirement and health benefits.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Contracted Services Agreement - Individual**

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SECTION I – Scope of Services

Now, therefore, in consideration of payment to WISD of the sums specified in Section II, Lincoln does hereby agree as follows:

1. WISD shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2019. Once this contract is implemented, the ending date for providing services shall be June 30, 2020. This contract may be extended upon mutual agreement of both parties on an annual basis.
2. WISD agrees to provide a person satisfactory to Lincoln, who is a Curriculum & Instruction Leader, who will perform the following duties and any necessary tasks incident to full performance of the described duties:
 - Administers and reviews the local district’s K-12 curriculum development plan to ensure the education programs, courses of study, methods and materials for instruction are based up appropriate student needs and are consistent with State of Michigan and Local Board of Education goals, policies and laws
 - Provides leadership in the identification of K-12 curriculum needs and professional development as determined by educational research, local district planning and Michigan Department of Education rules and regulations, and initiatives appropriate activities to meet those needs
 - Ensures understanding and promotes the vision, mission, beliefs, and guiding principles of the local district via the curriculum
 - Directs all federal and state instructional support programs for the local district
 - Authors the consolidated application for Title I, Title II, Title III and 31(a) At-Risk programs, supervises all program budgets, and completes all reports and accountability measures for those programs
 - Prepares the local district curriculum and instruction budget
 - Collaborates closely with Special Education and all shared entity programs
 - Supervises local district research and testing for measuring the effectiveness of the total educational program
 - Evaluates and approves internal and external requests for local District participation in research projects
 - Administers local district testing program and interprets these results for the Board of Education, school staff and the community
 - Formulates and directs local district compliance with state and federal quality initiatives such as school improvement, core curriculum, accreditation and federal education legislation

- Facilitates all local district and building level academic improvement efforts while providing leadership for all curriculum councils and data teams
 - Coordinates the development of joint curricular projects between the local district and other organizations such as Washtenaw ISD, local Universities and private corporations
 - Monitors integration of technology throughout the curriculum
 - Provides leadership, coordination and/or support to county instructional network(s)
 - Supervises and evaluates staff performance
 - Demonstrates regular, predictable attendance
3. WISD agrees to provide a Curriculum & Instruction Leader for **.90 FTE (202 days)**. The contractual period shall be consistent with the needs of Lincoln's program, and agreed to by Lincoln and WISD. The days of service within the school work year shall be a determined by Lincoln's approved calendar. Flexibility of days and hours worked in Lincoln shall be as determined by joint agreement of the Lincoln Consolidated Schools Administration and the WISD Assistant Superintendent of Achievement and System Supports. Flexibility of scheduling shall maintain the minimum contractual number of hours per week within the contracted calendar year.
- If the employee is required to work more than **202** work days at the request of Lincoln, Lincoln shall be required to make an additional payment to WISD at the applicable daily rate for the assigned employee.
- Supervisory services shall be carried out in a competent and professional manner and shall be at the direction of the Lincoln Superintendent when performing within Lincoln time and responsibilities. Problems arising in conjunction with the provisions of this contract or with the Curriculum & Instruction Leader shall be resolved through mutual action of the Lincoln Administration and WISD Assistant Superintendent of Achievement and System Supports.
4. WISD expects the support of the Lincoln Administration in implementing any recommended system/process changes.
5. WISD shall provide, at the request of the Superintendent, periodic progress reports detailing the tasks accomplished and the tasks remaining to be accomplished to complete full performance of WISD's duties as described.
6. As a public school district, WISD is required to comply with MCL Sections 380.1230 – 380.1230(d) regarding obtaining criminal history record information (CHRI) related to its employees. WISD assures Lincoln that the employee(s) providing services under this contract have met the initial requirements to be fingerprinted and have been cleared to work in a public school setting. Should Lincoln wish to obtain a copy of the CHRI related to any employee providing services to Lincoln, Lincoln should make the request to the WISD Human Resources department and WISD will obtain a release from the employee(s) to effectuate a release of the CHRI to Lincoln.

SECTION II - Compensation

Lincoln does hereby agree as follows:

1. The maximum consideration for WISD's services as described in Section I shall be **\$145,019** for 2019-20 including all related expenses, including travel expenses outlined in Section III. See Appendix A.
2. The above consideration for WISD's services is based on the time reasonably expended by the WISD to complete the tasks herein above described in Section I and is based on a per diem rate of **\$717.92/day** for 2019-20 for time expended.
3. WISD shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price two times per school year in January and June.
4. WISD is retained by Lincoln only for the purposes and to the extent sent forth in this Agreement, and WISD's relationship to Lincoln shall, during the life of this Agreement, be that of an independent contractor. As such, Lincoln agrees that WISD shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to Lincoln in such manner as WISD sees fit. WISD shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by Lincoln pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the Lincoln's regular employees. Lincoln will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. WISD agrees to hold Lincoln harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by WISD in accordance with its professional judgment.
5. WISD has not been debarred, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits.
6. Lincoln acknowledges that WISD has no responsibility for the supervision of any Lincoln personnel in carrying out his/her contractual functions, and any recommendations made by WISD will require independent judgment of Lincoln prior to being effectuated.
7. Lincoln agrees that WISD shall have access to Lincoln premises at such time as is necessary for WISD to perform the above described tasks. However, Lincoln may require at least a one week's prior notice relating to the use of certain facilities.
8. Lincoln agrees to promptly pay the invoices submitted by WISD upon verification of the rendering of the services and within 30 calendar days from receipt.

SECTION III – Other Considerations

1. All expenses for travel and mileage as a result of rendering the services identified in Section I are the responsibility of WISD. However, Lincoln may ask WISD to incur travel expenses not foreseen prior to the execution of this contract. If this occurs, Lincoln pre-approved travel costs associated with this Contract will be paid by Lincoln at a rate to be determined by Lincoln. Such travel expenses must be submitted under the guidelines established by Lincoln, including expense submission dates and inclusion of detailed receipts.
2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The work done by WISD shall be to the satisfaction of Lincoln. Should WISD unsatisfactorily perform the duties, Lincoln may cancel the Agreement and WISD shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
4. Parties of this agreement intended to operate pursuant to the terms of this agreement for a period of at least one year. The agreement may be terminated by either party, provided that the party seeking to terminate this agreement notifies the other party in writing at least sixty (60) days prior to the June termination date. Lincoln and WISD agree to meet at least thirty (30) days prior to the termination of the contract to determine continuance and/or modification of the contract and its provisions. By mutual agreement, the terms may be extended for an additional year. The work done by WISD shall be to the satisfaction of Lincoln, but Lincoln acknowledges that WISD will need time to become acquainted with the District's operations/programs and make any necessary changes and recommendations. If Lincoln has concerns regarding the performance of this contract, Lincoln and WISD agree to work together to remedy the situation in order to foster a positive working relationship and effective contractual agreement. If WISD feels it cannot satisfactorily meet the requirements of this contract due to actions or inaction on the part of Lincoln, WISD may cancel this contract. The cancellation must be in writing and must be rendered at least 30 days prior to the effective date of cancellation.
5. Lincoln may change the duties of WISD as above described, but such change shall not be a substantial alteration of WISD's duties, nor can such change be made without the input of WISD.

SECTION IV – Insurance Coverage

In the event that WISD uses motor vehicles in the course of performing the services above described, WISD shall provide to Lincoln proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by Lincoln.

WISD shall maintain at his/her own expense during the term of this Contract, the following insurance: 1.)

Workers' Compensation Insurance with Michigan statutory limits of Employers' Liability Insurance with a minimum limit of \$500,000 each accident;

- 2.) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence, \$1,000,000 aggregate, for bodily injury and property damage. The policy shall include blanket contractual and liability and personal injury coverage.

WISD understands that Lincoln's liability insurance policies may not afford any coverage for any work associated with this contract. Therefore, WISD agrees to hold Lincoln harmless 1) for any sum related to the cost of liability insurance, 2) from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature, and 3) from any associated attorney fees, arising out of the performance of the work described in Section I. Neither party shall be responsible for any action or inaction of the other party or its officers, agents, or employees, nor for insurance costs or legal fees, related thereto.

SIGNATURES

WISD and Lincoln acknowledges by their signatures that they have read the Agreement and understand same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on _____, 2019

DATE _____

Sean McNatt, Superintendent
Lincoln Consolidated Schools Administration

DATE _____

Lincoln Consolidated Schools District Board

DATE _____

Scott A. Menzel, Superintendent
Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District Board

Appendix A

Staff Costs Worksheet
Lincoln Curriculum Services

	2019-20*	
	1.0 FTE 225 Days	.9 FTE 202 Days
Staff Costs	\$108,639	\$97,775
FICA/Retirement	\$49,463	\$44,517
Benefits	\$3,030	\$2,727
Total Cost	\$161,132	\$145,109

*Estimate based on current Non-affiliated Agreement step increases and projected FICA, retirement and health benefits.



**WASHTENAW INTERMEDIATE SCHOOL DISTRICT
Contracted Services Agreement - Individual**

This agreement is made this 13th day of May, 2019 by and between Lincoln Consolidated Schools, hereinafter referred to as “Lincoln”, located at 8970 Whittaker Road, Ypsilanti, MI 48197 (“Lincoln”) and Washtenaw Intermediate School District, hereinafter referred to as “WISD”, located at 1819 South Wagner Road, Ann Arbor, MI 48103 (“WISD”).

It is the intention of the parties hereto to enter into an Agreement defining the nature and extent of the duties to be performed by WISD, the place where the services are to be performed and the time limitation on the performance of the duties.

SECTION I – Scope of Services

Now, therefore, in consideration of payment to WISD of the sums specified in Section II, Lincoln does hereby agree as follows:

1. WISD shall commence performance of the duties in Section I, Number 2 no earlier than July 1, 2019. Once this contract is implemented, the ending date for providing services shall be June 30, 2021. This contract may be extended upon mutual agreement of both parties on an annual basis.
2. WISD agrees to provide a person satisfactory to Lincoln, who is a Curriculum & Instruction Leader, who will perform the following duties and any necessary tasks incident to full performance of the described duties:
 - Administers and reviews the local district’s K-12 curriculum development plan to ensure the education programs, courses of study, methods and materials for instruction are based up appropriate student needs and are consistent with State of Michigan and Local Board of Education goals, policies and laws
 - Provides leadership in the identification of K-12 curriculum needs and professional development as determined by educational research, local district planning and Michigan Department of Education rules and regulations, and initiatives appropriate activities to meet those needs
 - Ensures understanding and promotes the vision, mission, beliefs, and guiding principles of the local district via the curriculum
 - Directs all federal and state instructional support programs for the local district
 - Authors the consolidated application for Title I, Title II, Title III and 31(a) At-Risk programs, supervises all program budgets, and completes all reports and accountability measures for those programs
 - Prepares the local district curriculum and instruction budget
 - Collaborates closely with Special Education and all shared entity programs
 - Supervises local district research and testing for measuring the effectiveness of the total educational program
 - Evaluates and approves internal and external requests for local District participation in research projects
 - Administers local district testing program and interprets these results for the Board of Education, school staff and the community
 - Formulates and directs local district compliance with state and federal quality initiatives such as school improvement, core curriculum, accreditation and federal education legislation

- Facilitates all local district and building level academic improvement efforts while providing leadership for all curriculum councils and data teams
 - Coordinates the development of joint curricular projects between the local district and other organizations such as Washtenaw ISD, local Universities and private corporations
 - Monitors integration of technology throughout the curriculum
 - Provides leadership, coordination and/or support to county instructional network(s)
 - Supervises and evaluates staff performance
 - Demonstrates regular, predictable attendance
3. WISD agrees to provide a Curriculum & Instruction Leader for **.90 FTE (202 days)**. The contractual period shall be consistent with the needs of Lincoln's program, and agreed to by Lincoln and WISD. The days of service within the school work year shall be a determined by Lincoln's approved calendar. Flexibility of days and hours worked in Lincoln shall be as determined by joint agreement of the Lincoln Consolidated Schools Administration and the WISD Assistant Superintendent of Achievement and Student Services. Flexibility of scheduling shall maintain the minimum contractual number of hours per week within the contracted calendar year.

If the employee is required to work more than **202** work days at the request of Lincoln, Lincoln shall be required to make an additional payment to WISD at the applicable daily rate for the assigned employee.

Supervisory services shall be carried out in a competent and professional manner and shall be at the direction of the Lincoln Superintendent when performing within Lincoln time and responsibilities. Problems arising in conjunction with the provisions of this contract or with the Curriculum & Instruction Leader shall be resolved through mutual action of the Lincoln Administration and WISD Assistant Superintendent of Achievement and Student Services.

4. WISD expects the support of the Lincoln Administration in implementing any recommended system/process changes.
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SECTION II - Compensation

Lincoln does hereby agree as follows:

1. The maximum consideration for WISD's services as described in Section I shall be **\$145,019** for 2019-20 and **\$150,258** for 2020-21 including all related expenses, including travel expenses outlined in Section III. See Appendix A.
2. The above consideration for WISD's services is based on the time reasonably expended by the WISD to complete the tasks herein above described in Section I and is based on a per diem rate of **\$717.92/day** for 2019-20 and **\$743.85/day** for 2020-21 for time expended.
3. WISD shall submit an invoice describing the services, including dates and hours of work, for part payment of the contract price two times per school year in January and June.
4. WISD is retained by Lincoln only for the purposes and to the extent set forth in this Agreement, and WISD's relationship to Lincoln shall, during the life of this Agreement, be that of an independent contractor. As such, Lincoln agrees that WISD shall be free to dispose of such portion of his/her entire time, energy, and skill during regular business hours that s/he is not obligated to devote to Lincoln in such manner as WISD sees fit. WISD shall not be considered as having an employee status or as being entitled to participate in any plans, arrangements, or distributions by Lincoln pertaining to or in the connection with any fringe, pension, bonus or similar benefits for the Lincoln's regular employees. Lincoln will not withhold or pay any sums, state, federal or local taxes, FICA, Michigan School Employees Retirement, MESC insurance, or worker's compensation insurance, unless required by law. WISD agrees to hold Lincoln harmless for the payment of such sum, interest, penalties or costs in the collection of same. Nothing in this agreement shall be construed to interfere with or otherwise affect rendering of services by WISD in accordance with its professional judgment.
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2. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties at any time during the life of this Agreement.
3. The work done by WISD shall be to the satisfaction of Lincoln. Should WISD unsatisfactorily perform the duties, Lincoln may cancel the Agreement and WISD shall have no claim for any of the balance of the contract price remaining to be paid at date of termination other than amounts related to services provided prior to termination.
4. Either party may terminate this Agreement by giving the other 60 days advance written notice.
5. Lincoln may change the duties of WISD as above described, but such change shall not be a substantial alteration of WISD's duties, nor can such change be made without the input of WISD.

SECTION IV – Insurance Coverage

In the event that WISD uses motor vehicles in the course of performing the services above described, WISD shall provide to Lincoln proof of public liability insurance and property damage insurance in such sums as shall be deemed appropriate by Lincoln.

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SIGNATURES

WISD and Lincoln acknowledges by their signatures that they have read the Agreement and understand same and agrees this contract constitutes the total agreement between the parties and that anything not included in this contract is expressly excluded.

Agreed to on _____, 2019

DATE _____

Sean McNatt, Superintendent
Lincoln Consolidated Schools Administration

DATE _____

Lincoln Consolidated Schools District Board

DATE _____

Scott A. Menzel, Superintendent
Washtenaw Intermediate School District

DATE _____

Washtenaw Intermediate School District Board

Appendix A

Staff Costs Worksheet
Lincoln Curriculum Services

2019-20*

	1.0 FTE 225 Days	.9 FTE 202 Days
Staff Costs	\$108,639	\$97,775
FICA/Retirement	\$49,463	\$44,517
Benefits	\$3,030	\$2,727
Total Cost	\$161,132	\$145,109

2020-21*

	1.0 FTE 225 Days	.9 FTE 202 Days
Staff Costs	\$112,639	\$101,375
FICA/Retirement	\$51,284	\$46,156
Benefits	\$3,030	\$2,727
Total Cost	\$166,953	\$150,258

*Estimate based on current Non-affiliated Agreement step increases and projected FICA, retirement and health benefits.

Michigan Finance Authority

State Aid Note Loan Program Cash Flow Workbook– August Series 2019

Borrowing Summary Worksheet (Page 1 of 2)

School Code	Legal Name of Borrower (Applicant)
81070	Lincoln Consolidated Schools

1. Read the instructions below, as well as the 2019 Borrowing Parameters, before completing your application and cash flow.
 - a. [Click here for 2019 SAN Program Memo.](#)
2. Applicants are strongly encouraged to participate in a Set-Aside Pool for all or part of their borrowing needs.
 - a. Enter the borrowing amount for each pool separately.
 - b. Borrowing amounts must be in multiples of \$1,000.
3. Enter **Borrowing Amount(s)** before proceeding to Cash Flow Worksheet (page 2).
 - a. Note proceeds and monthly payments are automatically entered into the Monthly Cash Flow worksheet.

	7 Set-Asides	5 Set-Asides	3 Set-Asides	No Set-Aside ¹	Total Borrowing ²
	Jan. 2019 - July 2019	Mar. 2019 - July 2019	May 2019 - July 2019	August 2019	
b. Payment(s) Due					
c. Borrowing Amount	\$3,000,000	\$0	\$0	\$2,500,000	\$5,500,000
d. Estimated Rate ³	X 1.90%	X 1.90%	X 1.90%	1.80%	
e. Principal & Interest	\$3,057,000.00	\$0	\$0	\$2,545,000	\$5,602,000
f. Payment Amount ⁴	\$436,714	\$0	\$0		
g. Estimated Annualized All-In Borrowing Rate ⁵	1.60%	1.75%	1.90%	2.39%	

Notes:

- ¹ No Set-Aside Borrowers: **Must demonstrate the ability to repay their note.** In other words, the ending August 2020 balance must be positive after repayment of the note.
- ² Please see 2019 SAN Program Memo for additional information and program parameters.
- ³ The estimated interest rates for Borrowers participating in the Set-Aside Pool is 1.85% - 2.05% and 1.80% - 2.00% for Borrowers in the No Set-Aside Pool. Estimated rates for the Set-Aside pool(s) do **not** include investment earnings on set-aside deposits. Actual borrowing rates and estimated investment earnings will be determined at the time of pricing.
- ⁴ Each Payment Amount cannot exceed 50% of the amount of State Aid to be received during the month.
- ⁵ Estimated all-in borrowing rate includes costs of issuance and, for the Set-Aside pools, anticipated investment earnings.

**Michigan Finance Authority
State Aid Note Loan Program Projected Cash Flow Workbook– August Series 2019
Cash Flow Worksheet (Page 2 of 2)**

School Code	Legal Name of Borrower (Applicant)				
81070	Lincoln Consolidated Schools				
Amount of August 2019 Note	5,500,000	FY 2019 State Aid*	32,349,951	Lesser of FY 2019 and Projected FY 2020 State Aid	32,349,951
		Projected FY 2020 State Aid	33,263,634		

Cash Flow Instructions

1. Identify the month with the greatest weekly deficit by choosing it from the **orange** highlighted drop-down menu in the Weekly Cash Flow (this may not be the month in which the largest monthly deficit occurs).
2. Enter Beginning Balance into the **blue** highlighted cell for both Weekly and Monthly Cash Flow.
3. Each month with a Note Repayment should show a positive ending balance.
4. If the August 2020 ending balance is negative, please state the source of the additional funds required to repay the note and REFLECT THE AMOUNT IN THE CASH FLOW.
5. Please submit Cash Flow Workbook in Excel.

Weekly Cash Flow Without Note Proceeds		Month with Greatest Weekly Deficit			October 2019	
Week Ending	06 Oct	13 Oct	20 Oct	27 Oct	03 Nov	
Beginning Balances	(3,653,449)	(3,624,923)	(5,263,790)	(2,251,297)	(3,175,164)	
Receipts						
Taxes				700,000		
Total State Aid			3,023,967			
Other Grants					1,180,000	
Other Revenue	40,000			15,000		
Total Available Funds	(3,613,449)	(3,624,923)	(2,239,823)	(1,536,297)	(1,995,164)	
Expenditures						
Payrolls	11,474	1,212,985	11,474	1,212,985	11,474	
Other Expenditures		425,882		425,882		
Other Liens/Loans						
Total Expenditures	11,474	1,638,867	11,474	1,638,867	11,474	
Ending Balance	(3,624,923)	(5,263,790)	(2,251,297)	(3,175,164)	(2,006,638)	

Monthly Cash Flow	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
Beginning Balances <i>(Include Investments)</i>	4,643,151	3,470,974	4,793,297	1,846,551	2,324,835	3,374,777	3,818,905	2,594,173	2,648,820	2,832,545	2,588,667	2,705,181	3,444,061	2,299,904
Receipts														
2019 Note Proceeds	Set-Asides		3,000,000											
	No Set-Aside		2,500,000											
Total State Aid	2,945,635	2,945,635		3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967	3,023,967
Taxes			1,750,000	700,000	175,000			250,000	1,000,000			193,368		
Other Grants					504,380			704,380		704,380		504,380		622,512
Other Revenue	8,092	8,092	54,000	55,000	1,090,620	1,078,620	60,000	60,000	1,593,520		1,087,720	1,075,620		
Total Available Funds	7,596,878	11,924,701	6,597,297	5,625,518	7,118,802	7,477,364	6,902,872	6,632,520	8,266,307	6,560,892	6,700,354	7,502,516	6,468,028	5,946,383
Expenditures														
2019 Note Repayment	Set-Aside						436,714	436,714	436,714	436,714	436,714	436,714	436,714	
	No Set-Aside													2,545,000
Payrolls	2,692,898	2,692,898	3,473,099	2,448,918	2,892,260	2,806,694	3,020,220	2,695,220	3,719,401	2,683,746	2,706,694	2,769,975	2,879,645	3,707,927
Other Expenditures	851,006	851,006	1,277,647	851,765	851,765	851,765	851,765	851,765	1,277,647	851,765	851,765	851,765	851,765	1,277,647
Other Liens/Loans (incl. SANs)	582,000	3,587,500												
Total Expenditures	4,125,904	7,131,404	4,750,746	3,300,683	3,744,025	3,658,459	4,308,699	3,983,699	5,433,762	3,972,225	3,995,173	4,058,454	4,168,124	7,530,574
Estimated Ending Balance	3,470,974	4,793,297	1,846,551	2,324,835	3,374,777	3,818,905	2,594,173	2,648,820	2,832,545	2,588,667	2,705,181	3,444,061	2,299,904	(1,584,191)
Balance Without 2019 Note Proceeds	3,470,974	(706,703)	(3,653,449)	(3,175,165)	(2,125,223)	(1,681,095)	(2,469,113)	(1,977,751)	(1,357,312)	(1,164,476)	(611,248)	564,347	(143,096)	(1,482,191)

* As reported on [May 2019 State Aid Report](#).

LINCOLN CONSOLIDATED SCHOOLS | 2019-2020 MASTER CALENDAR

Agenda Item
10.10
June 10, 2019

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST
 26 New Teacher Professional Development/Orientation
 27 Opening Day-Teacher Work Day
 28 Staff Professional Development
 29 Staff Professional Development
 30-2 No School-Labor Day Recess

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER
 3 Opening Day with Students-K-5 Elementary half-day; 6-12 Secondary full day
 20 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER
 11 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 23 Students K-12 full day; Parent-Teacher Conferences in the evening
 24 Students K-12 half-day; Parent-Teacher Conferences in the p.m. & evening
 25 Students K-12 half-day
 31 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER
 1 End of First Quarter-Secondary
 15 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 20-22 No School - Thanksgiving Recess – School Resumes November 27th
 29 End of Marking Period-Elementary

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER
 6 Students Released Early; HS/MS Professional Development P.M.; Elementary Work Day
 Secondary dismissal 12:23 p.m. Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 20 Last day of classes - Winter Recess
 23-3 No School – Winter Recess-School Resumes January 6th

MAY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
 6 Classes Resume
 20 No School - Martin Luther King Day
 22 HS/MS Exams; Secondary students report half day A.M. Elementary students report full day
 23 HS/MS Exams; Secondary students report half day A.M. Elementary students report full day
 24 HS/MS Exams; Secondary students report half day A.M. Elementary students report full day
 End of Second Quarter - End of First Semester-Secondary

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY
 14 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 17 No School – Presidents Day

LEGEND						
No School	New Teacher Professional Development/Orientation	Parent Teacher Conferences Evening	PSAT/SAT Test Day			
Half Day	Professional Development	Half Day/ Parent Teacher Conferences P.M. & Evening	First Day of School			
Early Release	Teacher Work Day	19 K-5 Half Day/Parent Teacher Conferences P.M. & Evening	Last Day of School-Half Day			
Honors Convocation	HS/MS Exams; 6-12 Half Day/ K-5 Full Day	HS/MS Full Day/ Parent Teacher Conferences in the Evening	181 Student Days			
HS Commencement	Senior Final Exams; K-11 Full Day	13 Snow Day make up; Students K-12 report full day; *Potential off if day is not needed to meet state requirements	184 Teacher Days			

MARCH
 6 End of Marking Period - Elementary
 13 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 19 Students-K-5 Elementary half-day; Parent-Teacher Conferences
 HS/MS Students report full day; Parent-Teacher Conferences in the evening

LEGEND						
No School	New Teacher Professional Development/Orientation	Parent Teacher Conferences Evening	PSAT/SAT Test Day			
Half Day	Professional Development	Half Day/ Parent Teacher Conferences P.M. & Evening	First Day of School			
Early Release	Teacher Work Day	19 K-5 Half Day/Parent Teacher Conferences P.M. & Evening	Last Day of School-Half Day			
Honors Convocation	HS/MS Exams; 6-12 Half Day/ K-5 Full Day	HS/MS Full Day/ Parent Teacher Conferences in the Evening	181 Student Days			
HS Commencement	Senior Final Exams; K-11 Full Day	13 Snow Day make up; Students K-12 report full day; *Potential off if day is not needed to meet state requirements	184 Teacher Days			

APRIL
 9 End of Third Quarter-Secondary
 10 No School-Good Friday
 13 Snow Day make up; Students K-12 report full day
 *Potential day off if day is not needed to meet state requirements
 14 PSAT/SAT Test Day; Secondary dismissal 1:30 p.m. K-5 report full day
 15 PSAT/SAT Test Day; Secondary dismissal 12:30 p.m. K-5 report full day
 24 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)

LEGEND						
No School	New Teacher Professional Development/Orientation	Parent Teacher Conferences Evening	PSAT/SAT Test Day			
Half Day	Professional Development	Half Day/ Parent Teacher Conferences P.M. & Evening	First Day of School			
Early Release	Teacher Work Day	19 K-5 Half Day/Parent Teacher Conferences P.M. & Evening	Last Day of School-Half Day			
Honors Convocation	HS/MS Exams; 6-12 Half Day/ K-5 Full Day	HS/MS Full Day/ Parent Teacher Conferences in the Evening	181 Student Days			
HS Commencement	Senior Final Exams; K-11 Full Day	13 Snow Day make up; Students K-12 report full day; *Potential off if day is not needed to meet state requirements	184 Teacher Days			

MAY
 8 Students Released Early; Professional Development P.M. Secondary dismissal 12:23 p.m.
 Elementary dismissal 1:26 p.m. (Childs 1:11 p.m.)
 18 Senior Final Exams; Student K-11 report full day
 19 Seniors Final Exams; Last Day for Seniors- Students K-11 report full day
 22 Students K-11 report half day
 25 No School-Memorial Day
 27 Honors Convocation-Performing Arts Center
 29 High School Commencement

LEGEND						
No School	New Teacher Professional Development/Orientation	Parent Teacher Conferences Evening	PSAT/SAT Test Day			
Half Day	Professional Development	Half Day/ Parent Teacher Conferences P.M. & Evening	First Day of School			
Early Release	Teacher Work Day	19 K-5 Half Day/Parent Teacher Conferences P.M. & Evening	Last Day of School-Half Day			
Honors Convocation	HS/MS Exams; 6-12 Half Day/ K-5 Full Day	HS/MS Full Day/ Parent Teacher Conferences in the Evening	181 Student Days			
HS Commencement	Senior Final Exams; K-11 Full Day	13 Snow Day make up; Students K-12 report full day; *Potential off if day is not needed to meet state requirements	184 Teacher Days			

JUNE
 10 HS/MS Final Exams; Students 6-11 report half-day; Students K-5 report full day
 11 HS/MS Final Exams; Students 6-11 report half-day; Students K-5 report full day
 12 HS/MS Final Exams; Students 6-11 report half-day; Students K-5 half-day-
 Teacher Work Day P.M. Last Day for students and teachers; End of Fourth Quarter

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR MEETING
May 13, 2019
6:00 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Laura VanZomeren, Trustee
Allie Sparks, Trustee

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Robert Williams, Students Services Director
Adam Snapp, Finance Director
Nik Jackson, Technology Director
Nicole Holden, High School Principal
Mary Aldridge, Childs Elementary Principal

OTHERS PRESENT

Edgar Brown, Jim Harless, Karen Cook, Christina Funk, Carol Jordan, Katie Wilms, Penny Wilms, Jon Wilms, Laurie Price, Monieka Callarino, Jeff Vernon, Charlotte Allum, Lesley Johns, Kathryn Prater, Heidi Matts, Denise Fenben, Mike Weathers, Jennifer Tachar, Ronda Selter, Shaloea Harrison, Brandi Huff, Coretta Foster, JC Kelley, Jamie Mayo, Kathryn Mutschler, Lori Clark, Maggie Mitchell, Jacquelyn King, Teresa Johnson, John Riedisser, Donnelle Lemke, Sandra Black, Angela Lee, Lloyd Ingram, Sidianna Murphy, Sherry Smith and Deidre Burns

1.0 CALL TO ORDER

President Williams called the meeting to order at 6:00 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Newlon and Rollins.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members.

5.0 ACCEPTANCE OF AGENDA

It was moved by LaBombarbe and seconded by Sparks that we accept the agenda as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

6.0 PRESENTATIONS

6.1 Employee of the Month

When I think of the definition for the "ultimate multi-tasker", I think of Anna Marie Allen. She is a mother, grandmother, nurse, caregiver, counselor, problem solver, friend and so much more to all that know her. Anna Marie currently serves as Administrative assistant for Bishop Elementary. On a daily basis, Mrs. Allen sets a positive tone for our school community. She continually helping kids, parents, family members, staff and especially her principal. She is continually finding ways to help our office run more efficiently to meet

the needs of our school community. It's an honor to nominate Mrs. Anna Marie Allen as Employee of the Month.

Robert Jansen, Bishop Principal

6.2 E3 Awards

Bishop Elementary Spanish Cultural Exchange Program

6.3 High School Presentation

Presented by Nicole Holden and Regina Winborn

- LHS provides service for grades 9-12. We currently coordinate programs on our main campus as well as the South and West Washtenaw Consortium (SWWC), Washtenaw Alliance for Virtual Education (WAVE), Early College Alliance (ECA), Wi-Hi, Regional Career Technical Center (RCTC), Michigan Institute of Aviation and Technology (MIAT) and Washtenaw Community College (WCC), and Prospect Park. Building Enrollment: 1011 (down 11) Total Enrollment: 1310 (Up 11)
- Demographics-Economically Disadvantaged Students: 40.5%, Free/Reduced lunch eligibility 57.6%, Students with Disabilities: 19%, English Language Learners: 2%, 31-A (At-Risk): 80%
- School Improvement Plan: Continue to use SAT Data, Reaching Higher Grant data, and student perception survey data. This year, we are excited to add our needs assessment data from our grant partnership with TRAILS and U of M. We have 3 goals: literacy/numeracy, engagement and problem-solving skills. We continued our Disciplinary Literacy work and invested time in exploring social justice and cultural competency.
- School Improvement work on social and emotional learning:
 - Cognitive Behavior Therapy (CBT): Partnered with U of M Depression Center to develop tier 2 support groups, counselors all trained in the TRAILS model for CBT groups, ran 2 support groups for this year; will repeat/expand next year
 - Peer to Peer: Partnership with U of M Depression Center, counselors support student-led depression awareness initiatives, their campaign this year included posters in bathrooms and around the school, mental health resource business cards with various places students could contact if they are in crisis, stress keychains, wristbands and stress balls and bringing the Corner Health Theatre Group to LHS to perform a mental health awareness theatrical performance in the winter.
 - No Place for Hate Campaign: This is a certification for the school from the Anti-Defamation League, to become certified we:
 - Did cultural awareness and team building activities were done during 4th hour classes on early release professional development days
 - Had all students sign a "Resolution of Respect" to abide by the tenets put forth by the ADL.
 - Staff participation was voluntary, but we had a high participation rate.
 - LCS is participating in the Washtenaw County Attendance & Truancy Initiative: Attendance Matters.
- Attendance Protocol: School Messenger calls for all unexcused absences each day (Since 2014-15), Letters sent home for multiple absences (Since S2 2015-2016), after the 15th day, the student is reported to the ISD through the attendance portal. Only students who are under 17 and residents of Washtenaw County are reported. We are working to establish lines of communication within Wayne County. After the 3rd attempt at communication with no response, students are dropped for non-attendance.
- Earlier this year, we noticed that the information on MiSchoolData seemed inaccurate. Corrections have been made after review of pupil accounting.
- Behavior date 2018-2019: Skipping is the most common referral type 18-19: 18% of referrals. The trend of increasing incidents with decreasing overall number of students shows a continued and increasing need for tier 2 and 3 supports. There's been a significant increase in substance use/possession, inciting, and fighting.
- Homework request process: Request earlier this year to ensure better response from staff when students are absent. Powerschool notation that is accessible to teachers, students, counselors, secretaries, administrators and parents was developed. Currently being implemented daily (teachers have 48 hours to upload information) based on the email notification about suspensions, as well as in response to requests from parents for other excused absences.
- SAT College Readiness is 16.6% for 2016, 15.5% for 2017 and 22.1% for 2018.
- 4-year Graduation Rate went from 86.2 % to 88.81% to 86.12% to 91.2% over the last 4 years.

- Drop-Out Rate went from 5.7% to 6% <5% to 8.16% to 3.6% over last 5 years.

6.4 Childs Presentation

Presented by Mary Aldridge

- Demographics: Enrollment: 509, Boys: 249, Girls: 260, Students with disabilities: 115 (22%), English language learners: 15 students (3%). Ethnicity: African American – 23%, Caucasian – 59%, Hispanic – 1%, Multi-racial – 14%
- Enrollment is down 4 students from the 2017-2018 school year
- Average daily attendance is 95%
- Suspensions are down from 17 in 2017-2018 school year to 9 in the 2018-2019 school year.
- School Improvement: reading, math and behavior are the three key areas of focus.
- Points of Pride: Building Grade Level Meetings, Teacher Leadership, 5th grade Battle of the Books, PALS, Literacy Night, Math Night, Recycling Club, Book Groups, 2nd grade Opening Day, Pennies for Pasta, Fall/Spring Dances, Mentoring EMU students, Veterans Celebration and Second Grade Sing

6.5 Dollars for Scholars

Executive Director for Dollars for Scholars, Christa Funk

- Five counties in Southeast Michigan served, 13 partner high schools ranging between urban, suburban and rural, serving over 350 students annually between 10th through 12th grades
- Lincoln partner since 2012 with 23 student participants in 2019, \$15,000.00 in 4 scholarships awarded in 2019.
- Preparing students in breaking down barriers in academics, social-emotional and financial.
- Helping students succeed by unlocking opportunities, building relationships, gaining confidence and celebrating success.
- Graduation rate of Dollars for Scholars participants is 99% and the State of Michigan rate is 73%
- Projected graduation rate 68% and the State of Michigan is 18%

7.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

7.1 Superintendent's Report

- The last day of school will be June 14, 2019, for the 2018-2019 school year.
- We are in the homestretch with only 22 days of school left.
- May 31, 2019 is Lincoln High School graduation.
- Brick Elementary as a building whole will receive free/reduced lunch.

7.2 Finance Report

7.2.1 April 2019 Student Enrollment Report
Report included in Board packet.

7.2.2 April 2019 Food Services Report
Report included in Board packet.

7.3 Human Resources Report

Adam Blaylock

- Human Resources will be looking at ways to reduce paper use in the department.
- Attendance data is being analyzed.
- Evaluation component of student growth has been lowered from 40% to 25%.
- CPR training available to paraprofessionals.

7.4 Technology Report

Nik Jackson

- The technology department is seeking board approval to purchase and implement a print management system for the district. This system will enable Lincoln to accurately determine the cost of and tracking of printing throughout the entire district. This system will additionally bring about modern features and convenience for teachers and staff such as follow me printing; or card reading print job releases. This will reduce printing waste and will help reduce the cost of printing to the district.
- The middle school's network infrastructure upgrade in the next two years; technology is developing a plan to deploy enough mobile devices to each student throughout the district. Introducing over 3000 devices burdens the network infrastructure requiring increased network bandwidth and

services; the aging network infrastructure must be upgraded in order to meet this demand. Leveraging E-Rate we are looking at a 2 phased plan for schools years 2019-2020 and 2020-2021 to completely overhaul and upgrade all the network switches in each building across the district starting with the middle school.

- Upgrade 2 of 3 network server hosts with bond funds this will include upgrading the storage area network (SAN). These 2 hosts are nearing 10 years in age; 4 years beyond their recommended service date and 3 years beyond the manufacturer's end of life support. These systems host several of the districts network services to include the HVAC system, staff/teacher storage drives, printer services, meal magic services, transportation services, among several other systems. These systems are critical in keeping Lincoln's operations functional. Working with several vendors to acquire multiple quotes, this would serve better to not RFP or bid out due to the very specific needs of the district; so working directly with vendors; the technology department is able to properly articulate those unique needs to each vendor to ensure they provide quotes for suitable equipment to meet those unique district needs. Technology will ensure all bids will be fiscally competitive and compare and contrast with all current market prices for equipment provided.

7.5 Curriculum Report

Kevin Upton

- In-district summer training opportunity titled "Building Belonging in the Classroom". This training is a CFG institute that will serve as a powerful opportunity for seasoned LCS CFG Coaches to build new skills.
- Registration is open for the Critical Friends Group New Coaches Institute that will be held at the Lincoln Consolidated Schools. The CFG New Coaches Institute is a 5-day, intensive, hands-on professional development experience. The institute will be useful for school leaders who want to hone their facilitative leadership skills and move their school toward becoming a stronger professional learning community.
- The M-STEP testing season is proceeding smoothly. I would like to recognize all of the administrators, building testing coordinators, and staff that have helped to make the testing season as smooth as possible for our students.

Recess at 7:51 p.m. to resume at 8:01 p.m.

8.0 PUBLIC COMMENT

- Sherry Smith, paraprofessional, has asked for more training on how to deal with violent students. She is concerned with student behavior and realizes it is also happening in other districts.
- Jason Jarvis, bus driver, read a letter from Candie Wilson. Letter was not presented to the Board of Education at the time of the regular meeting.
- Laurie Price read a letter she wrote to the Board of Education addressing her concerns with transportation privatization.
- Mark Gaffney, Teamsters Representative, addressed the turnover in management in the Transportation Department, not enough drivers and not enough sub-drivers.
- Maggie Mitchell stated; Lincoln should look at other solutions other than privatizing of the Transportation Department.
- Latricia Lawson, bus aid, stated her supports of the Transportation Department.

9.0 BOARD REPORTS/CORRESPONDENCE

- 9.1 Board Executive Committee Report
The Board Executive Committee will meet next June 3, 2019.
- 9.2 Board Performance Committee Report
The Board Performance Committee will meet next June 24, 2019.
- 9.3 Board Planning Committee Report
The Board Planning Committee met May 13, 2019; next meeting will be June 10, 2019.
- 9.4 Board Finance Committee Report
No report.

- 9.5 Reports and Correspondence
No report

10.0 NEW BUSINESS

10.1 Student Discipline

10.1.1 Student #7

The Board Discipline Committee met on May 7, 2019, to conduct a disciplinary hearing for Student #7 and their recommendation is included in your packet. The Superintendent and Discipline Committee recommend approval as presented.

It was moved by LaBombarbe and seconded by Czachorski that we approve the recommendation of the Board Discipline Committee relative to disciplinary sanctions for Student #7 as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

10.2 WISD 2019-2020 Budget Resolution

Attached is the 2019 Budget timeline, the General Education Original Budget Package, the Special Education Original Budget Package, the WISD Budget Resolution for Board adoption and the Power Point presentation that was presented at the Washtenaw Association of School Boards, Board of Directors Budget Review Meeting on April 25.

June 1, 2018 is the deadline for local district response to the WISD General Fund budget. The local district Boards of Education must consider a resolution of support for or disapproval of the proposed general fund budget by June 1 of each year and may indicate specific recommendations for changes by June 1, 2018.

It was moved by LaBombarbe and seconded by Czachorski that we approve the WISD Budget Resolution indicating support for the proposed 2019-2020 budgets as presented with concerns to be addressed with the WISD.

Ayes: 5

Nays: 0

Motion carried 5-0

*President Williams addressed concerns over the marginalized treatment Lincoln receives from the WISD and hopes moving forward the District will be treated differently, more valued and respected. She asked Mr. McNatt to write a letter to the WISD on behalf of the Board of Education and the District to express the concerns stated and present the letter with the Budget Resolution to the WISD.

10.3 Pediatric Therapy Associates Contract

Lincoln Consolidated Schools has partnered with Pediatric Therapy Associates since 2000 to provide additional ancillary support staff. Pam Curtis, the owner of Pediatric Therapy Associates provides staffing solutions across Washtenaw County at competitive rates.

Ancillary support staff are speech language providers, occupational therapists, and physical therapist. These roles are required for the implementation of special education services across the district. These services provide much of our Medicaid revenue. As such, they are funded through Act 18 special education funds and not IDEA. This was being presented for information only; Board action will be requested at a subsequent meeting.

10.4 Digital Transportation Radios

The estimate to move the buses to digital radios and to increase the amount of handheld radios within the district. The coverage maps attached show the improved coverage of area moving from analog to digital without the need of a repeater.

For improved and added coverage of communication; Replace 39 analog bus radios, with digital units; Add 25 additional digital radios within the district for communication between buildings, transportation, and crisis management.

Customized estimate recommended -EMI Electrocomm, \$20,406.36 bus radios; \$8,181.00 handheld radios. This was presented for information only; Board action will be requested at a subsequent meeting.

10.5 Model Roof

Emergency roof repairs needed on section of roof around the media center area. Tear off all wet/saturated roofing materials to the deck and replace with new insulation in thickness to match surrounding roof areas with new Duro-last membrane, breather vents, pipe/curb flashings, termination bar, and 24ga. two-piece metal edge. Duro-Last warranty for 20 years. 2-Quotes were received and the recommended bidder– Beyer Roofing, \$45,536

It was moved by LaBombarbe and seconded by VanZomerer that we approve the Model Roof repairs in the amount of \$45, 536 as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

10.6 LEA Tentative Agreement

The LEA membership voted in favor of the tentative agreement between the LEA and the district by a vote of 72-0. We have a tentative agreement to settle the opener within the LEA 2018-2019 contract.

It was moved by LaBombarbe and seconded by Czachorski that we approve the LEA Tentative Agreement as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.0 OLD BUSINESS

11.1 Minutes of Previous Meeting

11.1.1 Board Meeting April 22, 2019

11.1.2 Closed Session April 22, 2019

Enclosed are the minutes of the April 22, 2019, Regular Meeting and Closed Session.

It was moved by Czachorski and seconded by Sparks that we approve the minutes of the April 22, 2019, Regular Meeting and Closed Session as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.2 Childs Pals Student Trip

A purposed trip for students from Childs Elementary PALS group to attend a MudHens game as a group in Toledo. This trip will reinforce the program's goals of having students with special needs work together and develop relationships with their general education peers. Board action was requested.

It was moved by LaBombarbe and seconded by VanZomerer that we approve the Childs Pals Student Trip as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.3 Middle School Band Trip

The purposed trip for students from the Middle School Band and Choir to attend Cedar Point in Sandusky, Ohio. This is a reward trip for students completing a successful year in 7th and 8th grade band or choir. Board action was requested.

It was moved by LaBombarbe and seconded by VanZomerer that we approve the Middle School Band Trip as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.4 Board Policy Revision

Attached is Vol. 33 No. 2, for your reference. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve Board Policy Revision Neola Vol 33 No 2 as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.5 Transportation

Based on the difficulty the school district continues to experience with the shortage of available bus drivers and the strain it has placed on our families, we are faced with tough decisions on the viability of student transportation moving forward. The district has unsuccessfully been able to recruit and retain the necessary staffing to provide reliable student transportation and therefore, it is recommended that the district outsource student transportation starting with the 2019-20 school year. A Request for Proposal RFP is to be prepared for the purpose of outsourcing the district student transportation services and to include staffing of the department administration and bus drivers. The RFP will not include the mechanic positions or the sale of the bus fleet. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the Transportation Request for Proposal-RFP as presented.

Ayes: 4
Nays: 1 (Sparks)
Motion carried 4-1

11.6 Vans

The District wants to purchase 2 vans to help with transportation of students to school events. The vans do not require the driver to have a Commercial Driver's License that is needed for larger vehicles. These are 10 passenger vans, including the driver. The cost for these vans on MiDeal is \$28,100, for a total cost of \$56,200. Gene Butman Ford total price for the two vans quoted was \$58,598.24. Butman is a local dealer and has donated approximately \$40,000 to the District. The District expects to have funds available related to the utility savings from the energy project that would cover the cost of these vehicles. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the purchase of 2- 10 passenger vans from Butman Ford in the amount of \$58,598.24.

Ayes: 5
Nays: 0
Motion carried 5-0

11.7 Renaming of Central Office Conference Room

The Planning Committee has reviewed Board Policy 7250 and in accordance with the policy and with the recommendation of the Superintendent, recommend naming the Central Office Conference Room; Marvin S. Pittman Conference Room. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the Renaming of Central Office Conference Room to Marvin S. Pittman Conference Room as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.8 Audit

Lewis and Knopf have prepared the District audit for the last five years and the experience has been positive. Lewis and Knopf have provided an agreement for a 1, 2 and 3 year extension to continue with their services. Board action was requested.

It was moved by LaBombarbe and seconded by Czachorski that we approve the 2-year contract extension with Lewis and Knopf to continue with their audit services as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

Ana Katirai	Teacher/LHS	5/14/2019	FMLA	Yes
Karen Nowak-Rochford	Counselor/LHS	8/30/2019	FMLA	Yes

It was moved by LaBombarbe and seconded by Czachorski that we approve the May 13, 2019, Personnel Transactions Summary as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

12.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Sparks that we adjourn the meeting at 9:04 p.m.

Ayes: 5

Nays: 0

Motion carried 5-0

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / SPECIAL MEETING
May 13, 2019
5:45 p.m.
Media Center- High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Yoline Williams, President
Jennifer Czachorski, Vice President
Jennifer LaBombarbe, Secretary
Laura VanZomeren, Trustee (arrived 5:48 p.m.)
Allie Sparks, Trustee

ADMINISTRATORS PRESENT

Adam Blaylock, Human Resources Director
Adam Snapp, Finance Director

OTHERS PRESENT

Edgar Brown, Jim Harless, Karen Cook, Clark Rodeffer, Elanor, Rodeffer, Dawn Johnson, Lloyd Ingram, Carol Jordan, Laurie Price, Mike Weathers, David Dugger, Charlotte Allum, Sherry Smith, Shirley Sindlinger, Deb Ross, Kristen Sizemore, Jennifer Pocock, April King, Pam Willoughby and Olympia Panagoulas

1.0 CALL TO ORDER

President Williams called the meeting to order at 5:47 p.m. in the Media Center at the High School.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Newlon and Rollins.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members. (VanZomeren arrived at 5:48)

5.0 ACCEPTANCE OF AGENDA

It was moved by LaBombarbe and seconded by Czachorski that we accept the agenda as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

6.0 PUBLIC COMMENT

- Jeff Vernon spoke about the Transportation Department stating he has had many struggles during the school year with late buses but feels the District shouldn't privatize the department.

7.0 NEW BUSINESS

7.1 WISD Biennial Election

It is necessary to establish the first public meeting at which this Board will consider the proposed resolution designating the District's representative on the electoral body.

It was moved by Czachorski and seconded by LaBombarbe that we approve the Board to consider a resolution to appoint LaBombarbe as the designated representative of this District for the electoral body of the ISD biennial election to be held June 3, 2019 and Czachorski as an alternate in the event the designated representative is unable to attend.

Ayes: 5
Nays: 0
Motion carried 5-0

8.0 ADJOURNMENT

It was moved by LaBombarbe and seconded by Czachorski that we adjourn the meeting at 5:59 p.m.

Ayes: 5
Nays: 0
Motion carried 5-0



Department of Student Services

Robert Williams, Director

7525 Willis Road

Ypsilanti, MI 48197

Ph: (734) 484-7054 ♦ Fax: (734) 484-7026/7047

Lincoln Consolidated Schools has partnered with Pediatric Therapy Associates since 2000 to provide additional ancillary support staff. Pam Curtis, the owner of Pediatric Therapy Associates provides staffing solutions across Washtenaw County at competitive rates.

Ancillary support staff are: speech language providers, occupational therapists, and physical therapist. These roles are required for the implementation of special education services across the district.

These services provide much of our Medicaid revenue. As such, they are funded through Act 18 special education funds and not IDEA.



PROPOSAL

ACCOUNT: LINCOLN CONSOLIDATED SCHOOLS

PROPOSAL #: 19-050829-2

7425 WILLIS ROAD

DATE: 8-May-19

YPSILANTI, MI 48197

ATTN: NIK JACKSON / PHIL BONGIORNO

PHONE: 734.484.7000 X 7614

E-MAIL: JACKSONN@LINCOLNK12.ORG

TRANSPORTATION BUS RADIOS

LINE	QTY	ITEM DESCRIPTION	UNIT	TOTAL
1	39	HYTERA DMR UHF MOBILE RADIO - ANALOG/DIGITAL SWITCHABLE - iSeries. ENTRY LEVEL 2 CHARACTER ALPHA NUMERIC DISPLAY - 45W - WITH PALM MIC AND POWER HARNESS	\$482.00	\$18,798.00
2	39	IGNITION JUMPER CABLE KIT	\$40.00	\$1,560.00
3	39	IN-DASH MOUNTING BRACKET	\$45.00	\$1,755.00
4	*DIS	PREFERRED CUSTOMER DISCOUNT WITH TRADE-IN CREDIT FOR OLD MOBILE RADIO	(\$82.00)	(\$3,198.00)
NOTES:				
A	TO INCLUDE: MOBILE RADIOS, MOUNTING BRACKET, THUMB SCREWS AND MICROPHONE			
B	INSTALLATION WILL OCCUR TIME AND MATERIAL. ASSUMES ANTENNA KITS WILL BE RE-USED IF THEY PASS INSPECTION. UNITS THAT FAIL INSPECTION WILL BE REPLACED ACCORDINGLY AND INVOICED FOR PARTS USED.			
STD MFG DEPOT WARRANTY				
PRICING VALID FOR 30 DAYS				
A VALID PURCHASE ORDER IS REQUIRED TO PLACE THIS				
ORDER. OUR TERMS ARE NET 30 FROM DATE OF DELIVERY.				
TAX WILL BE ADDED TO ALL SALES UNLESS A TAX-EXEMPT				
CERTIFICATE HAS BEEN SIGNED.				
ALL SALES ARE SUBJECT TO CREDIT APPROVAL				
			EQUIPMENT	\$18,915.00
			PROGRAM/TECH	\$1,170.00
			INSTALLATION	T & M
			SHIPPING	\$321.36
			TAX	MI 6%
			TOTAL	\$20,406.36

PROPOSAL ACCEPTANCE

X _____
ACCEPTANCE SIGNATURE

DATE: _____

X _____
PRINT NAME

PURCHASE ORDER NO. : _____



PROPOSAL

ACCOUNT: LINCOLN CONSOLIDATED SCHOOLS
7425 WILLIS ROAD
YPSILANTI, MI 48197
ATTN: NIK JACKSON / PHIL BONGIORNO
PHONE: 734.484.7000 X 7614
E-MAIL: JACKSONN@LINCOLNK12.ORG

PROPOSAL #: 19-050829-3
DATE: 8-May-19

PORTABLES FOR BUILDINGS

LINE	QTY	ITEM DESCRIPTION	UNIT	TOTAL
1	25	HYTERA DMR UHF PORTABLE RADIO ISERIES - 4W NON DISPLAY INCLUDES HIGH CAP LI-ION BATTERY, STUBBY ANT, BELT CLIP, RAPID RATE CHARGER	\$362.00	\$9,050.00
2	*DIS	PREFERRED CUSTOMER DISCOUNT WITH TRADE-IN CREDIT FOR OLD RADIO	(\$43.00)	(\$1,075.00)
NOTES:				
A	PORTABLES TO BE ISSUES TO ADMINISTRATORS PER LIST PROVIDED			
B	RADIOS WILL HAVE NEW TRANSPORTATION CHANNEL			
C	LASER ENGRAVING OPTIONAL			
D				
STD MFG DEPOT WARRANTY				
PRICING VALID FOR 30 DAYS				
A VALID PURCHASE ORDER IS REQUIRED TO PLACE THIS ORDER. OUR TERMS ARE NET 30 FROM DATE OF DELIVERY. TAX WILL BE ADDED TO ALL SALES UNLESS A TAX-EXEMPT CERTIFICATE HAS BEEN SIGNED.				
ALL SALES ARE SUBJECT TO CREDIT APPROVAL				
			EQUIPMENT	\$7,975.00
			PROGRAM/TECH	\$750.00
			ENGRAVING	OPTIONAL
			SHIPPING	\$206.00
			TAX	MI 6%
			TOTAL	\$8,181.00

PROPOSAL ACCEPTANCE

X _____
ACCEPTANCE SIGNATURE

DATE: _____

X _____
PRINT NAME

PURCHASE ORDER NO. : _____



Understanding Radio System Coverage Maps

Radio System Coverage Maps represent estimated radio system coverage by utilizing Propagation Software. The computer software uses industry accepted algorithms to predict different levels of signal strength. These levels of signal strength in turn reflect different levels of audio quality and coverage reliability based on the specific site / system data provided.

Delivered Audio Quality, abbreviated as DAQ, is a measure of audio quality over a transmission medium. This metric is often used to quantify the quality of audio heard over a radio system. DAQ levels are defined by the following scale.

- * DAQ 5: Perfect. No distortion or noise discernible.
- * DAQ 4: Speech easily understandable.
DAQ 3.4: Speech understandable without repetition.
- DAQ 3: Speech understandable with slight effort. (Occasional repetition due to noise or distortion)
- DAQ 2: Speech understandable with considerable effort. (Frequent repetition due to noise or distortion)
- DAQ 1: Unusable. (Speech present but not easily understandable)

To apply the DAQ scale to the Coverage Maps, it is generally accepted that:

The Red & Yellow sections of the Coverage Map should have a signal strength level to allow for reliable communication (DAQ 5).

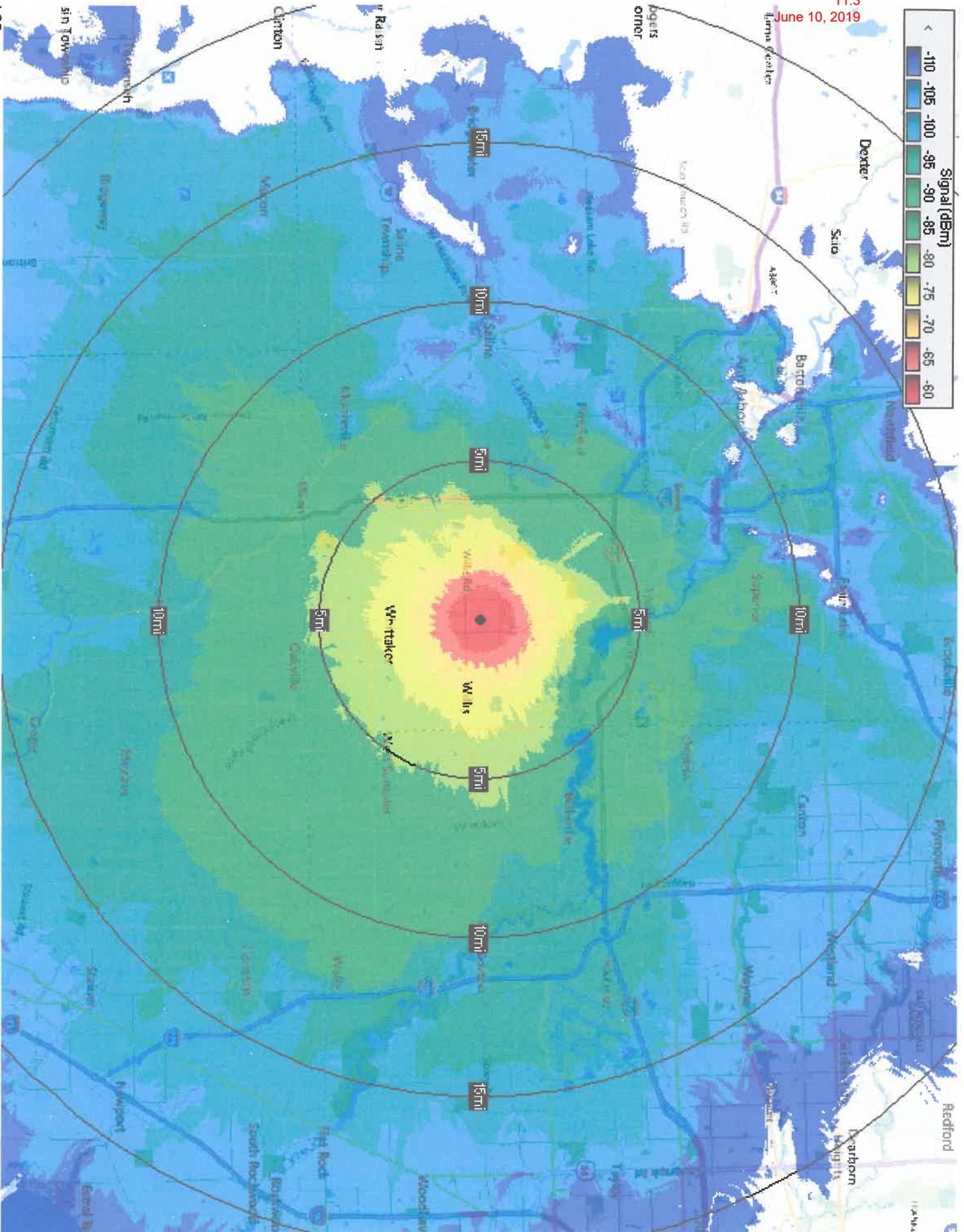
The Green section of the Coverage Map should have a signal strength level to allow for reliable communication (DAQ 4 or better).

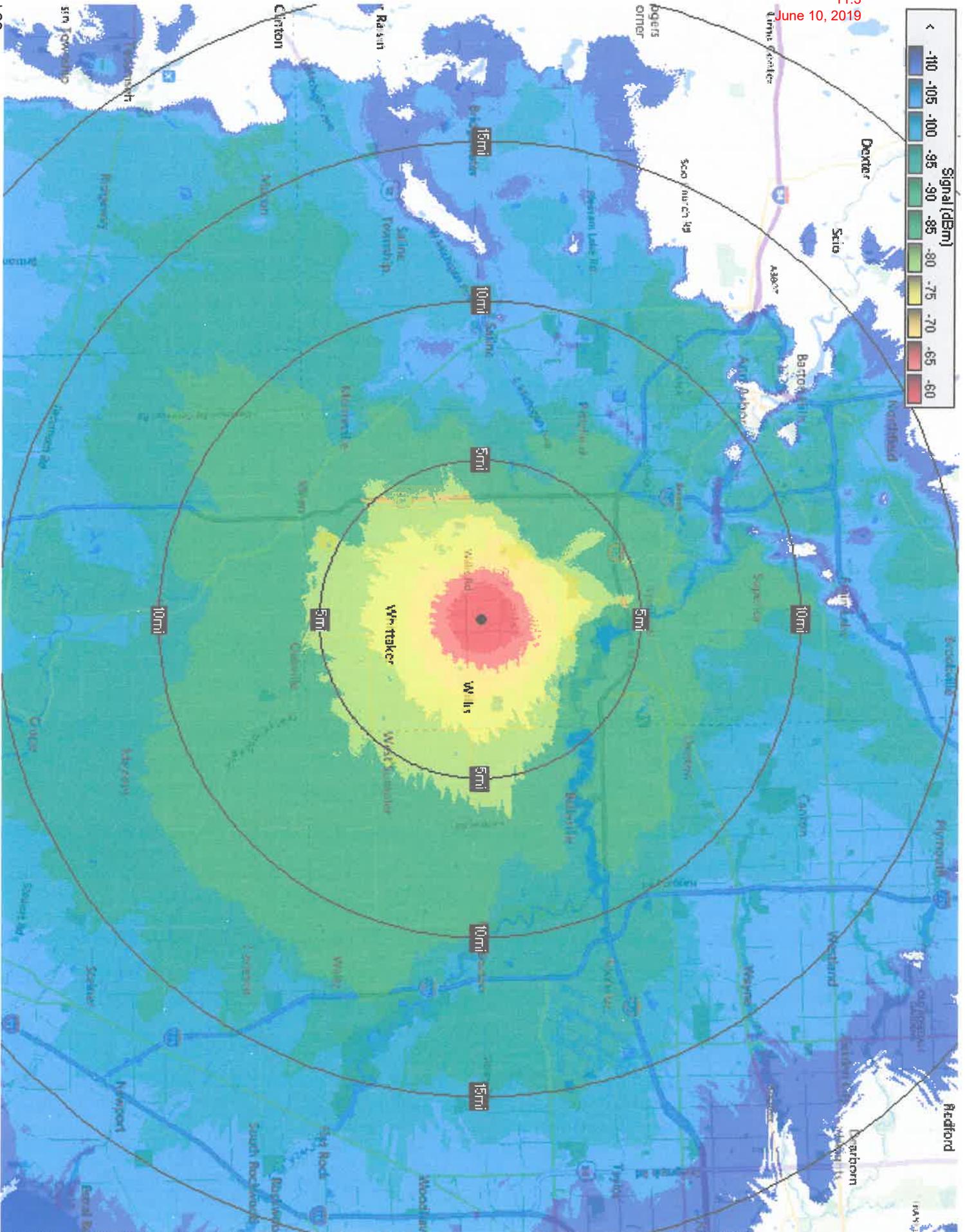
The Light Blue section of the Coverage Map should have a signal strength level to allow for reliable communication (DAQ 3.4 or better).

The Dark Blue section of the Coverage Map should have a signal strength level to allow for reliable communication (DAQ 3 or better), but may be susceptible to increased noise or reduced signal strength due to physical objects in the way.

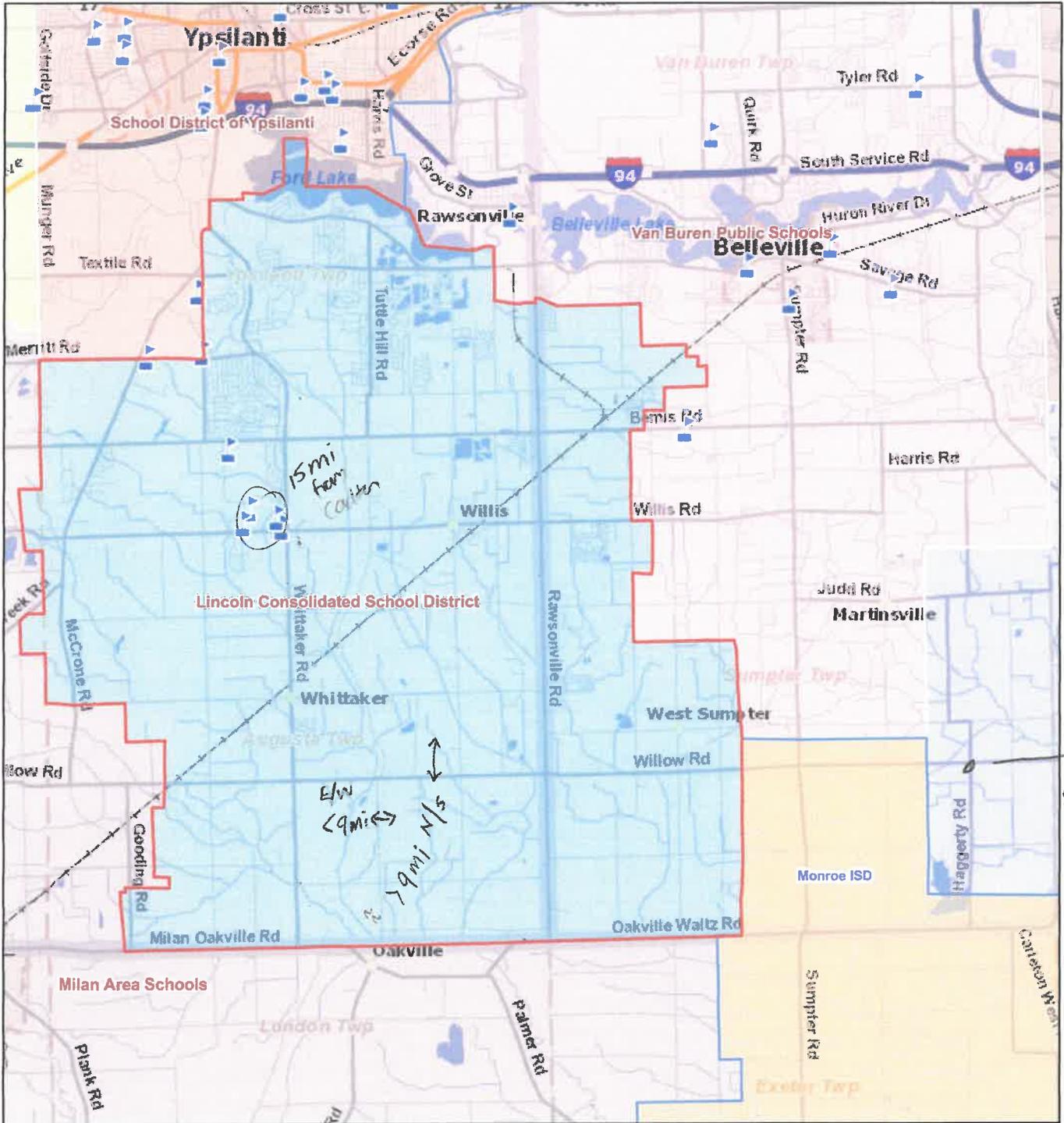
The un-shaded section of the Coverage Map may have areas of usable signal strength (DAQ 2), but the level is below the threshold of reliable communication.

Coverage Maps are based on a computer model using physical and environmental data. A Communication System's reliability characteristics can be affected by several factors; therefore no Communication System can provide 100% reliability, 100% of the time.



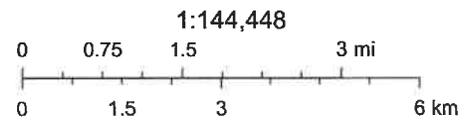


Michigan Schools and Districts



1/18/2019, 9:59:03 AM

- | | |
|--------------------------------------------|------------------------------------|
| Intermediate School Districts | 21570 |
| School Districts | 23850 |
| CSS_Schools_Districts - School_District_SE | 30120 |
| 01980 | 34560 |
| 02820 | 36630 |
| 18930 | Find School District _Query result |





May 28, 2019

Sean McNatt
Superintendent
Lincoln Consolidated Schools
7425 Willis Road
Ypsilanti, Michigan 48197

Dear Mr. McNatt,

On behalf of the Auxilio team, I would like to thank you for the opportunity to submit our Transportation Bid in response to the Lincoln Consolidated Schools Transportation RFP. The enclosed proposal contains the information requested along with program descriptions, company policies, pricing, specifications, background, insurance and licensing with general management experience. The Auxilio team brings specific expertise required to run a student transportation system. In fact, our modern transportation systems are working well in school districts throughout the Midwest. Our proven transportation methods have helped many districts reduce their costs for pupil transportation while increasing efficiencies and ensuring safety along with a high level of satisfaction. You will find that Auxilio's team includes some of the most seasoned experts in student transportation management, ideal for a school starting up or transitioning their transportation department. Our policies are some of the best in the transportation industry. We use every tool at our disposal to help keep our people, systems and training current with ever-changing laws and regulations. Auxilio also leverages the deep knowledge of our strategic suppliers to support our contracted services with a complete network of specialists in their respective fields.

Auxilio offers a number of attributes that set us apart from other providers.

Relationship Management: We treat each district as a business partner. We work closely with you to finalize the solution, establish the local team, implement the transition and ensure your satisfaction over time. There is always an open line of communication with Auxilio's leadership and local managers. Auxilio client's have a dedicated delivery manager whose job is to make sure all systems are running correctly and the district is kept informed.

Training: Beyond our high quality screening and selection process, Auxilio invests in extensive training with employees migrating over from the district or new from the community. All employees are trained and tested on company policies, safety requirements, DOT regulations, with continuous testing and training throughout the on-boarding process. Employees are also given ongoing training and attend safety meetings throughout the year. Our programs can be adjusted to meet the specific needs of your district and the local staff. In our service model, training and safety are our top priority!

Savings via Scope of Service: Our goal is to help you with non-instructional services and in particular the Lincoln Consolidated Schools Transportation Services. We deliver real savings as evidenced by our bid, and we continue to look for savings over time. In addition to efficient, turn-key Transportation services, Auxilio offers school districts Facilities Services covering Custodial, Maintenance and Ground Maintenance along with Energy Management. Auxilio is the only company that can bring these classified services under one roof to help your district further reduce your non-instructional expenses. Rest assured that in our efforts to save money, Auxilio never compromises service quality - our children are too important!



A Little History on the Company: A Little History on the Company: Over the past two years Auxilio has seen extensive growth as we have almost doubled in size. This growth has been exciting, sometimes challenging with many lessons learned. One key area that we have concentrated our efforts is ensuring that we have the proper personnel in place to guarantee a high level of quality and service. In many contracts we over staff initially to make sure we have the personnel in place to cover all aspects of our services for your school district. Our concept works, and our customers appreciate the processes we have put in place to insure the service levels we are contracted to perform, are met.

Auxilio Services is a company built on a decade of successful experience. After two years of development in 2006 a company was created out of the need for outsourced services in the education arena; this first company in this area was based in Ohio and provided transportation, custodial, maintenance, energy and grounds services through an affiliate or subcontracting model. With the need for greater control over service quality and employee satisfaction, a new company evolved into Auxilio, which self-performs these services in our contracts.

In 2012, when Auxilio was formed we refocused the company on high quality, strong customer service and being a true budgetary partner. These philosophies have paved a path dedicated to a budgetary partnership with its clients while creating efficiencies through the highest level of communication and a collaborative process. Our client's needs and input are necessary for success!

Another key aspect of the Auxilio model is high quality, well trained personnel. Without these philosophies, Auxilio would be like every other service provider with high turnover and less than stellar customer service. We believe we have the highest quality and most employee friendly company offering our customers the best field level teams in the pupil transportation services industry. Our name - "Auxilio" (To Help) - reflects a refined business philosophy of truly helping school districts!

The importance of community relations does not fall short with Auxilio as we understand the delicate balance between the school district and the community it serves. It is our goal to maintain a positive relationship with the community while servicing the district. We are committed to giving back to the districts and communities we service.

Once again we thank you for the opportunity to bid on your transportation needs. We would like to present our proposal in detail to you, your committee and/or administration, and hopefully your board.

With this discussion, we are confident that you will see that choosing Auxilio is the way to maximize savings for Pupil Transportation while maintaining the highest service quality available.

Sincerely,
Edward Dollin

President

6/3/2019

Sean R. McNatt
Superintendent
Lincoln Consolidated Schools
7425 Willis Rd
Ypsilanti, MI 48197

Dear Mr. McNatt,

First Student is pleased to submit a proposal to Lincoln Consolidated Schools in response to your RFP for Transportation Services. The accompanying executive summary and proposal documents outline the many ways we will use our local and national resources to meet your requirements and organizational goals with a customized approach. We are truly excited by the prospect of partnering with Lincoln Consolidated Schools to provide safe, efficient, world-class pupil transportation for the Lincoln community.

First Group is an experienced Michigan transportation provider who is pleased to currently serve several districts in the State. In addition, and because of the significance it places on the State, the company (including our President, Dennis Maple) has been actively engaged in the important work associated with the State developing an appropriate funding model to properly educate children. As you most certainly know, transportation funding is a critical component to that equation and, we have been pleased to provide the States School Research Collaborative important information for them to consider as they further develop funding model suggestions for Governor Whitmer and, continue to make ourselves available as a resource.

Due to late nature of the RFP process and award, there are significant risks for start-up. It is important that the District has a partner equipped with the appropriate resources to mitigate these risks and be prepared for start of school. Nobody has more experience with transitions like these than First Student. We have made more successful transitions, with more districts, than any other company. We understand that a service transition is not a small job, and our people have the tools to make it a success.

We understand your decision regarding student transportation services has an impact on many stakeholders, and we have developed this highly competitive proposal with each in mind. We welcome the opportunity to meet with your administration, evaluation committee and/or school board to discuss our proposal in further detail.

Thank you for giving First Student this opportunity. Please feel free to contact me directly if you have any questions regarding our proposal.

Sincerely,



Michael Ensign
Director of Business Development
First Student, Inc.
Phone: (513) 504-6610
Fax: (773) 409-3969
Michael.Ensign@firstgroup.com



Cover Letter

June 3rd, 2019

Mr. Sean R. McNatt
Superintendent
Lincoln Consolidated Schools
7425 Willis Road
Ypsilanti, MI 48197

Dear Mr. McNatt,

On behalf of Trinity Transportation, I would like to thank you for the opportunity to submit the following proposal for pupil transportation services for Lincoln Consolidated Schools. We believe you will find our proposal to be complete and responsive which directly aligns with your Request for Proposal.

Trinity Transportation is a member of the National Express group of companies, which includes Durham School Services. The National Express home-to-school companies operate more than 22,000 school buses, serve more than 500 school districts in 33 states and three provinces, and transport over 1.2 million students on a daily basis.

Being part of National Express has enabled Trinity to be better equipped to handle Lincoln's student transportation challenges, but also control costs while maintaining the highest safety standards, service, and accountability. At Trinity we provide the local feel and approach, while being internationally backed by National Express, which gives districts we serve both the comfort and attention they deserve.

We believe our personal attention to our district partners' needs, our commitment to safety, and our customer service philosophy and practices are the reasons our clients are continuously satisfied with our services. Our proactive approach to superior customer service sets us apart from the rest.

Highlights of our proposal for Lincoln Consolidated Schools include:

-  A dedicated customer service staff, including one full-time management staff and 1 full-time office administrators to be the focal point of customer service.
-  Regional support from Trinity's local leadership team
-  Zonar GPS on all buses and practices that result in near real-time benefits, enhancing communication and maximizing efficiencies.
-  Improved driver wages for improved retention and to attract new drivers.

We look forward to having the opportunity to create a mutually beneficial partnership with the Lincoln Consolidated Schools. Please review the **Executive Summary** section of the proposal that provides highlights of our plan.

Sincerely,

Peter Rudnik, Sales Director

Lincoln Consolidated Schools

REQUEST FOR PROPOSAL (RFP) TRANSPORTATION SERVICES CONTRACT

Mandatory Pre-Bid Meeting: Friday, May 17, 2019 10:00am EST

Mandatory Walk of Facilities: Friday, May 17, 2019 10:00am EST

Deadlines for Questions: Wednesday, May 22, 2019 4:00pm EST

Final Addendum Deadline: Tuesday, May 28, 2019, 2019 4:00pm EST

**Bid Due Date and Time: Thursday, May 30, 2019 10:00am EST
Superintendent's Office**

**Address for Pre-Bid Meeting:
Central Office, 7425 Willis Road, Ypsilanti, MI 48197**

**Address for Bid Opening:
Central Office, 7425 Willis Road, Ypsilanti, MI 48197**

E Mail Address for Any Communication on this Bid to:

**Sean R. McNatt
Superintendent
mcnatts@lincolnk12.org**

Questions are Welcome Prior to the Pre-Bid Meeting via E Mail

Lincoln Consolidated Schools

Tuesday, May 14, 2019

To: Prospective Bidder

Subject: Request for Proposal

Section 1 – Bid Instructions

Lincoln Consolidated Schools is accepting quotations to provide transportation services to the District. This request for proposal is for a 3-year contract period for which we are seeking guaranteed pricing for **July 1, 2019** through **June 30, 2022**. The District reserves the right, in its sole discretion, to renew the contract for three (3) additional years. The contract may be terminated upon sixty (60) days' written notice from the School District with or without cause.

BID DUE DATE: If you desire to bid on these services, please submit your Proposal no later than 10:00 a.m., **Thursday, May 30, 2019**. Bids will be opened at **Superintendent's Office**. Mail or hand-deliver your sealed bid to: **Lincoln Consolidated Schools, Attn: Sean R. McNatt, 7425 Willis Road, Ypsilanti, MI 48197**.

Your bid must be received before the bid opening date and time, when all bids will be publicly opened and read aloud. No fax, verbal, e-mail or telephone quotations will be accepted. The District is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail bids.

BID COPIES: Each Bidder must submit with the signed original Proposal, **three (3) complete copies of the signed original Proposal**. Each Proposal must be an original and hard copy, and signed by an authorized member of the Bidder's company. This member should be the highest-ranking officer at the local level.

MANDATORY PRE-BID MEETING AND WALK OF FACILITIES: All prospective Bidders must attend a mandatory pre-bid meeting. The purpose of the meeting is to provide for questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective Bidders present will be deemed eligible to bid on this project. Any assistants or subcontractors in the project are also required to attend the pre-bid meeting to be held at **Superintendent's Office, 7425 Willis Road, Ypsilanti, MI 48197 Friday, May 17, 2019 10:00am EST**. You must walk every site to ensure all contractors see all locations. No other walks will be available.

QUESTIONS: All questions will be directed to the Contract Administrator via e mail before or after the pre bid meeting, or during the question/answer period during the pre-bid meeting. Please do not ask questions on the walk of facilities. Instead, write them down and we will respond to these and all questions in addendum format in writing. Questions may be asked via e mail until the deadline of **Wednesday, May 22, 2019 4:00pm EST**.

PROPRIETARY INFORMATION: The information provided in the RFP is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

BID GUARANTEE: Each Proposal must be accompanied by either a certified or cashier's check on an open, solvent bank or a bid bond with an authorized surety company in the amount equal to 5% of the first year's estimated dollar distribution to the district. Bid guarantee must be made payable to Lincoln Consolidated Schools as a guarantee of good faith. If the successful Bidder fails to furnish satisfactory bonds and insurance within 10 days after notice of award, or if the bidder has to back out of the project prior to contract signing, such guarantee shall be forfeited as liquidated damages by the District to compensate for losses due to delay and/or increased costs for the project. The guarantees of the three finalist Bidders will be retained until the bond and insurance and start of work of the successful Bidder have been approved by the District. The guarantees of all other Bidders will be returned within ten days after the bid opening.

PROPOSAL COSTS: Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP. Each Bidder submitting its Proposal releases the School District from any and all claims arising out of, and related to, the RFP process and the selection of a contractor.

RFP/PROPOSAL INFORMATION CONTROL: The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the RFP. As part of the RFP preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare their Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the RFP and any information previously provided should request clarification. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.

ADDENDA TO THE RFP: Should it become necessary to revise any part of the RFP, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the RFP. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum, shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgment shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Proposal by the RFP closing date and time. All addenda shall become a part of the RFP. Acknowledgment of all addenda received must be submitted by the RFP closing date and time.

RESERVATION OF RIGHTS: The District reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The District reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all Bidders. The District reserves the right to negotiate with the Bidder whose proposal is deemed strongest by the Selection Committee. Bids may not be withdrawn within 60 days after opening date without forfeiting bid security. The District reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility.

Section 2 - Requirements

ROUTES: The District is comprised of 60 square miles mostly rural roads. Currently, we have 21 secondary general education routes, 17 elementary general education routes, and 12 special education routes servicing a pre-K – 12 education. Should the District add or reduce routes, no substantial changes to the routes should be made without prior notification and approval of the District.

SCHEDULE: The District is providing a list of the start and ending times of each school.

COVER LETTER: Please prepare on company's business letterhead an executive letter from the leader of the Contracted Organization with authorized signature. This should be limited to a brief narrative highlighting the Proposal and should be aimed at non-technical personnel.

RESUMES OF KEY PERSONNEL: The proposal should include profiles identifying specific management personnel (i.e., Direct and Indirect Management, etc.) in your employ that will be assigned to District's campus. The profiles should describe experience, education, and background, specific professional accomplishments and any special qualifications. Final selection of management personnel must be approved by the District, while consideration for current on-site management and personnel takes precedence.

ORGANIZATIONAL CHART: An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel shall be included.

LEADERSHIP REQUIREMENTS: The Contractor will be responsible for On Site Management. The amount of time spent in the District by On Site Management needs to be delineated on the staffing form and will be used as part of our evaluation process. Supervisory positions will be required at all Secondary Schools at all times on second shift and available for District Leaders to access during events and emergencies for coverage throughout the District. Please list the Leadership program you propose for this contract and delineate their production vs. supervisory time on the staffing form.

QUALITY ASSURANCE PROGRAMS: Contractor shall provide an outline of Quality Assurance programs, communication systems and follow up to achieve Customer Service and results meet specified tasks. The contractor will provide their Quality Assurance specifications and plans to the bid.

COMMUNICATION REQUIREMENTS: The Contractor will maintain an e-mail service contract and cell phone connection with the On-Site Manager for the duration of our contract. All Phones and Computers will be at the expense of the Contractor. Please list the communication equipment and processes you plan to include in this District in your proposal.

TRANSITION PLAN: The Contractor must provide precise plans for each step-in assuming management control and describe its ability to commit the staff personnel and resources required to develop a quick and effective transition into the responsibilities of this contract. A statement of the Contractor's management philosophy, Mission and/or Vision should be included. All Start Up Costs associated with this contract shall be part of the bid price. Due to the value of maintaining individuals with institutional knowledge of the District's operations, every effort should be made to employ current staff.

PRICING: The Proposed Contract Sum shall be identified as a per-year lump sum on, and in compliance with, the Proposal Form attached hereto. The Proposed Contract Sum shall be identified as a total dollar amount, but the Bidder shall provide an adequate explanation how its costs have been computed.

INSURANCE: The following types of insurance, limits of liability, and policy extensions are required of each Bidder and (except for limit) all sub-contractors:

Workers Compensation and Employers Liability Insurance
Coverage A – Statutory
Coverage B – \$1,000,000 Per Accident

Broad Form Comprehensive General Liability Insurance (including – Premises, Contractual, Products & Completed Operations – Including Broad Form Extensions):

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$1,000,000
Personal Injury & Advertising Injury	\$1,000,000
Fire/Legal	\$1,000,000
Sexual Molestation	\$1,000,000

Errors and omissions liability insurance of no less than \$500,000 each occurrence and \$2,000,000 annual aggregate.

Comprehensive Automobile Liability Insurance (owned, hired, and non-owned automobiles):

Bodily:	\$1,000,000 each Person \$1,000,000 each Occurrence \$3,000,000 Annual Aggregate
Property Damage:	\$1,000,000 each Occurrence \$3,000,000 Annual Aggregate

The Bidder shall not commence work under the Contract until all insurance stated in this RFP is obtained and the School District has reviewed all associated insurance policies.

STAFFING REQUIREMENTS: Each proposal must design a staffing table for complete transportation needs including shift times and hours to complete the daily, weekly and monthly transportation requirements during the school year. All hours are NOT to include lunch breaks, on or off the clock, only productive and supervisory time. Staffing is NOT to include Substitute or Fill In Staffing, only regular staffing scheduled. Staffing is expected to be at School Year Levels starting Labor Day until the Last Day of School. Additionally, Field Trips and Extracurricular Trips should be separately priced on an hourly basis.

Reduction of staffing is expected on non-student attended days (In Service Days, Snow Days, Closed Days). Staffing schedules will be evaluated as part of the bid process. These are to be utilized as minimum staffing levels to achieve the specifications. **If specifications are not being met**, payroll records may be accessed at any time during the contract for the most recent two months of service to ensure those staffing levels are being met consistently. If the payroll record audit demonstrates a shortage of staffing of over 5% on any given week for the entire district, or 10% on any given week for the school in question, (excluding non-student day and break schedule reductions), the District may fine the Contractor up to \$1000.00 per week during that two-month period. This is to ensure the Contractor's commitment to

providing accurate data in the bid for anticipated staffing levels, and to ensure the Contractor's commitment to meeting bid specifications. **This audit will only be conducted if the specifications are not being met.**

The District is expecting to receive what was bid as a minimal staffing level. If the Contractor finds it needs to put in more time to achieve the Specification levels, then the Contractor must do so at no additional charge to the District. It is the responsibility of the Contractor to be a professional and bid the work accurately. Should the Contractor find it can provide less hours to achieve the Specification levels, then it shall negotiate an agreed upon savings at the end of each anniversary date, benefiting both parties as an incentive to be more cost efficient and share the savings.

Current specification levels:

Regular Transportation Vehicle Type	Number of Vehicles	Number of Days per year	Number of hours per day (Garage to Garage)
77 Passenger	20	186	102.4 hours per day (4 hours 52 minute on average)
71 Passenger	5	186	
65 Passenger	4	186	
Special Needs Trans.	12	186	63 hours per day (5 hours 14 minutes on average)
Total	41		
Special Need Spare	0	0	0
General Education Spares	5	0	0
Sports / Activity Trips		Varies	
Each operating Special Education route has an identified Special Education Aide	12	186	20 minutes less than the drivers

Bidder and its drivers are required to comply with any and all standards, regulations, codes and laws of the State of Michigan and the federal government, including but not limited to transportation issues, privacy issues, student record issues and any other issues arising out of the services provided pursuant to the Contract. Further, the Bidder and its drivers must abide by the applicable policies of the School District. The School District and Bidder shall cooperate in providing ongoing in-service training to all drivers and attendants employed to transport students. The Bidder's Proposal shall include a listing and description of the proposed training programs. All employees of Bidder must attend these training sessions and all drivers must hold and maintain a valid school bus driver license and certification. Topics to be addressed shall include all those required by law or as otherwise appropriate to address the unique safety concerns of transporting pupils. As mandated by the Public Acts of Michigan, 1990 P.A. 187, as amended, all drivers must have an annual physical and attend

a six (6)-hour training session at least once every two (2) years. In addition, a criminal history and a criminal record check must be done on all employees providing services under the Contract. All CDL employees must comply with the Drug & Alcohol Testing Program requirements and evidence of training shall be provided to the School District.

The Bidder agrees to advise the School District on routine organization and operation matters concerning the transportation services, provided that such consultation does not disrupt the Bidder's ability to perform the services described in the Request for Proposal.

Bidder shall be fully responsible for the care and supervision of the pupils during their period of transportation. The transportation of a pupil shall be deemed to have begun when such pupil prepares to board the vehicle and shall be deemed to have ended when the pupil has completed alighting from the vehicle at a reasonably safe place in which to alight in view of the circumstances then prevailing. Further, if required for special education students or otherwise, prior to the pupil alighting from the vehicle, the driver must visually verify a responsible person is present to receive the pupil. If no such person is present, the driver shall not permit the pupil to alight from the vehicle, shall proceed with the vehicle's scheduled run and, within a reasonable time, return to the pupil's stop to again attempt to visually verify whether a responsible person is present to receive the pupil. If, after that second attempt, there is still no responsible person present to receive the pupil, the driver shall contact dispatch and review the transportation plan for that pupil to identify the next course of action. The School District or its authorized representatives, shall not in any way or manner be answerable or suffer loss, damage, expense or liability of any kind or nature arising from such transportation service either by accident, negligence, thefts, vandalism, or any cause whatever, and Bidder shall indemnify the School District and its authorized representatives for all liability of every kind and nature arising from accident, negligence, or any cause whatever that the School District may suffer arising out of or in any way related to the Bidder's performance under the Contract.

ROUTING AND SCHEDULING: The Bidder shall operate buses along routes approved by the School District. The Bidder shall provide recommendations to the School District regarding routes, schedules, and stops. The Bidder shall coordinate with the School District to assure that students are transported safely, efficiently, and in a timely manner. The Bidder shall recommend routes, in keeping with pupil safety, so as to deliver students within a reasonable time prior to the commencement of school activities, and so as to return them to their respective stops within a reasonable time after the end of the same. Bidder shall perform the work described in the Contract and in this RFP diligently so as to assure adherence to all relevant school schedules, and the Bidder shall assume responsibility for timely delivery of pupils to, and pick-up of pupils from, programs. At no time shall the Bidder's office or garage be used as a depot for the transfer of students. Bidder shall structure all bus routes with particular attention to reasonably minimizing pupil ride times on standard bus routes. To that end, no pupil's ride time shall be more than (60) minutes, exclusive of staging periods, except as may be excused by express written notice from the School District. In no event shall a pupil's ride time be longer than currently provided by the School District, nor shall it include more stops than currently provided by the School District.

Changes to established routes, stops, or schedules must be reviewed and approved by the School District. Bidder shall include a written cost estimate associated with any proposed change in an established route. If approved, such change shall be implemented by the Bidder as soon as possible, ideally no more than three (3), but no longer than five (5) working days after Bidder is notified of approval by the School District, unless otherwise mutually agreed upon by all parties. In all cases, runs, routes, and stops must conform to all pertinent IEPs and applicable federal, state, local, and School District laws, regulations and policies.

SCHOOL BUS DRIVER REQUIREMENTS:

Pre-Assignment Screening. Because of the unique concern associated with transporting minor pupils and the laws applicable to pupil transportation, the Bidder shall implement a screening program to determine driver's or other employee's suitability for work with school pupils in the transportation setting prior to assigning that individual to provide services under the Contract. The program shall require that each candidate satisfy or exceed all legal requirements, including the examination of the candidate's criminal history, driver licensing, school bus driver licensing and certification, training and motor vehicle record, as required by the state of Michigan. Further, it shall include a criminal history and criminal record background checks, at least as required by law. The program must include a physical shall be administered which will meet the Michigan Department of Education ("MDE") bus driver requirements. Copies of the MDE certification cards for Bidder's employees who will be providing services pursuant to the Contract shall be available to the School District upon request. By submitting a proposal, the Bidder acknowledges that the program contemplated by this section is intended to assist both the School District and the Bidder in complying with applicable laws and safety concerns and is not intended to give the School District control over the Bidder's employees or make decisions regarding individuals that the Bidder hires.

Credentials and Related Requirements.

Every driver employed by the Bidder to provide services to the School District must have and maintain a valid school bus driver license and certification in satisfaction of 1990 PA 187, as amended, appropriate to the vehicle that is being driven, with a passenger endorsement as issued by the State of Michigan. The School District shall not pay for Bidder's required license cost, and all such costs shall be borne by the Bidder. Copies of driver's license verifications of Bidder's employees providing service pursuant to the Contract shall be available to the School District upon request. See also "Training Programs" below.

Every driver and driver supervisor shall have successfully completed the basic bus driver education program and continuing education programs as required by law and the MDE. Additionally, a driver supervisor shall successfully complete the supervisor training program.

Each driver shall have a certified safe driving record, with no felony convictions (whether or not affiliated with the operation of a motor vehicle), with no convictions for driving under the influence of liquor or other illegal substance, and with no more than six (6) points on his/her driving record related to moving violations.

Bidder shall furnish the following information as to each driver or potential substitute driver: (a) name, (b) address, (c) driving permit and license number, (d) certification, (e) normal route assignment, and (f) normal bus assignment.

Each school bus driver employed by the Bidder shall be in sufficient health to satisfy all laws and regulations of the state of Michigan governing school bus drivers.

In compliance with Michigan State Police Motor Carrier Division and Department of Education requirements, every driver, whether permanent, temporary, or substitute, prior to driving for the Bidder to serve the School District shall submit to the Bidder a completed Medical Examiners Certificate. The certificate must be updated annually or more frequently if School District or Bidder has reason to believe that the driver is not physically able to drive, as provided by law. It is the responsibility of the Bidder to ensure such certificates and updates are timely obtained.

When a run requires transportation of students with special needs (such as handicapped pupils who require special medical care), or when a bus requires any special expertise to operate (such as a bus with a wheel chair lift or transit type bus), all drivers, whether permanent, temporary, or substitute, who will transport those

students or operate those buses shall first demonstrate proficiency and/or complete special training relevant to those special requirements.

The Parties acknowledge that the School District is a public body charged with the care of minor pupils and, therefore, has a significant interest, for public safety purposes, in determining the individuals who may provide pupil transportation. Accordingly, the School District may request, subject to the Bidder's rights as an employer, that the Bidder prohibit an employee that the School District believes jeopardizes the reputation or public safety of the School District, its pupils, or employees from being assigned to provide services under the Contract. Such prohibition will in no way affect the right of Bidder, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees

Drug Use Prevention

The Bidder shall conduct or cause to be conducted tests that are designed to determine the presence of illegal drugs, controlled substances, or alcohol. Such tests shall be administered to all employees providing services on behalf of Bidder under the Contract. Bidder shall not assign an individual who fails to test negative for illegal drugs, controlled substances, or alcohol to provide services under the Contract.

In-service Training (must meet state-mandated requirements)

Bidder shall establish In-service training for professional development such that every driver and bus assistant, in order to continue providing services, whether permanent, temporary, or substitute, must each year successfully complete in-service training as is required by the MDE to maintain the validity of the School Bus Drivers Certificate;

Bidder's Proposal shall specifically identify the training program to be implemented by Bidder as an exhibit to the Proposal.

The Bidder shall assign mandatory retraining after a preventable accident or incident or after driver's evaluation. A driver assigned such retraining may not continue to drive a bus transporting the School District's pupils until such retraining has been successfully completed.

Safety is a paramount concern of the School District. In recognition of this priority, the Bidder shall plan and implement a comprehensive safety program and shall ensure the availability of a qualified management employee to conduct the program. The program shall include, but not be limited to, regularly scheduled safety meetings for drivers and aides. Such a plan shall be included in the Proposal.

HUMAN RESOURCES SUPPORT: The Bidder shall provide the Human Resource structure that will support this District in acquiring good candidates for hire and describe the interview, selection, and screening process. The Bidder must comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances and policies that apply to Michigan public schools. Without limiting the breadth of the foregoing, the Bidder must comply, at its cost, with the requirements for criminal history and background checks conducted or facilitated by the School District as required by the Revised School Code. All new employees assigned to perform the services contemplated by this RFP or the contract must undergo the aforementioned background check with results minimally meeting legal requirements for staff placed in public schools and a negative 5 Panel Drug Test Result BEFORE they are to begin working at the District. Other minimal levels of screening are listed elsewhere in this RFP or the Form of Contract. Please provide your Human Resources Program in your proposal.

SAFETY: The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to transportation services operations. The contractor shall include the corporate safety program in the proposal.

RECORDS AND REPORTING REQUIREMENTS:

The Bidder shall make available at any time to the School District all operating records that the School District may request. Additionally, the Bidder will provide the data to the School District on final cost reports (including per student costs), mileage and fuel cost reports (as required), detailed run reports, and other information mutually agreed on by the School District and the Bidder.

Bidder shall be required to provide the data in order for the School District to file all State of Michigan required reports.

ACCIDENT REPORTS:

All accidents or incidents involving the School District's pupils, personnel, and any vehicles and/or equipment transporting them, shall be orally reported immediately to the School District's Administration Office. A written report shall also be submitted to the School District's Administration Office within twenty-four (24) hours.

Accident reports shall make clear and provide at a minimum the following:

1. Whether pupils were on the bus or loading or unloading from the bus at the time of the accident;
2. Whether any identifiable personal injuries occurred and the names of the person(s) injured;
3. The driver, location, involvement of other vehicles, and nature and extent of any property damage;
4. Accident and incident reports completed by the Bidder's management and by drivers;
5. Name and badge number of the reporting officer; and
6. Any other pertinent information to permit a full and complete account of the accident.

The Bidder shall further provide to the School District's Administration Office any accident reports obtained from law enforcement agencies as soon after the accident as they become available. The Bidder shall also submit all required reports to the Michigan Department of Education and Michigan State Police Motor Carriers Division. An accident shall be defined as any incident in which there was damage to any property and/or injury to any person or as otherwise defined by applicable statutes and/or regulations.

SCHOOL DISTRICT'S RIGHTS AND RESPONSIBILITIES:

Discipline on the School Bus.

Pupils transported in a bus shall be under the direct authority of, and responsible directly to, the driver of the bus specified by rules of the Michigan Department of Education and School District policy and procedures.

The School District shall delegate to Bidder drivers, while students are on the bus, the necessary authority to supervise and to control students on the vehicles operated by it, while they are en route under such rules as are adopted by the School District, but such authorization shall not include the right to administer corporal punishment as defined by Michigan law, nor the right to eject any offender. The School District shall be responsible for student discipline.

The Bidder shall report to the School District any incidents of misconduct on the bus and any corrective action taken. Forms will be provided for this purpose. No pupil shall be suspended from a school bus without

following the relevant School District guidelines for suspension. Every driver/aide shall at all times adhere to the School District's established student disciplinary policies.

The Bidder shall assist with pupil discipline as required or desired by the School District, including necessary parent/pupil meetings.

The Bidder shall ensure that drivers are available to participate in parent/teacher/administrator conferences concerning transportation related disciplinary problems.

The Bidder shall make any vehicles used to transport School District pupils available to the School District at any reasonable time for inspection by the School District and Michigan State Police Motor Carrier Division.

TRAINING PROGRAMS: The proposal shall include a description of training programs used for ALL levels that will be employed by the District and will be expected to comply with all district trainings. All drivers must have a Class B (CDL), with a P & S endorsement.

EQUIPMENT: Currently Lincoln Consolidated Schools owns all of the buses in its' fleet and will not be entertaining the idea of having a Contractor provide buses for lease or replacement. The district is committed to the refurbishment and replacement of buses as they deem necessary upon the explicit advice from the Contractor or other known entities that afford their official opinion (ex. Michigan State Police).

MECHANICS: Currently Lincoln Consolidated Schools employs two full time mechanics with a vacant mechanic position and does not plan to contract those positions.

OFFICE STAFF: Currently, Lincoln Consolidated Schools has budgeted 1.5 FTEs for secretarial and office staff and the bid should incorporate any secretarial or office staff needed for transportation operations and responses to customer service issues.

CONSUMABLE SUPPLIES: The District will provide all Toilet Paper, Paper Toweling, Soap, Trash Can Liners, Air Fresheners, Hand Sanitizer, Sanitary Products, Ice Melt, Light Bulbs, etc. for use in the District. The Contractor may be asked to provide pricing for said items as well as receiving, storing and inventory for said items in each building.

CLEANING SUPPLIES: All Cleaning supplies for the upkeep of the buses (emesis powder) are the responsibility of the Contractor and as such, supplied in a timely manner to ensure the specification frequency and quality are met. Please list in your proposal your cleaning supply program.

FINANCIAL STABILITY: The Contractor shall provide a certified letter of good standing for a line of credit from a reputable financial institution in the amount of \$750,000.00 or more. This letter must be dated as current within the last six months prior to this RFP.

OPERATING STATEMENT: The Contractor shall submit a complete estimated operating statement for the proposed contract period(s), indicating the following estimated costs by category.

- Salaries and Wages for this Contract
- FUTA and Tax Estimates for this Contract
- General Liability and Workers Compensation Insurance for this Contract
- Hourly Increases Prorated over 3 Years for this Contract
- Health Benefits Paid by Employer for this Contract

- Training and Motivation Program Costs for this Contract
- Transportation Supplies including Uniforms and Laundry for this Contract
- IT/Communication Equipment for this contract
- Direct Management Costs Expenses for this Contract
- Indirect Management and Administration Expenses for this Contract
- Sales Commission and Marketing Expenses for this Contract
- Other – List Specific Items for this Category if included for this Contract
- Operating Profit for this Contract

CONTRACTOR’S EXPERIENCE AND CAPABILITIES: The Proposal must include a description of the general background, experience and qualification of the Contractor in K-12 locations. The Contractor must list at least three operations presently serviced that is similar in nature to that of the District's within the State of Michigan. One of these references must be for a PK-12 complete District with Transportation Service contract needs similar to this District within the State of Michigan. The number of FTE’s servicing that District and the period of time the Contractor has served the District. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities. More references are welcome.

PRESENTATIONS: To assist in the evaluation process, a minimum of three (3) Bidders will be invited for an interview and opportunity to give an oral presentation of their Proposal to the District’s Selection Committee. The presentation should be no longer than forty five (45) minutes in length, with additional time allocated for questions and answers (30 minutes). Specific appointments will be scheduled with the invited Bidders.

CONTRACT REQUIREMENT: The expectation is the Contract will include the School Facility List, Specification, The Contractor’s Proposal, the Form of Contract attached hereto, and this RFP. Please read over all documents carefully and list any and all exceptions to the documentation together with an explanation as to the reason for the exception and the suggested change to be negotiated. Otherwise, the selected Contractor shall be required and expected to agree to the documentation in its entirety, except to the extent exceptions are expressly noted in its Proposal. *The failure to specifically identify and explain an exception shall be deemed an express agreement to be bound by the terms of the RFP and the Form of Contract.*

The award of a Contract is contingent upon securing an acceptable Proposal, as determined within the School District’s sole discretion. A Contract shall be binding and enforceable only upon the following conditions: (a) successful agreement on the terms of the contract; and (b) execution of a Contract reduced to writing as contemplated; and (c) authorization by the School District’s Board of Education. A contract shall not exist between a Bidder and the School District merely because a Bidder has submitted a conforming Proposal and the School District’s Board of Education has accepted the Bidder’s Proposal. The Contract shall only come into existence when the document between the School District and the Bidder contemplated under this paragraph is executed by both parties and approved by the School District’s Board of Education.

Section 3 – Evaluation Criteria

Contract award will be based upon a comprehensive review and analysis of the Proposals that best meet the needs of District. The specific evaluation criteria will include the following and is listed in order of importance to the District:

- Overall Sustainability of the Program – Likelihood of a Successful Transition and Consistent Performance to the Specifications for three to six+ years of expected contract length. The analysis of these criteria takes into consideration the entire proposal documentation as a sum of its parts.
- Price VALUE measured against the Sustainability over time, a contract that does not go well or has to end early is much more expensive than doing it right the first time
- The Bidder’s ability to retain and train qualified, motivated, and satisfied employees.
- Past Experience in transportation service operations of a similar nature with References supporting positive, problem solving, result oriented relationships
- Presentation and Interview, Company demonstrates program in action and answers all questions on how they achieve results in all areas
- Staffing Levels Reasonable to Specification Completion
- Equipment Purchase meets the needs of the District
- All Data is Complete in all other Sections as asked, omission or nebulous information suspicious by nature.
- Contract Exceptions are Reasonable and Negotiable

Section 4 – School Facilities and Start and Ending Times

1. High School, Middle School, Bishop Elementary, Brick Elementary, and Model – 7425 Willis Road, Ypsilanti MI, 48197.
 - a. Start & End Times:
 - i. High School & Middle School – 7:40 am - 2:36 pm
 - ii. Bishop Elementary & Brick Elementary - 8:50 am – 3:41 pm
 - iii. Model – 8:30 am – 3:30 pm – Monday-Thursday
2. Childs Elementary – 7300 Bemis Road, Ypsilanti, MI 48197.
 - a. Start & End Times:
 - i. Childs Elementary – 8:35 am – 3:26 pm
3. Bus Garage/Maintenance Building - 7425 Willis Road, Ypsilanti, MI 48197, 32 Bus Drivers, 3 Bus Driver Subs, 14 Bus Aides, 1 Bus Aide Sub, 4 Mechanics, dispatcher and director, 6:00 am through 5:00 pm.

**Lincoln Consolidated Schools
TRANSPORTATION SERVICES RFP/CONTRACT**

**Schedule – Checklist of Proposal Responses Due
(return with proposal)**

	Refer to Page	Complete	Incomplete	Reason for Incomplete
Attended Pre Bid Mtg				
Attended Walk-through				
3 Copies, 1 pdf CD				
Addenda				
Acknowledgments				
Bid Guarantee				
Cover Letter				
Resumes				
Organization Chart				
Leadership Program				
Quality Assurance Program				
Communication Program				
Transition Plan				
Staffing Schedule Filled Out,				
Starting Wages Filled Out in Staffing Plan, See Attached				
Benefits, Incentives, Increases Outlined				
Survey Examples (employee and customer)				
Human Resources Structure				
Safety Program				
Training Program				

Cleaning Supply Program				
Financial Stability Letter				
Operating Statement				
References				
Exceptions to Documentation (including Form Contract)				
Price Page				
Familial Disclosure Form Notarized				
Iran-Linked Business Certification				
Other?				

Notes by Bid Selection Committee:

Iran Economic Sanctions Act Certification

I am the _____ (title) _____ of _____ (bidder) _____, or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of transportation services to Lincoln Consolidated Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

(signature)

(printed)

Form of Contract

This Transportation Services Agreement (“Services Agreement” or “Agreement”) made this ____ day of _____, 2019 by and between Lincoln Consolidated Schools, a Michigan general powers school district, organized and operating pursuant to the terms of the Revised School Code (“District”) and _____, a Michigan _____, whose address is _____ (“Contractor”).

RECITALS

WHEREAS, the District is organized and operated under the Michigan Revised School Code and has the powers, authority and duties established therein, specifically including the authority to engage independent contractors to carry out its powers; and

WHEREAS, the District is engaged in providing public educational services and programs and desires to engage Contractor to provide transportation services in connection with the District’s educational programming and service delivery; and

WHEREAS, Contractor has the expertise, training, capacity, and qualifications to perform the services contemplated under this Agreement.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein, the parties agree as follows:

SECTION 1 DESCRIPTION OF SERVICES – RELATIONSHIP OF PARTIES

- 1.1 Contractor shall provide the Services described in the relevant Transportation Services Request for Proposal dated _____, 2019 (“RFP”), which is incorporated herein by reference, pursuant to the terms and conditions of this Agreement. In the event of any inconsistency among this Agreement, the RFP, accepted portions of Contractor’s response to the RFP, or any attachments thereto, the terms most favorable to the District shall apply. The District shall determine, in its sole discretion, which terms are most favorable to the District. The District does not agree to use Contractor exclusively for the services contemplated under this Agreement or otherwise. It is understood and acknowledged that the District is free to use its own employees or to contract for similar services to be performed by other persons or entities so long as said services do not interfere with the performance or obligations of the parties under this Agreement.
- 1.2 Personnel assigned by Contractor to perform services under this Agreement for the District shall be, as applicable, fully certified, licensed, approved and otherwise qualified to perform the functions assigned pursuant to and in conformance with the provisions of the Michigan Revised School Code, the Michigan Pupil Transportation Act, and other applicable statutes and regulations, pertinent to the work performed under this Agreement. Contractor will not furnish any personnel to the District who would be ineligible for employment by the District if such person(s) were instead employed directly by the District under the above statutory and regulatory provisions.
- 1.3 Pursuant to the requirements of Sections 1230 and 1230a of the Revised School Code, the District shall perform a criminal history check through the Michigan State Police, as well as a

criminal records check through the Federal Bureau of Investigation, with regard to all persons assigned by Contractor under this Service Agreement to regularly and continuously work in any of the District's facilities or at program sites where the District delivers educational programs and services.

Contractor agrees that it shall not assign any of its employees, agents or other individuals to perform any services under this Agreement if such person has been convicted of any of the following offenses:

- A. Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722; or
- B. Any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b; or
- C. Any felony. Provided, that with prior written approval of the Superintendent of the District and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at the District facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education of the District, that individual's presence will not pose a danger to the safety or security of the District students or employees; or
- D. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School Code.
- E. Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State; or
- F. Any other offense that would, in the judgment of the District, create a potential risk to the safety and security of students serviced by the District or to employees of the District.

The District reserves the right to refuse Contractor's assignment of any individual, agent or employee of Contractor to render services under this Agreement where the criminal record history of that individual (including any pending felony charges) indicates, in the District's judgment, unfitness to perform services under this Agreement. The District and the Contractor agree and acknowledge that the District's ability to refuse Contractor's assignment of such individual is due to the heightened safety concerns associated with operating a public school and is not intended to alter the employment relationship between the Contractor and its employees.

It is acknowledged and understood that the District may not provide copies of criminal history documents to the Contractor, even with the consent of the Contractor's employee(s). Thus, the District will identify fitness/unfitness for assignment to provide Services by simply indicating "yes" or "no." The parties agree that the District shall not be responsible for the costs associated with the criminal history checks and criminal records checks required pursuant to the terms of this Agreement and which are accomplished in order to comply with Sections 1230 and 1230a of the Revised School Code with respect to Contractor's employees and agents.

- 1.4 In the performance of services under this Agreement, Contractor (and its agents, contractors, and employees) shall be regarded at all times as performing services as independent contractors of the District. Consistent with that status and as allowed by law, Contractor reserves to itself the right to designate the means and methods of accomplishing the objectives and purposes of this Services Agreement and the District shall not exercise (or have the right to exercise)

control or direction over the means and methods utilized by Contractor in providing services under this Agreement.

- 1.5 Contractor shall be regarded, designated and considered to be the employer with respect to all individuals whom Contractor may select and assign to provide Services under this Agreement. Contractor shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation and other similar matters relative to all individuals whom Contractor utilizes in connection with providing Services under this Agreement.

Contractor shall pay all salaries, wages, benefits, pension or retirement contributions, payroll and other taxes to or on account of its employees or agents arising out of or resulting from services performed under the terms of this Agreement. The District shall not be liable for the payment of any such salaries, wages, benefits, pension or retirement contributions, payroll or taxes thereon for or on behalf of any Contractor employee or agent. Contractor employees and agents are not entitled to receive any compensation, benefits or other amenities in any form from the District, including, but not limited to, mileage, conference fees and other expenses.

Contractor acknowledges and agrees that it is the sole and exclusive responsibility of Contractor to make the requisite tax filings, deductions and payments to the appropriate federal, state and local tax authorities for and on behalf of all persons employed by Contractor to provide services under this Agreement. No part of Contractor's invoiced fees shall be subject to withholding by the District for payment of any taxes, social security, pension, retirement, unemployment or worker's compensation insurance or any other similar tax obligations.

Contractor shall be solely and exclusively responsible for any taxation consequences to it or its agents or employees as a result of Contractor's engagement under this Agreement. Contractor agrees to defend, indemnify, and hold the District harmless from any and all such claims.

- 1.6 To enable the District to comply with its reporting obligations under the Michigan Public School Employees Retirement Act, 1980 PA 300, as amended, Contractor: (1) shall promptly notify the District in writing of the identity of any individual employed or assigned by Contractor to perform services at the District that is a retirant from the Michigan Public School Employees Retirement System (MPERS); and (2) shall provide information on a pay period basis regarding any such individual's wages or amounts paid and hours of service under this Agreement, as necessary for the District to report on a schedule and in such manner as may be determined from time to time by MPERS. MCL 38.1342(6).

- 1.7 Contractor shall be responsible for answering, defending and/or resolving any and all claims arising from the assignment and performance of its employees or agents to carry out the services under this Agreement.

These claims shall include, but shall not be limited to: proceedings before the Michigan Employment Relations Commission; the National Labor Relations Board; proceedings for unemployment compensation benefits; claims for workers' compensation disability benefits; claims of unlawful discrimination brought before any state or federal agency or court; claims or grievances for breach of contract; and any other claims of whatsoever kind or character arising from or which are attributable to the performance of services by employees or agents of Contractor in connection with this Service Agreement.

- All costs (including legal fees) incurred in connection with the defense of the foregoing matters and any judgments resulting therefrom shall be the sole and exclusive responsibility of Contractor and Contractor shall indemnify and hold harmless the District for any costs or liabilities related to such claims.
- 1.8 Contractor agrees that the individuals it assigns to the District under this Agreement will abide by those policies of the District which are applicable to performance of services under this Agreement including, but not limited to, policies pertinent to:
- A. Corporal punishment/physical contact with students;
 - B. Non-discrimination;
 - C. Child abuse and child neglect reporting;
 - D. Sexual harassment;
 - E. Confidentiality of student records and student record information;
 - F. Bloodborne pathogens exposure control;
 - G. Administration of medication to pupils;
 - H. Communicable diseases;
 - I. Alcohol/controlled substance possession and use;
 - J. Copyright; and
 - K. Emergency Procedures (Fire Drills, evacuations).

A copy of the above policies will be provided to Contractor by the District upon request and as applicable. Contractor and the District will cooperate in orientation of Contractor's employees to the above policies.

- 1.9 Contractor agrees that the individuals it assigns to the District under this Agreement will adhere to professional standards and will perform all services required under this Agreement in a manner consistent with generally accepted proficiency and competency for the type and nature of services rendered. Contractor represents that it has secured or will secure the necessary licenses, approvals, permits and regulatory authorizations to provide the services contemplated in this Agreement.

SECTION 2
TERM OF AGREEMENT AND TERMINATION DURING TERM

- 2.1 This Service Agreement shall commence on July 1, 2019 ("Effective Date") and remain in full force and effect until June 30, 2022 unless the District accepts a renewal term or an extended term as provided in the RFP.
- 2.2 This Service Agreement may be terminated by the District for any reason during its term upon sixty (60) days' written notice to the Contractor. In the event the Agreement is terminated pursuant to this provision, the District will pay Contractor for its services properly performed up to and including the effective date of termination. Any funds remitted by the District to Contractor in excess of the pro-rata charges for services performed by Contractor up to and including the effective date of termination will be returned to the District by Contractor. Any such amounts owed by either party to the other shall be paid within thirty (30) days of the effective date of termination of this Service Agreement.
- 2.3 Sections 1.5, 1.7, 4 and 5 of this Agreement survive the expiration or termination of this Agreement for any reason.

SECTION 3
FEES, INVOICE AND PAYMENT

- 3.1 In consideration of the services provided to the District by Contractor under this Agreement, the District will pay Contractor at the rate and upon the terms and conditions described in the RFP and any accepted terms in the response thereto.
- 3.2 Contractor shall submit to the District on a monthly basis an invoice setting forth all applicable charges for the billing interval, itemized by date and service rendered.

The District will remit payment on undisputed invoices or undisputed portions of invoices within thirty (30) days of receiving the invoice. If the District disputes the accuracy or propriety of any invoice delivered by Contractor, the District shall deliver a written notice and explanation of such dispute to Contractor. Contractor shall meet with the District to review the invoice and account within ten (10) business days.

- 3.3 Contractor shall have sole and exclusive responsibility for the following costs and charges attributable to the persons it assigns to provide Services under the terms of this Agreement:
- A. All wage payments.
 - B. All required statutory or contractual pension and retirement contributions.
 - C. All applicable state and federal employment taxes and FICA.
 - D. All unemployment taxes and costs (whether by commercial or self-insurance) attributable to or arising from the performance of services by Contractor's employees or agents pursuant to this Agreement.
 - E. All applicable premium costs for insurance coverages and programs applicable to Contractor's personnel.
 - F. All expenses.

SECTION 4
LIABILITY, INSURANCE AND INDEMNITY

- 4.1 Contractor shall indemnify and hold the District (and its officers, board members, employees, and agents) harmless from and against all liabilities, damages, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act, or breach of this Agreement by the Contractor or any of its employees or others for whom it is responsible in connection with the performance of this Agreement.

Contractor shall be solely and entirely responsible for its acts and omissions and for the acts and omissions of Contractor's agents, employees, and subcontractors in connection with the performance of Services under this Agreement and agrees to defend and indemnify the District from any and all such claims and/or judgments resulting from such acts or omissions.

The above promise of indemnity and defense shall not apply to liability which results from the sole negligence, wrongful act, or breach of this Agreement by the District or its employees or agents but Contractor shall remain responsible to indemnify the District to the extent of Contractor's fault.

- 4.2 Contractor agrees to obtain and maintain throughout the term of this Agreement (or any renewal term) insurances of the types and amounts described in the RFP.

SECTION 5
CONFIDENTIALITY

- 5.1 Contractor agrees that it shall observe the policies and directives of the District to preserve the confidentiality of student records and student record information, to the extent that Contractor (its employees and agents) are permitted to access student records or student record information protected by the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, or other applicable law in the course of performing services under this Agreement.

SECTION 6
INTELLECTUAL PROPERTY

- 6.1 All drawings, writings, inventions or any other materials produced by Contractor (including its employees and agents) in the course of performing work in the District under this Agreement, shall be the property of the District and shall be provided to the District prior to the termination of services under this Agreement. Contractor agrees that it and its employees, agents, and successors or assigns will execute any document or agreement necessary to effectuate these property rights without delay or cost to the District.

SECTION 7
NON-DISCRIMINATION

- 7.1 The parties to this Agreement agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, due to race, color, religion, sex, national origin, genetic information, pregnancy, age, height, weight, disability, marital status or veteran status.
- 7.2 The parties further agree not to discriminate against any student or other recipient of services under this Service Agreement due to race, color, religion, sex, national origin, or disability in the delivery of programs and services rendered under this Service Agreement.
- 7.3 Breach of covenants recited in this Section shall be regarded as a material breach of this Service Agreement.

SECTION 8
MISCELLANEOUS

- 8.1 Neither party shall assign this Agreement nor its rights and duties hereunder nor any interest herein without prior written consent from the other.
- 8.2 This Agreement, the RFP and any other documents incorporated by reference, and the appendices attached hereto, constitute the entire agreement between the parties regarding its subject matter and supersedes any prior or contemporaneous understandings or agreements with respect to the services contemplated.

- 8.3 None of the terms and provisions of this Agreement may be modified or amended in any way except by an instrument in writing executed by authorized representatives of Contractor and the District.
- 8.4 Failure by either party at any time to require performance by the other party or to claim breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach nor affect the validity and operation of this Agreement, nor prejudice either party with regard to any subsequent action to enforce the terms of this Agreement.
- 8.5 Contractor agrees to comply with all applicable federal, state, and local laws, rules, regulations, codes, ordinances and policies that apply to Michigan public schools and transportation services, particularly including the Revised School Code and the Pupil Transportation Act.
- 8.6 Any notice or other communications required or permitted under this Agreement shall be sufficiently given if in writing and delivered personally or sent by confirmed facsimile transmission, telex, telecopy or other wire transmission (with request for assurance in a manner typical with respect to communications of that type), overnight air courier (postage prepaid), registered or certified mail (postage prepaid with return receipt requested) addressed to the party's principal place of business or such other address of which the parties may have given notice.
- Unless otherwise specified herein, notices shall be received: (a) on the date delivered, if delivered personally, or confirmed facsimile transmission or email transmission; (b) on the next business day after deposit with an overnight air courier; or (c) three (3) business days after being signed for, if sent by registered or certified mail.
- 8.7 This Agreement shall be interpreted and enforced under the laws of the State of Michigan applicable to contracts made and to be performed entirely within such State without giving effect of choice of law principles of such State. The parties irrevocably consent to the jurisdiction of the Courts of Michigan to determine all issues which may arise under this Agreement.
- 8.8 If any provision of this Agreement should be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected, impaired or prejudiced thereby.
- 8.9 Neither party hereto shall be liable to the other for any loss of business or any other damages caused by an interruption of this Agreement where such interruption is due to circumstances outside of the reasonable control of that party, which may include, war, rebellion or insurrection; an act of God; fire; government statute, order or regulation prohibiting the performance of this Agreement; riots; strikes, labor stoppages, lockouts or labor disputes to the extent such occurrences are not caused by the actions of the party seeking relief under this Section.
- 8.10 The Section headings of this Agreement are for convenience of the parties only and in no way alter, modify, amend, limit or restrict contractual obligations of the parties.
- 8.11 This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which constitute one and the same agreement.

8.12 Nothing in this Agreement shall be intended to confer third party beneficiary status or rights, pursuant to MCL 600.1405 or under the common law, to any person or entity that is not a party to this Agreement.

SECTION 9
AUTHORIZATION

9.1 This Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Service Agreement on behalf of the District or Contractor, as is respectively applicable.

Dated: _____

By: _____

Its: _____

LINCOLN CONSOLIDATED SCHOOLS

Dated: _____

By: _____

Its: _____

LINCOLN CONSOLIDATED SCHOOLS PERSONNEL TRANSACTIONS SUMMARY

ACTION ITEMS

Name	Building/Position	Effective Date	Status	Major/Step
Cynthia Schultz	Brick/Paraprofessional	6/30/2019	Retired	
Tammy Opfermann	Brick/Paraprofessional	6/30/2019	Retired	
Kathleen Howe Golder	Brick/Paraprofessional	6/14/2019	Retired	
Susan Fisher	LMS/Teacher	6/14/2019	Retired	
Beth Little	Bishop/Assistant Building Secretary	6/14/2019	Resignation	
David Terrasi	Brick/School Psychologist	8/26/2019	New Hire	Step 9/MA+30
Martha Opland	Bishop/Spanish Immersion Elementary Teacher	6/14/2019	Resignation	
Lisa Brown	Brick/2nd grade teacher	3/12/2019	Termination	
Sid Murphy	Childs/Paraprofessional	5/13/2019	Transfer	
Sandi Birk	Brick/Paraprofessional	5/29/2019	Transfer	
Keyla Shillingford	Model/Paraprofessional	5/28/2019	Transfer	
Sarah Minch	Model/Paraprofessional	5/28/2019	Transfer	
Monieka Callarino	Childs/Secretary	5/29/2019	Transfer	
Lisa Henricks	Brick/Teacher	6/14/2019	Retired	
March Wells	Teacher/Middle School	10/25/2019	Retired	

Name	Position/Building	Return to Work Date	Status	Approved/Not Approved
Mary Boivin	Teacher/Model	8/28/2019	FMLA	Approved
Gretchen Contreras	Teacher/LHS	10/2/2019	FMLA	Approved
Kathleen Golder	Paraprofessional/Brick	6/30/2019	FMLA	Approved
Brenda Nelson	ECC/Model	Intermittent	FMLA	Approved
Colleen Brohl	Paraprofessional/Bishop	11/6/2019	FMLA	Approved
Shawn Harmon	Teacher/Brick	Intermittent	FMLA	Approved