

CHIPPEWA VALLEY SCHOOLS
19120 Cass Avenue
Clinton Township, MI 48038
586-723-2000

Regular Meeting
Administration Building

February 12, 2024
6:30 p.m.

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Approve the Agenda
- D. Presentations/Recognitions
 - Career Tech Education (CTE) Month – Mr. Dean Sabelhaus
- E. 1. General Consent Agenda
 - a. Approve minutes of:
 - Regular Meeting Minutes held on January 22, 2024
(Minutes are posted on the district website @chippewavalleyschools.org)
 - b. Approve Financial Reports
 - c. Approve Personnel Transactions
- F. Old Business
- G. New Business
 - 1. Approve Proclamation for School Counseling Appreciation Week Mr. Roberts
 - 2. Approve Purchase of GoGuardian Software Mr. Sederlund
 - 3. Approve Purchase of Laser Engraver Mr. Sederlund
 - 4. Approve 2023/2024 Appropriation Act for General and Special Revenue Funds Mr. Sederlund
 - 5. Approve Purchase of Grant Textbooks Mr. Sederlund
 - 6. Approve Cooperative Bid Award for Purchase of Copiers Mr. Sederlund
 - 7. Approve 2024 Summer Tax Collection Agreement for Charter Township of Clinton and the Township of Macomb Mr. Sederlund
- H. Union Communications
- I. Curriculum Updates

CHIPPEWA VALLEY SCHOOLS
19120 Cass Avenue
Clinton Township, MI 48038
586-723-2000

Regular Meeting
Administration Building

February 12, 2024
6:30 p.m.

Continued...

J. Administrative Reports

- Emergency Operations Procedures – Dr. Donald Brosky
- Artificial Intelligence Guidelines – Ms. Sarah Monnier-White
- Secondary Testing Schedule – Mr. Paul Sibley

K. From the Community

L. Of and By Board Members

M. Executive Session (*8.b. – Student Expulsion Hearing*)

N. Adjournment

Future Meetings

February 12, 2024	5:30 p.m.	Finance Sub-Committee Meeting
February 12, 2024	6:00 p.m.	Building & Site Sub-Committee Meeting
February 12, 2024	6:30 p.m.	Regular Meeting
March 04, 2024	6:30 p.m.	Regular Meeting
March 18, 2024	6:30 p.m.	Regular Meeting

A. Call to Order and Pledge of Allegiance

B. Roll Call

C. Approve the Agenda

D. Presentations/Recognition

- Career Tech Education (CTE) Month – Mr. Dean Sabelhaus

- E.
 1. General Consent Agenda
 - a. Approve minutes of:
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**CHIPPEWA VALLEY SCHOOLS
BOARD OF EDUCATION – REGULAR MEETING
Administration Building
January 22, 2024**

President Pearl called the meeting to order at 6:33 p.m. and the Pledge of Allegiance was given.

Present: Members Aquino, Gura, King, Pearl, Wade and Wojtowicz
Absent: Member Sobah (Excused)
Also, Present: Mr. Roberts, Mr. Sederlund, Dr. Brosky, Mr. Sibley, Ms. Licari, Dr. Langlands, Ms. Blain, Ms. Monnier-White and Ms. Adlam

Roll Call taken.

MOTION #01/20/24 – Moved by Member Aquino and supported by Member Gura to approve the agenda. **Yes all, motion carried.**

Presentations/Recognitions

- In honor of Board of Education Appreciation month, the 4th and 5th grade Miami Musicians sang and performed music under the direction of teacher, Ms. Samantha Vollmer.
- Superintendent Roberts thanked the Board of Education for their contribution to the students, staff and administration and the entire district all year long. He emphasized how important the Board of Education is to Chippewa Valley Schools and thanked the board members for all they do.

Thank you!
Board of Education

Kenneth Pearl, President
Denise Aquino, Vice-President
Shannon King, Secretary
Bruce Wade, Treasurer
Christopher Gura, Trustee
George Sobah, Trustee
Robert Wojtowicz, Trustee

MOTION #01/21/24 – Moved by Member Gura and supported by Member Aquino to approve the General Consent Agenda to:

- Approve Minutes of the Public Hearing Meeting held on January 08, 2024.
- Approve Organizational Meeting Minutes held on January 08, 2024.
- Approve Regular Meeting Minutes held on January 08, 2024.
- Approve Special Meeting Minutes held on January 16, 2024.
- Approve General Fund, Food Service, IAM, Childcare, Camps/Clinics Check Register in the amount of \$1,829,121.62.
- Approve Wire Transfers, ACH and Payments Report in the amount of \$9,356,796.20.
- Approve 2018 Building and Site Check Register in the amount of \$14,814.87.
- Approve Building Activity Check Register in the amount of \$130,882.70.
- Approve Personnel Transactions.

Motion passes 5-1 with Member Wojtowicz voting against.

MOTION #01/22/24 – Moved by Member Aquino and supported by Member Gura that the Chippewa Valley Schools Board of Education approve the 2018 Bond Issue Change Order Summary Report for the months of November and December 2023. **Yes all, motion carried.**

MOTION #01/23/24 – Moved by Member Aquino and supported by Member King that the Chippewa Valley Schools Board of Education award contracts totaling \$1,418,949.00 to the following contractors for the secure entry upgrades at various buildings throughout the district.

<u>Bid Category</u>	<u>Contractor</u>	<u>Total</u>
Masonry	BNE Masonry	\$187,474
General Trades	Construction Solutions	\$479,000
Aluminum/Glazing	Roseville Glass	\$127,775
Flooring Work	Omega Floors	\$58,000
Mechanical Work	Watson Brothers	\$399,700
Electrical Work	Great Lakes Power & Lighting	<u>\$167,000</u>
		\$1,418,949

Yes all, motion carried.

MOTION #01/24/24 – Moved by Member Gura and supported by Member King that the Chippewa Valley Schools Board of Education approve Integrated Systems Technologies (IST) Ohio, Inc for the purchase of a stand-alone collaborative robot for the CTE Department in the amount of \$57,473.00.

Yes all, motion carried.

Union Communications

- Mr. Craig Bulgrin (OACVS) thanked the Board of Education for everything they do and indicated how Chippewa Valley Schools could not be a success without the support of the Board.

Curriculum Updates – None

Administrative Reports - None

Superintendent Ron Roberts read and discussed guidelines and protocols when addressing the Board of Education during From the Community portion of the agenda.

From the Community

- Public Comments/audience participation

Of and By Board Members

- Member Gura thanked all the schools and students for sending all the great posters, artwork and gifts in honor of Board of Education Appreciation. He also thanked the Administration team for all they contribute.
- Member Wojtowicz thanked the students for all the things they sent over to the Board.
- Member Wade expressed how much he appreciates everything done and thanked everyone for sending over the posters and artwork.
- Member King thanked all the students and staff for making this district what it is and appreciates everything this administration does for the students of the district.
- Member Aquino acknowledged the talented students of the district and how she is proud that Chippewa Valley nurtures and encourages this talent. She also thanked everyone for all the posters and gifts they sent over for Board Appreciation.
- Member Pearl thanked the other board members for what they do to represent Chippewa Valley and how he appreciates everything they do to support the district. Mr. Pearl also thanked the schools and students for the artwork, posters and gifts sent over to honor the Board of Education.

MOTION #01/25/24 - Moved by Member Gura and supported by Member King to adjourn the meeting. **Yes all, motion carried.**

The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Shannon King, Secretary
Board of Education

MEMORANDUM

E.1.b FINANCIAL REPORTS for period ending 02/29/2024

Mr. Sederlund

CHECK REGISTERS

Mr. Sederlund

1. GENERAL FUND, FOOD SERVICE, IAM, CHILDCARE, CAMPS/CLINICS
(includes payroll)

Mr. Sederlund

Checks dated 01/19/2024	7,411.14
Checks dated 01/23/2024	<u>1,665,385.99</u>
Checks dated 01/30/2024	<u>34,652.83</u>
Checks dated 02/06/2024	<u>1,169,840.32</u>
	<u><u>\$ 2,877,290.28</u></u>

2. WIRE TRANSFERS, ACH AND PAYMENTS REPORT

Mr. Sederlund

Total General Fund ACH for January 2024	<u>\$ 8,588,343.03</u>
	<u><u>\$ 8,588,343.03</u></u>

3. 2018 BUILDING & SITE

Mr. Sederlund

Checks dated 2/6/2024	55,829.63
	<u>\$ 55,829.63</u>

4. BUILDING ACTIVITY

Mr. Sederlund

Checks dated 01/24/2024	30,999.56
Checks dated 01/31/2024	<u>25,855.12</u>
Checks dated 02/07/2024	<u>61,085.48</u>
	<u><u>\$ 117,940.16</u></u>

REGULAR MEETING
6:30 PM

February 12, 2024
Adam Blanchard



E.1.c. PERSONNEL TRANSACTIONS

NEW HIRES

POSITION

EFFECTIVE

Paula Hall	Lunchmonitor-Sequoyah	1/22/24
Rance Rivers	Head Custodian-CVHS	1/25/24
Coren Merida	Food Service Helper-Dakota	1/29/24
Jasmine Jemison	Lunchmonitor-Cheyenne	1/29/24
Joseph Mazure	Mechanic-Transportation	1/29/24
Suha Katto	Food Service Helper-CVHS	1/30/24
David Duquette	Lunchmonitor-Ottawa	2/5/24
Kyle Voss	Preschool Aide-Little Turtle	2/5/24
Sharell Williams	Food Service Helper-Cheyenne	
Jeff Amicucci	Network Tech	2/26/24

RESIGNATIONS

POSITION

EFFECTIVE

Robert Laurence	Bus Driver	1/12/24
Rosalia Randazzo	Lunchmonitor	1/19/24
Lisa Clark	Food Service Helper	1/24/24
April Cannarella	Bus Driver	1/29/24
Ashley Winter	Lead Server-Clinton Valley	2/9/24
Maureen Fardell	Food Service Helper-CVHS	2/9/24

PROMOTION

POSITION

EFFECTIVE

Larry Hawks	FROM: Custodian-Administration TO: Skilled Maintenance	TBD
Mr. Hawks was promoted due to a retirement		

RESCIND RETIREMENT:

Donna Jarvie	Secretary-Educational Services	February 1, 2024
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RETIREMENTS:

POSITION

DATE

Deborah Soulliere	Lunchmonitor/SACC Director-Sequoyah	July 1, 2024
Lori Dominski	Teacher-Erie	June 30, 2024
Angela Durkee	Teacher- CVHS	June 30, 2024
Mary Collar	Teacher-Sequoyah	June 30, 2024
Hilda Martin-Lynch	Teacher-CVHS	June 30, 2024

CERTIFIED:

RECOMMENDED MOTION: “It is recommended that the Chippewa Valley Board of Education approve the conditional hire of the following person/s to fill certified positions created by additional enrollment, content area growth, retirements/resignations and transfers of other teachers. The effective date for these teachers is listed below. The conditional hire of this person/s is subject to the motion as submitted.”

<u>Recommended for Hire</u>	<u>Position</u>	<u>Rationale</u>	<u>Effective Date</u>
Andrea Pizzuti-Wolosin	1.0 RR/TC Teacher-CHE/CLV	Replacement	TBD
Shelby Salajka	1.0 RR Teacher-Dakota	Replacement	TBD
Austin Freshour	1.0 Counselor	Replacement	TBD

RESOLUTION

WHEREAS: **Deborah Soulliere** has served the Chippewa Valley School District faithfully and diligently for a period of 17 years as SACC Aide, SACC Director and part of the Parapro Unit.

WHEREAS: **Deborah Soulliere** through her leadership, has had a positive impact on the staff, students and the community.

WHEREAS: **Deborah Soulliere**, a conscientious, loyal, hardworking employee has elected to retire; and

WHEREAS: **Deborah Soulliere** will be missed by all her school colleagues,

**NOW, THEREFORE,
BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **12th day of February 2024** be made a permanent part of the records of this School District and a copy sent to **Deborah Soulliere** as an expression of our appreciation.

RESOLUTION

WHEREAS: **Lori Dominski** has served the Chippewa Valley School District faithfully and diligently for a period of 37 years as a Teacher.

WHEREAS: **Lori Dominski** through her leadership, has had a positive impact on the staff, students and the community.

WHEREAS: **Lori Dominski**, a conscientious, loyal, hardworking employee has elected to retire; and

WHEREAS: **Lori Dominski** will be missed by all her school colleagues,

NOW, THEREFORE,

BE IT RESOLVED:

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **12th day of February 2024** be made a permanent part of the records of this School District and a copy sent to **Lori Dominski** as an expression of our appreciation.

RESOLUTION

WHEREAS: **Angela Durkee** has served the Chippewa Valley School District faithfully and diligently for a period of 25 years as a Teacher.

WHEREAS: **Angela Durkee** through her leadership, has had a positive impact on the staff, students and the community.

WHEREAS: **Angela Durkee**, a conscientious, loyal, hardworking employee has elected to retire; and

WHEREAS: **Angela Durkee** will be missed by all her school colleagues,

**NOW, THEREFORE,
BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **12th day of February 2024** be made a permanent part of the records of this School District and a copy sent to **Angela Durkee** as an expression of our appreciation.

RESOLUTION

WHEREAS: **Mary Collar** has served the Chippewa Valley School District faithfully and diligently for a period of 23 years as a Teacher.

WHEREAS: **Mary Collar** through her leadership, has had a positive impact on the staff, students and the community.

WHEREAS: **Mary Collar**, a conscientious, loyal, hardworking employee has elected to retire; and

WHEREAS: **Mary Collar** will be missed by all her school colleagues,

NOW, THEREFORE,

BE IT RESOLVED:

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

BE IT FURTHER

RESOLVED:

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **12th day of February 2024** be made a permanent part of the records of this School District and a copy sent to **Mary Collar** as an expression of our appreciation.

RESOLUTION

WHEREAS: **Hilda Martin-Lynch** has served the Chippewa Valley School District faithfully and diligently for a period of 5 years as a Teacher.

WHEREAS: **Hilda Martin-Lynch** through her leadership, has had a positive impact on the staff, students and the community.

WHEREAS: **Hilda Martin-Lynch**, a conscientious, loyal, hardworking employee has elected to retire; and

WHEREAS: **Hilda Martin-Lynch** will be missed by all her school colleagues,

**NOW, THEREFORE,
BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER
RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **12th day of February 2024** be made a permanent part of the records of this School District and a copy sent to **Hilda Martin-Lynch** as an expression of our appreciation.

F. Old Business

G. New Business

- | | |
|--|---------------|
| 1. Approve Proclamation for School Counseling Appreciation Week | Mr. Roberts |
| 2. Approve Purchase of GoGuardian Software | Mr. Sederlund |
| 3. Approve Purchase of Laser Engraver | Mr. Sederlund |
| 4. Approve 2023/2024 Appropriation Act for General and Special Revenue Funds | Mr. Sederlund |
| 5. Approve Purchase of Grant Textbooks | Mr. Sederlund |
| 6. Approve Cooperative Bid Award for Purchase of Copiers | Mr. Sederlund |
| 7. Approve 2024 Summer Tax Collection Agreement for Charter Township of Clinton and the Township of Macomb | Mr. Sederlund |

REGULAR MEETING

February 12, 2024
6:30 p.m.

MEMORANDUM

G.1 Approve Proclamation for School Counseling Appreciation Week Mr. Roberts

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education adopt a resolution recognizing the week of February 12th through February 16th, 2024 as School Counseling Appreciation Week.”

RATIONALE: Chippewa Valley Schools will join thousands of communities in the Month of February as they honor their local school counselors and acknowledge the crucial role school counselors play in making sure every student receives a quality education.

SCHOOL COUNSELING WEEK

February 12 – 16, 2024

PROCLAMATION

WHEREAS, school counselors are employed in public and private schools to help students reach their full potential; and

WHEREAS, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to career awareness and development; and

WHEREAS, school counselors help parents focus on ways to further the educational, personal and social growth of their children; and

WHEREAS, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

WHEREAS, school counselors seek to identify and utilize community resources that can enhance and complement comprehensive school counseling programs and help students become productive members of society; and

WHEREAS, comprehensive developmental school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.

For these reasons during this week we are recognizing, School Counseling Week.

MEMORANDUM

G.2 Approve Purchase of GoGuardian Software

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve CDW-G for the purchase of the GoGuardian subscription package in the amount of \$47,050.00.”

RATIONALE: Aggressive pricing was obtained through the REMC cooperative program, of which Chippewa Valley Schools is a member.

The GoGuardian Classroom provides several features that will allow teachers to monitor student behavior on the laptop computers and provide early interventions.

The proposal was reviewed and approved by the Technology and Purchasing Offices. Funding will come from the Early Behavior Intervention Tools Grant (97j) for this purchase.



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

SARAH MONNIER-WHITE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

This quote is subject to CDW's Third Party Cloud Services Order Form Terms and Conditions set forth at <https://www.cdw.ca/content/cdwca/en/terms-conditions/third-party-cloud-services-order-form-terms-and-conditions.html>.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSRF236	2/5/2024	GOGUARDIAN	6885978	\$47,050.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GoGuardian Teacher - subscription license (1 year) - 1 license Mfg. Part#: GG-TCR1Y-010000 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	15000	6393521	\$2.97	\$44,550.00
GoGuardian Professional Development - web-based training Mfg. Part#: PDT1Y-000001 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	2	6223770	\$500.00	\$1,000.00
GOGUARDIAN PRODUCT IMPLEMENT SVC Mfg. Part#: IPO1Y-000001 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	1	7043426	\$500.00	\$500.00
GOGUARDIAN PRODUCT IMPLEMENT SVC Mfg. Part#: IDD1Y-000001 Electronic distribution - NO MEDIA Contract: REMC Technology & Furniture 2024 (REMC TECH 2024)	1	7030381	\$1,000.00	\$1,000.00

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$47,050.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$47,050.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CHIPPEWA VALLEY SCHOOLS ACCTS PAYABLE 19120 CASS AVE CLINTON TOWNSHIP, MI 48038-2301 Phone: (586) 723-2000 Payment Terms: NET 30-VERBAL	Shipping Address: CHIPPEWA VALLEY SCHOOLS ROBYN OESTERLE 19120 CASS AVE CLINTON TOWNSHIP, MI 48038-2301 Phone: (586) 723-2000 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Joe Stickelmaier | (866) 224-6439 | josesti@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$47,050.00	\$1,272.70/Month	\$47,050.00	\$1,466.55/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager.

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REGULAR MEETING

February 12, 2024
6:30 p.m.

MEMORANDUM

G.3 Approve Purchase of Laser Engraver

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Aidex East for the purchase of an Epilog Laser Engraver for the CTE Mechanical Drafting Program in the amount of \$59,540.00.”

RATIONALE: Aggressive pricing was obtained through the public bidding process ITB 17.2324.

The proposal was reviewed and approved by the CTE and Purchasing Offices. Funding will come from the 61c Grant.

Bid Tally

Chippewa Valley Schools
PURCHASE OF LASER ENGRAVER
DAKOTA HIGH SCHOOL
RFB # 17.2324B

BID OPENING: FRIDAY, JANUARY 5, 2024 2:00 P.M.

VENDOR	AFFIDAVIT	TOTAL	NOTES
Technology International	✓	\$55,270.00	Alternate - Boss Laser

Prepared By: Mani Deval Date: 1/5/2024
Witnessed By: [Signature] Date: 1/5/24

**CHIPPEWA VALLEY SCHOOLS
INTER-OFFICE MEMORANDUM**

To: Scott Sederlund Assistant Superintendent for Business and Operations

From: Lillian Grayson Purchasing and Risk Management Coordinator

CC: Dean Sabelhaus Director for Career and Technical Education

Date: January 30, 2024

Re: **Recommendation for Award of Bid Package Number 17.2324
(Purchase of Epilog Laser Engraver)**

Please review this recommendation for award of Public Bid Package No. 17.2324 for the purchase of an Epilog Laser Engraver for Dakota High School's CTE Mechanical Drafting Program in the amount of \$59,540.00. Public bidding requirements were followed according to applicable State of Michigan laws and Board of Education policies. Aggressive bid solicitation included posting to the State of Michigan SIGMA website, the district's website, and direct mailing to companies.

One proposal from Technology International was received for an alternate engraver. After reviewing it with the CTE Department, it was decided that the Epilog Laser Engraver would be the preferred engraver because of the familiarity of the brand with the students, the rotary drive attachment for circular objects, and the physical size would fit in the space provided (the alternate is larger in length, width, and height).

I reached out to both Aidex East and Allegheny Educational Systems, both who carry the Epilog engraver. Aidex East provided a quote while Allegheny did not respond. Additionally, Aidex East is an exclusive distributor for the education marketplace in the State of Michigan.

Therefore, the bid award is being recommended to Aidex East for the Epilog Pro Fusion 48 Laser Engraver in the amount of \$59,540.00, which includes a two-year warranty.

The cost includes shipping, inside delivery, installation services, and onsite basic training. This purchase is being funded through the 61c grant.

Chippewa Valley Schools

Attn: Dean Sabelhaus

Quote #B231216-A

December 18, 2023



For more information:
Aaron Fisher
(800) 522-0460
Cell 330-551-3147
aaron@aidexeast.com



<u>QTY</u>	<u>MODEL#</u>	<u>DESCRIPTION</u>	<u>EDU PRICE</u>	<u>TOTAL</u>
1	16002-0004	Fusion Pro 48 CO2 - 120 watt Laser Engraver	\$54,000.00	\$54,000.00
Standard Additions				
1	Expand X-3-P48	Expand X-3-P48 Filtration System	\$9,250.00	\$9,250.00
1	CS-0941	Fusion Pro Rim-Drive Rotary Attachment	\$1,595.00	\$1,595.00
2	CS0944 (Kit)	Grid Cutting Table and Frame (per side)	\$600.00	\$1,200.00
			Sub Total - Less Options	\$66,045.00
			Educational Laser Cutter Discount	-\$9,005.00
			Estimated Shipping	\$1,600.00
			Installation & Training	\$900.00
			TOTAL	<u><u>\$59,540.00</u></u>

Requirement Note:

External exhaust to the outside or internal filtration required

Epilog Laser Engraver - Made in the USA
Includes: 2-Year Warranty - 2-Year Warranty CO2 Tubes

A processing fee of 3.5% of the total will be added to any orders paid with a credit card
Sales Tax will be charged where applicable.

ORDERING INFORMATION:
HCI Corporation, dba Aidex East
FAX: (419) 884-1866
Email: orders@aidexeast.com

TERMS & DELIVERY:
Estimated Delivery 3-5 weeks from
receipt of PO
Quote valid for 60 days
Terms net 30 days
Prices quoted FOB school

MEMORANDUM

G.4 Approve 2023/2024 Appropriation Act for General and Special Revenue Funds Mr. Sederlund

RECOMMENDED MOTION: “That the following resolution be adopted by the Board of Education to approve the General Fund, Food Service Fund, Community Services Childcare Fund, Cooperative Activities Fund, and Student/School Activity Fund budgets for the 2023/2024 fiscal year. Further request that the reading of the resolution be waived.”

RESOLVED, that this resolution shall be the General Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the General Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted on June 19, 2023, be amended as follows:

Revenue	
Local	\$20,664,450
State	172,958,354
Federal	8,384,679
Interdistrict	11,088,710
Transfers & Others	1,761,026
Total Revenue	\$214,857,219
Fund Balance July 1, 2023	\$36,810,366
Total Available to Appropriate	\$251,667,585

BE IT FURTHER RESOLVED, that \$213,344,112 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Instruction

Basic Programs	\$93,531,701
Added Needs	33,853,878
Adult and Continuing Education	149,169

Support Services

Pupil	21,127,517
Instructional Staff	9,421,382
General Administration	1,437,976
School Administration	12,043,241
Business	2,629,443
Operations & Maintenance	17,200,789
Transportation	6,862,262
Central	5,525,447
Other Support (Athletics, CTE)	2,626,672
Community Services	1,041,841
Outgoing Transfers & Other	5,892,794
Total Appropriated	\$213,344,112

Estimated Fund Balance June 30, 2024 \$38,323,473

BE IT FURTHER RESOLVED, that the revenue from the millage levy of 18.000 mills on non-homestead and non-qualified agricultural property be certified and be used towards the District's 2023/2024 operating expenditures. As provided by in the Act related to the Michigan Business Tax, Personal Industrial Property is exempt from the 18 mills and Personal Commercial Property is exempt from 12 of the 18 mills.

RESOLVED, that this resolution shall be the Food Service Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Food Service Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted on June 19, 2023, be amended as follows:

Revenue	
Local	\$804,594
State	3,473,783
Federal	5,109,478
Transfers & Other	0
Total Revenue	\$9,387,855
Fund Balance July 1, 2023	\$3,779,356
Total Available to Appropriate	\$13,167,211

BE IT FURTHER RESOLVED, that \$9,647,090 of the total available to appropriate in the Food Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Wages	\$2,429,793
Employee Benefits	1,205,777
Food Purchases	4,129,825
Other	481,695
Capital Outlay	1,000,000
Outgoing Transfers	400,000
Total Appropriated	\$9,647,090
Estimated Fund Balance June 30, 2024	\$3,520,121

RESOLVED, that this resolution shall be the Community Services Childcare Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Community Services Childcare Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted on June 19, 2023, be amended as follows:

Revenue	
Local	\$1,551,670
State	0
Federal	0
Transfers & Other	0
Total Revenue	\$1,551,670
Fund Balance July 1, 2023	\$1,011,478
Total Available to Appropriate	\$2,563,148

BE IT FURTHER RESOLVED that \$1,868,795 of the total available to appropriate in the Community Services Childcare Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Childcare	\$1,615,085
Outgoing Transfers	253,710
Total Appropriated	\$1,868,795
Estimated Fund Balance June 30, 2024	\$694,353

RESOLVED, that this resolution shall be the Cooperative Activities Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Cooperative Activities Fund which incorporates the IAM and Student Intervention Program of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted June 19, 2023, be amended as follows:

Revenue	
Local	\$650,000
State	0
Federal	0
Interdistrict	3,614,246
Incoming Transfers & Fund Modifications	1,877,794
Total Revenue	\$6,142,040
Fund Balance July 1, 2023	\$20,055,944
Total Available to Appropriate	\$26,197,984

BE IT FURTHER RESOLVED that \$9,072,770 of the total available to appropriate in the Cooperative Activities Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Basic Instruction	\$4,222,600
Support Services	429,200
Payments to Other Schools	3,313,654
Fund Modifications	1,107,316
Total Appropriated	\$9,072,770
Estimated Fund Balance June 30, 2024	\$17,125,214

RESOLVED, that this resolution shall be the Student/School Activity Fund Appropriation Act of Chippewa Valley Schools for fiscal year 2023/2024 to provide for the expenditure of the appropriation; and to provide for the disposition of income received by Chippewa Valley Schools.

BE IT FURTHER RESOLVED that the total revenues and fund balance estimated to be available for appropriations in the Student/School Activity Fund of the Chippewa Valley Schools for the fiscal year 2023/2024, originally adopted June 19, 2023, be amended as follows:

Revenue	
Revenue	\$6,067,500
Total Revenue	\$6,067,500
Fund Balance July 1, 2023	\$2,361,713
 Total Available to Appropriate	 \$8,429,213

BE IT FURTHER RESOLVED that \$6,067,500 of the total available to appropriate in the Student/School Activity Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Expenditures	\$6,067,500
Total Appropriated	\$6,067,500
 Estimated Fund Balance June 30, 2024	 \$2,361,713

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent and his designee are hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amount appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED, that 8.64 mills be certified for levy on all property in the district for the purpose of retiring principal and interest on the voted debt of the district.

This appropriation act resolution is to take effect upon approval.

RATIONALE: The administration has reviewed the entire budget and updated the budgets for the General Fund, Food Service Fund, Community Services Childcare Fund, Cooperative Activities Fund, and the Student/School Activity Fund reflecting the most current information. Adjustments are often needed to be in compliance with the Uniform Budgeting and Accounting Act which governs the budget process and prohibits deviations exceeding adopted appropriations. Changes having the greatest impact on the General Fund are further detailed in the following summaries.

The revenue budget for the General Fund has been developed using major factors including:

- An increased enrollment count of 53 FTE higher than initially budgeted (+\$513,000)
- Special education membership and funding reimbursement increase combined with prior year adjustments (+\$1,889,000)
- An increased amount of expected interest income based on interest rate fluctuations (+\$250,000)
- A decrease in special education/enhancement millage funding from the MISD (-\$783,000)
- Decrease in net retirement for MPSERS 147 categorical offset revenue funds (-\$1,082,000)
- Grant revenue increases beyond knowns reflected in Original Budget (+\$7,015,000)
- Review and adjustments of other revenue sources as appropriate.

The expenditure budget for the General Fund has been developed using major factors including:

- Net grant adjusted staffing wage changes including known leaves, retirements, vacancies (+\$112,000)
- Recognition of a formula distribution payout (+\$1,961,000)
- Fund modification contributing to capital projects (+\$2,000,000)
- Fund modification contributing to the Student Intervention Cooperative Activities Fund (+\$700,000)
- Grant expenditure increases beyond knowns reflected in Original Budget (+\$7,015,000)
- Decrease in MPSERS 147 categorical funds offset expenditures (-\$1,543,347)
- Net retirement expense decrease (-\$799,000)
- Review and adjustments of other expenditure items as appropriate

In summary, we have projected revenues of \$214,857,219 and projected expenditures of \$213,344,112. Projected revenues exceed expenditures by \$1,513,107, increasing fund balance to \$38,323,473 (or 18% of budgeted expenditures).

CHIPPEWA VALLEY SCHOOLS
2023-2024 1st AMENDED
GENERAL FUND BUDGET

	2021-22 Audited Actual	2022-23 Audited Actual	2023-24 Original Budget June 19, 2023	2023-24 1st Amended Budget February 12, 2024	2023-24 1st Amended 2023-24 Original Difference
Revenue					
Local (1)	\$ 5,505,571	\$ 19,561,324	\$ 20,715,813	\$ 20,664,450	\$ (51,363)
State	\$ 141,969,980	\$ 161,923,115	\$ 165,234,478	\$ 172,958,354	\$ 7,723,876
Federal	\$ 27,305,639	\$ 8,318,909	\$ 7,312,791	\$ 8,384,679	\$ 1,071,888
Interdistrict	\$ 3,138,539	\$ 11,113,849	\$ 11,754,547	\$ 11,088,710	\$ (665,837)
Incoming Transfers & Other	\$ 2,307,916	\$ 1,560,109	\$ 1,559,129	\$ 1,761,026	\$ 201,897
Total Revenue	\$ 180,227,645	\$ 202,477,306	\$ 206,576,758	\$ 214,857,219	\$ 8,280,461
Expenditures					
Basic Programs	\$ 87,807,175	\$ 94,062,227	\$ 94,363,911	\$ 93,531,701	\$ (832,210)
Added Needs	\$ 24,025,395	\$ 29,084,312	\$ 31,986,160	\$ 33,853,878	\$ 1,867,718
Adult & Community Ed	\$ 147,103	\$ 106,140	\$ 120,101	\$ 149,169	\$ 29,068
Total Instructional	\$ 111,979,673	\$ 123,252,679	\$ 126,470,172	\$ 127,534,748	\$ 1,064,576
Pupil Services	\$ 17,334,151	\$ 19,448,803	\$ 19,823,346	\$ 21,127,517	\$ 1,304,171
Instructional Staff Services	\$ 8,356,403	\$ 8,167,131	\$ 8,862,164	\$ 9,421,382	\$ 559,218
General Administration	\$ 837,836	\$ 965,926	\$ 1,070,847	\$ 1,437,976	\$ 367,129
School Administration	\$ 11,106,334	\$ 12,070,482	\$ 11,976,221	\$ 12,043,241	\$ 67,020
Business Administration	\$ 2,844,482	\$ 2,574,176	\$ 2,713,224	\$ 2,629,443	\$ (83,781)
Operations & Maintenance	\$ 12,520,211	\$ 14,823,211	\$ 15,253,352	\$ 17,200,789	\$ 1,947,437
Transportation	\$ 4,975,929	\$ 5,842,068	\$ 6,048,064	\$ 6,862,262	\$ 814,198
Other Central Services	\$ 4,448,518	\$ 4,831,741	\$ 5,093,672	\$ 5,525,447	\$ 431,775
Other Support (Portion Athletics, CTE)	\$ 2,513,434	\$ 2,689,208	\$ 2,529,112	\$ 2,626,672	\$ 97,560
Total Supporting Services	\$ 64,937,298	\$ 71,412,746	\$ 73,370,002	\$ 78,874,729	\$ 5,504,727
Total Community Services	\$ 697,177	\$ 834,831	\$ 972,427	\$ 1,041,841	\$ 69,414
Outgoing Transfers & Other	\$ 2,029,047	\$ 3,145,551	\$ 3,145,540	\$ 5,892,794	\$ 2,747,254
Total Expenditures	\$ 179,643,195	\$ 198,645,807	\$ 203,958,141	\$ 213,344,112	\$ 9,385,971
Total Revenues Over/<Under> Expenditures	\$ 584,450	\$ 3,831,499	\$ 2,618,617	\$ 1,513,107	\$ (1,105,510)
Beginning Fund Equity	\$ 32,394,417	\$ 32,978,867	\$ 35,046,399	\$ 36,810,366	
Ending Fund Equity	\$ 32,978,867	\$ 36,810,366	\$ 37,665,016	\$ 38,323,473	

(1) Includes 18.00 Mill Non-Homestead Property Tax Levy for operational purposes.

CHIPPEWA VALLEY SCHOOLS
 2023-2024 1st AMENDED
 SPECIAL REVENUE FUND
 FOOD SERVICES BUDGET

	2021-22 Audited Actual	2022-23 Audited Actual	2023-24 Original Budget June 19, 2023	2023-24 1st Amended Budget February 12, 2024	2023-24 1st Amended 2023-24 Original Difference
Revenue					
Local	\$ 740,007	\$ 2,273,401	\$ 2,200,600	\$ 804,594	\$ (1,396,006)
State	\$ 134,269	\$ 334,672	\$ 200,000	\$ 3,473,783	\$ 3,273,783
Federal	\$ 6,951,669	\$ 3,668,621	\$ 3,231,850	\$ 5,109,478	\$ 1,877,628
Incoming Transfers & Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 7,825,945	\$ 6,276,694	\$ 5,632,450	\$ 9,387,855	\$ 3,755,405
Expenditures					
Wages	\$ 1,428,407	\$ 1,542,520	\$ 1,552,012	\$ 2,429,793	\$ 877,781
Employee Benefits	\$ 830,810	\$ 922,398	\$ 999,922	\$ 1,205,777	\$ 205,855
Food Purchases	\$ 2,588,821	\$ 2,388,307	\$ 2,500,113	\$ 4,129,825	\$ 1,629,712
Other	\$ 295,810	\$ 364,399	\$ 326,900	\$ 481,695	\$ 154,795
Capital Outlay	\$ 86,228	\$ 311,824	\$ 1,000,000	\$ 1,000,000	\$ -
Outgoing Transfers	\$ 250,000	\$ 250,000	\$ 250,000	\$ 400,000	\$ 150,000
Total Food Service	\$ 5,480,076	\$ 5,779,448	\$ 6,628,947	\$ 9,647,090	\$ 3,018,143
Total Revenues Over/<Under> Expenditures	\$ 2,345,869	\$ 497,246	\$ (996,497)	\$ (259,235)	\$ 737,262
Beginning Fund Equity	\$ 936,241	\$ 3,282,110	\$ 3,500,603	\$ 3,779,356	
Ending Fund Equity	\$ 3,282,110	\$ 3,779,356	\$ 2,504,106	\$ 3,520,121	

CHIPPEWA VALLEY SCHOOLS
 2023-2024 1st AMENDED
 SPECIAL REVENUE FUND
 COMMUNITY SERVICES CHILDCARE BUDGET

	2021-22 Audited <u>Actual</u>	2022-23 Audited <u>Actual</u>	2023-24 Original <u>Budget</u> June 19, 2023	2023-24 1st Amended <u>Budget</u> February 12, 2024	2023-24 1st Amended 2023-24 Original <u>Difference</u>
Revenue					
Local	\$ 872,218	\$ 1,205,739	\$ 1,200,000	\$ 1,551,670	\$ 351,670
Federal	\$ 1,845,571	\$ 631,443	\$ -		\$ -
Incoming Transfers & Other	\$ -	\$ -	\$ -		\$ -
Total Revenue	\$ 2,717,789	\$ 1,837,182	\$ 1,200,000	\$ 1,551,670	\$ 351,670
Expenditures					
Wages/Purchased Services/Supplies,Materials	\$ 995,169	\$ 1,301,315	\$ 1,350,408	\$ 1,615,085	\$ 264,677
	\$ 995,169	\$ 1,301,315	\$ 1,350,408	\$ 1,615,085	\$ 264,677
Outgoing Transfers & Other	\$ 1,020,159	\$ 226,850	\$ 225,870	\$ 253,710	\$ 27,840
Total Expenditures	\$ 2,015,328	\$ 1,528,165	\$ 1,576,278	\$ 1,868,795	\$ 292,517
Total Revenues Over/<Under> Expenditures	\$ 702,461	\$ 309,017	\$ (376,278)	\$ (317,125)	\$ 59,153
Beginning Fund Equity	\$ -	\$ 702,461	\$ 910,540	\$ 1,011,478	
Ending Fund Equity	\$ 702,461	\$ 1,011,478	\$ 534,262	\$ 694,353	

CHIPPEWA VALLEY SCHOOLS
 2023-2024 1st AMENDED
 COOPERATIVE ACTIVITIES FUND
 INTERNATIONAL ACADEMY OF MACOMB & STUDENT INTERVENTION BUDGET

	2021-22 Audited <u>Actual</u>	2022-23 Audited <u>Actual</u>	2023-24 Original <u>Budget</u> June 19, 2023	2023-24 1st Amended <u>Budget</u> February 12, 2024	2023-24 1st Amended 2023-24 Original <u>Difference</u>
Revenue					
Local (1)	\$ 12,010,387	\$ 562,000	\$ 369,000	\$ 650,000	\$ 281,000
Interdistrict	\$ 7,387,217	\$ 1,000,000	\$ -	\$ -	\$ -
Tuition Schools (2)	\$ 3,164,842	\$ 3,254,802	\$ 3,254,419	\$ 3,614,246	\$ 359,827
Fund Modifications	\$ 1,029,047	\$ 1,130,551	\$ 1,130,540	\$ 1,877,794	\$ 747,254
Total Revenue	\$ 23,591,493	\$ 5,947,353	\$ 4,753,959	\$ 6,142,040	\$ 1,388,081
Expenditures					
Instruction	\$ 371,974	\$ 987,584	\$ 3,357,700	\$ 4,222,800	\$ 864,900
Support Services	\$ 337,218	\$ 383,489	\$ 789,783	\$ 429,200	\$ (360,583)
Payments to Other Schools	\$ 3,025,751	\$ 3,152,556	\$ 3,133,786	\$ 3,313,654	\$ 179,868
Fund Modifications	\$ 1,037,757	\$ 1,083,259	\$ 1,043,162	\$ 1,107,316	\$ 64,154
Total Expenditures	\$ 4,772,700	\$ 5,606,888	\$ 8,324,431	\$ 9,072,770	\$ 748,339
Total Revenues Over/<Under> Expenditures	\$ 18,818,793	\$ 340,465	\$ (3,570,472)	\$ (2,930,730)	\$ 639,742
Beginning Fund Equity	\$ 896,686	\$ 19,715,479	\$ 19,667,810	\$ 20,055,944	
Ending Fund Equity	\$ 19,715,479	\$ 20,055,944	\$ 16,097,338	\$ 17,125,214	

(1) Includes 18.00 Mill Non-Homestead Property Tax Levy for operational purposes.

(2) Interdistrict revenue source

CHIPPEWA VALLEY SCHOOLS
 2023-2024 1st AMENDED
 SPECIAL REVENUE FUND
 STUDENT/SCHOOL ACTIVITY BUDGET

	2021-22 Audited <u>Actual</u>	2022-23 Audited <u>Actual</u>	2023-24 Original <u>Budget</u> June 19, 2023	2023-24 1st Amended <u>Budget</u> February 12, 2024	2023-24 1st Amended 2023-24 Original <u>Difference</u>
Revenue					
Local	\$ 4,555,629	\$ 5,309,033	\$ 4,600,000	\$ 6,067,500	\$ 1,467,500
Incoming Transfers & Other	\$ -				\$ -
Total Revenue	\$ 4,555,629	\$ 5,309,033	\$ 4,600,000	\$ 6,067,500	\$ 1,467,500
Expenditures					
Wages/Purchased Services/Supplies,Materials	\$ 4,198,183	\$ 5,301,835	\$ 4,600,000	\$ 6,067,500	\$ 1,467,500
Total Expenditures	\$ 4,198,183	\$ 5,301,835	\$ 4,600,000	\$ 6,067,500	\$ 1,467,500
Total Revenues Over/<Under> Expenditures	\$ 357,446	\$ 7,198	\$ -	\$ -	\$ -
Beginning Fund Equity	\$ 1,997,069	\$ 2,354,515	\$ 1,997,069	\$ 2,361,713	
Ending Fund Equity	\$ 2,354,515	\$ 2,361,713	\$ 1,997,069	\$ 2,361,713	

MEMORANDUM

G.5 Approve Purchase of Grant Textbooks

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the vendors below for the purchase of \$564,300.41 worth of elementary level school Decodable and Lexile books for the Grants Department.”

Vendor	Description	Amount
Booksource	Decodables	\$256,480.20
Whole Phonics / Booksource	Decodables	30,730.05
Bright Solutions	Decodables	76,220.75
Booksource	Lexile	200,869.41
TOTAL COST		\$564,300.41

RATIONALE: Aggressive pricing was obtained through the BuyBoard cooperative purchasing contract #702-23 for Booksource and a single source for Bright Solutions materials.

The proposals were reviewed and approved by the Grants, Educational Services, and Purchasing Departments. Funding will come from Section 31a Grant for this purchase.

**CHIPPEWA VALLEY SCHOOLS
INTER-OFFICE MEMORANDUM**

To: Scott Sederlund Assistant Superintendent for Business and Operations

CC: Don Brosky Assistant Superintendent of Educational Services
Nicole Faehner Director of State and Federal Programs and Outreach

From: Lillian Grayson Purchasing and Risk Management Coordinator

Date: February 7, 2024

Re: **Recommendation for Cooperative Bid Award of Decodables and Lexile Books
(Purchase of Grant Books)**

Please review this recommendation for the award of Decodables and Lexile books. The award of this will provide decodables books that focus on the phonetic code and presents words to students that follow the concepts that they have been taught, and Lexile books, or leveled reading books, for all our elementary schools. These books will be funded by the Grants Department using the 31a grant.

Aggressive pricing was obtained through the BuyBoard cooperative purchasing contract #702-23 for Booksource. Additionally, Booksource is giving us an additional discount from 25% to 32% due to the volume of the order.

Whole Phonics, while not a part of BuyBoard or any purchasing cooperative group, will also come from Booksource as they have agreed to purchase directly from Whole Phonics and then ship directly to us for deeper savings.

Bright Solutions for Dyslexia is the publisher, sole source, and sole distributor of the Barton Reading & Spelling System. This has been verified as no other vendor could be found that provide these materials.

The total cost of this purchase is \$564,300.41. These materials will be a one-time purchase as the schools build up their library. Delivery of these materials will be staggered to allow teachers time to receive the materials.

Vendor	Description	Amount
Booksource	Decodables	256,480.20
Whole Phonics / Booksource	Decodables	30,730.05
Bright Solutions	Decodables	76,220.75
Booksource	Lexile	200,869.41
TOTAL COST		\$564,300.41

REGULAR MEETING

February 12, 2024
6:30 p.m.

MEMORANDUM

G.6 Approve Cooperative Bid Award for Purchase of Copiers Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve a copier contract award to Ricoh USA in the amount of \$607,243.00 for the purchase of 26 production copiers, utilizing the State of Michigan MiDEAL bid cooperative program.”

RATIONALE: Aggressive pricing was obtained through the State of Michigan MiDEAL bid cooperative program, of which Chippewa Valley Schools is a member. Funding will come from the 2018 Building & Site Fund for this purchase.

**CHIPPEWA VALLEY SCHOOLS
INTER-OFFICE MEMORANDUM**

To: Scott Sederlund Assistant Superintendent for Business and Operations
 CC: Danielle Jacobs Director for Business Services

From: Lillian Grayson Purchasing and Risk Management Coordinator

Date: February 6, 2024

Re: **Recommendation of Cooperative Contract Award for Purchase of Copiers**

Over the past few months, I have analyzed all the copiers in the district in terms of inventory, specific locations within the buildings, monthly usage, and most importantly, accuracy of the quarterly invoices. Physically identifying each copier and checking to ensure the automatic meter reads were functioning and accurate was the first step to check against Ricoh's master list and ours. Many errors were identified during the process, most notably the continuation of monthly usage charges on copiers that had been removed from the buildings during the last purchase. After many calls and meetings, and Ricoh recognizing the importance of accuracy in our billing invoices before moving forward with any new purchases, our account is now accurate and current.

Currently, we have 97 copiers in the district. Of those, 26 production copiers (PRO8100 models) are 9-10 years old and have exceeded their useful life. Many of these older models result in frequent service calls due to paper jams and other technical issues. Additionally, the parts assurance date is seven years from the last production date of a copier. In this case, December 2023 was the final month of assured availability of parts for these machines.

VENDOR	PURCHASE and MAINTENANCE COSTS	COPIER EQUIPMENT – PRO8300s		
		96 – PAGES PER MINUTE (Qty 14)	96 – PAGES PER MINUTE (Qty 5)	96 – PAGES PER MINUTE (Qty 7)
	Added Features	- Large capacity tray - Stapling Finisher - Punch Kit - Surge Protector	- Large capacity tray - Booklet Finisher - Punch Kit - Surge Protector	- Stapling Finisher - Punch Kit - Surge Protector
	Total Purchase Cost	\$ 332,626.00	\$ 122,815.00	\$ 151,802.00
Ricoh USA	Maintenance	\$.004 / copy	\$.004 / copy	\$.004 / copy

I am recommending that we replace these older production copiers with the newest model (PRO8300s). This newer model has the latest technology, and includes network printing, color scanning, faxing, large capacity trays and multi-position stapling functions. The recommended copier replacements shall be awarded to the MiDEAL vendor, Ricoh USA, for both the purchase price and the service / maintenance contract.

The grand total cost purchase cost is \$607,243 and is based on Ricoh's State of Michigan's MiDEAL cooperative program. Please note that while we did not receive volume pricing, we are eligible for a \$1,000 rebate for each machine. This would include all 26 machines. Additionally, Ricoh is offering a \$650 trade-in for each copier. Combined, that's \$1,650 per machine, or \$42,900.00 in total that we would receive.

These copiers will be delivered and installed 30-40 days after the issuance of a purchase order. Each copier will have a production engineer that will be onsite to set up the machines on our network and perform in-depth training for our staff. This purchase will be funded from the 2018 Building & Site Fund. Please contact me with any questions you may have.

MEMORANDUM

G.7 Approve 2024 Summer Tax Collection Agreement for Charter Township of Clinton and the Township of Macomb Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the Intergovernmental Agreement between Chippewa Valley Schools and the Charter Township of Clinton and the Township of Macomb for the collection of the 2024 summer taxes on the Clinton Township and Macomb Township parcels; authorize the cost to be pro-rated between the general fund and debt fund; authorize Board of Education Officers, Superintendent and Assistant Superintendent for Business and Operations to execute agreements as appropriate; and waive the reading of agreements.”

RATIONALE: Each year the district must go through the legally prescribed procedure for collection of summer taxes. Chippewa Valley Schools requested that Clinton Township and Macomb Township collect summer taxes for the district in 2024.

For 2024, the fee for both Clinton Township and Macomb Township will be \$4.00 per parcel which is the same fee as last year.

Interest earned on the bank accounts for both townships will offset a large portion (if not all) of the total cost to the district.

The cost per parcel will be split by the District, the MISD, and MCCC. The district will collect a yet to be determined per parcel fee from the Macomb Intermediate School District and Macomb Community College which will offset against the total per parcel cost.

Not collecting summer taxes would have a significant impact on district cash flow and would result in the district borrowing up to \$16,500,000 with a significant borrowing cost.



Paul Gielegem, Treasurer • Carolyn Folk DeMates, Deputy Treasurer

To: All Taxing Units

Re: 2024 School Tax Collections

I am in receipt of your request to have the Charter Township of Clinton Treasurer's Office collect your real and personal property taxes levied upon properties within the boundaries of the Township on the summer bill. I truly appreciate the continued confidence that you have placed in our office.

Clinton Township's collection fee for 2024 will remain from \$4.00 per parcel. We will bill the local school districts for the per parcel fee. School districts can negotiate agreements with the Macomb Intermediate School District and Macomb Community College to share the cost. The Township will assume responsibility for all bank fees, and investment earnings will remain with the Township.

Our proposed 2024 School Tax Collection Agreement is attached for your review. Please feel free to contact me at 586-286-9313 if you have any questions or concerns.

Your organization's designated representative must sign the Tax Collection Agreement and return it to my office no later than Tuesday, February 28th. I will present all signed collection agreements to the Clinton Township Board of Trustees for their approval in March.

Sincerely,

Paul Gielegem
Clinton Township Treasurer

2024 PROPERTY TAX COLLECTION AND DISTRIBUTION AGREEMENT

Made by and Between

CHARTER TOWNSHIP OF CLINTON AND CHIPPEWA VALLEY PUBLIC SCHOOLS

The **CHARTER TOWNSHIP OF CLINTON**, a Michigan municipal corporation, hereinafter referred to as the "Township," and **CHIPPEWA VALLEY PUBLIC SCHOOLS**, a public body corporation existing pursuant to the Michigan School Code of 1976, P.A. 451 of 1976, as amended from time to time, hereinafter referred to as "School District." This tax collection and distribution agreement is authorized pursuant to MCL 211.43(4) and (12) of the General Property Tax Act and MCL 380.1612 of the Revised School Code.

The Township agrees to:

1. Collect on behalf of the School District the taxes which may be levied on real, personal, industrial, and commercial property;
2. Account for and deliver tax collections for the School District by ACH transfer to the designated depository account according to the statutory tax collection distribution dates for July through March for School Districts;
3. Account for and deliver to the school district a prorated portion of all interest earned on tax collections, based upon the share of taxes collected on behalf of the school district, after deducting under the forgoing prorated basis, the portion of financial institution and payment processor fees, with a final distribution of all remaining funds being made by April 1.

The School District agrees to:

1. To timely invoke and follow the statutory procedure for the levy and collection of 100% of school taxes on July 1;
2. Certify to the Township Treasurer the school millage to be levied on property for the summer tax collection by submitting an anticipated millage rate by June 7th and a signed Form L4029 to the Treasurer's office no later than June 14, 2024 so that bills can be prepared for timely delivery on July 1, 2024;
3. Reimburse the Township for its actual reasonable expenses agreed upon between the Township and School District incurred at a rate of \$4.00 per each parcel for which the Township sends out a tax bill on behalf of the School District:
 - a. The Township and School District understand that separate agreements exist between the School District and the MISD and MCC that determine how the Township's collection costs are shared with the MISD and MCC which the Township and School District agree are the responsibility of the School District for compliance and performance with those taxing authorities. The Township shall be indemnified and held harmless for any claims, damages, or losses arising in whole or in part from those agreements; and
4. Make payment to the Township for collection services on or before October 18, 2024.

SCHOOL DISTRICT AUTHORIZED SIGNER: _____ DATED: _____

Signature _____

Print Name _____ Title _____

AUTHORIZED BY THE TOWNSHIP BOARD OF TRUSTEES AT THEIR MEETING DATED: _____

TOWNSHIP AUTHORIZED SIGNER:

Signature _____

PAUL GIELEGHEM, TREASURER



MACOMB TOWNSHIP

TREASURER'S OFFICE

January 16, 2024

Scott Sederlund
Assistant Superintendent
Business and Operations
Chippewa Valley Schools
19120 Cass Avenue
Clinton Township, MI 48038

RE: 2024 Tax Collection Agreement

Dear Mr. Sederlund,

Enclosed please find a contract between the school district and Macomb Township for the collection of 2024 school property taxes. Other than changing dates, the enclosed contract is identical to the 2023 collection agreement.

If you have any questions, please contact me at 586-992-0710. If you choose to move forward with having Macomb Township collect your taxing unit's 2024 taxes, please have your school board sign the attached 2024 School Tax Collection Agreement. It must be received in my office no later than March 28, 2024.

Sincerely,

Leon Drolet
Macomb Township Treasurer

2024 TAX COLLECTION AND DISTRIBUTION AGREEMENT

Made by and Between

THE TOWNSHIP OF MACOMB AND CHIPPEWA VALLEY SCHOOL DISTRICT

THE TOWNSHIP OF MACOMB, a Michigan municipal corporation, hereinafter referred to as the "Township," and **CHIPPEWA VALLEY SCHOOL DISTRICT**, a public body corporation existing pursuant to the Michigan School Code of 1976, P.A. 451 of 1976, as amended from time to time, hereinafter referred to as the "School District," enter into this agreement whereby the Township will collect 100% of the 2024 school taxes on property located in the Township. This tax collection and distribution agreement is authorized pursuant to MCL 211.43(4) and (12) of the General Property Tax Act and MCL 380.1612 of the Revised School Code.

In order to facilitate collection of the school taxes, the Township and the School District have set forth below their respective duties and obligations.

The Township agrees to:

1. Collect on behalf of the School District the taxes which may be levied on real, personal, industrial, and commercial property.
2. Account for and deliver to the school district the tax collections for the school district by ACH transfer to the school district's designated depository account according to statutory collection distribution dates.
3. Account for and deliver to the school district all interest earned on the district's tax collections after deducting the prorated portion of financial institution and payment processor fees.
4. Collect on behalf of the Macomb Intermediate School District (MISD) and Macomb Community College (MCC) the taxes which may be levied on real, personal, industrial, and commercial property.
 - a. Account for and deliver to the MISD and MCC all taxes and interest earned on their associated tax collections after deducting the prorated portion of financial institution and payment processor fees.
 - b. The Township understands that separate agreements between the School District and the MISD and MCC that determine how the Township's collection costs are shared with the MISD and MCC are the responsibility of the School District and those taxing authorities.

The School District agrees to:

1. Invoke the statutory procedure for levy and collection of 100% of summer school taxes on property located in the Township on July 1, 2024.
2. Certify to the Township Treasurer the school millage to be levied on property for the summer tax collection by submitting an anticipated millage rate by June 7th and a signed Form L4029 to the Treasurer's office no later than June 17, 2024, so that bills can be prepared for timely delivery on July 1, 2024.
3. Reimburse the Township for its reasonable expenses incurred at the rate of \$4.00 per each parcel for which the Township sends out a tax bill on behalf of the School District.
4. Assume a prorated portion of the financial institution and payment processor fees associated with tax receipts and distributions at the same percentage rate as that used to determine the district's prorated interest earnings for money on account during the tax cycle.
5. Make payment to the Township for collection services on or before October 16, 2024.

AUTHORIZED BY THE BOARD OF EDUCATION AT THEIR MEETING DATED _____

Name, Title

Signature

AUTHORIZED BY THE TOWNSHIP BOARD OF TRUSTEES AT THEIR MEETING DATED _____



Leon Drolet, Treasurer



Kristi Pozzi, Clerk

H. Union Communications

I. Curriculum Updates

J. Administrative Reports

- Emergency Operations Procedures – Dr. Donald Brosky
- Artificial Intelligence Guideline – Ms. Sarah Monnier-White
- Secondary Testing Schedule – Mr. Paul Sibley

K. From the Community

L. Of and By Board Members

M. Executive Session (*8.b. – Student Expulsion Hearing*)

N. Adjournment