

# Grand Ledge Public Schools

## Board of Education

**DECEMBER 12, 2022**

## **REGULAR MEETING**

**SAWDON ADMINISTRATION BUILDING**

**BOARD ROOM**

**6:00 PM**

# ***Grand Ledge Public Schools***

## **Regular Meeting of the Board of Education**

Please take notice that the Board of Education will hold a Regular Meeting on:

**Date:** Monday, December 12, 2022  
**Place:** Sawdon Administration Building  
Board Room  
220 Lamson Street  
Grand Ledge, MI 48837  
**Time:** 6:00 p.m.  
**Purpose:** General Business  
**Phone:** (517) 925-5400

Board minutes are located at the Board of Education office, 220 Lamson Street, Grand Ledge, MI 48837



William A. Barnes, Ed.D., Superintendent of Schools

cc: Buildings  
Board Members  
Lansing State Journal  
Grand Ledge Independent  
Melissa Mazzola, Co-President, GLEA  
Greg Almy, Co-President, GLEA  
Cindy Zerbe, President, MEA/NEA Unit I, Secretarial /Clerical  
TBD, President, MEA/NEA Unit III, Food Service  
Vicki Wenzlick, President, MEA/NEA Unit IV, TA/HC/Bus Assistants & Adv. Club  
Danis Peck, President, IUOE Local 547, A, B, C, E & H AFL-CIO, Bus Drivers  
Kelly LeSatz, President, Custodial Association

*Date of Posting: December 8, 2022*

**NOTE:** *Individuals may address the Board for up to three (3) minutes in the Public Comment segment of the meeting. Any person with a disability needing accommodations to attend a Board of Education meeting should contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend*



**Grand Ledge Public Schools**  
**Board of Education**  
**MEETING AGENDA**  
**Regular Meeting**  
**Monday, December 12, 2022 - 6:00 pm**

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Page 2 of 2

- VIII. New Business (con't.)
- F. Approval of Bid Award
    - a. Storage Barn
  - G. Approval of GL High School Seminar Class
- IX. Comments from Staff and Board
- X. Future Topics
- Board Bond Advisory - Monday, January 9, 2023 – 5:00 pm – Sawdon Room 107
  - Organizational Meeting – Monday, January 9, 2023 – 6:00 pm – Board Room
  - Regular Meeting – Monday, January 9, 2023 – Immediately following Organizational Meeting
- XI. Closed Session – Negotiations & Superintendent's Evaluation (Per Section 8(1)(a) and Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976)
- XII. Reconvene in Open Session
- XIII. Statement of Evaluation
- XIV. Adjournment

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**NOTE:** Individuals may address the Board for up to three (3) minutes in the Public Comment segments of the meeting. If any person with a disability needs accommodations at the Board of Education meeting, please contact Kim Manning at 925-5401 at least three (3) days prior to the date of the meeting he/she plans to attend.



## **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

President Jon Shiflett

"I pledge allegiance  
to the Flag  
of the United States of America,  
and to the republic  
for which it stands,  
one Nation under God,  
indivisible,  
with liberty and justice for all."



## ROLL CALL

Superintendent Dr. William Barnes



## APPROVAL OF AGENDA ITEMS

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the December 12, 2022 Agenda Items, as presented.



## APPROVAL OF CONSENT AGENDA ITEMS

**A. November 14, 2022 Meeting and Closed Session\* Minutes**

**B. Teacher Leave of Absence**

a. Erica Deters - Special Education - Willow Ridge

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the December 12, 2022 Consent Agenda Items, as presented.

*\* Closed Session Minutes will be at your places for review prior to the meeting. All copies will be collected at the end of the meeting.*

## GRAND LEDGE PUBLIC SCHOOLS *Board of Education*

Regular Meeting – November 14, 2022

### MINUTES

President Shiflett called the meeting to order at 6:00 p.m. He led those present in the Pledge of Allegiance.

#### ROLL CALL

Roll Call by Superintendent Bill Barnes indicated the presence of **Board Members:** Jon Shiflett, Jarrod Smith, Sara Clark, Denise DuFort, Ben Cwayna and Toni Glasscoe. **Members Absent:** Nicole Shannon. **Central Office Administrators:** Bill Barnes, Steve Gabriel, Julie Waterbury, Wendy Seida, Kelly Jones, Mark Deschaine, Martez Warren and John Ellsworth. **Others in Attendance:** John Piper, Savannah Hopper, Sarah Hopper, Marisol Macias, Gwenn Ketola, Emily Price, Crystal Quintanilla-Howard, Isabella Parker, Brandon Lawler, Melissa Mazzola, Ken Wright, Allyson McCann, Sean McCann, Heather Neely, Austin Neely, Kris Dykstra, Ava Parker, Tim Totten, Brendan Marsh, Jacob Irwin Ashley Kuykendoll, Marlene Promer, Lana Gallagher, Jon Wise, Mary Moore and Kim Manning

#### APPROVAL OF AGENDA ITEMS

**Motion by Mr. Cwayna, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the November 14, 2022 Agenda Items, as presented. The motion carried unanimously.**

#### APPROVAL OF CONSENT AGENDA ITEMS

**Motion by Mr. Smith, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the November 14, 2022 Consent Agenda Items, as presented.**

Included on the Consent Agenda was the October 24, 2022 Meeting Minutes and Closed Session Minutes.

**The motion carried unanimously.**

#### REPORTS

##### **A. Capitol Connections Report**

Dr. Glasscoe noted that now that we have gotten past the vote, it is even more important to reach out to your Representatives and Senators, especially those not familiar with K-12 education. It is important for them to understand what is important to public schools. Grand Ledge has so much to share and this presents a great opportunity to send out invitations to those that serve us. She noted that not a whole lot of business will take place in the legislature between now and January but there are a few key pieces of legislation that she will be tracking.

##### **B. Eaton RESA Report**

Mrs. DuFort noted the RESA Board has not met since her last report, but they did hos the County Area School Board (CASBA) meeting that bring all the local districts under the Eaton RESA together. They discussed special education funding and how it impacts local districts and social and emotional learning. In closing she shared the RESA provided the district will approximately \$4.2M in funding.

**C. Grand Ledge Education Foundation**

No Report.

**D. Bond Update**

Bond Supervisor John Piper provided the board with an update on the status of the current construction projects at the high school fine arts project and Delta Center.

**E. Superintendent's Report**

Dr. Barnes noted his excitement in a presentation for the board tonight from some of our Grand Ledge High Schools students commenting this is why we are here, working for our students. He thanked Grand Ledge High School Principal Dr. Wright and teacher Melissa Mazzola for helping to coordinate this presentation remarking we have hundreds of kids doing really cool things and this is just a sampling.

The Board received a presentation from GLHS students on the Yearbook, Career Prep Center, Newspaper, LINKS, Student Council, Mama Mia and School News.

**PUBLIC COMMENT**

Mr. Smith read the rules for addressing the board.

Stacy Erwin Oakes addressed the board regarding her concerns for her son's safety and Beagle Middle School and noting she has lost confidence in the district's ability to keep her child safe. She questioned if Comet Pride Officer Chris Chester worked for the district or the Grand Ledge Police Department. She noted she submitted a FOIA request to the district that produced nothing from the Grand Ledge Police Department. In closing she asked the board to consider a letter of support for the biometric prohibition legislation that has been introduced.

**OLD BUSINESS**

**A. SAFETY, SECURITY & MENTAL HEALTH**

Superintendent Barnes provided an overview of recent safety measures the district has undertaken along with safety and security grants available and the district's planning for each of the grants available. He further shared current mental health supports throughout the district and grants available to support to support mental health and the district's planning for those available grants.

A detailed discussion among the members addressed ensuring funding or basing it on one-time funding, using a strategic approach across all the buildings, Eaton RESA supporting the mental health piece, the need to keep reminding our staff to ensure building doors are not propped open, ensuring vendors used are experts in school facilities, working in conjunction with the Grand Ledge Police Department and our Eaton County Emergency Manager, questioning if the conversation is more about prevention or reactive advising the board that emergency planning is "what do we do if" (training), but the other part of the conversation is how we prevent things, being fortunate to have a counselor at each building, but question how much one counselor can do in a school that has upward of 500 students and noting that PBIS is more geared toward building practice but does provide students with information on who go to if they have concerns, and sharing that Capturing Kid Heart training has kicked back off to ensure all teaching and administrative staff are trained in this practice. In closing, Dr. Barnes shared the plan is to have some data reports in the Spring.

Mr. Cwayna left the meeting at 6:57 p.m.

**B. APPROVAL OF BOND PROJECT PRIORITIES**

**Motion by Mrs. DuFort, seconded by Ms. Clark for Grand Ledge Public Schools Board of Education to approve the Bond Project Priorities, as presented.**

Superintendent Barnes reviewed the bond priorities based on recent meetings with GMB and Clark based on the bond dollars remaining and the discussion among the member during the October 24, 2022 meeting. He provided background information on the priority projects, projects if dollars allow and the fact the Dave & Betty Morris building may require additional funding.

**The motion carried unanimously.**

**NEW BUSINESS**

**A. APPROVAL OF THE PAYMENT OF SINKING FUND INVOICES**

**Motion by Mr. Smith, seconded by Ms. Clark for the Grand Ledge Public Schools Board of Education to approve the payment of a Sinking Fund Invoice to Stonecreek Interior Systems in the amount of \$4,249.50, as presented.**

Mr. Smith noted all invoices being brought forward were reviewed by the Board Bond Advisory Committee prior to being brought for the full board's consideration. This invoice is for a bench at Beagle.

**The motion carried unanimously.**

**B. APPROVAL OF THE PAYMENT OF CAPITAL FUNDS INVOICES**

**Motion by Dr. Glasscoe, seconded by Mr. Smith for the Grand Ledge Public Schools Board of Education to approve the payment of a Capital Funds Invoice to Vander Hyde Mechanical in the amount of \$36,501.30, as presented.**

Mr. Smith noted this addresses work for the Fine Arts.

**The motion carried unanimously with member Sara Clark abstaining from the vote in accordance with MCL 380.4203.**

**C. APPROVAL OF THE PAYMENT OF PROPOSAL 1, SERIES 2 BOND INVOICES**

**Motion by Mrs. DuFort, seconded by Mr. Smith for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$599,079.80, as presented.**

Mr. Smith noted this is for work at Delta Center.

**The motion carried unanimously with member Sara Clark abstaining from the vote in accordance with MCL 380.4203.**

**D. APPROVAL OF THE PAYMENT OF PROPOSAL 2, SERIES 1 BOND INVOICES**

**Motion by Mr. Smith, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 2, Series 1 Bond Invoices in the amount of \$80,270.73, as presented.**

Mr. Smith noted this represents closeout expenses for the High School pool.

The motion carried unanimously with member Sara Clark abstaining from the vote in accordance with MCL 380.4203.

**E. APPROVAL OF THE PAYMENT OF PROPOSAL 2, SERIES 2 BOND INVOICES**

**Motion by Mr. Smith, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the payment of Proposal 2, Series 2 Bond Invoices in the amount of \$368,320.03, as presented.**

Mr. Smith noted this represents work on the Fine Arts at the High School.

The motion carried unanimously with member Sara Clark abstaining from the vote in accordance with MCL 380.4203.

**F. APPROVAL OF 2022-2023 STUDENT HANDBOOK REVISIONS**

**Motion by Mrs. DuFort, seconded by Ms. Clark for the Grand Ledge Public Schools Board of Education to approve the revisions to the 2022-2023 Student Handbooks, as presented.**

Dr. Barnes noted the revisions ensure all the lists of protected classes reflect the list found in Board Policy EIR 602 – Non-Discrimination, updating to the new Strategic Plan Vision and Mission, updating the list of central office staff and providing the most current school calendar.

The motion carried unanimously.

**G. APPROVAL OF DISTANCE LEARNING COURSE OFFERINGS**

**Motion by Ms. Clark, seconded by Mr. Smith for the Grand Ledge Public Schools Board of Education to approve the course offerings, Find Your Future and Human Body Systems, for students enrolled in the district's Distance Learning Program, as presented.**

Assistant Superintendent for Academic Services noted this is for elective offerings to our 8<sup>th</sup> and 9<sup>th</sup> grade distance learning students.

The motion carried unanimously.

**H. APPROVAL OF BUS PURCHASE**

**Motion by Ms. Clark, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to approve the purchase of three conventional, 77-passenger school buses from Midwest Transit in the amount of \$121,769.92 per bus for a total purchase approval of \$365,309.76 using bond dollars.**

Dr. Barnes noted this will put the district on a path for cyclical replacement of the bus fleet noting that CFO Julie Waterbury is building the expense of bus purchases into the general fund going forward.

The motion carried unanimously.

**I. Operations Policy OM203 – 1<sup>st</sup> Reading**

**Motion by Ms. Clark, seconded by Mr. Smith for the Grand Ledge Public Schools Board of Education to waive the 1<sup>st</sup> reading of Operations Policy OM203.**

Dr. Barnes noted our district nurse brought to light that the current board Operations Policy OM203 was very narrow and needed to be broadened to encompass the full scope of the district's Medical Management & Emergency Response.

**The motion carried unanimously.**

**Motion by Ms. Clark, seconded by Dr. Glasscoe for the Grand Ledge Public Schools Board of Education to waive the second reading of Operations Policy OM203 and implement the proposed revisions effective immediately.**

Ms. Clark explained in accordance with Governance Policy 206, the Board of Education may adopt a proposed policy at first reading at any lawful board meeting with the Board finds that the immediate adoption of a proposed policy is necessitated by the imminent threat to the health, safety and welfare of the district. As this policy addresses the delivery of emergency medical intervention it merits immediate effect.

**The motion carried unanimously.**

#### **COMMENTS FROM STAFF AND BOARD**

Executive Director of Technology Mark Deschaine shared the installation of the new board room equipment is scheduled to start on December 13 and will be ready for the Organizational Meeting in January.

Assistant Superintendent for Academic Services Steve Gabriel thanked the high school students for their presentation noting it makes him miss being a high school principal. He congratulated Dr. Glasscoe, Mrs. DuFort and Mrs. Kuykendoll on their recent election to the Board of Education noting he looks forward to working together.

Dr. Glasscoe expressed her thanks to the community for their vote of confidence noting she is humbled by the support. She remarked she takes this roll seriously and looks forward to continuing to serve. She expressed she recently attending the MASB training for the Superintendent's Annual Review and noted how impressed she was by the process and the thoughtfulness that went into it. She noted she will be sharing the model with LCC as they are looking for a new evaluation system.

Mrs. DuFort congratulated the football team on a great season, commended the most recent production of Mama Mia, and shared she had an opportunity to attend a Quiz Bowl competition which is just another opportunity for our students to engage. She thanked the team for all the work, especially on the budget piece and looking at prioritizing the bond projects.

Ms. Clark shared history on the superintendent evaluation noting that former board member Linda Wacyk was very committed to the process and that Mrs. DuFort and former board member Patrick McKennon mad some real contributions to how we do our evaluation of the superintendent and noting she has high regard for the thought behind it. She did mention the initial process can be a little quirky for this board as the evaluation is slated to soon after the hiring, but remarking this is just the circumstances of the last years and believes things will even out.

Mr. Smith seconded that it will be great to keep a superintendent for more than one year.

#### **CLOSED SESSION – Negotiations**

**Motion by Mr. Smith, seconded by Mrs. DuFort for the Grand Ledge Public Schools Board of Education to move into Closed Session for the purpose of discussing Negotiations Strategies, as per Section 8(c) of the Open Meetings Act, Public Act 267 of 1976.**

Roll Call Vote:

Mrs. DuFort YES  
Ms. Clark YES  
Mr. Cwayna ABSENT

Dr. Glasscoe YES  
President Shiflett YES  
Mr. Smith YES

The motion carried at 7:44 p.m.

**RECONVENE IN OPEN SESSION**

The Board reconvened in Open Session at 8:12 p.m.

**ADJOURNMENT**

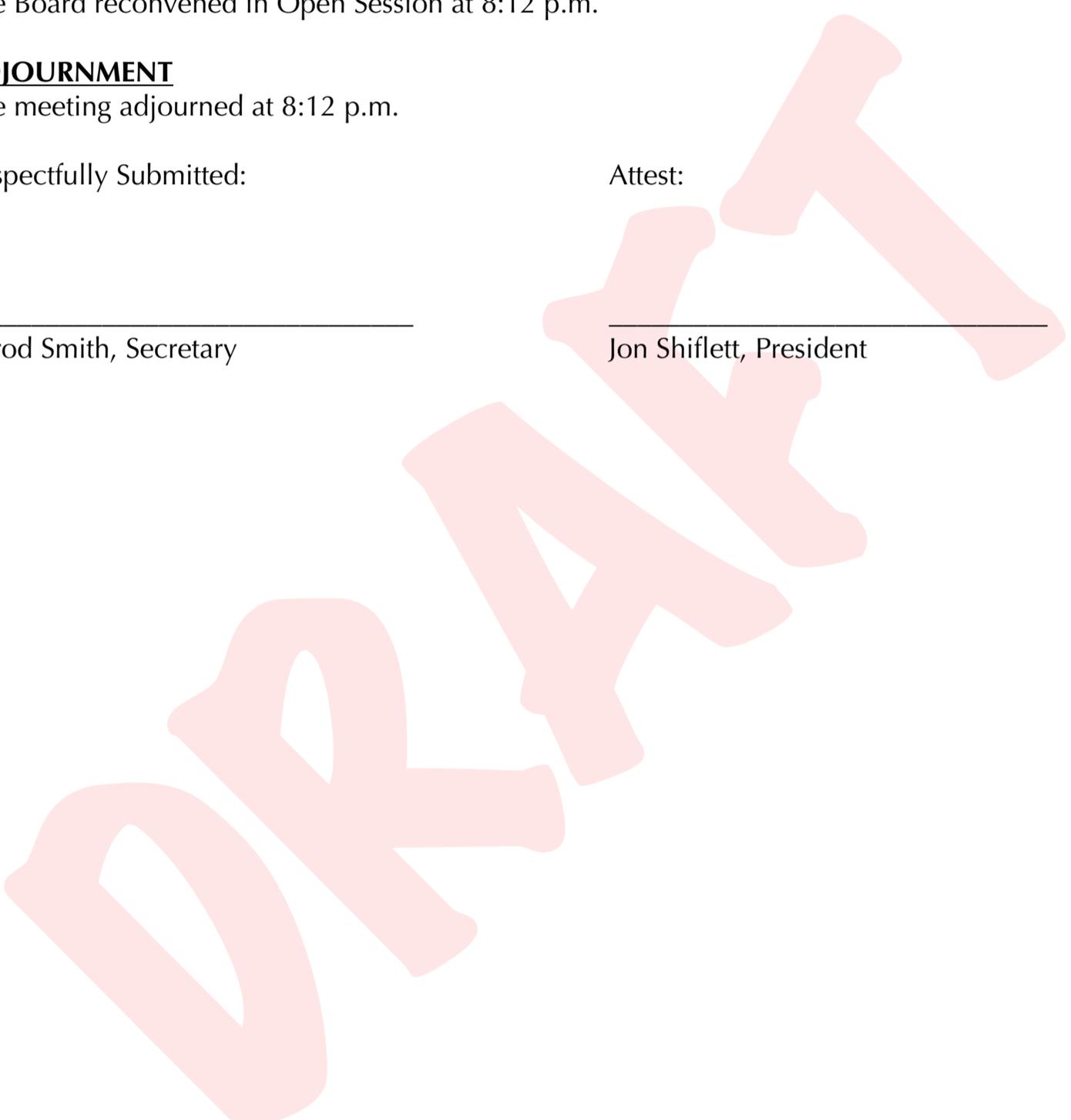
The meeting adjourned at 8:12 p.m.

Respectfully Submitted:

Attest:

\_\_\_\_\_  
Jarrod Smith, Secretary

\_\_\_\_\_  
Jon Shiflett, President





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**INTEROFFICE MEMORANDUM**

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**TO:** Dr. William A. Barnes, Superintendent of Schools  
**FROM:** Kelly J. Jones, Director for Human Resources  
**SUBJECT:** Leave of Absence Request  
**DATE:** December 7, 2022

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I recommend that the Board of Education grant a leave of absence to Erica Deters for the remainder of the 2022-2023 school year. Erica is a Special Education teacher at Willow Ridge Elementary.

KJJ/ec

December 7, 2022

Grand Ledge Public Schools  
220 Lamson Street  
Grand Ledge, MI 48837

Dear Kelly Jones,

Please accept this letter as my formal resignation from my position as Resource Room Teacher at Willow Ridge Elementary, effective January 9, 2023.

In my time at Willow Ridge, I am beyond thankful and blessed to have taught wonderful children and to work among amazing teachers and administrators. Thank you for your guidance and support during the past 17 years.

I wish to take a Leave of Absense for one calendar year, in the event that I would like to return.

Please let me know how I can help during this transition period. I wish Grand Ledge Public Schools the best.

Sincerely,

Erica Deters



## **REPORTS**

- A. Capitol Connections Report**
- B. Eaton RESA Report**
- C. Grand Ledge Education Foundation Report**
- D. Equity, Diversity and Inclusion Committee Report**
- E. Bond Report**
- F. Superintendent's Report**



## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Persons may address the board for up to three (3) minutes in the Public Comment segment of the meeting by providing your name and jurisdiction (City, Township / County) on one of the Public Comment forms provided at the sign in table and turning it in to the Superintendent's Assistant.

The meeting chair will use the Public Comment forms submitted to invite persons to come forward to make their public comment at the appropriate time.

Board Meetings are constructed to conduct necessary business of the board, while allowing time for the public to express concerns and opinions.

Out of respect for board members, students and staff, you will be interrupted if you:

- Personally attack a board member or district employee on issues unrelated to their job performance.
- Mention a student's name when discussing behavior or other incidents.
- Engage in discussion with other members of the audience.

You will be reminded when you are approaching the end of your three-minute limit so you can conclude with your strongest points.

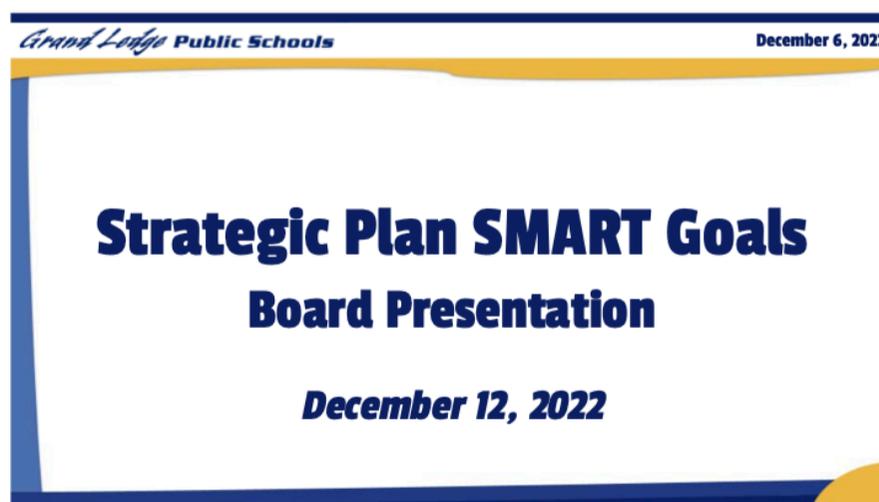
The board will not respond to questions or comments during public comment but the Superintendent will do his best to answer questions at the end of the meeting. If immediate answers are not available, arrangements will be made to provide you with the information requested.



## OLD BUSINESS

### A. Approval of Strategic Plan Objectives

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the Strategic Plan Objectives, as presented.





## NEW BUSINESS A

### A. Approval of the Payment of Sinking Fund Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Sinking Fund Invoices in the amount of \$15,660.00, as presented.





## NEW BUSINESS B

### B. Approval of the Payment of Capital Funds Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Capital Funds Invoices in the amount of \$295,275.57, as presented.





## NEW BUSINESS C

### C. Approval of the Payment of Proposal 1, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 1, Series 2 Bond Invoices in the amount of \$561,312.07, as presented.





## NEW BUSINESS D

### D. Approval of the Payment of Proposal 2, Series 1 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Proposal 2, Series 1 Bond Invoices in the amount of \$2,756.54, as presented.





## NEW BUSINESS E

### E. Approval of the Payment of Proposal 2, Series 2 Bond Invoices

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the payment of Sinking Fund Invoices in the amount of \$661,940.15, as presented.





## NEW BUSINESS F

### F. Approval of Bid Award

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the bid award to Groove Construction in the amount of \$264,655 for the construction of an athletic storage barn, with a PLM Bond in the amount of \$5,557, a contingency fund of \$15,000 and \$7,000 for testing for an overall project budget of \$292,212 using Sinking Fund dollars, as presented.



William A. Barnes, Ed.D. / Superintendent of Schools

**TO:** Dr. Bill Barnes, Superintendent  
**FROM:** John Piper, Bond Supervisor  
**DATE:** December 7, 2022  
**RE:** Bid Award – Athletic Storage Barn

**Recommendation:**

I recommend the Grand Ledge Public Schools Board of Education approve the bid award for the construction of an athletic storage barn to Groove Construction in the amount of \$264,655 with a PLM Bond in the amount of \$5,557, a contingency fund of \$15,000 and \$7,000 for testing for an overall project budget of \$292,212 using Sinking Fund dollars.

**Background Information:**

This 40' x 80' x 14' storage barn, with concrete floors, 100-amp electrical service and a metal roof is needed to house equipment for both Athletics and Community Recreation. The barn will provide a designated safe, secure space for this equipment.

Bids were received from five contractors as can be reviewed in the information provided by GMB Architects and Engineers with Groove Construction being the lowest qualified bidder. We are confident they can complete the project within the specification of the bid documents.

As always, this bid award will be discussed with the Board Bond Advisory Committee prior to board action. If you have any questions, please do not hesitate to contact me.

December 6, 2022

Dr. Bill Barnes  
**Grand Ledge Public Schools**  
220 Lamson Street  
Grand Ledge, MI 48837

**RE: Athletics Storage Barn**  
**GMB Project #5-5997**

Dear Dr. Barnes,

Bid proposals were received on November 16, 2022 for the above referenced project. Plans were posted on GMB's electronic plan room, Builder's Exchange, as well as notifications placed on the State's website. Five bidders responded and the proposals were read aloud at a public bid opening conducted at the Grand Ledge Public School Administration Offices. All bidders were asked to provide Base Bid pricing for the project, upon which the evaluation and award is based.

A post bid interview was held with apparent low bidder, Groove Construction Group. It is our recommendation that the project be awarded to Groove Construction as the lowest qualified bidder. The base bid breakdown is as follows:

▪ Base Bid	\$264,655.00
▪ PLM Bond	<u>\$5,557.00</u>
<b>Base Project Total</b>	<b>\$270,212.00</b>

We recommend that a 10% contingency be held by the Owner for the project, in addition to the base bid costs above. Costs for testing, fees, and inspection should also be included in the overall project budget from the Owner.

If you, or any of your Board Members, have questions or concerns regarding the information listed above, please feel free to contact me.

Sincerely,

**GMB ARCHITECTURE + ENGINEERING**



Angela Pagel, AIA, LEED AP, NCARB  
Architect

Enc. Bid Tab, Post-bid Interview



# POST BID INTERVIEW



**DATE:** November 22, 2022  
**LOCATION:** Virtual  
**TIME:** 8:30 am  
**PROJECT:** Grand Ledge Public Schools Athletic Storage Barn  
**PROJECT NO:** 5-5997

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Bid Division: General Contractor  
Contractor: Groove Construction Group, LLC  
Contractor Representative: Doug Lindeman, President  
Owner Representative: John Piper  
Architect Representative: Angela Nelle-Pagel, Jon DenOuden  
Post-Bid Interview: In-Person ( ) By ZOOM (x)

## **Bidder Acknowledgement / Contractual Requirements:**

The purpose of this Post Bid Conference is to discuss the proposal, specifications and drawings, and to assure the owner and architect that the contractor fully understands the project scope and has included in his/her bid all labor and material in compliance with the plans and specifications to successfully complete the project.

### Answers Highlighted Yellow

1. Have you reviewed the “front end” specifications?	Yes	No
2. Can you meet the insurance requirements and have included the cost in your bid?	Yes	No
3. Can you obtain performance, labor, and material bond as indicated in your proposal?	Yes	No
4. Have you included costs for PLM bond in you proposal? <ul style="list-style-type: none"><li>Review PLM Bond amount: \$ <u>5,557</u></li><li>As add alternate to base bid</li></ul>	Yes	No
5. Have you included costs related to sales taxes in your proposal?	Yes	No
6. Bidder acknowledges base bid amount includes all work noted in the plans and specifications under his assigned specification sections.	Yes	No

# POST BID INTERVIEW

7. Do you acknowledge Addendum #1 UPDATED and have included related costs in your proposal?	Yes	No
8. Bidder acknowledges they will submit, if awarded a contract, a copy of their Safety Program for the file and a copy of the sign-in sheet for all Groove/FBI Safety Meetings.	Yes	No
9. Bidder acknowledges they will attend and run all Construction Progress Meetings. Bidder will provide typed schedules and generate progress meeting minutes as applicable.	Yes	No
10. Your bid is as General Contractor (Prime Contract) and includes all sub-contractors that are associated with the project, is that correct?  The following subcontractors are included: <ul style="list-style-type: none"> <li>a. High Point Electric - electric</li> <li>b. Steenwyk and Sons - excavation</li> <li>c. FBI Buildings – pole manufacturer</li> <li>d. Roofing – TBD</li> <li>e. Proline/ Scheppers - concrete</li> </ul>	Yes	No
11. Items and equipment are as specified?	Yes	No
12. Have you visited the site and have a good understanding of the existing conditions?	Yes	No
13. Do you understand and are able to meet the schedule? <ul style="list-style-type: none"> <li>- Noted schedule does need to get going to meet dates.</li> </ul>	Yes	No

The schedule of work shall be as follows:

Award of Contract:	December 12, 2022
Anticipated start of construction:	January 2023
Anticipated substantial completion:	April 2023

14. Did you prepare your proposal in compliance with the milestone schedule?	Yes	No
15. How many people will you utilize to perform your work? <ul style="list-style-type: none"> <li>• 2 – Doug Lindeman will be on site most</li> </ul>	NA	NA
16. How many field employees does your company currently have working? <ul style="list-style-type: none"> <li>• 2</li> </ul>	NA	NA
17. Are all required materials available to coincide with the schedule?	Yes	No
18. Will you have any special needs for equipment? (i.e. power demand, lay-down, and material storage area etc...)	Yes	No

# POST BID INTERVIEW

<p>If "Yes", Explain:</p> <ul style="list-style-type: none"> <li>- <i>Can green space between parking area/ building area be used? Can concrete be used for light equipment? Anticipate utilizing existing drive/parking area and green space, not walks.</i></li> </ul>		
<p>19. Will you increase your manpower, workdays per week and daily work hours to maintain the progress and completion schedules, at no additional costs to the owner?</p> <p>If "No", Explain:</p>	Yes	No
<p>20. How many other projects is your company currently working on?</p> <ul style="list-style-type: none"> <li>• 3</li> </ul>	NA	NA
<p>21. Will you allow any of your current projects to cause delay in the completion of this project?</p> <p>If "Yes", Explain:</p>	Yes	No
<p>22. Do you understand that your company has total responsibility for complying with everything described in the specifications, bid divisions, including clarifications of work assignments described in other bid divisions, technical specifications, drawings, and addenda and have included all associated costs in your proposal?</p> <p>If "No", Explain:</p>	Yes	No
<p>23. Are you aware that you will need to submit electronic copies of shop drawings?</p>	Yes	No
<p>24. <b>Review Base Bid Amount:</b> \$ <u>264,655</u></p>		
<p>25. Have you included the winter conditions required within your bid?</p>	Yes	No
<p>26. Review allowance costs (included within base bid, if any)</p> <p>\$ _____</p> <ul style="list-style-type: none"> <li>- <i>Carried curb replacement in base bid, crane pads, and concrete truck needs.</i></li> </ul>		
<p>27. Does your proposal exclude any item contained in the specifications or the work assignments described in the bid divisions?</p> <p>If "Yes", Explain:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Yes	No
<p>28. Are there any existing conflicts that will cause delay or cost increase in your proposal?</p> <p>If "Yes", Explain:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Yes	No

# POST BID INTERVIEW

<p>29. Review Assignments:</p> <ul style="list-style-type: none"> <li>• Owner: Doug Lindeman</li> <li>• Office / Project Manager: Doug Lindeman</li> <li>• Office / Billing Department: Doug Lindeman</li> <li>• Jobsite: Doug Lindeman</li> </ul>	NA	NA
<p>30. As General Contractor:</p> <ul style="list-style-type: none"> <li>• You are willing to work with all other trades and are responsible for job-site coordination. You are willing to provide pertinent information and schedules to all trades to facilitate the progress of the project. You are willing and able to meet the time schedule of work as listed in the specifications?</li> </ul>	Yes	No
<p>31. Review Voluntary Alternates / Cost Savings Ideas:</p> <ul style="list-style-type: none"> <li>• Voluntary Alternate #1 – Delete Galvalume Metal Roof with Pre-Manufactured Building System. Install 7/16” wood sheathing &amp; specified asphalt shingles. \$16,841 <b>No</b></li> <li>• Voluntary Alternate #2 - Delete Galvalume Metal Roof with Pre-Manufactured Building System. Install 7/16” wood sheathing &amp; alternate asphalt shingles. \$12,541 <b>No</b></li> <li>• Voluntary Alternate #3 – Delete Turn-Down Slab Detail and install standard polebarn floor. (\$15,500) <b>No</b></li> </ul>	Yes	<b>No</b>
<p>32. Architect / Engineer Comments:</p> <ul style="list-style-type: none"> <li>• The following items have been specifically reviewed and confirmed by the bidder to be understood and adhered to: <ul style="list-style-type: none"> <li>i. Change orders need to be approved by the Owner and Architect before any work is to be completed.</li> <li>ii. No change order for material cost increase will be accepted.</li> <li>iii. Any work to be done on a T&amp;M basis will need approval by the Owner before start and will need to be accompanied with daily time and material sheets to be signed by the site supervisor.</li> </ul> </li> </ul>	Yes	No
<p>33. Project Rules:</p> <ul style="list-style-type: none"> <li>• No smoking!</li> <li>• Contractor to clean site daily.</li> <li>• Safety (hard hats, etc.). Compliance with MIOSHA rules is required and expected. Be aware of clients and visitors.</li> <li>• Access to the building for construction purposes is to be coordinated thru <u>Owner</u>.</li> </ul>	Yes	No
<p>34. Construction Support:</p> <ul style="list-style-type: none"> <li>• Power provided by the Owner. Contractor is responsible for bringing phone to assigned space within the building.</li> </ul>	Yes	No

# POST BID INTERVIEW

<ul style="list-style-type: none"> <li>• Contractor to provide all required dumpsters and disposal. Coordinate location and staging of materials with the Owner.</li> <li>• Contractor shall be responsible for protecting the building and site.</li> </ul>		
<p>35. Contract:</p> <ul style="list-style-type: none"> <li>• You will have a contract with the Owner.</li> <li>• Proposals are to be firm for 60 days.</li> <li>• Contractor will be responsible for all required permits.</li> </ul>	Yes	No
<p>36. Miscellaneous Notes:</p> <ul style="list-style-type: none"> <li>• <i>Fencing requirements? Poly gate will be removed for construction. Ideally this is salvaged and returned to the owner. Snow fence for construction adequate? Yes. Groove will have locked storage and GLPS has cameras.</i></li> <li>• <i>Handhole next to new barn - noted it wasn't seen on site. GLPS/GMB to review.</i></li> </ul>		

**The undersigned acknowledges information contained in these notes to be correct.**

By signing below, the Contractor warrants that the person signing is legally authorized to represent and bind the bidder to the above information.



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GMB Architecture + Engineering – Angela Pagel      11/22/2022  
Date



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Contractor Representative – Doug Lindeman      11/23/2022  
Date

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Grand Ledge Superintendent – Dr. Bill Barnes      Date



## NEW BUSINESS G

### G. Approval of GL High School Seminar Class

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education approve the addition of the High School Seminar Class, Comet Care and Connections, as presented.



Dr. Steven Gabriel  
Assistant Superintendent for Academic Services

**TO:** Dr. Bill Barnes, Superintendent  
**FROM:** Dr. Steve Gabriel, Assistant Superintendent  
**SUBJECT:** Approval of High School Seminar Class  
**DATE:** November 30, 2022

*Steve Gabriel*

**Recommendation:**

I recommend the Board of Education approve the addition of the High School Seminar class (Comet Care and Connections).

**Rationale:**

Due to our increased awareness of our student's mental health needs post pandemic, we believe students (and staff) at Grand Ledge High School would greatly benefit from having time in the day to connect build relationships with each other. During seminar class, students will have time to organize and complete their work while getting to know their seminar teacher over their four-year high school career. Specifically, seminar will:

1. Build relationships
  - a. First and foremost, we want to give staff and students a better opportunity to build meaningful relationship in Grand Ledge High School post-COVID
  - b. It will give each student a consistent adult in the building they can feel they can go to for help (academic, social emotional)
2. It will allow for more academic support, study and catch-up time for students. Students will:
  - a. Use this time to study and review for tests
  - b. Use this time to complete homework
  - c. Use this time complete missing work
  - d. Use this time to meet with teacher(s) for regarding assignments
  - e. Teachers may request to see students from other seminar classes to support them with their work
3. It will allow time for school activities that normally take time out of the academic day
  - a. Counselors can use this time to present information
  - b. Administrators can use this time to present information
  - c. Teachers can use this time for goal setting and yearly grade level requirements

# Grand Ledge Public Schools New Course Proposal Form

This form must be filled out and submitted by May 31<sup>st</sup> of the school year prior to the start of the new course. This form may only be edited based on agreement between teachers and administrators.

New Course Name:

Comet Care and Connections (C3) Homeroom Seminar

New Course Standards Addressed:

1. To Build Relationships:
  - a. First and foremost we want to give staff and students a better opportunity to build meaningful relationships in Grand Ledge High School post-COVID.
  - b. It will give each student a consistent adult in the building they can feel they can go to for help with anything (Academic, Social, Emotional).
  - c. Seminar Homeroom will allow for students and staff to have closer and consistent ties to each other.
2. It will allow for more Academic, Study, and catch-up time for students.
  - a. Students will use this time to review for tests.
  - b. Students will use this time to work on homework
  - c. Students will use this time to work on missing homework.
  - d. Students will use this time to meet with teachers about their grades.
  - e. Teachers can request to see students from other seminar homeroom classes to catch them up on work.
3. It will allow time for all school activities that normally take time out of the academic day.
  - a. Counselors can use this time to speak with your class
  - b. Administrators can plan activities during this time that usually take place during classes.
  - c. Teachers can use time for goal setting and yearly grade level requirements.

Trimester 2 of 2022-2023 school year

Rationale for New Course:

We have found that Grand Ledge High School students and staff would greatly benefit from having a dedicated time to build relationships with each other. During this time we students will have time to organize and complete their work while getting to know their seminar homeroom teacher over their four-year high school career. Our increased awareness of our students mental health, returning from COVID-19, and the quickness of the trimester schedule are all reasons we feel having a seminar homeroom is the best thing for Grand Ledge High School students/staff.

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: Ken Wiper Date: 10-14-2022

Asst Supt for Academic Services Signature: Sharon Date: 10-14-2022

Final Approval Date: \_\_\_\_\_

19057

# Scheduled Daily Clock HOURS of Instruction

## FULL-DAY KINDERGARTEN, GRADES 1-12, & SPEC. ED.

DISTRICT: **Grand Ledge Public Schools**

School Year: **2022 - 2023**

BUILDING/PROGRAM: **High School** GRADE LEVEL: **9-12**

COUNT DAY: (please check)  
 Fall  Spring

INSTRUCTIONS: Complete PART A for all variations of each bldg./program full time schedule & for each partial day where a varying schedule occurs in the bldg./program. After documenting the daily hrs. in PART A, summarize the total hrs. scheduled for each bldg./program in Part B.

Check One:  Full-Day  Partial-Day  Other\* (\*Give dates & descriptions of type of day; i.e., early dismissal, late starts, etc...)

### PART A - CALCULATION OF DAILY SCHEDULED HOURS

INSTRUCTIONAL TIME			IN MINUTES		
PERIOD	START TIME	END TIME	CLASS TIME	PASSING TIME FROM PERIOD	TOTAL
Example	7:45	8:30	45	5	50
1	8:02 AM	9:05 AM	63	6	69
2	9:11 AM	9:36 AM	25	6	31
3	9:42 AM	10:45 AM	63		63
LUNCH	10:45 AM	11:15 AM	0	6	6
4	11:21 AM	12:24 PM	63	6	69
5	12:30 PM	1:33 PM	63	6	69
6	1:39 PM	2:42 PM	63		63
7					
8					
<b>Total Minutes</b>					<b>370</b>
Divide by 60					
<b>Total Hours</b>					<b>6.17</b>

### REMINDERS

1. Passing time TO first period MUST BE EXCLUDED.
2. Homeroom may be counted up to 15 mins. which includes passing time.
3. Up to 30 mins. per day of passing time may be counted between classes
4. Only ONE passing time for lunch period may be counted.
5. The longest lunch period MUST BE EXCLUDED.
6. Passing time FROM last period MUST BE EXCLUDED.
7. Recess may be counted ONLY IF supervised by a certificated teacher and shall not exceed 30 minutes. May also be attached to lunch if reasonable time.
8. For high schools, 1 or 2 study halls may be counted ONLY if supervised by a certificated teacher and the local school district provided at least 1,188 hours of instruction (1,098 + 90).

### CERTIFICATION

I certify the information submitted is true & accurate to the best of my knowledge. All hours for which enrollment is reported are eligible for pupil membership. A copy of each teacher's certificate is on file at the local education agency.

Authorized Representative  
 Assistant Superintendent  
 Title  
 5-Oct-22

### PART B - CALCULATION OF TOTAL SCHEDULED HOURS

	Daily Scheduled Hours	Times	Scheduled Days**	=	Scheduled Hours
Full Days	6.17	X	171	=	1,055.07
Partial Day(s)	3.00	X	8	=	24.00
PD		X	0	=	37.00
Partial Day - 4/12	4.67	X	1	=	4.67
Partial Day - 4/13	3.13	X	1	=	3.13
<b>TOTAL DAYS/HOURS SCHEDULED</b>			<b>181</b>		<b>1,123.87</b>

\* This information should be obtained from the Scheduled Days of Instruction Form.  
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# Scheduled Daily Clock HOURS of Instruction

# FULL-DAY KINDERGARTEN, GRADES 1-12, & SPEC. ED.

LYNET

DISTRICT: **Grand Ledge Public Schools**

School Year: **2022 - 2023**

BUILDING/PROGRAM: **Career Center PM** GRADE LEVEL: **11-12**

COUNT DAY: (please check)  
 Fall  Spring

INSTRUCTIONS: Complete PART A for all variations of each bldg./program full time schedule & for each partial day where a varying schedule occurs in the bldg./program. After documenting the daily hrs. in PART A, summarize the total hrs. scheduled for each bldg./program in Part B.

Check One:  Full-Day  Partial-Day  Other\* (\*Give dates & descriptions of type of day; i.e., early dismissal, late starts, etc...)

## PART A - CALCULATION OF DAILY SCHEDULED HOURS

INSTRUCTIONAL TIME			IN MINUTES		
PERIOD	START TIME	END TIME	CLASS TIME	PASSING TIME FROM PERIOD	TOTAL
Example	7:45	8:30	45	5	50
1	8:02 AM	9:05 AM	63	6	69
2	9:11 AM	9:36 AM	25	6	31
3	9:42 AM	10:45 AM	63	6	69
4	10:51 AM	11:15 AM	24	5	29
Travel	11:20 AM	11:38 AM	18		18
Lunch	11:38 AM	12:08 PM	30		30
5	12:15 PM	2:15 PM	120	7	127
Travel	2:22 PM	2:40 PM	18		
8					
<b>Total Minutes</b>					<b>373</b>
Divide by 60					
<b>Total Hours</b>					<b>6.22</b>

## REMINDERS

1. Passing time TO first period MUST BE EXCLUDED.
2. Homeroom may be counted up to 15 mins. which includes passing time.
3. Up to 30 mins. per day of passing time may be counted between classes
4. Only ONE passing time for lunch period may be counted.
5. The longest lunch period MUST BE EXCLUDED.
6. Passing time FROM last period MUST BE EXCLUDED.
7. Recess may be counted ONLY IF supervised by a certificated teacher and shall not exceed 30 minutes. May also be attached to lunch if reasonable time.
8. For high schools, 1 or 2 study halls may be counted ONLY if supervised by a certificated teacher and the local school district provided at least 1,188 hours of instruction (1,098 + 90).

## CERTIFICATION

I certify the information submitted is true & accurate to the best of my knowledge. All hours for which enrollment is reported are eligible for pupil membership. A copy of each teacher's certificate is on file at the local education agency.

Authorized Representative  
 Assistant Superintendent  
 Title  
 5-Oct-22

## PART B - CALCULATION OF TOTAL SCHEDULED HOURS

	Daily Scheduled Hours	Times	Scheduled Days**	=	Scheduled Hours
Full Days	6.22	X	180	=	1,119.60
Partial Day(s)		X		=	
PD		X	0	=	
Partial Day - 4/13		X		=	
<b>TOTAL DAYS/HOURS SCHEDULED</b>			<b>180</b>		<b>1,119.60</b>

\* This information should be obtained from the Scheduled Days of Instruction Form.

# 2022-2023 Scheduled DAYS of Instruction Form - Grades K-12 & Special Education

**COUNT DAYS: Weds., Oct. 5, 2022 and Weds., Feb. 8, 2023**

School District: <b>Grand Ledge Public Schools</b>	First Day for Students: <b>August 31, 2022</b>	----- This building operates: (check one) ----- <input checked="" type="checkbox"/> on a district-wide calendar      OR      on an individual building calendar
School Building: <b>High School</b>	Last Day for Students: <b>June 16, 2023</b>	

**INSTRUCTIONS:**

**X = NO INSTRUCTION IS SCHEDULED**  
Place an "X" by each day with NO instruction scheduled.

**H = PART-TIME (HALF-DAY)**  
Place an "H" over each day when instruction is scheduled for part-time (1/2 day).

**O = OTHER\***  
Place an "O" in each day for Other (hrs. different than whole or 1/2 day).

**DO NOT PLACE ANY MARK ON A SCHEDULED FULL DAY OF INSTRUCTION.**

July 2022						Days
M	T	W	Th	F		
				1 x	Full	0
4 x	5 x	6 x	7 x	8 x		
11 x	12 x	13 x	14 x	15 x	1/2	0
18 x	19 x	20 x	21 x	22 x		
25 x	26 x	27 x	28 x	29 x	Other	0
Comments:						
Total						0

August 2022						Days
M	T	W	Th	F		
1 x	2 x	3 x	4 x	5 x	Full	0
8 x	9 x	10 x	11 x	12 x		
15 x	16 x	17 x	18 x	19 x	1/2	1
22 x	23 x	24 x	25 x	26 x		
29 x	30 x	31 H			Other	0
Comments:						
Total						1

September 2022						Days
M	T	W	Th	F		
			1	2 x	Full	20
5 x	6	7	8	9		
12	13	14	15	16	1/2	0
19	20	21	22	23		
26	27	28	29	30	Other	0
Comments:						
Total						20

October 2022						Days
M	T	W	Th	F		
3	4	5	6	7	Full	20
10	11	12	13	14		
17 H	18	19	20	21	1/2	1
24	25	26	27	28		
31					Other	0
Comments:						
Total						21

November 2022						Days
M	T	W	Th	F		
	1	2	3	4	Full	15
7	8	9	10	11 H		
14	15	16	17	18 H	1/2	2
21 x	22 x	23 x	24 x	25 x		
28	29	30			Other	0
Comments:						
Total						17

December 2022						Days
M	T	W	Th	F		
			1	2	Full	16
5	6	7	8	9		
12	13	14	15	16	1/2	0
19	20	21	22	23 x		
26 x	27 x	28 x	29 x	30 x	Other	0
Comments:						
Total						16

January 2023						Days
M	T	W	Th	F		
2 x	3 x	4 x	5 x	6 x	Full	16
9	10	11	12	13		
16 x	17	18	19	20	1/2	0
23	24	25	26	27		
30	31				Other	0
Comments:						
Total						16

February 2023						Days
M	T	W	Th	F		
		1	2	3	Full	18
6	7	8	9	10		
13	14	15	16	17 H	1/2	1
20 x	21	22	23	24		
27	28				Other	0
Comments:						
Total						19

March 2023						Days
M	T	W	Th	F		
		1	2	3	Full	16
6	7	8	9	10		
13	14	15	16	17 H	1/2	1
20	21	22	23	24 x		
27 x	28 x	29 x	30 x	31 x	Other	0
Comments:						
Total						17

April 2023						Days
M	T	W	Th	F		
3	4	5	6	7	Full	18
10	11	12 O	13 O	14		
17	18	19	20	21	1/2	0
24	25	26	27	28		
					Other	2
Comments:						
Total						20

May 2023						Days
M	T	W	Th	F		
1	2	3	4	5	Full	21
8	9	10	11	12		
15	16	17	18	19	1/2	1
22 H	23	24	25	26		
29 x	30	31			Other	0
Comments:						
Total						22

June 2023						Days
M	T	W	Th	F		
			1	2	Full	11
5	6	7	8	9		
12	13	14	15	16 H	1/2	1
19 x	20 x	21 x	22 x	23 x		
26 x	27 x	28 x	29 x	30 x	Other	0
Comments:						
Total						12

SCHEDULED DAYS NOT IN SESSION - INTERRUPTIONS	
List date(s) and reason(s) your bldg. was not in session due to an unplanned event; i.e. snow day, power, or boiler failure, etc....	
Date Not in Session or Early Release Time and Reason	Date Rescheduled

SUMMARY TOTAL SCHEDULED DAYS	
Full-Time	171
1/2 Days	8
Other	2
<b>TOTAL</b>	<b>181</b>

**COPY OF SUPPORTING DOCUMENTATION MUST BE ATTACHED**

AUDITOR USE ONLY:	
Full Days: _____ Half Days: _____ Other: _____	Auditors' Comments:
Not in Session  Weather: _____  Other: _____  Rescheduled: _____  Total in Session: _____	

I certify that the above information is true and accurate: \_\_\_\_\_

Authorized Representative Signature Assistant Superintendent 10/5/2022  
Title Date



## COMMENTS FROM STAFF & BOARD



## FUTURE TOPICS

- Board Bond Advisory - Monday, January 9, 2023 - 5:00 p.m., Sawdon Room 107
- Organizational Meeting - Monday, January 9, 2023 - 6:00 p.m., Board Room
- Meeting - Monday, January 9, 2023 - Immediately following Organizational Meeting



## CLOSED SESSION

**Negotiations & Superintendent's Annual Review** (Per Section 8(1)(a) and Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976)

**PROPOSED MOTION:** I move the Grand Ledge Public Schools Board of Education move into Closed Session for the purpose of discussing Negotiations Strategies and conducting the Superintendent's Annual Performance Review, as Per Section 8(1)(a) and Section 8(1)(c) of the Open Meetings Act, PA 267 of 1976.

**ROLL CALL VOTE**



## RECONVENE IN OPEN SESSION

Time: \_\_\_\_\_



## STATEMENT OF EVALUATION



## ADJOURNMENT

Time: \_\_\_\_\_