



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

ROCKFORD BOARD OF EDUCATION

Regular Meeting – December 11, 2023

5:30 PM

Agenda

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

RECOGNITION

1. Middle School Students of the Month
2. Assistant Superintendent of Human Resources, Dr. Korie Wilson-Crawford
3. Assistant Superintendent of Finance, Mike Cuneo

ACTION ITEMS – CONSENT AGENDA

1. Approval of Minutes from the November 13, 2023 meeting
2. Presentation of bills in the amount of \$13,717,419.52
3. Winter Coaches - MS

NEW BUSINESS

1. Superintendent Evaluation
2. Superintendent Compensation
3. Bus Purchases
4. Phone Provider Bids
5. Furniture Purchasing
6. Social Media Lawsuit

OLD BUSINESS

1. Fall Policy Updates – 2nd reading

REPORTS

1. Student Representative
2. Committee Reports
3. Collaborative Team Reports
4. New Attendance Boundaries
5. Emergency Operations Plan

RECOGNITION OF VISITORS AND HEARING OF PEOPLE PRESENT

SUPERINTENDENT REMARKS

ADJOURNMENT



Date | time Monday – November 13, 2023 | 5:30 p.m.

Location Administration Boardroom

Meeting called to order with a moment of silence and the Pledge of Allegiance by President Folsom

In Attendance

Board of Education: Kelley Freridge, Barbara Helms, Jake Himmelspach, Jarrod Folsom, Christie Ramsey, Nick Reichenbach

Regrets: Tricia Anderson

Administration: Dr. Steve Matthews, Mike Ramm, Mike Cuneo, Korie Wilson-Crawford, Mindy Duba, Lisa Jacobs, Jodi Nester.

Adoption of Agenda

Motion to approve agenda by Christie Ramsey with support by Kelley Freridge. Motion passed unanimously.

Recognition

A video was played honoring the Middle School Students of the Month.

Consent Agenda

Motion to approve by Jake Himmelspach with support by Christie Ramsey. The motion passed unanimously.

1. Approval of Minutes from the October 9, 2023 meeting
 2. Presentation of bills in the amount of \$13,838,792.64
 3. Winter Extra Duty Assignments
 4. Winter Coaches
-

New Business

1. Administrative Recommendation

Dr. Matthews presented his recommendation of Allison Clements as Executive Director of Business and Operations. This position will be replacing Mike Cuneo who is retiring after 23 years of service to Rockford Public Schools. Allison will transition to Assistant Superintendent of Business and Operations over the course of the 2024 calendar year. Motion to approve by Kelley Freridge with approval by Nick Reichenbach. Motion approved unanimously.

2. Bond Refinancing Resolution

Executive Director of Business and Operations, Allison Clements gave a presentation to the board of education on the importance of bond refinancing. She explained how the process works and why Rockford Public Schools would want to take advantage of this. Motion to approve by Jake Himmelspach with support by Christie Ramsey. Motion passed unanimously by roll call vote.

2. Edgerton Trails Elementary Classroom Technology Bids

Assistant Superintendent of Finance, Mike Cuneo discussed the bids received for technology needs at Edgerton Trails. Motion to approve by Christie Ramsey with support by Kelly Freridge. Motion passed unanimously.

3. Edgerton Trails Elementary Fiber Expansion Bids

Assistant Superintendent of Finance, Mike Cuneo talked about the need for fiber expansion for Edgerton Trails Elementary School and made a recommendation on a bid to accept. Motion to approve by Kelley Freridge with support by Christie Ramsey. Motion passed unanimously.

4. Edgerton Trails Waste Water Treatment Resolution

Board President, Jarrod Folsom, recused himself from this item due to a possible conflict of interest. Assistant Superintendent of Finance, Mike Cuneo, discussed the process for waste water treatment at Edgerton Trails Elementary School. The resolution being presented is to move forward with the concept. There will be more information and the board will be asked to approve a final project at a later date. Motion to approve by Nick Reichenbach with support by Jake Himmelsbach. Motion passed unanimously by roll call vote.

5. Fall Policy Update – 1st reading

Assistant Superintendent of Human Resources, Korie Wilson-Crawford explained each of the policy additions/edits. This is a first reading and will be brought back to the board of education next month for approval.

Reports

1. Student Representative

Student Representative Camille Dahlke reported on student activities that are happening around the district. She recognized the band for their recent accomplishments. The plays and musicals have been very successful. Camille covered all of the recent athletic achievements. The students are participating in winter wishes which helps students with things they need or want.

2. Committee Reports

Board of Education Vice President, Kelley Freridge discussed the HR committee meeting and the process that is being followed for the Superintendent Evaluation. The final evaluation will be presented at the December 11, 2023 board meeting. Assistant Superintendent of Human Resources Korie Wilson-Crawford explained that there are some new laws regarding bargaining, and the board will have a meeting to discuss these laws.

Board of Education Secretary, Christie Ramsey gave a report on the policy committee meeting. She gave additional information on the weapon free zone policy and the AI policy. The policies can be found in the board packet posted on our website and once approved on the policy section of the Rockford Public Schools website.

Board of Education President Jarrod Folsom talked about the discussion of the Curriculum committee. The committee is receiving good feedback on the early release days. The testing calendar is being adjusted which will result in less testing and earlier testing and results. Social Studies reviews are in process. If you have any questions, please feel free to contact Assistant Superintendent, Mike Ramm. There was also a discussion about protecting lesson planning.

3. Collaborative Team Reports

Crestwood Elementary Principal, Kyle Avink gave a report on things happening in the Elementary schools. Halloween parties took place and were enjoyed by all. Parents were given options for parent-

teacher conferences. The Parents could choose in-person or virtual. The conferences were well attended. Teachers have had Professional Development opportunities in Math. PLC time has been a great opportunity to work with the teachers. Mr. Avink talked about upcoming Holiday Concerts and a STEAM night for the community. All eleventh-grade students took the PSAT test. Mr. Burkholder talked about attending a Water Polo game and the success of the program.

East Rockford Middle School Principal, Adam Burkholder shared that the middle schools had 46% percent involvement in co-curricular activities for the fall season. He also recognized the success of the band programs and Rebecca Kilgore for her participation in the state conference. She has also been asked to speak at a National Conference in December. Students will also be performing at the National Conference.

4. MASB Annual Conference

Board trustee Nick Reichenbach shared his experiences at the MASB conference. He spoke about some of the topics. Artificial Intelligence (AI) was a topic covered at the conference and will likely continue to be a topic of discussion. There were Title IX updates, bargaining, ORS as well as other legal updates.

Board President Jarrod Folsom talked about how valuable he thought the conference was. Documents from the conference and notes taken have been supplied to all members of the board of education.

There was also discussion about some legislators wanting to see all students fill out the FAFSA form. It is a difficult form and could create a challenge for some teachers and/or students.

Recognition of Visitors & Hearing of People Present

The following individuals addressed the Board of Education.

Jennifer Kempa

Dr. Clara Ziadeh

Charles Curtis

Andrea Jacobson

Superintendent Remarks

Dr. Matthews thanked the community for approving the Parks and Rec millage and their continued support of the district. Dr. Matthews shared that there was an upcoming Developing Healthy Kids event focusing on students and addiction. Please see the Rockford Public Schools website for more information. Dr. Matthews shared how our teachers are committed and caring individuals. He also talked about the many opportunities our district offers for our students.

Adjournment

President Folsom adjourned the meeting at 6:59 p.m.

Recording Secretary

Secretary, Board of Education

BOARD REPORT ON DISBURSEMENTS

DATE: 11/3/2023

12/1/2023

PAYROLL

GENERAL FUND NET PAYROLL	<u>10 & 11</u>	<u>2,804,214.40</u>
FOOD SERVICE	<u>10 & 11</u>	<u>68,269.77</u>
ATHLETIC FUND	<u>10 & 11</u>	<u>19,656.01</u>
TOTAL ALL FUNDS	<u>10 & 11</u>	<u>2,892,140.18</u>

ALL FUNDS:

FEDERAL TAX	\$	<u>293,710.81</u>
SOCIAL SECURITY TAX-MEDICARE TAX	\$	<u>609,214.30</u>
STATE TAX	\$	<u>134,901.37</u>
TOTAL	\$	<u>1,037,826.48</u>

\$ 3,929,966.66

BLUE CROSS INSURANCE	\$	<u>37,558.96</u>
NVA/NATIONAL VISION	\$	
ADN ADMIN(DENTAL) ADMIN FEES	\$	
MESSA (VSP/MED/ LIFE)	\$	<u>775,656.59</u>
NATIONAL INSURANCE SVCS(L TERM DISABILITY	\$	<u>14,360.88</u>
RETIREMENT PAYROLL	\$	<u>3,458,166.21</u>

\$ 4,285,742.64

UTILITIES:

DTE ENERGY	\$	<u>16,514.48</u>
CONSUMERS ENERGY	\$	<u>110,982.60</u>

PHONE SERVICE CRD CARD #	\$	
BP ENERGY BULK FUEL	\$	<u>6,099.64</u>

\$ 133,596.72

BAL ON GEN FUND CREDIT CARD #	\$	
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\$ 0.00

CLASSIC PROPERTY MANAGEMENT		<u>106,187.75</u>
WEST MICHIGAN RISK MGMT		<u>34,848.00</u>

\$ 141,035.75

TOTAL OF ABOVE	\$	<u>8,490,341.77</u>
BALANCE OF TOTAL GENERAL FUND		<u>308,095.36</u>
SINKING FUND REG CKS		0.00
SINKING FUND ACH CKS		0.00
SINKING FUND CREDIT CARD		0.00
2023 BOND REG CKS		1,294,307.77
2023 BOND ACH CKS		3,129,641.71
2023 BOND CREDIT CARD		25,849.29
GENERAL FUND ACH CKS		75,000.00
GENERAL FUND CREDIT CARD		394,183.62
TOTAL DISBURSEMENTS		<u>13,717,419.52</u>



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: December 11, 2023
Subject: 2022-2023 REVISED HIGH SCHOOL EXTRA DUTY WINTER COACHING RECOMMENDATIONS

SPORT	POSITION	NAME
Ice Hockey	Assistant Varsity Coach	Tyler Borchers



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: December 11, 2023
Subject: 2023-2024 MIDDLE SCHOOL EXTRA-DUTY WINTER II COACHING RECOMMENDATIONS

SPORT	SCHOOL	POSITION	NAME
BASKETBALL (GIRLS)	East Middle	8 th Grade (A) Head Coach	Ryan DeKuiper
		8 th Grade (B) Head Coach	Hannah Davis
		7 th Grade (A) Head Coach	Tracy Ouellette
		7 th Grade (B) Head Coach	Jodi Ramos
	North Middle	8 th Grade (A) Head Coach	Mike Long
		8 th Grade (B) Head Coach	Jarad Smith
		7 th Grade (A) Head Coach	Shelly Gross
		7 th Grade (B) Head Coach	Brian Barr
SWIMMING & DIVING (BOYS)	East/North Middle	Head Coach	Ethan Leach/Kevin Brown
		Diving Coach	Doug Karsen
WRESTLING	East Middle	Head Coach	Joseph Carrel
		Assistant Coach	Posted
	North Middle	Head Coach	Caleb Wagner
		Assistant Coach	David Warrelman



Memorandum

To: Dr. Steve Matthews
Superintendent of Schools

From: Michael A. Cuneo, Assistant Superintendent of Finance

Date: December 6, 2023

Subject: Bus Purchase – Seven – 71 Passenger Buses and One – 47 Passenger Bus

The scope of the May 2019 bond proposal includes the gradual replacement of our bus fleet over a ten-year period.

Bid information is attached. Based on an assessment of our current fleet, the recommendation is to purchase seven 71-passenger buses and one 47-passenger bus

I recommend this be presented for approval at the Board of Education meeting to be held on December 11, 2023. The recommendation is to purchase from Hoekstra at a cost of \$1,078,511.00.

MAC:kj

Attachments

**Rockford Public Schools
Bus Purchase Proposal
FY 22-23**

71 Passenger (71P)

	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
Configured Price	\$ 137,868	\$ 133,282	\$ 142,051
Allowance Dealer Options	\$ (2,102)	\$ 2,500	\$ 2,500
Total Per Bus	\$ 135,766	\$ 135,782	\$ 144,551
Quantity Requested	<u>7</u>	<u>7</u>	<u>7</u>
Total Estimated Cost 71P	<u>\$ 950,362</u>	<u>\$ 950,474</u>	<u>\$ 1,011,857</u>

47 Passenger (47P)

	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
Configured Price	\$ 127,805	\$ 137,094	\$ 145,977
Allowance Dealer Options	\$ 344	\$ 2,500	\$ 2,500
Total Per Bus	\$ 128,149	\$ 139,594	\$ 148,477
Quantity Requested	<u>1</u>	<u>1</u>	<u>1</u>
Total Estimated Cost 47P	<u>\$ 128,149</u>	<u>\$ 139,594</u>	<u>\$ 148,477</u>

Grand Total 71P & 47P	\$ 1,078,511	\$ 1,090,068	\$ 1,160,334
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Michigan Bus Purchasing
Price Comparison Report - Spec #20066
 Oct 25, 2023 3:02 PM

Buying Organization Hoekstra
 3741 Roger B Chaffee SE
 Grand Rapids MI 49548-3435

Notes

Product Category Conventional (2023-24 Phase 1)

Product 71 Passenger

Quantity 6

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$130,772.00	\$123,495.00	\$137,690.00

Chassis Options

Axle, Front: minimum load 12,000 lbs.	C142		\$159.00	S/E	N/A
Axle, Rear: minimum load 21,000 lbs.	C152		S/E	S/E	S/E
Batteries 3 12-volt, 950-CCA each	C163		S/E	S/E	\$227.00
Brakes, ESC Electronic Stability Control for Air Brakes	C172		S/E	S/E	S/E
Brakes, Air Disc Air disc brakes	C178		\$1,368.00	\$1,730.00	\$1,358.00
Brakes, Parking Bendix Intellipark Electronic parking brake (air and hydraulic)	C179		\$448.00	N/A	N/C
Brakes, Traction Control For air brakes	C184		S/E	S/E	S/E
Engine Cummins ISB 220hp, 600 torque, PTS2500 trans	C204		S/E	\$1,556.00	N/C
Fuel Tank Increase to 100-gallon diesel tank	C251		\$352.00	\$364.00	\$387.00
Headlights Auto sensing headlights	C265		S/E	N/A	S/E
Heater Block, Internal (Engine) Delete block heater	C273		(\$76.00)	(\$131.00)	(\$42.00)
Idle Management Control					

Programmable	C280	S/E	N/C	N/C
Motor, Starting				
Thermal overcrank protection	C290	S/E	S/E	N/A
Paint, Wheels				
Wheels finish coated black inside and out	C300	S/E	N/C	(\$44.00)
Pedals, Adjustable				
Adjustable brake and accelerator pedals	C310	\$917.00	\$937.00	N/C
Steering				
Telescoping steering wheel	C320	S/E	S/E	N/C
Switches, Ignition				
Keyed alike	C350	N/C	\$5.00	\$21.00
Tires				
11R22.5 steer front; mud/snow rear, Hankook	C386	(\$575.00)	N/A	N/A
Turn Signals				
Fender-mounted	C421	S/E	S/E	\$117.00
Warranty, Extended				
3 year/unlimited miles	C451	S/E	\$1,425.00	N/A
Warranty, Corrosion & Structural				
10 years	C460	\$1,263.00	N/A	N/A
Wheels				
Iron hub	C480	S/E	S/E	S/E
Winter Warmup Equipment				
Winter front	C490	\$33.00	\$100.00	S/E

Body Options

All Light Monitor System				
Add all light monitor system	B160	S/E	S/E	S/E
Antenna				
Flexible rubber radio antenna	B170	S/E	S/E	N/A
Battery Cut Off Switch				
Add battery cut off switch	B190	S/E	\$154.00	\$74.00
Color, Interior				
Walls gray	B232	S/E	N/A	\$116.00
Exit, Evacuation Step				
Step & handle at rear door	B310	\$225.00	S/E	\$108.00
Exit, Roof Hatch				
2 Transpec Low Profile, 1970 series	B322	(\$189.00)	(\$360.00)	(\$108.00)
Floor Covering				
1 piece, gray	B373	N/A	\$814.00	(\$385.00)
1 piece, black	B372	\$615.00	N/A	\$272.00

Fuel Filler Door				
Latching	B392	S/E	S/E	S/E
Heater, Auxiliary				
Webasto, 17,000 BTU, quartz timer	B415	\$1,778.00	\$1,347.00	\$1,472.00
Light Visor				
Overhead flasher light visor	B455	S/E	S/E	N/C
Light, Exterior				
Light check system	B460	S/E	S/E	S/E
Lights, Overhead Warning				
LED non strobe lights	B482	N/C	(\$15.00)	N/C
Mirror System				
Lever-lock adjustable 6" x 30"	B521	S/E	\$64.00	\$82.00
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco Hawk Eye, heated	B543	S/E	\$30.00	S/E
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$55.00
Mirrors, Rearview				
Rosco Open View ES, heated	B573	S/E	S/E	N/A
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$75.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$329.00	\$220.00	\$330.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	\$34.00
Radio & Public Address System				
AM/FM radio, PA system inside	B622	\$511.00	\$544.00	\$183.00
Roof Vent, Static				
Power, in second section of roof	B640	\$147.00	N/A	N/A
Sashes, Side				
Painted flat black	B650	S/E	\$145.00	\$240.00
Seat, Driver's				
National, air ride w/1 arm rest	B664	\$137.00	\$225.00	\$32.00
Seats, Passenger: Color				
Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
Step Tread				

Pebble tread w/non-metal backing	B752	\$27.00	\$305.00	S/E
Stop Arm Signals				
Air LED lights, front only	B761	(\$276.00)	(\$384.00)	(\$332.00)
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$89.00
Student Reminder System				
Delete Student Reminder System	B793	(\$97.00)	(\$130.00)	N/C
Configured Price		\$137,868.00	\$133,282.00	\$142,051.00
Dealer Options				
Hooded Stepwell Light		\$0.00		
Rear Most Dome Lights on Separate Switch		\$0.00		
Stepwell Light on With Entrance Door		\$0.00		
7 Year Allison Transmission Warranty		\$0.00		
Stainless Steel Heater Manifold & Lower Tubing		\$393.00		
Heavy Duty Wiring Loom		\$567.00		
Heated Driver Seats		\$164.00		
Reflective Markings on Rear Bumper		\$35.00		
Stock Unit Discount		(\$3,446.00)		
Two-way Radio Prep Package		\$185.00		
		Hoekstra	Holland	Midwest Transit
	Unit Price	\$135,766.00	\$133,282.00	\$142,051.00
	Total Price	\$814,596.00	\$799,692.00	\$852,306.00
	Grand Total	\$814,596.00	\$799,692.00	\$852,306.00

Michigan Bus Purchasing
Price Comparison Report - Spec #20069
 Oct 25, 2023 3:01 PM

Buying Organization Hoekstra
 3741 Roger B Chaffee SE
 Grand Rapids MI 49548-3435

Notes

Product Category Conventional (2023-24 Phase 1)

Product 47 Passenger

Quantity 1

Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
Product Base Price			\$116,022.00	\$117,449.00	\$136,536.00

Chassis Options

Axle, Front: minimum load 12,000 lbs.	C142		\$159.00	S/E	N/A
Axle, Rear: minimum load 19,000 lbs.	C150		\$317.00	(\$165.00)	S/E
Batteries 3 12-volt, 950-CCA each	C163		S/E	S/E	\$227.00
Brakes, ESC Electronic Stability Control for Air Brakes	C172		S/E	S/E	S/E
Brakes, Air Disc Air disc brakes	C178		\$1,368.00	\$1,730.00	\$1,358.00
Brakes, Parking Bendix Intellipark Electronic parking brake (air and hydraulic)	C179		\$448.00	N/A	N/C
Brakes, Traction Control For air brakes	C184		S/E	S/E	S/E
Engine Cummins ISB 220hp, 600 torque, PTS2500 trans	C204		S/E	\$1,556.00	N/C
Headlights Auto sensing headlights	C265		S/E	N/A	S/E
Heater Block, Internal (Engine) Delete block heater	C273		(\$76.00)	(\$131.00)	(\$42.00)
Idle Management Control Programmable	C280		S/E	N/C	N/C

Motor, Starting				
Thermal overcrank protection	C290	S/E	S/E	N/A
Paint, Wheels				
Wheels finish coated black inside and out	C300	S/E	N/C	(\$44.00)
Pedals, Adjustable				
Adjustable brake and accelerator pedals	C310	\$917.00	\$937.00	N/C
Steering				
Telescoping steering wheel	C320	S/E	S/E	N/C
Switches, Ignition				
Keyed alike	C350	N/C	\$5.00	\$21.00
Tires				
11R22.5 steer front; mud/snow rear, Hankook	C386	(\$575.00)	N/A	N/A
Turn Signals				
Fender-mounted	C421	S/E	S/E	\$117.00
Warranty, Extended				
3 year/unlimited miles	C451	S/E	\$1,425.00	N/A
Warranty, Corrosion & Structural				
10 years	C460	\$1,263.00	N/A	N/A
Wheels				
Iron hub	C480	S/E	S/E	S/E
Winter Warmup Equipment				
Winter front	C490	\$33.00	\$100.00	S/E

Body Options

Air Conditioning				
MCC/Carrier AC-572 max, 70,000 BTU	B118	\$5,015.00	N/A	N/A
MCC/Carrier AC126K, 124,000BTU (rear & front in-wall evaporators, dual TM 21 compressor)	B126	—	\$11,220.00	—
Trans Air Manf, 60,000 BTU, rear flush in-wall evaporator, rooftop condenser	C140	—	—	\$5,151.00
All Light Monitor System				
Add all light monitor system	B160	S/E	S/E	S/E
Battery Cut Off Switch				
Add battery cut off switch	B190	S/E	\$154.00	\$74.00
Color, Interior				
Walls gray	B232	S/E	N/A	\$116.00
Exit, Evacuation Step				
Step & handle at rear door	B310	\$225.00	S/E	\$108.00
Exit, Roof Hatch				
2 Transpec Low Profile, 1970 series	B322	(\$189.00)	(\$360.00)	(\$108.00)
Floor Covering				

1 piece, black	B372	\$413.00	N/A	\$272.00
Fuel Filler Door				
Latching	B392	S/E	S/E	S/E
Heater, Auxiliary				
Webasto, 17,000 BTU, quartz timer	B415	\$1,778.00	\$1,347.00	\$1,472.00
Lettering and Trim				
Substitute Reflexite tape	B450	N/C	N/A	(\$33.00)
Light Visor				
Overhead flasher light visor	B455	S/E	S/E	N/C
Light, Exterior				
Light check system	B460	S/E	S/E	S/E
Lights, Overhead Warning				
LED non strobe lights	B482	N/C	(\$15.00)	N/C
Mirror System				
Lever-lock adjustable 6" x 30"	B521	S/E	\$64.00	\$82.00
Mirror, Timer				
Timer for heated mirror	B525	S/E	S/E	S/E
Mirrors, Crossview				
Rosco Hawk Eye, heated	B543	S/E	\$30.00	S/E
Mirrors, Crossview, Arms				
Stainless steel arms	B555	S/E	\$38.00	\$55.00
Mirrors, Rearview				
Rosco Open View ES, heated	B573	S/E	S/E	N/A
Mirrors, Rearview, Arms				
Stainless steel arms	B590	S/E	\$38.00	\$75.00
Noise Reduction System				
Perforated ceiling, full bus	B595	S/E	\$641.00	S/E
Paint, Roof				
White, polyurethane	B605	\$290.00	\$220.00	\$330.00
Power Source				
12-volt power source in driver's area	B615	N/C	S/E	\$34.00
Radio & Public Address System				
AM/FM radio, PA system inside	B622	\$438.00	\$544.00	\$183.00
Roof Vent, Static				
Power, in second section of roof	B640	\$147.00	N/A	N/A
Sashes, Side				
Painted flat black	B650	S/E	\$110.00	\$160.00
Seat, Driver's				
National, air ride w/1 arm rest	B664	\$137.00	\$225.00	\$32.00
Seats, Passenger: Color				

Gray	B713	S/E	S/E	S/E
Severe Service Package				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
Step Tread				
Pebble tread w/non-metal backing	B752	\$27.00	\$305.00	S/E
Stop Arm Signals				
Air LED lights, front only	B761	(\$276.00)	(\$384.00)	(\$332.00)
Storage Compartment Driver's Area				
Over drivers sash window	B781	S/E	\$125.00	\$89.00
Storage Pouch				
Mounted on barrier behind driver	B782	\$21.00	\$16.00	\$44.00
Student Reminder System				
Delete Student Reminder System	B793	(\$97.00)	(\$130.00)	N/C

Configured Price \$127,805.00 \$137,094.00 \$145,977.00

Dealer Options

Hooded Stepwell Light	\$0.00
Rear Most Dome Lights on Separate Switch	\$0.00
Stepwell Light on with Entrance Door	\$0.00
7 Year Allison Transmission Warranty	\$0.00
Stainless Steel Heater Manifold & Lower Tubing	\$393.00
Heavy Duty Wiring Loom	\$567.00
Heated Drivers Seat	\$164.00
Reflective Markings on Rear Bumper	\$35.00
Stock Discount	(\$1,000.00)
Two-way Radio Prep Package	\$185.00

	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
Unit Price	\$128,149.00	\$137,094.00	\$145,977.00

Total Price \$128,149.00 \$137,094.00 \$145,977.00

Grand Total \$128,149.00 \$137,094.00 \$145,977.00



Memorandum

To: Dr. Steve Matthews
Superintendent of Schools

From: Michael A. Cuneo, Assistant Superintendent of Finance

Date: December 7, 2023

Subject: Telecommunication Provider Change

The District has been experiencing significant issues with the current SIP provider. As a result, the District has sought out bids for an alternate SIP provider.

Per the attached proposal review report, the recommendation is to approve a 36 month contract for SIP telephone services with Everstream of Cleveland, Ohio and transition from the current provider as quickly as is reasonably possible. The contract payments will be made from the General Fund.

MAC:kj

Attachments



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

SIP Bids

	<u>24m Term</u>	<u>36m Term</u>	<u>In/Outbound Long Distance</u>	<u>Port timeline</u>
	<u>Monthly Cost</u>	<u>Monthly Cost</u>		
XT Direct	\$6,160.00	\$6,160.00	Unlimited local and national calling.	
T2 Technologies	\$5,763.75	\$5,763.75	Unlimited local and national calling.	
Midwest Dialtone	N/A	\$1,917.27	Not including DID, 911 loc or metered calling.	21 days
Everstream	N/A	\$2,099.20	Complete	45 days





Proposal Review Report

ROCKFORD PUBLIC SCHOOLS -
SIP TELEPHONE SERVICE
Issued: November 16, 2023
Opened: December 1, 2023

Review Date	December 6, 2023
Selected Bidders	Everstream
Monthly Rate	\$ 2,099.20 (36 - Month Term)
Designer Approval	Carl VanderZee
Owner Approval	Michael Cuneo

IN REVIEW OF PROPOSALS,, THE FOLLOWING DUE DILIGENCE WAS PERFORMED:	
A	Reviewed proposals for compliance with requirements, and compared pricing and service levels for quantity and feature inclusion.
B	Requested and received clarifications from vendors during post-proposal interviews on December 6, 2023. This included specific discussion related to conversion time to port lines from the current carrier. This also included technical discussions related to fault tolerance of carrier systems.
C	Discussed potential vendors with current telecom equipment vendor for any concern or compatibility matters.
D	Considered that Everstream is the current District ISP and has provided excellent service performance for the past several years.

Recommendation	Board Motion
	To approve proceeding with a new 36 month contract for new SIP telephone services with Everstream of Cleveland, Ohio and transition from the current service provider as quickly as is reasonably possible. Payments made under this contract will be from General Fund.



Memorandum

To: Steve Matthews Ph.D., Superintendent
From: Mike Ramm, Assistant Superintendent of Instruction
Date: December 7, 2023
Subject: Purchase of New Teacher Station Furniture

Dr. Matthews,

I am pleased to inform you that Rockford Public Schools is making progress at updating the classroom furniture throughout our district. As a next step, we are planning on replacing all teacher furniture stations in the district and Cannonsburg classroom furniture beginning on a rolling schedule after spring break. Attached you will find a picture of the three pieces we will be purchasing and additional enclosures including the estimated budget for this phase of the project. Also included in the budget is the price for the remaining student furniture at Cannonsburg.

The chosen teacher furniture has been specifically designed to have a smaller footprint within the classroom. This strategic decision aims to create a more flexible and dynamic teaching space. By reducing the physical space occupied by teacher stations, we anticipate a more mobile and adaptable teaching environment that fosters interactive learning experiences for both educators and students.

One key advantage of this new furniture is its capacity to better accommodate technology. In today's educational landscape, technology plays a vital role in facilitating effective teaching and learning. The updated teacher stations are equipped to seamlessly integrate various technological tools, enabling educators to utilize digital resources more efficiently. You can expect a corresponding instructional technology bid at a future board meeting.

It is important to note that the budget allocated for these purchases currently covers only the buildings that are scheduled for renovation after the upcoming spring break. This includes Cannonsburg, Lakes, and Parkside. We believe this phased approach will allow for a smooth transition and minimal disruption to ongoing classes. Additional approvals for teacher stations and student furniture at other buildings will be included in packets of future board meetings. This budget proposal total for this phase is \$746,074.

At Monday's meeting we will be seeking board approval of the budget to move forward. If you have any questions or require further information, please do not hesitate to contact me.

Thank You,

Mike Ramm

TEACHER STATION



TEACHER DESKS

*TOP WILL BE FLAT



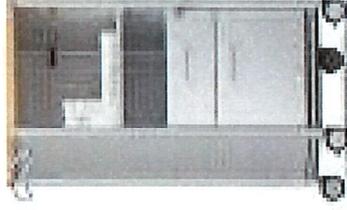
MIEN - 2GTBT MOBILE DESK
TABLE: 36" w x 27" d x 29.5" h - 44" h
CABINET: 24" w x 27" d x 40.4" h

TEACHER CHAIR



STEELCASE - SERIES 2 TASK CHAIR
ADJUSTABLE ARMS, LUMBAR

TEACHER STORAGE



VS - SERIES 600
MOBILE STORAGE - 2 DRAWERS (1) FILE, (1) BOX



RPS LAKES ELEMENTARY TEACHER STATION FURNITURE

final item codes	dealer	Description	Manf./ Product/ Model #	Finish / Material Selection	QTY	Unit Cost	LKS EXT PRICE
TEACHER STATIONS							
ST-4	Great Lakes	MOBILE PED	VS Series 600 Stand at Module	LAMINATE:NATURAL MAPLE LAMINATE	31	\$1,963.28	\$60,861.68
CH-9ALT	Custer	TEACHER CHAIR	Steelcase Series 2 Task Chair	MFTAL : WHITE FABRIC: BILLARD CLOTH - PEWTER MESH: GRAPHITE BASE- BLACK	31	\$557.55	\$17,284.05
TB-5ALT	Dew-EL	HEIGHT ADJUSTABLE TEACHER DESK	MIEN Desk + Lecture 2GBT	LAMINATE: FORMICA NATURAL MAPLE EDGE: MATCH BASE- WHITE	31	\$3,250.00	\$100,750.00
						Subtotal:	\$178,895.73

PRODUCT TOTAL: \$178,895.73

CUSTER	INSTALL	\$	630.00
CUSTER	WAREHOUSING/RECYCLIN	\$	160.80
GREAT LAKES	INSTALL	\$	2,000.00
DEW-EL	FREIGHT	\$	5,550.00

INSTALL/FEE TOTAL: \$ 8,340.80

PROJECT TOTAL: \$ 187,236.53



RPS PARKSIDE ELEMENTARY TEACHER STATION FURNITURE

final item codes	dealer	Description	Manf./ Product/ Model #	Finish / Material Selection	QTY	Unit Cost	PKS EXT PRICE
TEACHER STATIONS							
ST-4	Great Lakes	MOBILE PED	VS Series 600 Stand at Module	LAMINATE:NATURAL MAPLE LAMINATE	21	\$1,963.28	\$41,228.88
CH-9ALT	Custer	TEACHER CHAIR	Steelcase Series 2 Task Chair	MFTAL : WHITE FABRIC: BILLARD CLOTH - PEWTER MESH: GRAPHITE BASE: BLACK	21	\$557.55	\$11,708.55
TB-5ALT	Dew-EL	HEIGHT ADJUSTABLE TEACHER DESK	MIEN Desk + Lecture 2GBT	LAMINATE: FORMICA NATURAL MAPLE EDGE: MATCH BASE: WHITE	21	\$3,250.00	\$68,250.00
						Subtotal:	\$121,187.43

PRODUCT TOTAL: \$121,187.43

CUSTER	INSTALL	\$	660.00
CUSTER	WAREHOUSING/RECYCLIN	\$	117.92
GREAT LAKES	INSTALL	\$	2,000.00
DEW-EL	FREIGHT	\$	5,550.00

INSTALL/FEE TOTAL: \$ 8,327.92

PROJECT TOTAL: \$ 129,515.35



RPS CANNONSBURG ELEMENTARY BUILDING FURNITURE

Final Item codes	Dealer	Description	Manuf./Product/Model #	Finish / Material Selection	ROOM QTY	Unit Cost	CBURGS TOTAL QTY	CBURGS EXT PRICE
ELEMENTARY DK-K GRADE - CLASSROOM TYPICAL								
CH-1A	Great Lakes	STUDENT CHAIR DK 13"SH	VS Jumper Cantilever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	16	\$131.92	16	\$2,110.72
CH-2A	Great Lakes	STUDENT ACTIVE CHAIR 12.25SH	VS Hokki fixed Height	PLASTIC: BLACK GRAY	6	\$99.24	6	\$595.44
CH-3A	INTERPHASE	OTTOMAN DK 13"SH	Fom Core Spectral 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET	10	\$269.27	10	\$2,692.70
CH-4	Custer	FLOOR PADS	Fom Core Lily Pads	IRON	5	\$112.00	5	\$560.00
CH-4	Custer	FLOOR PADS	Fom Core Lily Pads	FABRIC: DTEX ALPHEBET 5 MEDITERRANEAN	5	\$112.00	5	\$560.00
CH-8	Great Lakes	TEACHER INSTRUCTIONAL CHAIR	VS Jumper move NO TILT- low for kindergarten	FABRIC: DTEX ALPHEBET 5 PISTACHIO	2	\$318.16	2	\$636.32
TB-1A	Great Lakes	MOBILE DESK	VS Shift + Base Freeform (Thumbprint) 20" d x 30" w x 20-21" h	BLACK GRAY POLY SHELL ONLY	8	\$329.80	8	\$2,638.40
TB-2A	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 20-21" h	METAL: WHITE	4	\$411.28	4	\$1,645.12
TB-4A	Great Lakes	HALF MOON GROUP TABLE	VS EcoTable-R 40-42" D X 72" W X 20-21" h	LAMINATE: NATURAL MAPLE	1	\$738.75	1	\$738.75
TB-6	Great Lakes	RECTANGULAR FLOOR TABLE	VS LITE TABLE-ST Table 48" w x 30" D x 12" h	METAL: WHITE	1	\$454.75	1	\$454.75
ST-1	Great Lakes	CUBBY STORAGE + TRAYS FOR PAPER	VS Shift+ Transfer 38" h Unit w/ 32 trays	LAMINATE: NATURAL MAPLE	1	\$1,614.08	1	\$1,614.08
ST-2	Great Lakes	CUBBY STORAGE + MANUPLITABES	VS SpaceWalk 41.75w x 39h x 19d w/ 6" totes - open sides	METAL: WHITE	2	\$1,463.80	2	\$2,927.60
ST-3	Dew-EL	MOBILE BOOKSHELF	MIEN KIO Straight Mobile bookcase w/ Markerboard back	TOTE: CLEAR	4	\$1,445.00	4	\$5,780.00
K-1	KAPLAN	KITCHEN SET	28 3/4 X 36 1/2 X 18 0	LAMINATE: FORMICA NATURAL	1	\$992.66	1	\$992.66
TB-7	Custer	PERSONAL TABLE	KAPLAN CAROLINA WOODEN ALL IN ONE KITCHEN TURNSTONE SIMPLE TABLE	NA TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	1	\$301.00
							Subtotal:	\$24,247.54

ELEMENTARY L-2 GRADE - CLASSROOM TYPICAL

CH-1B	Great Lakes	STUDENT CHAIR 1-2nd 15"SH	VS Jumper Cantilever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	16	\$131.92	16	\$18,996.48
CH-2B	Great Lakes	STUDENT ACTIVE CHAIR 15"SH	VS Hokki fixed Height	PLASTIC: BLACK GRAY	6	\$97.00	6	\$582.00
CH-3B	INTERPHASE	OTTOMAN 1-2nd 15"SH	Fom Core Spectral 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET	6	\$269.27	6	\$1,615.62
CH-4	Custer	FLOOR PADS	Fom Core Lily Pads	IRON	5	\$112.00	5	\$560.00
CH-4	Custer	FLOOR PADS	Fom Core Lily Pads	FABRIC: DTEX ALPHEBET 5 MEDITERRANEAN	5	\$112.00	5	\$560.00
CH-8B	Great Lakes	TEACHER INSTRUCTIONAL CHAIR	VS Jumper Air Move NO TILT- low for kindergarten	FABRIC: DTEX ALPHEBET 5 PISTACHIO	1	\$318.16	1	\$318.16
CH-5B	Custer	STUDENT STOOL 18"SH	Fleetwood Rock Stool	NA	4	\$234.00	4	\$936.00
TB-1B	Great Lakes	MOBILE DESK	VS Shift + Base Freeform (Thumbprint) 20" d x 30" w x 24-25" h	LAMINATE: NATURAL MAPLE	12	\$329.80	12	\$3,957.60
TB-2B	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 24-25" h	METAL: WHITE	2	\$411.28	2	\$822.56
TB-3B	Great Lakes	RECTANGLE TIERED TABLE	VS EcoTable-R 48" w x 20" D x 29-30" h	METAL: WHITE	2	\$306.52	2	\$613.04
TB-4B	Great Lakes	HALF MOON GROUP TABLE	VS EcoTable-R 40-42" D X 72" W X 24-25" h	METAL: WHITE	1	\$738.75	1	\$738.75
TB-6	Great Lakes	RECTANGULAR FLOOR TABLE	VS LITE TABLE-ST Table 48" w x 30" D x 12" h	LAMINATE: NATURAL MAPLE	1	\$454.74	1	\$454.74
ST-1	Great Lakes	CUBBY STORAGE + TRAYS FOR PAPER	VS Shift+ Transfer 38" h Unit w/ 32 trays	METAL: WHITE	1	\$1,614.08	1	\$1,614.08
ST-2	Great Lakes	CUBBY STORAGE + MANUPLITABES	VS SpaceWalk 41.75w x 39h x 19d w/ 6" totes - open sides	TOTE: CLEAR	2	\$1,493.80	2	\$2,987.60
ST-3	Dew-EL	MOBILE BOOKSHELF	MIEN KIO Straight Mobile bookcase w/ Markerboard back	LAMINATE: FORMICA NATURAL	8	\$1,445.00	8	\$11,560.00
TB-7	Custer	PERSONAL TABLE	28 3/4 X 36 1/2 X 18 0 TURNSTONE SIMPLE TABLE	NA TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	1	\$301.00
							Subtotal:	\$46,617.63

ELEMENTARY 3-5 GRADE - CLASSROOM TYPICAL

CH-1C	Great Lakes	STUDENT CHAIR 3-4th 18"SH	VS Jumper Caniliever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	18	\$131.92	108	\$14,247.36
CH-2C	Great Lakes	STUDENT ACTIVE CHAIR 17"SH	VS Hokki fixed Height	PLASTIC: BLACK GRAY	6	\$100.88	36	\$3,631.68
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Fom Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET	4	\$277.68	24	\$6,664.32
CH-4	Cluster	FLOOR PADS	Fom Core Lily Pads	IRON	5	\$112.00	30	\$3,360.00
CH-4	Cluster	FLOOR PADS	Fom Core Lily Pads	FABRIC: DTEX ALPHABET 5	5	\$112.00	30	\$3,360.00
CH-5C	Cluster	STUDENT STOOL 22"SH	Fleetwood Rock Stool	FABRIC: DTEX ALPHABET 5 NA	4	\$244.00	24	\$5,856.00
CH-6	Cluster	ROCKER CHAIR	Smith System FlowForm Soft Rocker - Standard Height	FABRIC: DESIGNTEX ALPHEBET	2	\$553.00	12	\$6,372.00
CH-7	Cluster	OTTOMAN	Smith System FlowForm Ottoman 26" Circle	FABRIC: DESIGNTEX ALPHEBET	1	\$493.00	6	\$2,958.00
CH-8C	Great Lakes	TEACHER INSTRUCTIONAL CHAIR	VS Jumper Air Move	BLACK GRAY POLY SHELL ONLY	1	\$318.16	6	\$1,908.96
TB-1C	Great Lakes	MOBILE DESK	VS Shift + Base Freeform (Thumbprint) 20" x 30" w x 29-30"h	LAMINATE: NATURAL MAPLE	14	\$329.80	84	\$27,703.20
TB-2C	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 29-30"h	LAMINATE: NATURAL MAPLE	2	\$411.28	12	\$4,935.36
TB-3C	Great Lakes	RECTANGLE TIERED TABLE	VS EcoTable-R Table 48" w x 20" D x 32-34"h	METAL: WHITE	2	\$306.52	12	\$3,678.24
TB-4C	Great Lakes	HALF MOON GROUP TABLE	VS EcoTable-R 40-42" D X 72" W X 29-30"h	METAL: WHITE	1	\$717.80	6	\$4,306.80
ST-1	Great Lakes	CUBBY STORAGE + TRAYS FOR PAPER	VS Shift+ Transfer 38" Unit w/ 32 trays	LAMINATE: NATURAL MAPLE	1	\$1,514.08	6	\$9,684.48
ST-2	Great Lakes	CUBBY STORAGE + MANUPLITABES	VS SpaceWalk 41.75w x 39h x 19d w/ 6" totes - open sides	METAL: WHITE	2	\$1,493.80	12	\$17,925.60
ST-3	Dow-EL	MOBILE BOOKSHELF	MIEN KIO Straight mobile bookcase w/ Markerboard back 56" W X 36" H X 18" D	LAMINATE: FORMICA NATURAL	16	\$1,445.00	16	\$23,120.00
TB-7	Cluster	PERSONAL TABLE	TURNSTONE SIMPLE TABLE	TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	6	\$1,806.00
Subtotal:								

KINDER ADDS - B117

CH-1A	Great Lakes	STUDENT CHAIR DK 13"SH	VS Jumper Caniliever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	2	\$131.92	2	\$263.84
CH-3A	INTERPHASE	OTTOMAN DK 13"SH	Fom Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET	2	\$269.27	2	\$538.54
TB-2A	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 20-21"h	LAMINATE: NATURAL MAPLE	1	\$411.28	1	\$411.28
TB-7	Cluster	PERSONAL TABLE	TURNSTONE SIMPLE TABLE	METAL: WHITE	1	\$301.00	1	\$301.00
CH-2A	Great Lakes	STUDENT ACTIVE CHAIR 12.25SH	VS Hokki fixed Height	TOP: WINTER ON MAPLE BASE: WHITE PLASTIC: BLACK GRAY	2	\$89.24	2	\$178.48
Subtotal:								

ELEMENTARY 1-2 GRADE ADDS - B010, B115, B119

TB-7	Cluster	PERSONAL TABLE	TURNSTONE SIMPLE TABLE	TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	3	\$903.00
CH-4	Cluster	FLOOR PADS	Fom Core Lily Pads	FABRIC: DTEX ALPHABET 5	5	\$112.00	5	\$560.00
CH-4	Cluster	FLOOR PADS	Fom Core Lily Pads	FABRIC: DTEX ALPHABET 5	5	\$112.00	5	\$560.00
Subtotal:								

INT. OFFICE A109

TB-2C	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 29-30"h	LAMINATE: NATURAL MAPLE	1	\$411.28	1	\$411.28
CH-1C	Great Lakes	STUDENT CHAIR 3-4th 18"SH	VS Jumper Caniliever Chair	METAL: WHITE PLASTIC: BLACK GRAY	2	\$131.92	2	\$263.84
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Fom Core Special 18" Round Ottoman	METAL: ANTHRACITE	2	\$277.68	2	\$555.36
ST-11	INTERPHASE	ADDITIONAL STORAGE	LATERAL FILE 2H 36"W	METAL: DARK BRONZE METALLIC	1	\$358.08	1	\$358.08
Subtotal:								

INT. OFFICE A110

TB-2C	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30" D x 29-30"h	LAMINATE: NATURAL MAPLE	1	\$411.28	1	\$411.28
CH-1C	Great Lakes	STUDENT CHAIR 3-4th 18"SH	VS Jumper Caniliever Chair	METAL: WHITE PLASTIC: BLACK GRAY	2	\$131.92	2	\$263.84
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Fom Core Special 18" Round Ottoman	METAL: ANTHRACITE	2	\$277.68	2	\$555.36
ST-11	INTERPHASE	ADDITIONAL STORAGE	LATERAL FILE 2H 36"W, Commontop	IRON METAL: DARK BRONZE METALLIC	1	\$358.08	1	\$358.08
Subtotal:								

INT. OFFICE A108									
Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48" w x 30"D x 29-30"h	LAMINATE: NATURAL MAPLE METAL: WHITE	1	\$411.28	1		\$411.28	
Great Lakes	STUDENT CHAIR 3-4th 18"SH	VS Jumper Cantilever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	2	\$131.92	2		\$263.84	
INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Spical 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET IRON	2	\$277.68	2		\$555.36	
INTERPHASE	ADDITIONAL STORAGE	LATERAL FILE 2H 36"W, Commentop	METAL: DARK BRONZE METALLIC LAM: MAPLE	1	\$356.08	1		\$356.08	
ENTRY A113									
INTERPHASE		COACT MIDBACK DOUBLE BENCH							
L-1			FABRIC BACK: DESIGNTEX LINNEN LAKE	2	\$1,423.38	2		\$2,846.76	
TB-7	PERSONAL TABLE	TURNSTONE SIMPLE TABLE	FABRIC SEAT: LINNEN STONE TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	1		\$301.00	
CH-3C	OTTOMAN 3-4th 18"SH	Form Core Spical 18" Round Ottoman -	FABRIC: DESIGNTEX LINNEN	2	\$277.68	2		\$555.36	
CH-3C	OTTOMAN 3-4th 18"SH	Form Core Spical 18" Round Ottoman -	FABRIC: DESIGNTEX LINNEN SUNDOWN	2	\$277.68	2		\$555.36	
TB-19	RECTANGLE DESK	VS SHIT + RECT. 30"D x 24"W x 29"H	LAMINATE: NATURAL MAPLE LAMINATE METAL: WHITE	1	\$298.76	1		\$298.76	
PRINCIPAL A114									
INTERPHASE		OFFICE COMPONENTS / PRINCIPAL							
OFF-1		HAWORTH / MASTERS SERIES, LAMINATE FRONTS	Laminiae: Formica Bleached Legno Metal Trim: DARK BRONZE METALLIC	1	\$2,895.17	1		\$2,895.17	
ST-2	CUBBY STORAGE + MANUPLITABES	VS SpaceWalk 41.75w x 39h x 18d w/ 6" totes - open sides	METAL: WHITE TOTE: CLEAR	1	\$1,493.80	1		\$1,493.80	
TB-7	PERSONAL TABLE	TURNSTONE SIMPLE TABLE	TOP: WINTER ON MAPLE BASE: WHITE	1	\$301.00	1		\$301.00	
CH-3C	OTTOMAN 3-4th 18"SH	Form Core Spical 18" Round Ottoman	FABRIC: DESIGNTEX LINNEN LAKE	1	\$277.68	1		\$277.68	
GS-T-1	Guest Chair - Admin	Hawroth Maari 4 Leg Poly Shell + Uph Seat	SHELL: BLACK FABRIC: LINNEN CHARCOAL BASE: BLACK	2	\$261.35	2		\$522.70	
RECEPTION A115									
INTERPHASE		Reception Task Chair							
TSK-2		Hawroth Fern	FABRIC SEAT: LINNEN CHARCOAL	2	\$852.03	2		\$1,704.06	
GS-T-1	Guest Chair - Admin	Hawroth Maari 4 Leg Poly Shell + Uph Seat	MESH BACK: CORNFLOWER BASE: METALLIC GUNMETAL SHELL: BLACK FABRIC: LINNEN CHARCOAL BASE: BLACK	2	\$261.35	2		\$522.70	
ST-16	ADDITIONAL STORAGE	X SERIES METAL ATTACHED BBF	METAL: DARK BRONZE METALLIC	1	\$201.80	1		\$201.80	
SICK A118									
SCHOOL SPECIALTY		RECOVERY COT WITH REMOVABLE PILLOW							
CH-12		RECOVERY COT WITH REMOVABLE PILLOW	BLACK	2	\$775.14	2		\$1,550.28	
ST-17	ADDITIONAL STORAGE	X SERIES TALL BOOKCASE 30"W X 5H	METAL: DARK BRONZE METALLIC	1	\$295.41	1		\$295.41	
CORRIDOR A120									
INTERPHASE		OTTOMAN 3-4th 18"SH							
CH-3C		Form Core Spical 18" Round Ottoman -	FABRIC: DESIGNTEX LINNEN	2	\$277.68	2		\$555.36	
TB-3B	RECTANGLE TIERED TABLE	VS Eco Table-R 48" w x 20"D x 29-30"h	LAMINATE: NATURAL MAPLE METAL: WHITE	1	\$306.52	1		\$306.52	
SOCIAL WORKER A163									
Great Lakes		RECTANGLE GROUP TABLE							
TB-2C		VS LITE TABLE-ST 48" w x 30"D x 29-30"h	LAMINATE: NATURAL MAPLE	1	\$411.28	1		\$411.28	
CH-1C	STUDENT CHAIR 3-4th 18"SH	VS Jumper Cantilever Chair	METAL: WHITE PLASTIC: BLACK GRAY METAL: ANTHRACITE	3	\$131.92	3		\$395.76	
CH-3C	OTTOMAN 3-4th 18"SH	Form Core Spical 18" Round Ottoman	FABRIC: DESIGNTEX ALPHEBET IRON	3	\$277.68	3		\$833.04	

TB-19	Great Lakes	RECTANGLE DESK	VS Shift + RECT. 30"D x 24"W x 29"H	LAMINATE: NATURAL MAPLE METAL: WHITE	2	\$298.76	2	\$597.52
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: STINSON FUSE 2.0	2	\$277.68	2	\$555.36
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET MEDITERRANEAN	2	\$277.68	2	\$555.36
RESOURCE ROOM B122								
CH-1C	Great Lakes	STUDENT CHAIR 3-4th 18"SH	VS Jumper Cantilever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	4	\$131.92	4	\$527.68
CH-1B	Great Lakes	STUDENT CHAIR 1-2nd 15"SH	VS Jumper Cantilever Chair	PLASTIC: BLACK GRAY METAL: ANTHRACITE	2	\$131.92	2	\$263.84
CH-2C	Great Lakes	STUDENT ACTIVE CHAIR 17"SH	VS Hokki fixed Height	PLASTIC: BLACK GRAY	6	\$0.00	6	\$0.00
CH-3C	Interphase	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET IRON	2	\$277.68	18	\$4,998.24
CH-3B	INTERPHASE	OTTOMAN 1-2nd 15"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET IRON	2	\$269.27	2	\$538.54
CH-8C	Great Lakes	TEACHER INSTRUCTIONAL CHAIR	VS Jumper Air Move - NO TILT	BLACK GRAY POLY SHELL ONLY	1	\$318.16	1	\$318.16
TB-1C	Great Lakes	MOBILE DESK	VS Shift + Base Freeform (Thumbprint) 20"D x 30"W x 28-30"H	LAMINATE: NATURAL MAPLE METAL: WHITE	2	\$329.80	2	\$659.60
TB-2B-A	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48"W x 30"D x 24-25"H - PIN ADJUSTABLE	LAMINATE: NATURAL MAPLE METAL: WHITE	1	\$411.28	1	\$411.28
TB-2C-A	Great Lakes	RECTANGLE GROUP TABLE	VS LITE TABLE-ST 48"W x 30"D x 29-30"H - PIN ADJUSTABLE	LAMINATE: NATURAL MAPLE METAL: WHITE	1	\$411.28	1	\$411.28
TB-4C	Great Lakes	HALF MOON GROUP TABLE	VS EcoTable-R 40-42"D X 72"W X 28-30"H	LAMINATE: NATURAL MAPLE METAL: WHITE	1	\$738.75	1	\$738.75
LOWER LEVEL								
STAIR B014								
TB-19	Great Lakes	RECTANGLE DESK	VS Shift + RECT. 30"D x 24"W x 29"H	LAMINATE: NATURAL MAPLE METAL: WHITE	3	\$298.76	3	\$896.28
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET MEDITERRANEAN	2	\$277.68	2	\$555.36
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET APRICOT	2	\$277.68	2	\$555.36
CH-3C	INTERPHASE	OTTOMAN 3-4th 18"SH	Form Core Special 18" Round Ottoman	FABRIC: DESIGNTEX ALPHABET PISTACHIO	2	\$267.89	2	\$535.76
TEACHER STATIONS								
ST-4	Great Lakes	MOBILE PED	VS Series 600 Stand at Module	LAMINATE: NATURAL MAPLE METAL: WHITE	20	\$1,963.28	20	\$39,265.60
CH-9ALT	Custer	TEACHER CHAIR	Steelcase Series 2 Task Chair	FABRIC: BILLARD CLOTH - MESH: GRAPHITE	20	\$557.55	20	\$11,151.00
TB-5ALT	Dew-EL	HEIGHT ADJUSTABLE TEACHER DESK	MIEN Desk + Lecture 2GBT	LAMINATE: FORMICA NATURAL MAPLE EDGE: MATCH BASE: WHITE	20	\$3,250.00	19	\$61,750.00

PRODUCT TOTAL: \$385,732.09

CUSTER	FREIGHT ON FLEETWOOD	\$	350.00
CUSTER	FREIGHT ON SMITH SYSTEM	\$	1,200.00
CUSTER	INSTALL	\$	3,160.00
CUSTER	WAREHOUSING/RECYCLING FEE	\$	1,095.90
INTERPHASE	INSTALL	\$	5,715.00
GREAT LAKES	INSTALL	\$	26,400.00
DEW-EL	FREIGHT	\$	1,875.00
DEW-EL	INSTALL	\$	3,855.00

INSTALL/FEE TOTAL: \$ 43,590.90

PROJECT TOTAL: \$ 429,322.99



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

Office of the Superintendent

Dr. Steve Matthews, Superintendent

350 N. Main Street Rockford, MI 49341 Phone:
616.863.6554 Fax: 616.863.6355

Memorandum

To: Rockford Public Schools board of Education

From: Dr. Steve Matthews, Superintendent

Date: December 11, 2023

Subject: Social Media Litigation

Schools across the country have joined a nationwide litigation effort against Facebook, Instagram, Snapchat, Tik-Tok, and other social media platforms. The lawsuit asserts that social media companies targeted minors to maximize profits despite knowing the severe detrimental effects of social media use on minors. Research has confirmed that social media use is associated with increased rates of depression, anxiety, eating disorders, suicide, and property damage.

The Frantz Law Group, a California law firm, would be representing Michigan schools. The Thrun Law Firm has reviewed the legal documents for Michigan schools. Over 100 Michigan school districts have joined the legislation to this point.

The social media litigation seeks monetary compensation for past damages incurred by schools related to the social media epidemic created by the defendants, as well as anticipated future damages.

There is no cost to the district. Frantz will represent schools on a contingency fee basis, meaning Frantz will not charge any fees or costs unless there is a financial recovery.

To participate the Board needs to approve the accompanying resolution and the contract.

Rockford Public Schools
BOARD OF EDUCATION RESOLUTION

A regular meeting of the Rockford Public Schools (“School”) Board of Education (the “Board”) was held on the 11th day of December, 2024 at the following time: 5:30 PM (“Meeting”).

The Meeting was called to order by Jarrod Folsom, President

Present: Jarrod Folsom, Kelley Freridge, Jake Himmelspach, Nick Reichenbach, Christie Ramsey, Tricia Anderson, Barbara Helms

Absent:

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

WHEREAS:

1. In January 2023, Seattle Public Schools, Pittsburg Public Schools, and other public schools joined a nationwide litigation against Facebook, Instagram, Snapchat, Tik-Tok, and other social media platforms in a California federal court, specifically Case No. 22-MD-3047-YGR in the United States District Court for the Northern District of California (“Lawsuit”).

2. The Lawsuit seeks monetary damages and injunctive relief associated with defendants targeting minors to maximize profits despite knowing the severe detrimental effects excessive social media use causes to minors.

3. Schools in the Lawsuit are being represented by Frantz Law Group, APLC, a California professional law corporation (“Frantz”).

4. Thrun Law Firm, P.C. referred the School to Frantz for the Lawsuit.

5. The Board believes it is in the School’s best interests to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

6. The Board believes it is in the School’s best interests to authorize and direct Dr. Steve Matthews, Superintendent or designee to sign the attached Attorney-Client Fee Contract on behalf of the School and to take such other action as necessary to obtain monetary damages and injunctive relief for the School in the Lawsuit, subject to review by the School’s legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board decides to join the Lawsuit on the terms specified in the attached Attorney-Client Fee Contract.

2. The Board authorizes and directs the Superintendent or designee to sign the attached Attorney-Client Fee Contract on behalf of the School and to take such other action as necessary to

obtain monetary damages and injunctive relief for the School in the Lawsuit, subject to review by the School's legal counsel.

3. All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Absent:

Motion Passed:

Board Secretary

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

Board Secretary

Date: _____, 202__

ATTORNEY-CLIENT FEE CONTRACT

The ATTORNEY-CLIENT FEE CONTRACT (“Agreement”) is entered into by and between Rockford Public Schools, whose address is 350 N. Main Street, Rockford, MI 49341 (“Client”) and Frantz Law Group, APLC, a California professional law corporation (“Attorneys” or “We”) and encompasses the following provisions:

1. **CONDITIONS.** This Agreement will not take effect, and Attorneys will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.
2. **AUTHORIZED REPRESENTATIVES**
 - A. **CLIENT REPRESENTATIVES.** Client designates *Dr. Steve Matthews, Superintendent*, or designee, as the authorized representatives to direct Attorneys and to be the primary individuals to communicate with Attorneys regarding the subject matter of Attorneys’ representation of Client under this Agreement. The designation is intended to establish a clear line of authority and to minimize potential uncertainty but not to preclude communication between Attorneys and other representatives of Client.
 - B. **ATTORNEY REPRESENTATIVES.** James Frantz, William Shinoff, and Regina Bagdasarian of Frantz Law Group, APLC will be primarily responsible for the work, either performing it himself/herself or delegating it to others as may be appropriate. The Client shall have the right to approve or veto the involvement of each of the attorneys on its cases. Attorneys will be added or deleted from the list only upon prior Client approval.
3. **SCOPE AND DUTIES.** Client hires Attorneys to provide legal services in connection with pursuing claims for damages associated with the Social Media litigation, specifically Case No. 22-MD-3047-YGR in the United States District Court for the Northern District of California (“Action”). Attorneys shall provide those legal services reasonably required to represent Client, and shall take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. Client shall be truthful with Attorneys, cooperate with Attorneys, and keep Attorneys informed of developments. Attorneys will assist in negotiating liens, but will not litigate them.
4. **LEGAL SERVICES SPECIFICALLY EXCLUDED.** Unless otherwise agreed in writing by Client and Attorneys, Attorneys will not provide legal services with respect to (a) defending any legal proceeding or claim against the Client commenced by any person unless such proceeding or claim is filed against the Client in the Action or (b) proceedings before any federal or state administrative or governmental agency, department, or board. With Client’s permission, however, Attorneys may elect to appear at such administrative proceedings to protect Client’s rights. If Client wishes to retain Attorneys to provide any legal services not provided under this Agreement for additional compensation, a separate written agreement between Attorneys and Client will be required.

5. FEES. Client will pay attorneys' fees to Attorneys of twenty five percent (25%) of any monetary settlement or recovery that Attorneys obtain for Client, provided that such fee will be paid only by money recovered from defendants in the Action (collectively, the "Total Fee"). Thrun, Maatsch and Nordberg, P.C., a Michigan professional corporation d/b/a Thrun Law Firm, P.C. (Thrun) will receive either twenty five percent (25%) or thirty five percent (35%) of the Total Fee, as discussed in more detail in Paragraph 6, below. The Action does not involve a claim or action for personal injury or wrongful death (see MCR 8.121(A)).

Fees shall be calculated on the basis of any settlement or recovery prior to the deduction of any expense or cost, the "Gross Recovery." Contingency fee rates are not set by law, but have been negotiated. If no recovery is made, no fees will be charged.

The term "Gross Recovery" shall include, without limitation, the then present value of any monetary payments agreed or ordered to be made by the adverse parties or their insurance carriers as a result of the Services, whether by settlement, arbitration award, court judgment (after all appeals exhausted), or otherwise. Any statutory Attorneys' fee paid by Defendants shall be included in calculating the Gross Recovery.

- (1) "Gross Recovery," if by settlement, also includes (1) the then-present value of any monetary payments to be made to the Client; and (2) any Attorneys' fees and costs recovered by the Client as part of any cause of action that provides a basis for such an award. "Recovery" may come from any source, including, but not limited to, the adverse parties to the Client and/or their insurance carriers and/or any third party, whether or not a party to formal litigation. The contingent fee is calculated by multiplying the recovery by the fee percentage. This calculation is performed on the gross recovery amount before the deduction of expenses as discussed above.

Gross Recovery does not contemplate nor include any amount or value for injunctive relief or for the value of an abatement remedy which may be obtained in a final arbitration award or court judgment.

- (2) The Client shall not be obligated to pay the Attorneys unless Attorneys are successful in collecting a monetary recovery on the Client's behalf as a result of the Services.
- (3) [Omitted].
- (4) If, by judgment, there is no money recovery and the Client receives In Kind relief, Attorneys acknowledge that Client is not obligated to pay Attorneys' fees from public funds for the value of the In Kind relief. In the event of In Kind relief, by judgment, Attorneys' sole source of recovery of contingent fees will come from a common fund or court ordered Attorney's fees.
- (5) The Client agrees the Defendant shall pay all Attorneys' fees in a settlement that includes nonmonetary value. Client understands that Attorneys have and will invest resources into prosecuting this action on behalf of the Client and agrees to make a good faith effort to include Attorneys' Fees as part of the terms of any settlement or

resolution of the Action.

It is possible that payment to the Client by the adverse parties to the Action or their insurance carrier(s) or any third-party may be deferred, as in the case of an annuity, a structured settlement, or periodic payments. In such event, gross recovery will consist of the initial lump sum payment plus the present value (as of the time of the settlement) of the total of all payments to be received thereafter. The contingent fee is calculated, as described above, by multiplying the gross recovery by the fee percentage. The Attorney's fees will be paid out of the initial lump-sum payment or, if there are multiple payments, will be split proportionally between those multiple payments.

- A. Reasonable Fee if Contingent Fee is Unenforceable. In the event that the contingent fee portion of this Agreement is determined to be unenforceable for any reason, Client agrees to pay a reasonable fee for the services rendered. If the parties are unable to agree on a reasonable fee for the services rendered, Attorneys and Client agree to follow the procedure in Paragraph 10 below; in any event, Attorney and Client agree that the fee shall not exceed twenty five percent (25%) of the gross recovery as defined in Paragraph 5.
 - B. No Fund Payments. Notwithstanding any other provision in this Agreement, including the immediately preceding paragraph, in no event will the Client be required to pay legal fees out of any fund other than the monies recovered from Defendants in this litigation. Under no circumstances shall Client general funds be obligated to satisfy the contingent Attorneys' fees as a result of this case or this contingency fee contract.
6. REFERRAL FEE. Thrun will receive twenty-five percent (25%) of the Total Fee if the Client meets at least one of the following:
- A. Is a Thrun retainer client.
 - B. Is not a Thrun retainer client, but adopts a resolution that says Thrun is referring the Client to Attorneys and that authorizes both joining the Action and entering into this Agreement.
 - C. Is not a Thrun retainer client, but Attorneys know or have reason to know that Client was referred to Attorneys for the Action by Thrun.

Notwithstanding the preceding sentence, Thrun will receive thirty-five percent (35%) of the Total Fee if the Client is described in A-C above and obtains Thrun's assistance with completing a questionnaire about the Action. Thrun will not bill Clients at Thrun's hourly rates for work associated with the Action.

7. COSTS AND EXPENSES. In addition to paying legal fees, Client shall reimburse Attorneys for all "costs/expenses," which includes but is not limited to the following: process servers' fees, fees fixed by law or assessed by courts or other agencies, court reporters' fees, long distance telephone calls, messenger and other delivery fees, parking, investigation expenses, consultants' fees, expert witness fees, and other similar

items, incurred by Attorneys. The costs/expenses incurred that Attorneys advance will be owed in addition to attorneys' fees and Client will reimburse those costs/expenses after Attorneys' fees have been deducted. If there is no recovery, Client will not be required to reimburse Attorneys for costs and fees. In the event a recovery is less than incurred costs/expenses, Client will not be required to reimburse Attorneys for costs/expenses, above and beyond the recovery, and fees.

SHARED EXPENSES: Client understands that Attorneys may incur certain expenses that jointly benefit multiple clients, including, for example, expenses for travel, experts, and copying. Client agrees that Attorneys shall divide such expenses equally, or pro rata, among such clients, and deduct Client's portion of those expenses from Client's share of any recovery.

FEDERAL MDL AND STATE COORDINATION COMMON BENEFIT FEES: Members of Attorneys frequently serve on plaintiffs' management or executive committees in MDL and/or the California state court coordinated proceedings and perform work which benefits Attorneys' clients as well as clients of other attorneys involved in similar litigation. As a result, the court or courts where the cases are pending may order that Attorneys are to receive additional compensation for Attorneys time and effort which has benefitted all claimants. Compensation for this work and effort, which is known as "common benefit," may be awarded to Attorneys by a court or courts directly from the assessments paid by The Client and others who have filed claims in this litigation, and will not in any way reduce the amount of fees owed under this Agreement.

8. **LIEN.** In the event any third party attempts to lien any proceeds recovered from a recovery in this matter, Client hereby grants, and agrees, **TO THE EXTENT PERMITTED BY APPLICABLE LAW**, that Attorneys hold, a first priority and superior lien on any and all proceeds recovered from Defendants in this litigation in the amount of the Attorneys' fees and costs that the Attorneys are entitled to under this Agreement. This lien right is limited to only those monies recovered from Defendants and in no way affects any other rights of the Client in any way whatsoever.
9. **DISCHARGE AND WITHDRAWAL.**
 - A. Client may discharge Attorneys at any time. After receiving notice of discharge, Attorneys shall stop services on the date and to the extent specified by the notice of discharge, and deliver to Client all evidence, files and attorney work product for the Action. This includes any computerized indices, programs and document retrieval systems created or used for the Action.
 - B. Attorneys may withdraw with Client's consent or for good cause. Good Cause includes Client's breach of this Agreement, Client's refusal to cooperate with Attorneys, or any other fact or circumstance that would render Attorneys continuing representation unlawful or unethical. Attorneys may also discharge Client if Client at any time is dishonest with Attorneys, or fails to provide relevant information to Attorneys.

10. **DISPUTE RESOLUTION:** ATTORNEY and CLIENT agree that should any dispute arise between them, they must be mediated first, before any litigation is filed. Specifically any and all disputes, controversies or claims arising out of, or related to this Agreement and/or ATTORNEY'S representation of CLIENT, including claims of malpractice (collectively referred to herein as "Dispute" or "Disputes"), shall be submitted to mediation with the American Arbitration Association (AAA), which mediation shall occur at the Client's central office or another location mutually agreed to by Client and Attorney. No litigation can be filed until after this agreed-upon mediation has occurred, and any litigation filed prior to conclusion of this mediation shall be subject to dismissal, pursuant to this Agreement. Client will pay one-half of the actual cost of the mediation, but each party will be responsible for his or her own attorneys' fees and preparation costs. Any litigation relating to any Dispute shall be filed in a Michigan court with jurisdiction over the Client; any litigation filed in any other court shall be dismissed, and the party initiating such litigation shall promptly pay any attorney fees and costs incurred by the other party in defending against that litigation.
11. **AUTHORITY OF ATTORNEY.** Attorneys may, with prior Client approval, associate co-counsel if the Attorneys believe it advisable or necessary for the proper handling of Client's claim, and expressly authorize the Attorneys to divide any Attorneys' fees that may eventually be earned with co-counsel so associated for the handling of Client's claim. Attorneys understand that the amount of Attorneys' fees which Client pays will not be increased by the work of co-counsel associated to assist with the handling of Client's claim, and that such associated co-counsel will be paid by the Attorneys out of the Attorneys' fees Client pays to the Attorneys.
12. **DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in Attorneys' statements to Client will be construed as a promise or guarantee about the outcome of Client's matter. Attorneys make no such promises or guarantees. Attorneys' comments about the outcome of Client's matter are expressions of opinion only.
13. **MULTIPLE REPRESENTATIONS:** The Client understands that Attorneys do or may represent many other individuals/entities with actual or potential litigation claims. Attorneys' representation of multiple claimants at the same time may create certain actual or potential conflicts of interest in that the interests and objectives of each client individually on certain issues are, or may become, inconsistent with the interests and objectives of the other. Attorneys are governed by specific rules and regulations relating to Attorneys professional responsibility in Attorneys representation of clients, and especially where conflicts of interest may arise from Attorneys representation of multiple clients against the same or similar Defendants, Attorneys are required to advise Attorneys' clients of any actual or potential conflicts of interest and obtain their informed written consent to Attorneys representation when actual, present, or potential conflicts of interest exist. By signing this Agreement, the Client is acknowledging that they have been advised of the potential conflicts of interest which may be or are associated with Attorneys representation of the Client and other multiple claimants and that the Client nevertheless wants the Attorneys to represent the Client, and that the Client consents to Attorneys representation of others in connection with the litigation.

Attorneys strongly advise the Client, however, that the Client remains completely free to seek other legal advice at any time even after the Client signs this Agreement.

14. **AGGREGATE SETTLEMENTS:** Often times in cases where Attorneys represent multiple clients in similar litigation, the opposing parties or Defendants attempt to settle or otherwise resolve Attorneys' cases in a group or groups, by making a single settlement offer to settle a number of cases simultaneously. There exists a potential conflict of interest whenever a lawyer represents multiple clients in a settlement of this type because it necessitates choices concerning the allocation of limited settlement amounts among the multiple clients. However, if all clients consent, a group settlement can be accomplished and a single offer can be fairly distributed among the clients by assigning settlement amounts based upon the strengths and weaknesses of each case, the relative nature, severity and extent of injuries, and individual case evaluations. In the event of a group or aggregate settlement proposal, Attorneys may implement a settlement program, overseen by a referee or special master, who may be appointed by a court, designed to ensure consistency and fairness for all claimants, and which will assign various settlement values and amounts to each client's case depending upon the facts and circumstances of each individual case. The Client authorizes us to enter into and engage in group settlement discussions and agreements which may include the Client's individual claims. Although the Client authorizes us to engage in such group settlement discussions and agreements, the Client will still retain the right to approve, and Attorneys are required to obtain the Client's approval of, any settlement of the Client's case.
15. **EFFECTIVE DATE AND TERM.** This Agreement will take effect upon execution by Client and Attorneys.
16. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which, taken together, shall constitute one and the same instrument. Facsimile or pdf versions of this Agreement shall have the same force and effect as signature of the original.
17. **ASSIGNMENT:** Neither party shall have the right to assign its rights or obligations under this Agreement to any person or entity without the prior written consent of the other party, which consent shall not be unreasonably withheld.
18. **SUCCESSORS AND ASSIGNS:** This Agreement shall bind and benefit the parties hereto and their respective successors and assigns.
19. **FULL AND FINAL AGREEMENT:** This Agreement is the full and final agreement. Any amendments to the Agreement must be in writing and signed by the parties.
20. **GOVERNING LAW.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of Michigan.
21. **AUTHORIZED SIGNATURES:** Each individual signing below represents that the individual is duly authorized to sign this Agreement on behalf of that individual's respective party as listed below.

Frantz Law Group, APLC

Dated: _____, 202__

Frantz Signature: _____

Frantz Print Name: _____

Dated: _____, 202

Signature: _____

Print Name: _____

School Client Name: _____

Position of Signatory: _____



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: December 11, 2023
Subject: Fall 2023 Policy Updates – Second Reading

With the Policy Committee’s approval, the following Fall 2023 NEOLA policy updates will be brought to the Board for a second reading on December 11, 2023.

Policy Number	Description	Revised	New	Replacement
Po1540	Administrative Staff Reductions/Recalls		X	
Po2370.01	Online/Blended Learning Program	X		
Po7217	Weapons	X		
Po7540.02	Web Accessibility, Content, Apps, and Services	X		
Po7504.03	Student Technology Acceptable Use and Safety	X		
Po7404.04	Staff Technology Acceptable Use and Safety	X		
Po8531	Free and Reduced-Price Meals	X		
Po9130	Public Complaints	X		

Thank you for your continued support of the Policy Review Committee.

Book Policy Manual
Section Ready for the Board
Title Vol. 38, No. 1 - September 2023 New ADMINISTRATIVE STAFF REDUCTIONS/RECALLS
Code po1540
Status

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Legal PA 102, 2011
M.C.L. 380.1248

Book	Policy Manual
Section	Ready for the Board
Title	Vol. 38, No. 1 - September 2023 Revised ONLINE/BLENDED LEARNING PROGRAM
Code	po2370.01 replacement
Status	
Adopted	June 22, 2015

Revised Policy - Vol. 38, No. 1

2370.01 - ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

- 1. Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
- 2. Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in:

- K through twelve (12).
- Grades six (6) through twelve (12).
- Grades _____.

The District may offer a full-time or part-time program for grades nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

- ~~1. Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:~~
- ~~a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
 - ~~b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~
- ~~2. Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

- The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
 - Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.

- b. (x) Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - c. (x) Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.
 3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
 - a. The District has determined that it is in the best interest of the student.
 - b. The student agrees with the recommendation of the District.
 4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0- B shall be followed and seat time waivers obtained.
 5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan Virtual University virtual university.
 6. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
 - a. The student is enrolled in any of grades K to five (5).
 - b. The student has previously gained the credits provided from the completion of the online course.
 - c. The online course is not capable of generating academic credit.
 - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
 - e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
 - f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
 - h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
 - i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Kent Intermediate School District (KISD) Superintendent_____. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The KISD Superintendent_____ shall respond to the appeal within five (5) days after it is received. If the KISD Superintendent_____ determines that the denial of enrollment does not meet one (1) or more of the reasons specified in this subsection ~~4(E) i. vi.~~, the District shall allow the student to enroll in the online course.
 7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
 8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
 9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. ~~Nonresident Applicants~~

1. ~~The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.~~

2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
4. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

F. Requirements Specific to Online Learning Courses

To offer an online course, the District must:

1. Provide the Michigan Virtual University virtual university with the course syllabus in a form and method prescribed by the Michigan Virtual University virtual university for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, as described in section 8, and a link to the State-wide catalog of online courses maintained by the Michigan Virtual University virtual university.
3. Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. Online Course Syllabus

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
8. Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record online instructor.
10. The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the District in the online course. This may include limiting enrollment to students enrolled in the District.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University virtual university.

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f~~

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M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

Book	Policy Manual
Section	Ready for the Board
Title	Copy of WEAPONS
Code	po7217
Status	
Adopted	June 22, 2015
Last Revised	July 11, 2016

7217 - WEAPONS

The Board prohibits visitors from possessing, storing, making or using a weapon in any setting that is under the control and/or supervision of the Board and/or District including, but not limited to, property leased, owned or contracted for by the Board, a District sponsored event or in a District-owned vehicle.

The Board has a constitutional and statutory obligation to provide a free and appropriate education to all students who qualify. This includes the obligation to provide a safe and secure learning environment. The presence of dangerous weapons on District property or at District-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

The Board, therefore ~~prohibits, concludes that prohibiting~~ weapons on District property and at District-sponsored events ~~is due to~~ reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process.

Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any District property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, spring, air, and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint-balls, and explosive devices or any other weapon described in 18 U.S.C. 921. The term "firearm" is defined as: a) any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

This prohibition applies regardless of whether the visitor is otherwise authorized by law to possess the weapon, including if the visitor holds a concealed weapons permit. The following are the exceptions to this policy:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a Principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props that do not meet the definition of "weapon" above used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

These restrictions shall not apply to:

- A. A parent of a student of the District carrying or in possession of a concealed weapon while in a vehicle on District property if ~~s/he~~ the parent or legal guardian is dropping the student off at school or picking up the student from school, if ~~s/he~~ the parent is properly licensed to carry a concealed weapon.
- B. A county corrections officer, a member of a sheriff's posse, a police or sheriff's reserve or auxiliary officer or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a state court judge or a security officer required by the employer to carry a concealed weapon while on the premises, a parole, probation or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired federal law enforcement officer, ~~or~~ a retired state court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, ~~or~~ a retired parole, probation or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

The Superintendent may refer a visitor who violates this policy to law enforcement officials and may take any steps necessary to exclude the visitor from District property and District-sponsored events.

The Superintendent shall take the necessary steps to prosecute for a violation of the Weapon-Free School Zone.

Revised 12/14/15

Michigan Gun Owners. Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

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Legal

18 U.S.C. 922

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141(g)

Book	Policy Manual
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Last Revised	February 25, 2019

Revised Policy - Vol. 37, No. 2

7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES

A. Creation of Content for Web Pages/~~Websites~~Sites, Apps, and Services

The Board of Education authorizes staff members () and students **[END OF OPTION]** to create content, apps and services (see Bylaw 0100 Definitions) that are hosted by the Board on its servers or District-affiliated servers (**i.e., servers the Board pays to use or otherwise sanctions the use of**) and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[NOTE: CHOOSE ONE (1), BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored ~~Student~~ Publications and Productions.

The creation of content, apps, and services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

B. Purpose of Content of District Web Pages/Sites, Apps, and Services

The purpose of content, apps, and services **covered by this policy** ~~hosted by the Board on its servers or District-affiliated servers~~ is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be **interested in and/or** affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and ~~the~~ School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances ~~are~~ District-created content, apps, and services, to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., **[Progressbook/PowerSchool/Infinite Campus]**) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, Instagram, Pinterest pages, **YouTube Channel(s), or TikTok sites**) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps, and services, related to ~~their his/her~~ class, it must be hosted on the Board's server or a District-affiliated server.

Unless the content, apps, and services ~~contains~~ **contains** student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be ~~password-protected~~ **password-protected** or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and ~~web~~ services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

~~The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers. School web pages/sites, apps and web services must be located on Board owned or District-affiliated servers.~~

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and web services by staff () and students **[END OF OPTION]**.

The Board retains all proprietary rights related to the design of ~~and content for its website(s)~~ **web content**, apps, and web services ~~that are hosted on Board owned or District affiliated servers~~, absent written agreement to the contrary.

~~In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board. Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.~~

~~Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website. Prior written parent permission is necessary for a student to be identified by name on the Board's website.~~

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

~~This policy reflects the Board's commitment and The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects.~~

1. Technical Standards

The District will adhere to the technical standards of compliance identified at **[insert link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level , and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

() **[insert another acceptable standard selected by the District - e.g., the Section 508 Information and Communication Technology Accessibility Standards published by the U.S. Access Board, which serves as the standards the Federal government uses for its own websites]**.

[DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in

September 2022; a final version of WCAG 2.2 is expected to be released in early 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies.~~OGR recommends WCAG 2.0 Level AA.~~

2. Web Accessibility Coordinator

The Board designates its () Section 504/ADA Compliance Coordinator(s) () Technology Director () _____ **[END OF OPTIONS]** as the District's Web Accessibility Coordinator(s). That individual(s) is/are is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[OPTION #2]

The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[END OF OPTIONS]

3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator(s) or designee ~~Coordinator or his/her designees~~ will vet online content available on its website(s), apps, and services that are that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content published on the District's website(s), apps, and services after adoption of this policy ~~placed on the District's website after adoption of this policy.~~

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate or not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

This audit will occur no less than once every two (2) years.

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II if any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[OPTION #1]

The Board requires the Superintendent _____ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

[END OF OPTION #1]

[OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the Superintendent _____ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires the use of a Board-issued e-mail address in the login process prior written parental permission for a student seventeen (17) years of age or younger to use the to use a student's personal e-mail address in the login process.

E. Training

The District will provide annual periodic training for its employees who are responsible for creating web content or distributing information online or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of design, documents and multimedia content.

F. One-Way Communication Using District Website(s), Content, Apps, and Services

The Board approves the use of its website(s)/web pages. The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/websites, apps, and web services to be one-way communication, public comments are not solicited or desired, and the website(s), apps, or services are website, app or web service is to be considered a nonpublic forum.

If the District uses an app and/or web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that app and/or service apps and web service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

Book	Policy Manual
Section	Ready for the Board
Title	Vol. 38, No. 1 - September 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
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Revised Policy - Vol. 38, No. 1

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. **[END OF OPTION]**

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factored authentication for which they have been trained **[END OF OPTION]**. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. () Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps. **[END OF OPTION]**

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

[NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.]

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. **[END OF OPTION]**

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

[END OF OPTION]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Cross References po5500

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 - 54.523
Cross References	po5500 - STUDENT CONDUCT

Book	Policy Manual
Section	Vol. 37, No. 2 - Technology - February 2023
Title	Vol. 37, No. 2 - Technology - February 2023 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04 tabled
Status	
Adopted	June 22, 2015
Last Revised	March 25, 2019

Revised Policy - Vol. 37, No. 2

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by B/Law 0100) (collectively, "District Information & Technology Resources") As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by B/Law 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.

The Board regulates the use of District Information & Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines (), Policy 7544 and AG 7544 [END OF OPTION] and any applicable employment contracts and collective bargaining agreements govern the staff's use of the District's Information & Technology and Information Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property, the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

[DRAFTING NOTE: Choose the option in the preceding paragraph if above if the Superintendent recommends and the Board adopts Policy 7544.]

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Staff members have no right or expectation to privacy when using District Information & Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff are expected to use District Information & Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members. The Board may not be able to technologically limit access through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and

~~community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps—access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources. If such disabling will cease to protect against access to materials that are prohibited under CIPA, the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be ~~disciplined~~ subject to disciplinary action, up to and including termination.

The Superintendent or _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. () The Superintendent or _____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. **[END OF OPTION]**

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

~~Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school. Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.~~

[] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. **[END OF OPTION]**

The disclosure of personally identifiable information about students online is prohibited.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factored authentication (MFA). **[END OF OPTION]** for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

[] Staff will be assigned a District-provided school e-mail address that they are required to use/ utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. **[END OF OPTION]**

[] With prior approval from the Superintendent or _____, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services/apps that the student will use, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision. **[END OF OPTION]**

Staff members are responsible for good behavior when using District Information & Technology and Information Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. ~~Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines () and Policy 7544 and its accompanying procedure~~ **[END OF OPTION]**.

[DRAFTING NOTE: Choose the preceding option if option above if the Superintendent recommends and the Board adopts Policy 7544.]

[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]

[] Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. **[END OF OPTION]**

[] Staff ~~members~~ use of District Information & Technology Resources ~~technology resources~~ to access or use social media is to be consistent with Policy 7544 and its accompanying procedure. **[END OF OPTION]**

[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]

[] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. **[END OF OPTION]**

[] [AI/NLP TOOLS OPTIONAL LANGUAGE]

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.). ~~General school rules for behavior and communication apply.~~

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

[END OF OPTIONAL LANGUAGE]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology ~~and Information~~ Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff ~~members~~ use of District Information & Technology ~~and Information~~ Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality ~~and/or laws or~~ privacy laws related to the disclosure of ~~student or employee personally identifiable confidential employee~~ information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

Book	Policy Manual
Section	Ready for the Board
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	
Adopted	June 22, 2015

8531 - FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition contributing to each student's educational performance.

The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student.

Students eligible for free or reduced-price meals shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the federal government through the Michigan Department of Education.

[DRAFTING NOTE: M.C.L. 388.1630d requires districts who receive funding to provide free school lunch and breakfast under that statute to implement a policy relating to the following. Therefore, the following option is recommended for districts that intend to apply for such funds.]

[1 Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.]

The Board designates the Food Service Director to determine, in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The District shall annually notify all families of the availability, eligibility requirements and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the District and shall seek out and apply for such federal, state and local funds as may be applied to the District's program of free and reduced-price meals.

[DRAFTING NOTE: This section is NOT optional for districts who receive funding under M.C.L. 388.1631k]

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C** the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D** communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E** discussing a negative meal payment balance with a student in the presence of other students.

Legal	M.C.L. 388.1630d M.C.L. 388.1631k
	M.C.L. 380.1272 et seq.
	42 U.S.C. 1751 et seq.
	42 U.S.C. 1771 et seq.

Book	Policy Manual
Section	Ready for the Board
Title	Copy of PUBLIC COMPLAINTS
Code	po9130
Status	
Adopted	June 22, 2015

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of the District shall have the right to present a request, suggestion or complaint concerning District employees, the program or the operations of the District. At the same time, the Board has a duty to protect its employees from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions or complaints reaching the Board, Board members and the administration shall be referred to the Superintendent for consideration according to the following procedure:

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed initially to the concerned professional staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse or any other serious allegation which may require investigation or inquiry by District administrators prior to approaching the professional staff member.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the professional staff member's supervisor.

C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Assistant Superintendent of Human Resources. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

D. Fourth Level

Should the matter still not be resolved, or if it is gone beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision and/or grant a hearing before a committee of the Board.

The complainant shall be advised in writing of the Board's decision no more than five (5) business days following the next regular meeting. The Board's decision will be final on the matter and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;

- C. the reason that the matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding an Administrative Staff Member

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

Matters Regarding a Support Staff Member

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

Matters Regarding District Services or Operations

If the request, suggestion, complaint, or grievance relates to a matter of District procedure or operation, it should be addressed, initially, to the Superintendent and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding the Educational Program

If the request, suggestion, complaint or grievance relates to a matter of District program, it should be addressed initially to the Principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. (see AG 9130A and Form 9130 F3)

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Principal in writing and shall include:
 1. author;
 2. title;
 3. publisher;
 4. the complainant's familiarity with the material objected to;
 5. sections objected to, by page and item;
 6. reasons for objection.
- B. Upon receipt of the information, the Principal may, after advising the ~~Assistant Superintendent of Human Resources~~ of the complaint and upon the ~~Assistant Superintendent of Human Resources~~ ~~Assistant Superintendent of Instruction's~~ approval, appoint a review committee which may consist of one (1) or more professional staff members and one (1) or more lay persons knowledgeable in the area.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;
 2. the accuracy of the material;
 3. the objectivity of the material;
 4. the use being made of the material.
- E. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant in writing of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Legal

20 U.S.C. 1232h

Rockford Public Schools

BOARD BUILDING AND SITE COMMITTEE MEETING

Tuesday, November 14, 2023

The meeting began at 7:33a.m. Present were: Nick Reichenbach, Barb Helms, Mike Cuneo, and Kim Jakubiak. Guests: Jeremy Amshey, Tom VanDeGriend, Matt Puett, Shawn Hayward, Ben Perdok and Allison Clements.

Nick Reichenbach called the meeting to order. Barb Helms motioned to approved the agenda.

Approval of Previous Meeting Minutes

Barb Helms motioned to approve previous minute.

Bus Purchase

What: Mike Cuneo and Matt Puett.

Purpose: To replace 7 busses.

Details:

- Matt reviews with mechanics which buses are to be replaced.
- The District utilizes MSBO bus purchasing program for the development of quotes.
- The recommendation is to purchase six 71 passenger and one 47 passenger Thomas buses through Hoekstra.

Matt left at 7:50

Review of Proposed Tennis Courts

What: Mike Cuneo, Ben Perdok, Tom VanDeGriend and Jeremy Amshey presented new rendition of Tennis courts.

Purpose: To update and expand Tennis courts

Details:

- Proposed new courts to be relocated behind the high school south of the weight room.
- Allows for courts to be expanded from the current 8 court set up to 12.
- Overall reconfiguration will be more spectator friendly and allows for additional required matches to be played.
- Construction start is scheduled for June 2023, with completion in fall 2023.
- Projected cost estimated to be \$2,000,000 funded with 2019 bond.

Tom and Ben left at 7:55

New Elementary Boundary Process

What: Mike Cuneo presented an update to the redistricting for the new elementary addition.

Purpose: Redistribute elementary enrollment throughout the district.

Details:

- Mike reviewed process and criteria used in determining elementary boundary lines
- Detail plan to be presented at the December 11, BOE meeting

Potential Future Bond Issue Discussion

What: Mike Cuneo presented timing of millage and future bond discussion

Purpose: To make the Board aware of millage renewal dates.

Details:

- Mike presented detail on potential millage renewal dates for the next five years

Other

With no further items for discussion, the meeting adjourned at 9:04 am.



HUMAN RESOURCES COMMITTEE MEETING

8:45 a.m., Administration Office
December 6, 2023

Present: Jake Himmelspach, Jarrod Folsom (Alternate), Nick Reichenbach, Dr. Korie Wilson-Crawford,
Dr. Steve Matthews, Jill Avink (recorder).

SUMMARY	AGENDA ITEMS
Korie Wilson-Crawford welcomed everyone. Jarrod Folsom called the meeting to order at 8:47 am	Welcome
Jake moved and Nick supported the approval of the December 6, 2023 meeting agenda	Approval of 12/06/2023 agenda
Nick moved and Jake supported the approval of the November 15, 2023 minutes	Approval of 11/15/2023 Minutes
Korie shared proposed compensation discussing comparable districts. This will be added to the 12/11/23 board meeting.	Superintendent Compensation
Korie shared the evaluation questions and explained the domains and ratings.	Superintendent Evaluation
Korie to share negotiation progress in study session.	Study Session Preparation
Jarrod Folsom adjourned the meeting at 9:52 am	Adjournment

cc: Board members
Central office administrators



Elementary Attendance Boundary Board of Education Presentation

Over the past year, we have been planning for the opening of Edgerton Trails Elementary. We are very excited about the opportunity but also understand this will have rippling effects throughout the District. At the Board of Education meeting on Monday, December 11, I will be presenting a draft plan which will include the following:

- Review process used to determine new elementary boundary lines
- Identify criteria used to determine new boundary lines
- Outline proposed boundaries for each elementary school and the impact on enrollment
- Lay out key actions and the timeline leading up to a final Board decision in February.
- Demonstrate the address tool that finds the elementary school a Rockford address is assigned to
- Present a link for submitting questions or expressing concerns

The above information will be reviewed in detail at the meeting and also be posted on the District website on December 12, for the community to access.