

ONSTED COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING  
ADMINISTRATIVE CONFERENCE ROOM  
FEBRUARY 20, 2017

7:00 P.M.

PLEDGE OF ALLEGIANCE

CALL TO ORDER

President Todd Gentner

APPROVAL OF AGENDA

APPROVAL OF MINUTES

APPROVAL OF DISBURSEMENTS

COMMENTS FROM THE AUDIENCE

REPORTS

Close-Up Presentation - Mr. Draper and High School Students  
Quebec Presentation - Ms. Payer and High School Students  
Middle School Report - Alaina Ellison  
Students of the Month

EMPLOYMENT

16-17 #33

Resignation - Debra Emanuel, MS Lunch Paraprofessional  
Hire - Elizabeth Horrigan, MS Classroom Paraprofessional  
Resignation - Brian Bradberry, Fitness Center Supervisor  
Hire - Cary Kieffer, Fitness Center Supervisor

DISCUSSION

16-17 #34

Energy Services Group Presentation

16-17 #35

NEOLA Policy Updates - First Reading

16-17 #36

Used Van Purchase

ACTION

16-17 #37

OSB Community Bank Authorization

16-17 #38

Energy Services Group RFP Resolution

16-17 #39

Tech 5/Branch Middle College Resolution

16-17 #40

Walk Behind Floor Machine Purchase for Custodial

COMMITTEE REPORTS

STUDENT REPRESENTATIVE REPORT

SUPERINTENDENT'S REPORT

EXECUTIVE SESSION

ADJOURNMENT

## *Board Protocol*

### *Board Preparation*

All Board of Education members receive information electronically prior to each scheduled meeting. This information may contain reports, background information, recommendations, etc., for study so that the members can come to the meeting prepared to make decisions. Items are brought forward first as discussion items. The discussion item is normally brought back as an action item at the next regular meeting.

### *Citizen Participation*

The responsibility for making decisions rests with the seven elected Board of Education members. The School Board is, however, very interested in hearing from the public. There is a place on the regular meeting agenda for 'Comments from the Audience'. Please follow the guidelines below.

### *Guidelines for Public Commentary*

1. Be recognized by the President of the Board.
2. State your name and address.
3. Present your statement of concern or questions to the Board.
4. Complaints concerning school personnel or students cannot be discussed in an open public meeting unless the individual(s) involved are notified and agree (P.A. 267 of 1967). Such complaints should be forwarded to the Board, in care of the Superintendent, unless the complaint involves the Superintendent, in which case it should be processed through the Board President. An open or closed meeting, according to the wishes of the person(s) involved, will be arranged.
5. In order to adhere to the agenda, the time allocated to any one speaker is limited to five minutes.
6. The Board will hear comments from the audience but may defer any action or response to gather information and study all aspects of the matter brought to their attention.
7. The Onsted Board of Education pledges its courteous attention to those who wish to be heard. In return the Board asks that members of the audience refrain from loud talking and other distractions during the meeting.

# MINUTES

## PROPOSED MINUTES

ONSTED COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING  
ADMINISTRATIVE CONFERENCE ROOM  
January 16, 2017

Meeting called to order at 7:00 p.m. by Superintendent Steve Head.

Members Present: K. Brooks, R. Curtis, T. Gentner, S. Robinson, J. Terakedis, D. VanBrunt, K. Williams,

Members Absent: None.

Others Present: S. Head, N. Reid, D. Lauer, A. Ellison, M. Davis, D. Cherry, D. McGee, D. Tison.

Pledge of Allegiance was led by Superintendent Head.

Board Members Keith Williams and Jason Terakedis took the Oath of Office.

Motion by Brooks to approve the minutes of the regular December 19, 2016 Board of Education Meeting. Seconded by Williams. Motion carried 7-0.

Motion by Curtis to approve the disbursements for the month of December 2016 in the amount of \$1,286,610.53. Seconded by Williams. Motion carried 7-0.

No comments from the audience.

Motion by Robinson to elect Todd Gentner as President. Seconded by Brooks. No other nominations heard. Motion carried 7-0.

Motion by Robinson to nominate Keith Williams as Vice-President. Seconded by VanBrunt. No other nominations heard. Motion carried 7-0.

Motion by Robinson to nominate Kevin Brooks as Secretary. Seconded by VanBrunt. No other nominations heard. Motion carried 7-0.

Motion by Robinson to nominate Roger Curtis as Treasurer. Seconded by VanBrunt. No other nominations heard. Motion carried 7-0.

Steve Robinson, David VanBrunt and Jason Terakedis will serve as Trustees.

Motion by Curtis to continue appointment of Meredith Francis, CPA for 2017. Seconded by Robinson. Motion carried 7-0.

Motion by Robinson to accept the following committee selections: Athletic - Terakedis, Robinson, VanBrunt; Bond - Gentner, Terakedis, Robinson; Building/Grounds - Brooks, Terakedis, Williams; Curriculum/School Improvement - Curtis, Gentner, VanBrunt; Finance - Curtis, Gentner, Williams; Personnel - Brooks, Curtis, VanBrunt; Policy - Brooks, Robinson, Williams; LCASB - Williams and Terakedis; MASB - Brooks (with alternate VanBrunt). Seconded by Curtis. Motion carried 7-0.

Students of the Month for Middle and High Schools were acknowledged.

Motion by Brooks to adopt the Resolution calling for the Annual Special Election for the 18 mill renewal of Non-Homestead to be held on May 2, 2017. Seconded by Curtis. Roll call: Van Brunt - yes, Terakedis - yes, Gentner - yes, Curtis - yes, Williams - yes, Robinson - yes, Brooks - yes. Motion carried 7-0. (A copy of the resolution is attached to the original minutes.)

The January 2017 adjustments to General Fund Budget were reviewed by Debara McGee, Business Manager.

Motion by Curtis to adopt the Resolution for the 2016-2017 Amended General Fund Budget as presented. Seconded by Robinson. Roll call: Van Brunt - yes, Terakedis - yes, Gentner - yes, Curtis - yes, Williams - yes, Robinson - yes, Brooks - yes. Motion carried 7-0. (A copy of the resolution is attached to the original minutes.)

Committee Reports: The Finance Committee met prior to this regular Board of Education meeting to review the 2016-2017 amended general fund budget as well as the federal minimum wage increase which affected some PESG and Fitness Center employees.

Superintendent Report: Superintendent Head thanked the School Board for their service, in recognition of School Board Appreciation Month. Schools of Choice Data for 2016 was shared, reflecting a net positive gain of 146 Schools of Choice students. As part of his 90 day plan, Superintendent Head will schedule individual meetings with all School Board members, and meetings with building principals will continue. The Superintendent Evaluation tool and process was discussed. A Board Retreat with Michigan Leadership Institute representative David Killips will be scheduled.

Meeting adjourned at 7:45 p.m.

Kevin Brooks, Secretary  
Board of Education  
KB:nlr

# DISBURSEMENTS

Revenue/Expense Report	Amended Budget	Actual to 1-31-17
	-----	-----
Total Local Revenue	2,477,671.00	1,033,716.57
Total State Revenue	9,461,408.00	3,528,235.18
Total Federal Revenue	250,848.00	78,983.72
Total Transfers & Other	795,534.00	567,926.28
	-----	-----
Total Revenue.....	12,985,461.00	5,208,861.75
	-----	-----
Total Basic Instruction	6,596,507.00	2,915,994.35
Total Added Needs	1,664,787.00	678,818.16
Total Support Service-Pupil	677,653.00	310,903.86
Total Support Service-Instruction	162,022.00	59,603.72
Total Support Service-General	363,287.00	202,741.51
Total Support Service-School	639,608.00	367,805.28
Total Support Service-Business	183,115.00	146,538.08
Total Support Service-Oper. & Maint.	1,216,792.00	659,002.37
Total Support Service-Transportation	634,386.00	288,614.29
Total Support Service-Central	210,880.00	130,724.38
Total Support Service-Athletics	464,036.00	219,044.05
Total Community Service	2,600.00	338.47
Total Transfers & Other	169,788.00	68,630.63
	-----	-----
Total Expense.....	12,985,461.00	6,048,759.15
	-----	-----
Excess of Revenues over Disbursements	0.00	-839,897.40
Fund Balances .....	1,954,389.75	1,954,389.75
	-----	-----
Fund Balances January 31, 2017....	1,954,389.75	1,114,492.35
	=====	=====

Disbursements for January:	
OSB account	504,429.70
Electronic payments	788,770.30
Athletic account	12,027.36
Total	<u>1,305,227.36</u>

Cash balances per balance sheet:	
Cash (general fund checking)	57,003.84
Cash MILAF (savings/investment)	47,007.84
Petty cash	100.00
Payroll cash-First Federal	5,000.00
Cash First Federal Investment Acct.	1,415,274.39
Total cash	<u>1,524,386.07</u>

## Check Register for Bank Account ID OSB

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
188935	01/03/2017	N/A	Ppd Open	001036 US BANCORP	RICOH LEASE PMTS 16-17	7,136.86
188936	01/04/2017	300	Comp Open	010477 AMERICAN 1 CREDIT UNION	HSA EMPLOYER CONTRIBUTION	1,300.00
188937	01/04/2017	300	Comp Open	009113 FIRST FEDERAL BANK	HSA EMPLOYER CONTRIBUTION	180,700.00
188938	01/04/2017	300	Comp Open	010460 TLC COMMUNITY CREDIT UNION	HSA EMPLOYER CONTRIBUTION	2,600.00+
					HSA EMPLOYER CONTRIBUTION	2,600.00+
CHECK TOTAL						5,200.00=
188939	01/05/2017	2	Comp Open	000210 ADRIAN MECHANICAL SERVICES CO.	CONTRACTED SERVICE 16-17	287.74+
					CONTRACTED SERVICE 16-17	1,286.15+
					CONTRACTED SERVICE 16-17	1,375.76+
CHECK TOTAL						2,949.65=
188940	01/05/2017	2	Comp Open	010090 BEST ONE TIRE OF CENTRAL MICH	TIRE REPAIR 16-17	1,557.80
188941	01/05/2017	2	Comp Open	001660 CONSUMERS ENERGY	ELECTRIC-ALL BLDGS 16-17	23,705.96
188942	01/05/2017	2	Comp Open	009885 GREEN BORDERS	SNOW REMOVAL 16-17	3,465.00
188943	01/05/2017	2	Comp Open	003860 L.I.S.D	NEW TEACHER SERIES	150.00+
					LOOK UP LIST A SCHLUSLER	10.00+
CHECK TOTAL						160.00=
188944	01/05/2017	2	Comp Open	010382 MAILFINANCE	LEASE PMTS MAIL MACHINE 16	503.46
188945	01/05/2017	2	Comp Open	009444 MCGOWAN ELECTRIC SUPPLY, INC.	ELECTRICAL SUPPLIES 16-17	239.70+
					ELECTRICAL SUPPLIES 16-17	21.36+
					ELECTRICAL SUPPLIES 16-17	145.98+
CHECK TOTAL						407.04=
188946	01/05/2017	2	Comp Open	008444 MODERN WASTE SYSTEMS	RECYCLE SERVICES 16-17	25.00
188947	01/05/2017	2	Comp Open	009757 NAPOLEON FEED MILL	MAINT/GROUNDS SUPPLIES 16-	485.10+
					MAINT/GROUNDS SUPPLIES 16-	485.10+
CHECK TOTAL						970.20=
188948	01/05/2017	2	Comp Open	001287 P & T FITNESS	EQUIPMENT CONTRACTED SERVI	85.00
188949	01/05/2017	2	Comp Open	009361 PAULA KIOUS	Classroom Supplies/Kious	103.60
188950	01/05/2017	2	Comp Open	003377 PROMEDICA MONROE CORPORATE CONNE	DRUG TESTING 16-17	82.00
188951	01/05/2017	2	Comp Open	005340 QUILL CORPORATION	ELEMENTARY LIBRARY SUPPLIE	96.80
188952	01/05/2017	2	Comp Open	011224 ROBERTS INSTALLATION & REPAIR	Outside Bleacher Inspec/Re	4,190.00
188953	01/05/2017	2	Comp Open	002240 SCHINDLER ELEVATOR CORP	ELEVATOR INSPECTIONS 16-17	172.92
188954	01/05/2017	2	Comp Open	000666 SCHOOL SPECIALTY	ENVELOPES FOR PACKETS ELEM	131.00
188955	01/05/2017	2	Comp Open	001907 THE DAILY TELEGRAM	PUBLISHING EXPENSE 16-17	395.00
188956	01/05/2017	2	Comp Open	006240 THRUN LAW FIRM PC	LEGAL SERVICES 16-17	1,950.00
188957	01/05/2017	2	Comp Open	007088 TRI-COUNTY INTERNATIONAL TRUCKS	BUS PARTS 16-17	172.01
188958	01/05/2017	2	Comp Open	006560 VILLAGE OF ONSTED	WATER/SEWER 16-17	750.00+
					WATER/SEWER 16-17	12,345.33+
CHECK TOTAL						13,095.33=



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From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
188959	01/05/2017	2 Comp	Open	009080 WESTERN MICHIGAN FLEET PARTS	OIL/FUEL FILTERS 16-17	155.11
188960	01/05/2017	N/A Ppd	Open	008013 COMCAST	PHONE SERVICE (VOIP) 16-17	564.96
188961	01/05/2017	N/A Ppd	Open	006660 SPRINT	CELL PHONE SERVICE 16-17	21.25+
					CELL PHONE SERVICE 16-17	203.00+
					REPLACEMENT PHONES (2)	100.98+
					E-RATE OCTOBER	15.26-
-----						
CHECK TOTAL						309.97=
188962	01/05/2017	N/A Ppd	Open	006678 ALLIED WASTE SERVICES #270	GARBAGE REMOVAL 16-17	1,418.00
188963	01/05/2017	N/A Ppd	Open	001645 AMAZON	MAINT PARTS/SUPPLIES	1,088.48+
					ELEM TECH SUPPLIES	2,173.64+
-----						
CHECK TOTAL						3,262.12=
188964	01/05/2017	N/A Ppd	Open	001838 FOLLETT SCHOOL SOLUTIONS INC	DESTINY RENEWAL 2017	2,241.00
188965	01/05/2017	N/A Ppd	Open	011208 BORENSEN & ASSOCIATES INC.	4TH GRADE CONSUMABLES	217.90
188966	01/05/2017	N/A Ppd	Open	011188 MOORE MEDICAL LLC	AED PADS DISTRICT-WIDE	543.72+
					TAX TO BE REIMBURSED	32.62+
-----						
CHECK TOTAL						576.34=
188967	01/05/2017	N/A Ppd	Open	007816 PESG, LLC	Sub teachers 12/18-12/31	562.65+
					Sub supp staff 12/18-12/31	2,854.67+
-----						
CHECK TOTAL						3,417.32=
188968	01/11/2017	N/A Ppd	Open	006677 AFLAC	ACCT #PB191	731.34
188969	01/11/2017	2 Comp	Open	001974 3E COMPANY	ADDENDUM TO MSDS MGMT AGRE	1,233.00
188970	01/11/2017	2 Comp	Open	000210 ADRIAN MECHANICAL SERVICES CO.	CONTRACTED SERVICE 16-17	265.00
188971	01/11/2017	2 Comp	Open	008465 AMERICAN TIME	Clock - All Sync Plus	169.44
188972	01/11/2017	2 Comp	Open	011199 ARCHBOLD EQUIPMENT CO.	Repair parts for Kuboto	189.98
188973	01/11/2017	2 Comp	Open	003863 AUNT MILLIE'S BAKERIES	BREAD PURCHASES 16-17	129.15+
					BREAD PURCHASES 16-17	85.80+
					BREAD PURCHASES 16-17	35.75+
-----						
CHECK TOTAL						250.70=
188974	01/11/2017	2 Comp	Open	007629 AVERY OIL & PROPANE	FUEL FOR 16-17	598.58+
					FUEL FOR 16-17	681.91+
					FUEL FOR 16-17	1,056.18+
-----						
CHECK TOTAL						2,336.67=
188975	01/11/2017	2 Comp	Open	008013 COMCAST	PHONE SERVICE (VOIP) 16-17	28.89
188976	01/11/2017	2 Comp	Open	009084 D.ROSS EXCAVATING, INC.	Snow Removal from School C	375.00
188977	01/11/2017	2 Comp	Open	006786 DENNIS TISON	TRAVEL/MILEAGE REIMBURSEME	28.30
188978	01/11/2017	2 Comp	Open	003385 HUBBARDS AUTO CENTER	MAINT/CUST/TRANSP SUPPLIES	110.71
188979	01/11/2017	2 Comp	Open	005060 J W PEPPER & SON INC.	HS BAND MUSIC ACCT #008506	44.29+

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From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
					HS BAND MUSIC ACCT #008506	145.99+
					HS BAND MUSIC ACCT #008506	30.99+
					-----	
					CHECK TOTAL	221.27=
188980	01/11/2017	2	Comp Open	003800 LENAWEE COUNTY TREASURER	TAX REFUNDS 16-17	3,621.60+
					TAX REFUNDS 16-17	1,524.34+
					TAX REFUNDS 16-17	5.81+
					TAX REFUNDS 16-17	1,303.20+
					TAX REFUNDS 16-17	3,717.00+
					-----	
					CHECK TOTAL	10,171.95=
188981	01/11/2017	2	Comp Open	006821 MEAL MAGIC CORPORATION	LICENSE RENEWAL 16-17	2,375.00
188982	01/11/2017	2	Comp Open	008308 MICHIGAN NEGOTIATORS ASSOCIATION	LABOR RELATIONS ACADEMY RE	390.00
188983	01/11/2017	2	Comp Open	004615 MODEL COVERALL SERVICE	UNIFORM SERVICE 16-17	46.00+
					UNIFORM SERVICE 16-17	126.59+
					-----	
					CHECK TOTAL	172.59=
188984	01/11/2017	2	Comp Open	004971 ORIENTAL TRADING CO., INC.	PLTW SUPPLIES	127.69
188985	01/11/2017	2	Comp Open	011211 PRIMEX WIRELESS INC.	Primex Clocks ES building	708.46
188986	01/11/2017	2	Comp Open	005340 QUILL CORPORATION	BOARD OFFICE SUPPLIES 16-1	110.64
188987	01/11/2017	2	Comp Open	006953 SEHI COMPUTER PRODUCTS	Pc and usb Keypad	477.19
188988	01/11/2017	2	Comp Open	008163 SMITHFOODS INC.	MILK 16-17	282.31+
					MILK 16-17	268.38+
					MILK 16-17	148.62+
					MILK 16-17	121.87+
					MILK 16-17	101.78+
					MILK 16-17	50.73+
					MILK 16-17	197.40+
					MILK 16-17	166.77+
					MILK 16-17	79.00+
					MILK 16-17	90.84+
					MILK 16-17	30.78+
					MILK 16-17	38.83+
					-----	
					CHECK TOTAL	1,577.31=
188989	01/11/2017	2	Comp Open	003187 TERI HUNT	REIMBURSE ELEM CLASS SUPPL	38.19
188990	01/11/2017	2	Comp Open	002520 THE EXPONENT	CLASSIFIED ADS 16-17	16.30
188991	01/11/2017	2	Comp Open	009415 UNITED RENTALS NORTH AMERICA INC	Scissor Lift Inspection &	1,098.37
188992	01/11/2017	2	Comp Open	007932 VISA	STEEL BRACETS FOR LIGHTS	46.20+
					RETIREMENT RECOGNITION DIN	25.00+
					PARTS/SUPPLIES	245.97+
					PARTS/SUPPLIES	25.25+
					PROVAC BACKPACK MOTOR	96.47+
					PARTS	101.34+
					-----	
					CHECK TOTAL	540.23=

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From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
188993	01/11/2017	2	Comp Open	005939 WORKSPHERE	EMPLOYEE PHYSICALS 16-17	81.80
188994	01/13/2017	800	Comp Open	002296 BLACKROCK COLLEGE ADVANTAGE 529	Pay #15	730.00
188995	01/13/2017	800	Comp Open	003872 LENAWEE CARES	Pay #15	117.00
188996	01/13/2017	800	Comp Open	010840 MIDLAND FUNDING LLC	Pay #15	186.40
188997	01/13/2017	800	Comp Open	008565 TRUSTMARK VOLUNTARY BENEFIT SOL	Pay #15	872.92
188998	01/13/2017	800	Comp Open	009967 WEST ASSET MANAGEMENT INC	Pay #15	279.59
188999	01/11/2017	300	Comp Open	006000 FRONTIER COMMUNICATIONS	PHONE SERVICE 16-17	163.45
189000	01/11/2017	300	Comp Open	008171 LEGAL SHIELD	Prepaid Legal prem-January	57.80
189001	01/12/2017	300	Comp Open	007370 SAL'S ITALIAN RESTUARANT	PD DAY TEACHER LUNCH	202.00
189002	01/13/2017	300	Comp Open	008699 SELF-FUNDED DENTAL/VISION	Admin/sec claims-Jan.	723.36
189003	01/13/2017	300	Comp Open	001933 SET SEG	DENTAL/VISION ADMIN/SEC FE	326.57
189004	01/13/2017	N/A	Ppd Open	006677 AFLAC	ACCT #MZ411	77.47
189005	01/13/2017	N/A	Ppd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 16-17	1,102.93+
					FOOD/SUPPLIES 16-17	2,519.19+
					FOOD/SUPPLIES 16-17	1,998.21+
					CREDIT PICKUP	29.92-
					CHECK TOTAL	5,590.41=
189006	01/16/2017	300	Comp Open	009811 BP	FUEL TRANSP/MAINT 16-17	238.78
189007	01/17/2017	300	Comp Open	009269 BLUE CROSS BLUE SHIELD OF MICH	HEALTH/DENTAL TCH/CUST FEB	74,060.27+
					Employee contributions	20,987.37+
					CHECK TOTAL	95,047.64=
189008	01/18/2017	2	Comp Open	007629 AVERY OIL & PROPANE	FUEL FOR 16-17	1,078.16
189009	01/18/2017	2	Comp Open	011090 CARPET OUTLET PLUS	CARPET SQUARES VOC ED BUS	1,494.33
189010	01/18/2017	2	Comp Open	011241 CROWNE PLAZA LANSING WEST	LODGING FOR MNA CONFERENCE	133.28
189011	01/18/2017	2	Comp Open	011238 HENDERSON GLASS, INC.	Glass Repair in HS Classro	327.93
189012	01/18/2017	2	Comp Open	003280 IRONFREE & SOFTWATER	WATER FOR COOLERS 16-17	90.00
189013	01/18/2017	2	Comp Open	011231 LAKE-COOK DISTRIBUTORS	Freak the Mighty bks/Wethe	195.60
189014	01/18/2017	2	Comp Open	009365 LAURA DOWLING	REIMBURSE SCHOOL NURSE SUP	35.54
189015	01/18/2017	2	Comp Open	003800 LENAWEE COUNTY TREASURER	SHORT TERM TAX BOND	546.17
189016	01/18/2017	2	Comp Open	010836 LYNN ALDRICH	CLOTHING ALLOWANCE	100.00
189017	01/18/2017	2	Comp Open	005581 M A S B	CBAs @ MASB ANNUAL CONFERE	295.00
189018	01/18/2017	2	Comp Open	004310 M I E M	MSBO CLASS REG GRODI AND G	180.00
189019	01/18/2017	2	Comp Open	006397 MICHIGAN CORPORATE OFFICE PLUS	Staff Mailroom Supplies	159.54
189020	01/18/2017	2	Comp Open	004910 ONSTED HOT LUNCH DEPT	GSRP DECEMBER MEALS	344.83
189021	01/18/2017	2	Comp Open	011234 PEARSON EDUCATION	JCC MATH BOOKS	2,262.77
189022	01/18/2017	2	Comp Open	000666 SCHOOL SPECIALTY	ELEM CLASSROOM SUPPLIES- W	74.36
189023	01/18/2017	2	Comp Open	009668 VISTA PRINT	Business Cards - Steve Hea	29.22
189024	01/20/2017	N/A	Ppd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 16-17	687.03+
					FOOD/SUPPLIES 16-17	2,436.42+
					FOOD/SUPPLIES 16-17	1,251.34+
					CHECK TOTAL	4,374.79=
189025	01/20/2017	N/A	Ppd Open	007816 PESG, LLC	Sub teachers 1/1-1/14/17	3,758.47+
					Sub supp staff 1/1-1/14/17	8,004.75+
					CHECK TOTAL	11,763.22=

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From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
189026	01/23/2017	N/A Ppd	Open	010180 L.I.S.D. HEALTH CONSORTIUM	Consortium fees Jan/Feb 17	252.00
189027	01/23/2017	300 Comp	Open	009689 MADISON NATIONAL LIFE INS CO INC	LIFE/LTD ADMIN/SEC FEB Optional coverage-Pieper	271.91+ 17.40+
CHECK TOTAL						289.31=
189028	01/25/2017	2 Comp	Open	011243 ADDISON LUMBER	Lumber & Hardward for Bldg	484.90
189029	01/25/2017	2 Comp	Open	000210 ADRIAN MECHANICAL SERVICES CO.	CONTRACTED SERVICE 16-17	2,492.18
189030	01/25/2017	2 Comp	Open	003863 AUNT MILLIE'S BAKERIES	BREAD PURCHASES 16-17 BREAD PURCHASES 16-17	62.43+ 126.64+
CHECK TOTAL						189.07=
189031	01/25/2017	2 Comp	Open	007629 AVERY OIL & PROPANE	FUEL FOR 16-17 FUEL FOR 16-17	853.01+ 630.56+
CHECK TOTAL						1,483.57=
189032	01/25/2017	2 Comp	Open	011246 CARLENE MOORE	REIMBURSEMENT COLLEGE TEXT	148.67
189033	01/25/2017	2 Comp	Open	005066 DEBARA MCGEE	TRAVEL/MILEAGE REIMBURSEME	81.32
189034	01/25/2017	2 Comp	Open	006377 DEBRA EMANUEL	LICENSE RENEWAL	70.00
189035	01/25/2017	2 Comp	Open	002020 DEMCO, INC.	LIBRARY SUPPLIES	119.87
189036	01/25/2017	2 Comp	Open	006786 DENNIS TISON	SUPPLIES	72.95
189037	01/25/2017	2 Comp	Open	003280 IRONFREE & SOFTWATER	WATER FOR COOLERS 16-17	120.00
189038	01/25/2017	2 Comp	Open	003860 L.I.S.D	Wrecker Service Bus #30 2016-17 CEMAT QUART BILLIN LCASB LEGISLATIVE BREAKFAS TECH SERVICES, OCT-DEC2016 QUART CAP FEE \$2 PER STUD NEW TEACHER SERIES K-5 NONVIOLENT CRISIS INTERVEN	150.00+ 99.50+ 17.90+ 3,470.85+ 694.17+ 30.00+ 35.00+
CHECK TOTAL						4,497.42=
189039	01/25/2017	2 Comp	Open	003800 LENAWEE COUNTY TREASURER	TAX REFUNDS 16-17 TAX REFUNDS 16-17	19.13+ 567.42+
CHECK TOTAL						586.55=
189040	01/25/2017	2 Comp	Open	011142 MEEKHOF TIRE OF JACKSON	TIRE REPLACEMENT/REPAIR 16	1,435.96
189041	01/25/2017	2 Comp	Open	006397 MICHIGAN CORPORATE OFFICE PLUS	Tape & File Folders	58.44
189042	01/25/2017	2 Comp	Open	004615 MODEL COVERALL SERVICE	UNIFORM SERVICE 16-17 UNIFORM SERVICE 16-17	46.00+ 46.00+
CHECK TOTAL						92.00=
189043	01/25/2017	2 Comp	Open	008444 MODERN WASTE SYSTEMS	RECYCLE SERVICES 16-17	25.00
189044	01/25/2017	2 Comp	Open	011211 PRIMEX WIRELESS INC.	Clocks for Elem. Bldg.	708.46
189045	01/25/2017	2 Comp	Open	005340 QUILL CORPORATION	BOARD OFFICE SUPPLIES 16-1	79.48+

## Check Register for Bank Account ID OSB

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
					BOARD OFFICE SUPPLIES 16-1	287.87+
					SUPPLIES	154.96+
					-----	
					CHECK TOTAL	522.31=
189046	01/25/2017	2	Comp Open	000666 SCHOOL SPECIALTY	ELEM CLASSROOM SUPPLIES- S	203.19+
					LIBRARY SUPPLIES	17.47+
					ELEM CLASSROOM SUPPLIES- M	200.54+
					-----	
					CHECK TOTAL	421.20=
189047	01/25/2017	2	Comp Open	008163 SMITHFOODS INC.	MILK 16-17	239.77+
					MILK 16-17	178.92+
					MILK 16-17	111.66+
					MILK 16-17	20.42+
					MILK 16-17	175.86+
					MILK 16-17	23.47+
					MILK 16-17	201.12+
					MILK 16-17	38.41+
					MILK 16-17	71.47+
					MILK 16-17	10.21+
					MILK 16-17	121.11+
					-----	
					CHECK TOTAL	1,192.42=
189048	01/25/2017	2	Comp Open	007073 SNYR ELECTRIC INC.	Repair Lights on campus po	2,753.00
189049	01/25/2017	2	Comp Open	008088 STEPHANIE WETHERBY	Success Items/6th grade	29.94
189050	01/25/2017	2	Comp Open	007088 TRI-COUNTY INTERNATIONAL TRUCKS	BUS PARTS 16-17	39.70
189051	01/25/2017	2	Comp Open	009080 WESTERN MICHIGAN FLEET PARTS	OIL/FUEL FILTERS 16-17	58.10
189052	01/25/2017	300	Comp Open	009320 FIDELITY SECURITY LIFE IN/EYEMED	VISION PREM TCH/CUST FEB-A	1,491.23
189053	01/25/2017	300	Comp Open	009272 MUTUAL OF OMAHA	LIFE/LTD PREM TCH/CUST FEB	1,719.08
189054	01/25/2017	N/A	Ppd Open	001036 US BANCORP	RICOH LEASE PMTS 16-17	6,397.00
189055	01/27/2017	800	Comp Open	002296 BLACKROCK COLLEGE ADVANTAGE 529	Pay #16	730.00
189056	01/27/2017	800	Comp Open	003872 LENAWEE CARES	Pay #16	117.00
189057	01/27/2017	800	Comp Open	010840 MIDLAND FUNDING LLC	Pay #16	186.40
189058	01/27/2017	800	Comp Open	008565 TRUSTMARK VOLUNTARY BENEFIT SOL	Pay #16	872.92
189059	01/27/2017	800	Comp Open	009967 WEST ASSET MANAGEMENT INC	Pay #16	279.59
189060	01/27/2017	801	Comp Open	001616 CITY OF HUDSON	Pay #15	21.84+
					Pay #16	22.04+
					-----	
					CHECK TOTAL	43.88=
189061	01/25/2017	300	Comp Open	007337 TRACY INC.	RENEWAL SUPPORT AGREEMENT	2,763.75
189062	01/25/2017	N/A	Ppd Open	008743 PRIORITY HEALTH	HEALTH PREM ADMIN/SEC JAN	14,307.79+
					HEALTH PREM ADMIN/SEC FEB	14,307.79+
					Employee contributions	4,265.08+
					-----	
					CHECK TOTAL	32,880.66=
189063	01/26/2017	N/A	Ppd Open	011230 HATCH	GSRP SUPPLIES (15-16 CARRY	3,691.00
189064	01/27/2017	N/A	Ppd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 16-17	989.56+

Check Register for Bank Account ID OSB

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
					FOOD/SUPPLIES 16-17	2,362.00+
					FOOD/SUPPLIES 16-17	1,558.64+
					CHECK TOTAL	4,910.20=
189065	01/27/2017	N/A Ppd	Open	004401 MICHIGAN DEPT OF TREASURY	Pay #15	8,663.19+
					Pay #16	8,807.96+
					CHECK TOTAL	17,471.15=
189066	01/31/2017	300 Comp	Open	009233 ADRIAN SUPER LAUNDROMAT	GSRP LAUNDRY SERVICE	10.00
					CHECK TOTAL	504,429.70
					LESS VOIDS	0.00
					GRAND TOTAL	504,429.70

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	132	504,429.70	Computer	112	397,145.99
Cleared			Prepaid	20	107,283.71
Void					
Scratch					
TOTAL	132	504,429.70	TOTAL	132	504,429.70

## Check Register for Bank Account ID OSB-AT

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
116126	01/03/2017	101	Comp Open	009961 BRAD HORN	JV B BKB OFFICIAL	45.00
116127	01/03/2017	101	Comp Open	009568 CHRIS WILLIAMS	9TH B BKB OFFICIAL	40.00
116128	01/03/2017	101	Comp Open	002959 DARWIN HUKILL	9TH B BKB OFFICIAL	40.00
116129	01/03/2017	101	Comp Open	009935 ERIC JENKINS	V B BKB OFFICIAL	60.00
116130	01/03/2017	101	Comp Open	009428 JON JONES	V B BKB OFFICIALS	60.00
116131	01/03/2017	101	Comp Open	009937 KARL SCHMIDT	V B BKB OFFICIAL	60.00
116132	01/03/2017	101	Comp Open	008274 RANDY SMITH	JV B BKB OFFICIAL	45.00
116133	01/04/2017	101	Comp Open	011228 BRUCE KEELING	WRESTLING OFFICIAL	100.00
116134	01/04/2017	101	Comp Open	011229 TIM HAMMOND	WRESTLING OFFICIAL	100.00
116135	01/05/2017	101	Comp Open	007276 EAST JACKSON HIGH SCHOOL	DOME CLASSIC	150.00
116136	01/05/2017	101	Comp Open	010491 GREG MESCHKE	G BKB OFFICIAL	60.00
116137	01/05/2017	101	Comp Open	003386 HUDSON AREA SCHOOLS	MS CHEER MEET	50.00
116138	01/05/2017	101	Comp Open	008259 JEFFERY PAUL LEE	G BKB OFFICIAL	45.00
116139	01/05/2017	101	Comp Open	008657 JIM CONNORS	G BKB OFFICIAL	60.00
116140	01/05/2017	101	Comp Open	010147 PUREINK SCREENPRINTING	SPIRITWEAR	687.00
116141	01/05/2017	101	Comp Open	008274 RANDY SMITH	G BKB OFFICIAL	45.00
116142	01/05/2017	101	Comp Open	011232 TONY LISZNYAL	G BKB OFFICIAL	60.00
116143	01/05/2017	101	Comp Open	007694 VICTORY CUSTOM APPAREL	BOWLING EMBROIDERY SHIRTS	157.50+
					BOWLING SPIRITWEAR	452.00+
					G BKB SPIRITWEAR	248.75+
					-----	
					CHECK TOTAL	858.25=
116144	01/10/2017	101	Comp Open	009568 CHRIS WILLIAMS	JV G BKB OFFICIAL	45.00
116145	01/10/2017	101	Comp Open	000493 CLINTON COMMUNITY SCHOOLS	DAVE ELLIOTT WRESTLING TOU	175.00
116146	01/10/2017	101	Comp Open	010978 DOUG DONNELLY	LCAA REPORTS FOR G BKB	50.00
116147	01/10/2017	101	Comp Open	009384 GARY GRYZA	V G BKB OFFICIAL	60.00
116148	01/10/2017	101	Comp Open	011235 JAMES HAEHNLES	V G BKB OFFICIAL	60.00
116149	01/10/2017	101	Comp Open	000962 JOHNNY MAC'S	CLEAR MAT TAPE	174.55
116150	01/10/2017	101	Comp Open	010940 JON WHITMAN	JV G BKB OFFICIAL	45.00
116151	01/10/2017	101	Comp Open	010301 KELLY LARGENT	BATH TOWELS	27.39
116152	01/10/2017	101	Comp Open	009390 LESLIE HIGH SCHOOL	LESLIE CC TOURN	150.00
116153	01/10/2017	101	Comp Open	009685 MICK DIER	V G BKB OFFICIAL	60.00
116154	01/10/2017	101	Comp Open	000880 TC'S HARDWARE	ATH SUPPLIES	77.08
116155	01/12/2017	300	Comp Open	008166 MADISON SCHOOL DISTRICT	Madison Baker bash	150.00
116156	01/13/2017	101	Comp Open	010863 ATHLETICO	TRAINING CHARGE 3 HOURS 12	75.00
116157	01/13/2017	101	Comp Open	003217 CUTTING EDGE ENGRAVING	ALL STATE PLATES	25.00
116158	01/13/2017	101	Comp Open	000715 SOMERSET BEACH CAMPGROUND	FOOTBALL CAMP DEPOSIT	600.00
116159	01/13/2017	101	Comp Open	011237 TERESA SMEAD	ATH FEE REFUND	30.00
116160	01/13/2017	101	Comp Open	007694 VICTORY CUSTOM APPAREL	OMS WRESTLING SPIRITWEAR	1,477.50
116161	01/17/2017	101	Comp Open	010942 BOB BARRETT	JV OFFICIAL	45.00
116162	01/17/2017	101	Comp Open	008728 DAN JUKURI	OFFICIAL V B BKB	60.00
116163	01/17/2017	101	Comp Open	010491 GREG MESCHKE	V B BKB OFFICIAL	60.00
116164	01/17/2017	101	Comp Open	009928 KEITH HICKMON	JV BKB OFFICIAL	45.00
116165	01/17/2017	101	Comp Open	002659 TERRY LEABHART	V B BKB OFFICIAL	60.00
116166	01/18/2017	101	Comp Open	008293 CAROLYN PETERS	CC JUDGE	75.00
116167	01/18/2017	101	Comp Open	003098 CHELSEA HIGH SCHOOL	ENTRY FEE WRESTLING	150.00
116168	01/18/2017	101	Comp Open	009377 ERYN STAMPER	CC JUDGE	75.00
116169	01/18/2017	101	Comp Open	003386 HUDSON AREA SCHOOLS	CC ENTRY FEE 1-14-17	75.00
116170	01/18/2017	101	Comp Open	011242 JAMES GENTZ	CC JUDGE	75.00
116171	01/18/2017	101	Comp Open	000962 JOHNNY MAC'S	NAME GRAPHICS FB	120.00
116172	01/18/2017	101	Comp Open	009933 MARTY SHEAN	CC JUDGE	75.00
116173	01/18/2017	101	Comp Open	010013 MORENCI AREA SCHOOLS	LCAA VOLLEYBALL	140.00

## Check Register for Bank Account ID OSB-AT

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
116174	01/18/2017	101	Comp Open	011244 SARAH BYRD	CC JUDGE	75.00
116175	01/18/2017	101	Comp Open	007694 VICTORY CUSTOM APPAREL	BOWLING SPIRITWEAR	24.00
116176	01/19/2017	101	Comp Open	010961 BRIE CLARK	V G BKB OFFICIAL	60.00
116177	01/19/2017	101	Comp Open	009928 KEITH HICKMON	JV G BKB OFFICIAL	45.00
116178	01/19/2017	101	Comp Open	010647 RANDY STRAUB	V G BKB OFFICIAL	60.00
116179	01/19/2017	101	Comp Open	009583 SEAN LESTER	JV G BKB OFFICIAL	45.00
116180	01/19/2017	101	Comp Open	008486 TIM HOFFMAN	V G BKB OFFICIAL	60.00
116181	01/23/2017	101	Comp Open	011117 DENISE LAMBES	FLOWERS CC PARENT NIGHT	30.00
116182	01/23/2017	101	Comp Open	000962 JOHNNY MAC'S	EMBROIDER ON POLO	19.68+
					2 BASKETBALL	141.07+
					AUTOGRAPH BKB	207.13+
					SURE TRAC REPLACEMENT PAD	69.58+
-----						
CHECK TOTAL						437.46=
116183	01/23/2017	101	Comp Open	009947 MHSSCA	SOFTBALL MEMBERSHIP FEE	110.00
116184	01/24/2017	101	Comp Void	01/24/2017 009267 AMY FRY	JV G BKB OFFICIAL	45.00
116185	01/24/2017	101	Comp Open	010961 BRIE CLARK	V G BKB OFFICIAL	60.00
116186	01/24/2017	101	Comp Open	009297 BRONSON HIGH SCHOOL	WRESTLING TOURNAMENT	175.00
116187	01/24/2017	101	Comp Open	010428 FELDKAMP, DERRICK	V G BKB OFFICIAL	60.00
116188	01/24/2017	101	Comp Open	000962 JOHNNY MAC'S	BASKETBALLS	137.14
116189	01/24/2017	101	Comp Open	010940 JON WHITMAN	JV G BKB OFFICIAL	45.00
116190	01/24/2017	101	Comp Open	011200 JUSTIN POWELL	V G BKB OFFICIAL	60.00
116191	01/24/2017	101	Comp Open	009390 LESLIE HIGH SCHOOL	CC ENTRY FEE LESLIE	150.00
116192	01/24/2017	101	Comp Open	010104 NAPOLEON HIGH SCHOOL	MS WRESTLING TOURNAMENT	150.00
116193	01/24/2017	101	Comp Open	003960 BROOKLYN LANES	AIKEN FUND RAISER	1,015.00
116194	01/24/2017	101	Comp Open	001966 DON FRY	JV G BKB OFFICIAL	45.00
116195	01/25/2017	101	Comp Open	011248 JACK MCCLOUGHAN	WRESTLING OFFICIAL	55.00
116196	01/25/2017	101	Comp Open	011247 MITCA	TRACK AND FIELD CLINIC	60.00
116197	01/26/2017	101	Comp Open	011215 CORY RAY	V B BKB OFFICIAL	60.00
116198	01/26/2017	101	Comp Open	009627 DAN MIDENA	V B BKB OFFICIAL	60.00
116199	01/26/2017	101	Comp Open	001966 DON FRY	JV BKB OFFICIAL	45.00
116200	01/26/2017	101	Comp Open	011232 TONY LISZNYAL	V B BKB OFFICIAL	60.00
116201	01/26/2017	101	Comp Open	010979 WILSON SUTTON	JV B BKB OFFICIAL	45.00
116202	01/27/2017	101	Comp Open	011250 CODI, COLE	V BKB OFFICIAL	60.00
116203	01/27/2017	101	Comp Open	010951 ED EARLEY	V B BKB OFFICIAL	60.00
116204	01/27/2017	101	Comp Open	010428 FELDKAMP, DERRICK	JV B BKB OFFICIAL	45.00
116205	01/27/2017	101	Comp Open	008657 JIM CONNORS	V B BKB OFFICIAL	60.00
116206	01/27/2017	101	Comp Open	009928 KEITH HICKMON	9TH BKB OFFICIAL	40.00
116207	01/27/2017	101	Comp Open	011214 MIKE WILLIAMS	JV BKB OFFICIAL	45.00
116208	01/27/2017	101	Comp Open	009394 NICHOLAS MARSHALL	9TH BKB OFFICIAL	40.00
116209	01/30/2017	101	Comp Open	003098 CHELSEA HIGH SCHOOL	MS WRESTLING ENTRY FEE 1-2	150.00
116210	01/30/2017	101	Comp Open	008259 JEFFERY PAUL LEE	9TH B BKB OFFICIAL	40.00
116211	01/30/2017	101	Comp Open	009394 NICHOLAS MARSHALL	9th B BKB OFFICIAL	40.00
116212	01/30/2017	101	Comp Open	010927 SCOTT SUMINSKI	JV OFFICIAL B BKB	45.00
116213	01/30/2017	101	Comp Open	006220 TECUMSEH HIGH SCHOOL	ENTRY FEE 1-25-17	100.00
116214	01/30/2017	101	Comp Open	003820 WESTERN HIGH SCHOOL	CHEER ENTRY FEE 1-28-17	125.00
116215	01/31/2017	101	Comp Open	010563 CHRIS ADAMS	G V BKB OFFICIAL	60.00
116216	01/31/2017	101	Comp Open	011215 CORY RAY	V B BKB OFFICIAL	60.00
116217	01/31/2017	101	Comp Open	009627 DAN MIDENA	V B BKB OFFICIAL	60.00
116218	01/31/2017	101	Comp Open	001966 DON FRY	B JV BKB OFFICIAL	45.00
116219	01/31/2017	101	Comp Open	009945 DOUG RICHARDSON	V G BKB OFFICIAL	60.00
116220	01/31/2017	101	Comp Open	007095 ED EMANS	B V BKB OFFICIAL	45.00



Check Register for Bank Account ID OSB-AT

From 01/01/2017 to 01/31/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
116221	01/31/2017	101	Comp Open	010912 JEFF MCDANIELS	9TH BKB OFFICIAL	60.00
116222	01/31/2017	101	Comp Open	011252 JONESVILLE HIGH SCHOOL	WRESTLING MEET 1-28-17	140.00
116223	01/31/2017	101	Comp Open	010301 KELLY LARGENT	ATHLETIC TAPE	186.99
116224	01/31/2017	101	Comp Open	004249 MHSAA	JENNIFER MARLATT CAP LEVEL	60.00
116225	01/31/2017	101	Comp Open	009394 NICHOLAS MARSHALL	JV G BKB OFFICIAL	45.00
116226	01/31/2017	101	Comp Open	009766 PETE AMBS	9TH BKB OFFICIAL	60.00
116227	01/31/2017	101	Comp Open	008274 RANDY SMITH	G JV BKB OFFICIAL	45.00
116228	01/31/2017	101	Comp Open	009293 SCOTT MAURER	V G BKB OFFICIAL	60.00
116229	01/31/2017	101	Comp Open	011232 TONY LISZNYAL	V B BKB OFFICIAL	60.00

CHECK TOTAL 12,072.36  
 LESS VOIDS 45.00  
 GRAND TOTAL 12,027.36

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	103	12,027.36	Computer	103	12,027.36
Cleared			Prepaid		
Void	1	45.00			
Scratch					
<b>TOTAL</b>	<b>104</b>	<b>12,072.36</b>	<b>TOTAL</b>	<b>103</b>	<b>12,027.36</b>

Electronic Banking Transactions (not included in Disbursements)

Date	Payee	Amount	Description	Total for month
01/05/17	MPSERS	83,671.26	Pay 14-Retirement, MIP, TDP	
01/12/17	First Federal Bank	162,265.14	Pay 15-Direct deposit/net pay	
01/13/17	TSA Consulting Group	12,656.84	Pay 15-403b/457 deductions	
01/13/17	U.S. Treasury	58,984.97	Pay 15-Payroll taxes	
01/17/17	MPSERS	80,353.39	Pay 15-Retirement, MIP, TDP	
01/24/17	MPSERS	73,356.87	UAAL Stabilization January	
01/26/17	First Federal Bank	164,763.64	Pay 16-Direct deposit/net pay	
01/02/17	TSA Consulting Group	12,356.84	Pay 16-403b/457 deductions	
01/27/17	U.S. Treasury	59,931.09	Pay 16-Payroll taxes	
01/30/17	MPSERS	80,430.26	Pay 16-Retirement, MIP, TDP	788,770.30

# REPORTS

**Onsted Elementary**  
**Students of the Month**  
**Dec 2016/Jan 2017**

Lucas Arnold, Ava Brighton, Rilee Corona, Avery Davis, Sadrah Fox, Hailey Freshcorn, Wesley Garrison, Caedin Harris, Elyse Hinckley, Jaylee Holly, Logan Irwin, Luke Kay, Brayden Kilpatrick, Raegan Muir, Paisley Murphy, John Pfeffer, Emmry Ross, Wyatt Sanford, Payton Schmucker, Aubrie Schonfeld, Jordan Schot, Aidyn Smith, Aubreigh Smith, Connor Szul.

Dec/Jan Students of the Month		
Subject	Nominee	Nominated by
Language Arts 6	Tori Callahan	Wetherby
History 6	Matthew Harton	Hession
Science 6	Gavin Young	Morse
Mathematics 6	Allison Hill	Jodi Marsh
Mathematics 6/7	Perry Hancock	Jodi Marsh
Language Arts 7	Alexandra Baiz	Klous
Geography 7	Caryse Redman	Hunt
	Bayleigh Muckenst	Hession
	Trent Warner	Hoffman
Science 7	Dillon McCullough	Morse
	Kaelyn Wetherby	Reid
	Harrison Moore	Pennington
Math 7	Abigail White	Aiken
Math 7/8	Matthew Urbanczyk	Aiken
Language Arts 8	Grant Goodrich	Marsh
Honors ELA 8	Halle Bauer	Klous
American History	Grant Goodrich	Hoffman
Science 8	Darren Fletcher	Reid
Science 8	Sarah Finch	Reid
Math 8	Cordell Kowalyk	H. Smith
Algebra I	Makenna Strack	H. Smith
Tech Ed 6	Elizabeth Hill	Hunt
Tech Ed 7	Jeffery Timm	Hunt
Tech Ed 8	Dylan Terryberry	Hunt
Tech Ed 8	Kyle Floer	Hunt
Spanish 6	Bryn Brighton	Tobar
Spanish 7	Matthew Marsh	Tobar
Spanish I	Samantha Jordan	Tobar
	Kaylee MacDonald	Tobar
French I	Virginia Rawlings	Payer
Girls PE 6	Maddi Mutter	Hubbard
Girls PE 7	Kamryn Ross	Hubbard
Girls PE 8	Dakota VanderHorst	Hubbard
Boys PE 6	Noah Hewitt	Thompson
Boys PE 7	Carter Smith	Thompson
Boys PE 8	Luke Brown	Thompson
Art 6	Paris Kay	Westbrook
Art 7	Isabel Evans	Westbrook
Art 8	Topanga Wallace	Westbrook
Band 6	Hannah Harding	Marks
Band 7	Owen Kordyzon	Marks
Band 8	Madison Beechler	Marks
<b>Responsibility &amp; Critical Thinking</b>		
Grade 6	Bryn Brighton	Team
Grade 7	Riley Kina	Team
Grade 8	Makenna Strack	Team



# Onsted High School

P.O. Box 220  
Onsted, Michigan 49265

Telephone: 517.467.2171

Fax: 517.467.5602

February 15, 2017

Nancy Reid

The following students have been selected as "Students of the Month" for January, 2017.

Business	Grant Gifford
English	Kent Woerner
	Taylor Morse
	Sean Carney
Family & Consumer Science	Bailey Tjolsen
Math	Kane Strack
	Matthew Particka
	Tom Strachn
	Mackenzie Johncox
	McKenna Smith
Music	Jeremy Chmiel
	Hannah Terrill
Online	Brianna Baxter
Physical Education	Dallas Feys
Science	Dakota Holbrook
	Larson Bass
	Arianna Grimmette
Social Studies	Mariah Marsh
	Riley Brocket
	Paige Lemay-Smith
World Languages	Larson Bass

Sincerely,

Dave Lauer  
Principal

# EMPLOYMENT

# Onsted Community Schools



February 20, 2017

To: Board Members  
Re: Employment Recommendations

The following employment recommendations will be made on February 20, 2017:

Accept Resignation, Debra Emanuel, MS Lunch Paraprofessional

Hire - Elizabeth Horrigan, MS Classroom Paraprofessional

Resignation - Brian Bradberry, Fitness Center Supervisor

Hire - Cary Kieffer, Fitness Center Supervisor

ONSTED COMMUNITY SCHOOLS  
10109 Slee Rd  
Phone: 517-467-2173  
Onsted MI 49265  
Fax: 517-467-5600

[www.onsted.k12.mi.us](http://www.onsted.k12.mi.us)



## DISCUSSION

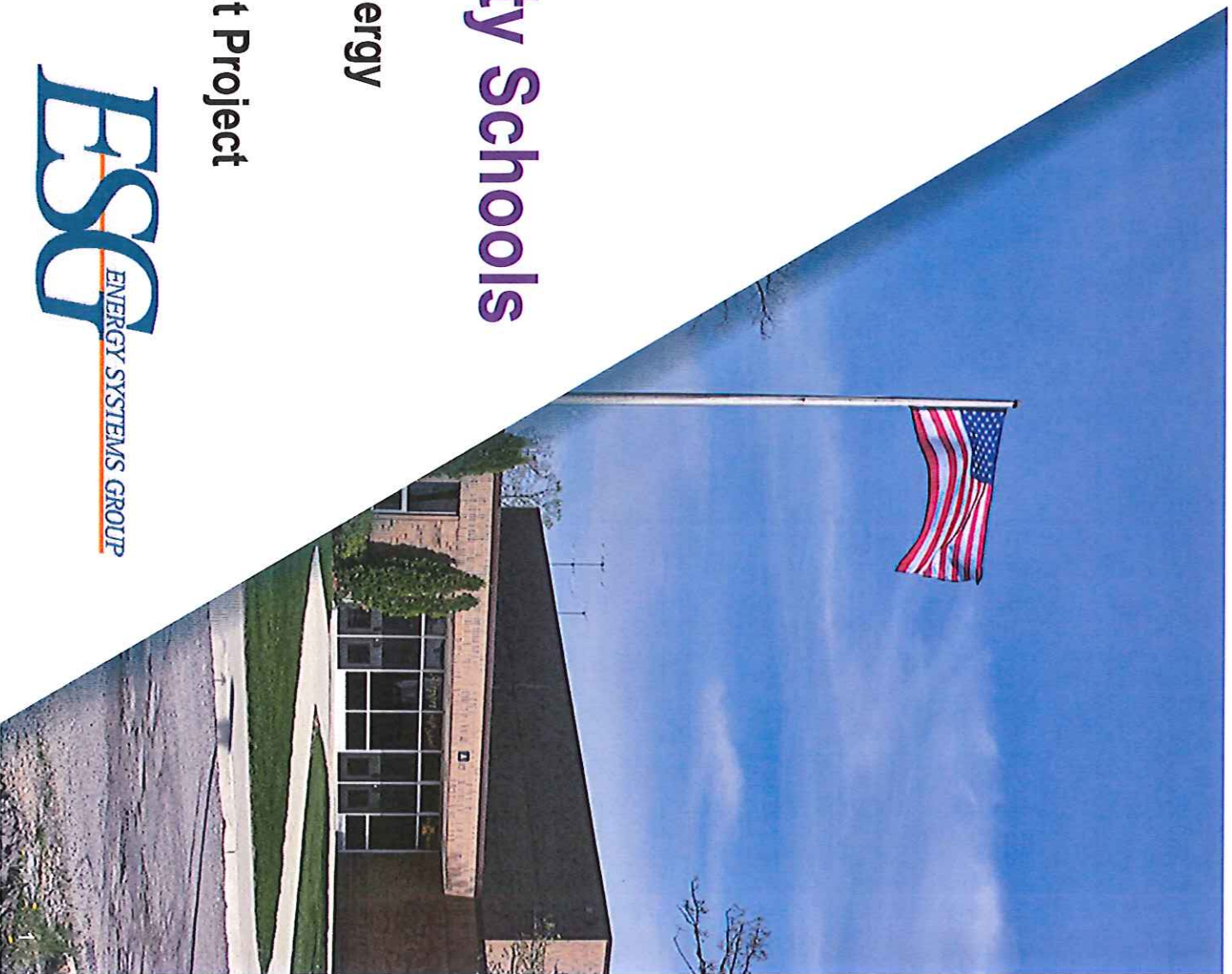


# Onsted Community Schools

Self Funding Energy  
&

Capital Improvement Project

Committed • Proven • Trusted



# Agenda



- Objectives & Goals
- ESG Overview
- Preliminary Findings, Solutions & Financials
- Expertise, Results & Process

# ESG Company Overview



[www.naesco.org](http://www.naesco.org)

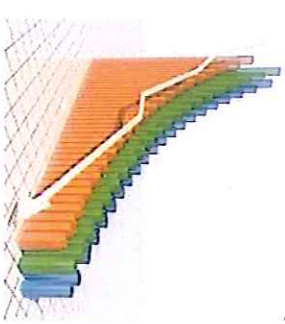
- **Award Winning**, Full-Service ESCO; NAESCO-Accredited
- Founded in 1994; Subsidiary of Vectren Corp. (NYSE: VVC; “A-” Bond Ratings)
- Implemented **over \$2.4 billion in projects** for over 450 customers
- Implemented over **\$1 Billion in projects for education** customers.
- Over 350 Employees in 20+ States
- Over **\$81 million in projects in Michigan**
- Experienced and proven local team – Local Contractors – Technology Independent
- **We deliver on promises!**

# Energy Savings Performance Contracting (ESPC)



- **Simple concept: Money saved on energy and operating costs pay for facility improvements**

In accordance with MCL 380.1274a, will be paid for by savings in existing and future budget allocations.



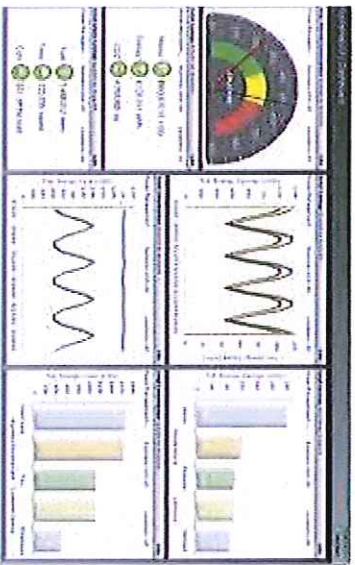
- **Simple guarantee: If the project fails to reduce costs as guaranteed, ESG pays the difference**
- **Simple rules: ALL savings above the guarantee are retained by the Customer**



# ESPC Advantage



Measured & Guaranteed  
Results



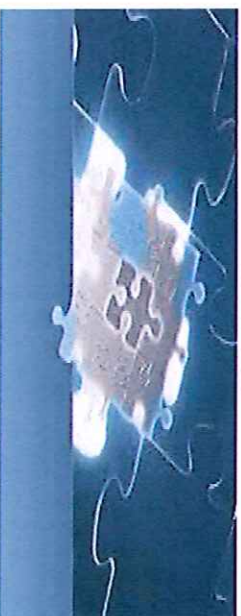
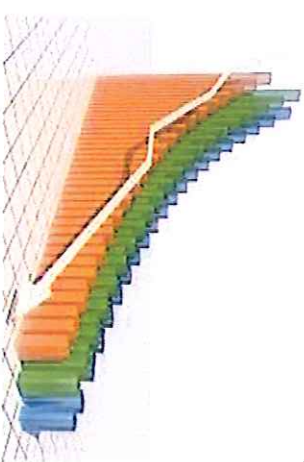
Green Technology Options

Assistance Obtaining  
Rebates, Grants, Credits



Benefits To Clients

Mission Value  
*Educational, Financial, Community*



Flexible & Expandable Solutions



Vendor Neutral - Maximize  
Local Resource Utilization

# Energy Program Purpose

## Positive Impact On Your Strategic Goals



### Student Achievement

- Improve comfort, safety and learning space productivity
- Incorporate energy education & awareness – Energy Playbook
- Student engagement & achievement – Energy Project Scholarship Essay

### Financial

- Capture/redirect \$1.5-\$4 Million in current utility & repair expenses back into district facilities

### Facilities & Operations

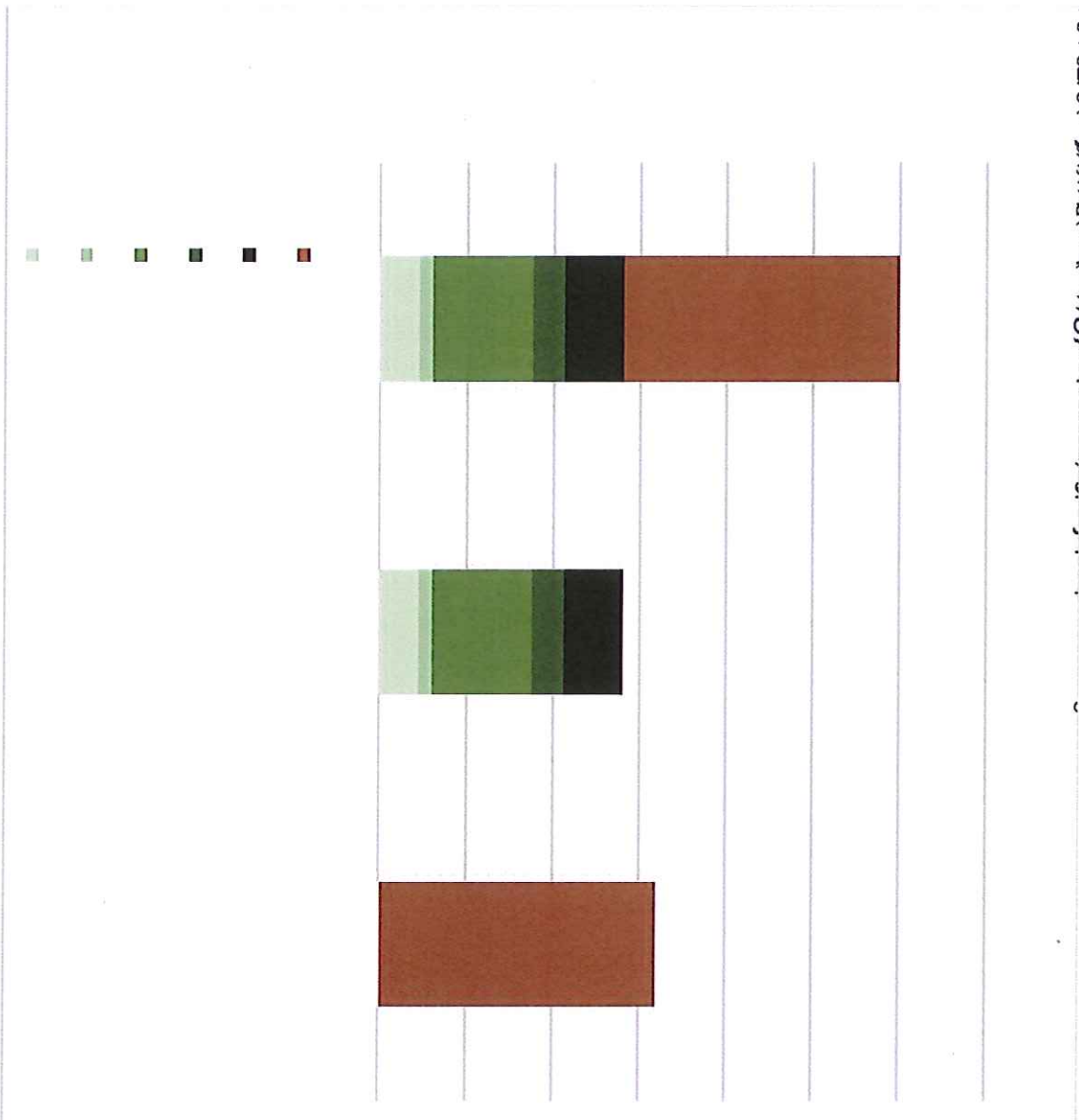
- Budget Certainty
- Leverage against utility and operating cost increases
- Enhance self sufficiency

### Community

- Reduce tax burden (Self-funded project) – Community trust
- Enhance the environment – X,XXX metric tons of carbon dioxide reduced = XXX cars off the road – powering XXX homes

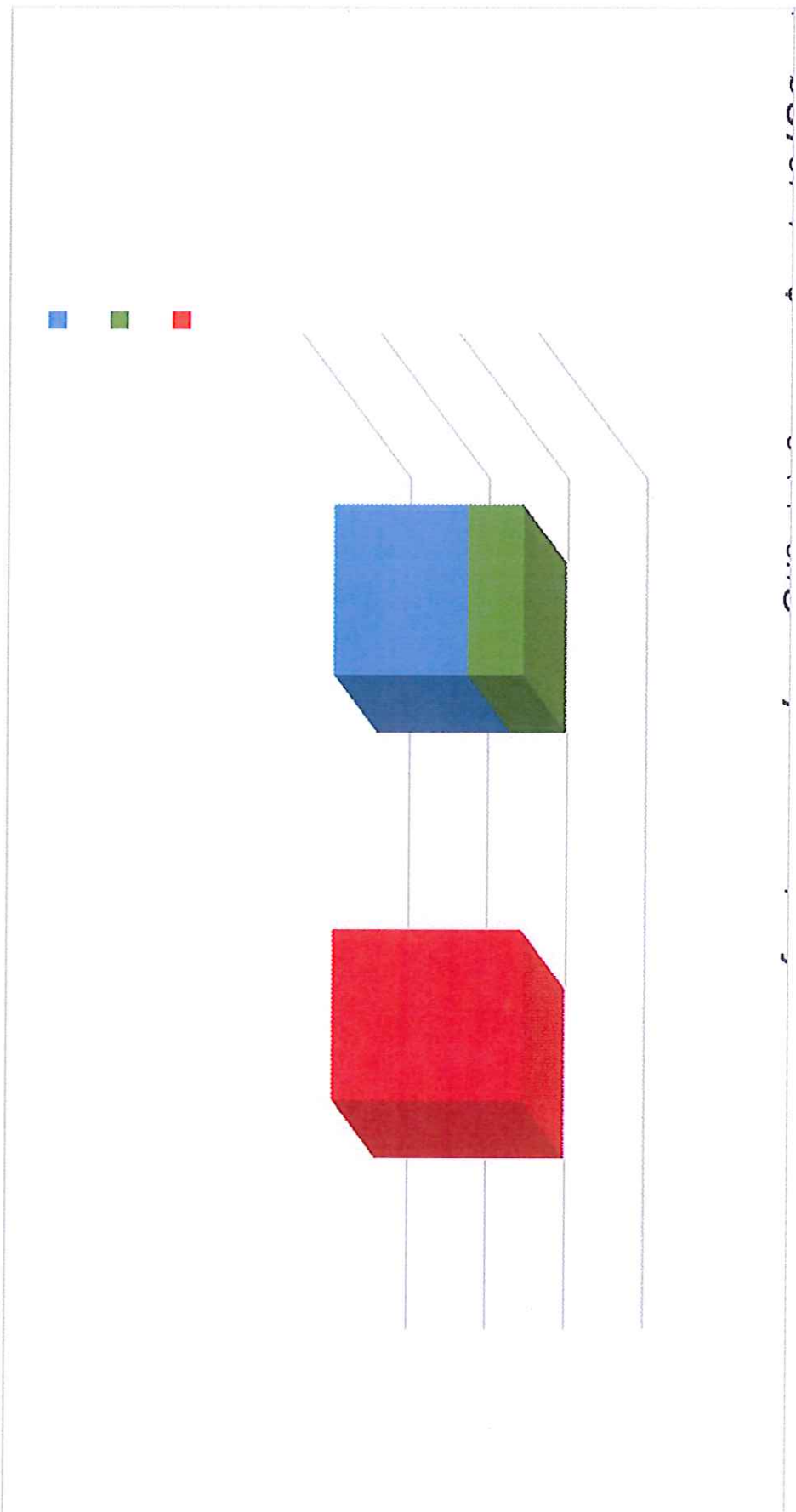


# Bond Issue Cost Reduction





# Project Savings and Cost Relationship



# Improvement Process



- Step 1 Conceptual Meetings (**COMPLETE**)
- Step 2 Preliminary Feasibility – (**COMPLETE**)
- Step 3 Feasibility Review – (**COMPLETED**)
- Step 4 Administrative Leadership Review (**Dec. 2016**)
- Step 5 Board Review & Approval to Advance (Jan. 2017)
- Step 6 Procurement Engagement – (**6/9/17 – 10/16**)
  - **RFP (Advertise Feb 2017, response March 2017, evaluation April 2017)**
  - **Energy Project Partner Selection April 2017**
- Step 6 Project Scope Finalization **May 2017**
- Step 7 Leadership Review/Approval **May 2017**
- Step 8 Project Funding/Contracts **June 2017**
- Step 9 Project Implementation **July 2017** (6-9 Months)
- Step 10 Verification and Reporting of Results (On-going)

# Feasibility Activities & Findings



- **Extensive Data Logging in each Facility**
  - Monitoring/logging devices moved throughout each facility's
  - Run time and temperature trends and usage
  - Air Quality readings – Co2 levels
- **Detailed review and verification of O&M data**
  - Analyzed O&M expense Data
  - Conducted a 1 on 1 detailed review of the data
  - Conducted independent review of expenses by vendor, year and description type
- **Voice of the Customer Interviews**
  - 1 on 1 administration & staff interviews
  - Input on learning & teaching/working environment & student engagement
- **Physical facility systems review & observations**
  - Initial facility survey
  - ESG site surveys

# Existing Conditions



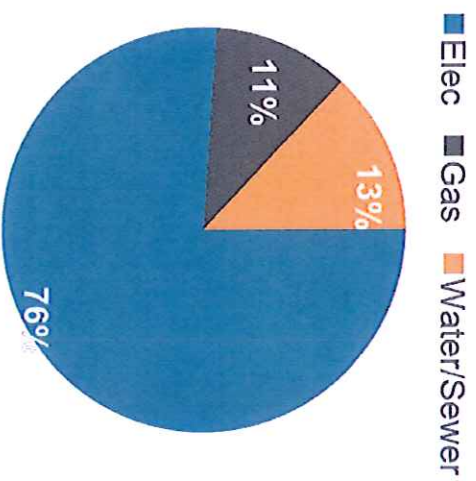
## District Facility Profile to benchmark - Regional

- **1,385** Students
- **TDE \$13.1, O&M Costs \$1.207M, Fund Balance 15.5%**
- **9%** of TDE, **\$871** Per Pupil
- 3 Schools, **284,368** square feet, plus Administration and Transportation
- Utility Costs **\$1.18/Sq. Ft.** (Includes Water & Sewer)
  - Electric: \$255.6K
  - Gas: \$37.1K
  - Water/Sewer: \$44.2K
- Total Utility: **\$336.9K** Utility Costs **\$1.18/Sq. Ft & \$243.25** Per Pupil.

### Top Issues

- Escalating utility costs
- Aging infrastructure - Core facility systems need addressed (Performance & Age)
  - Lighting, Board of Education and H.S. HVAC, Controls
  - Fire Alarm system parts no longer available in H.S.
  - Old Honeywell control system near end of useable service life
  - Some Roofing needs replaced
- Leverage cost savings to improve comfort and control risks
- Enhance the learning environment

### Utility Costs

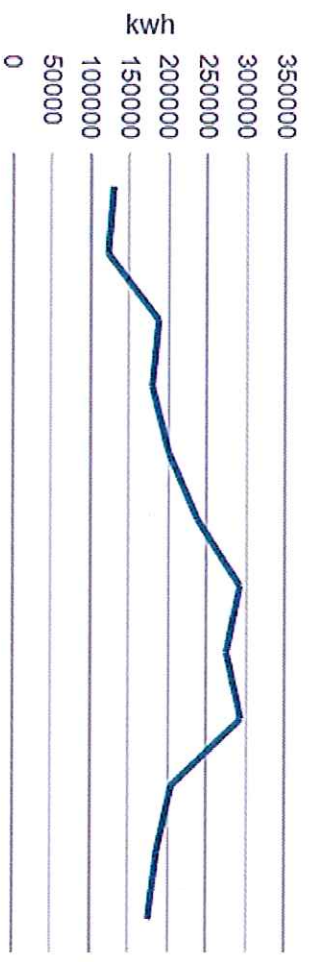


Cost Effective

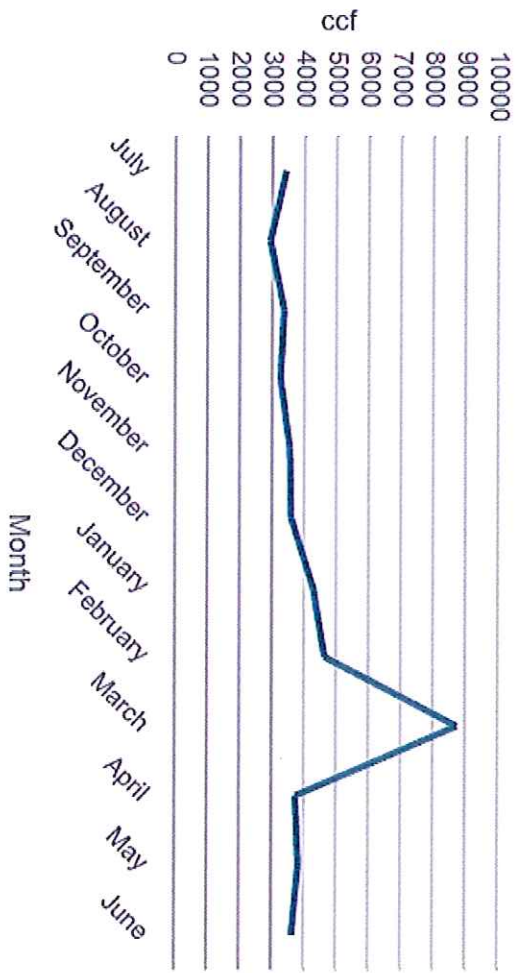
Manage Risk  
Improve Environment

# Utility Summary

Electric Usage 2014 / 2015



Gas Usage 2014/2015



- Onsted is at \$1.18 per square foot after 2010 Bond Project
  - Bedford School District is at \$1.00 per s.f. prior to the energy project for the same time period
  - Another Detroit area school is at \$1.10 per s.f. prior to an energy project for the same time period

# Data Logging



- **Accurate Calculations**
  - ESG relies on hard data to calculate accurate savings numbers. By determining existing run times through the use of data loggers, it is possible to be accurate with savings and meet guarantees.
- **Identify Potential ECMS**
  - Run times and temperature set-points help us to determine where the needs might be such as motion detectors to turn lights off or controls to set back temperatures properly

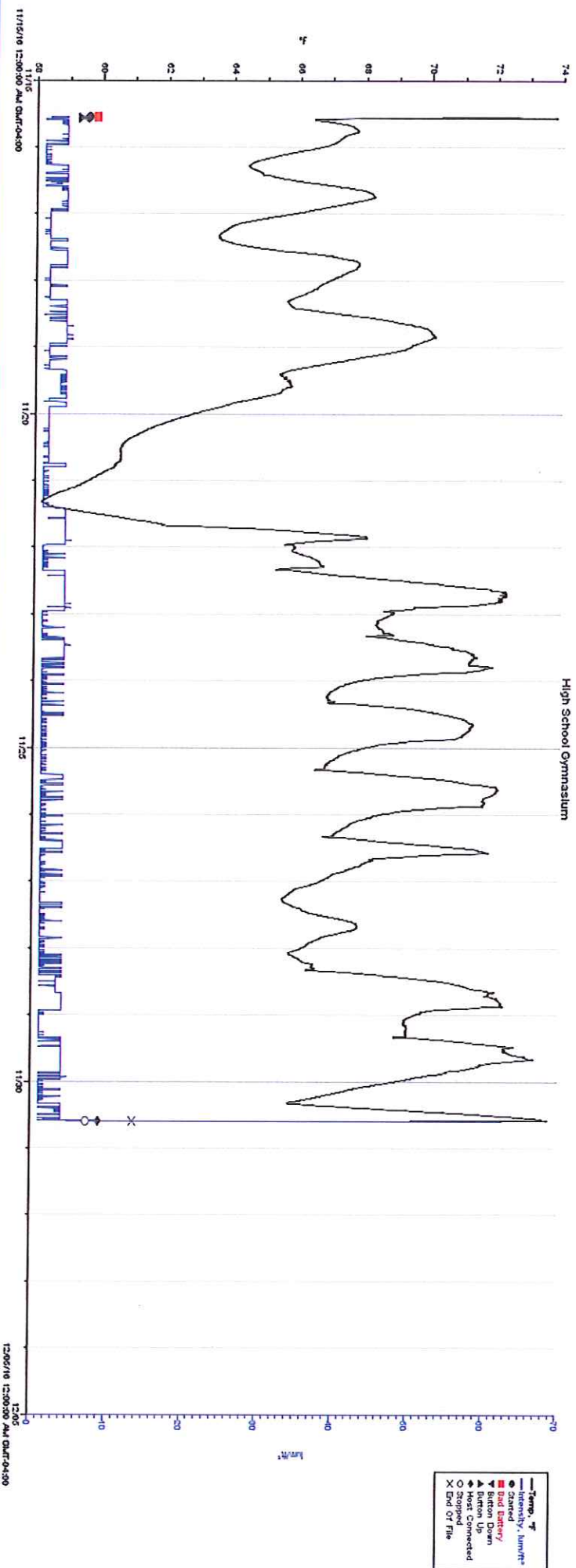


# Data Logging



## High School Gym

- The High School Gymnasium has a lot of setpoint fluctuation.
- In general, the area is in control with setback on weekends. This means that the valves and control systems are controlling basic system functions
- The system does not hold setpoint very well. It is either warming up or cooling down for the entire occupied period

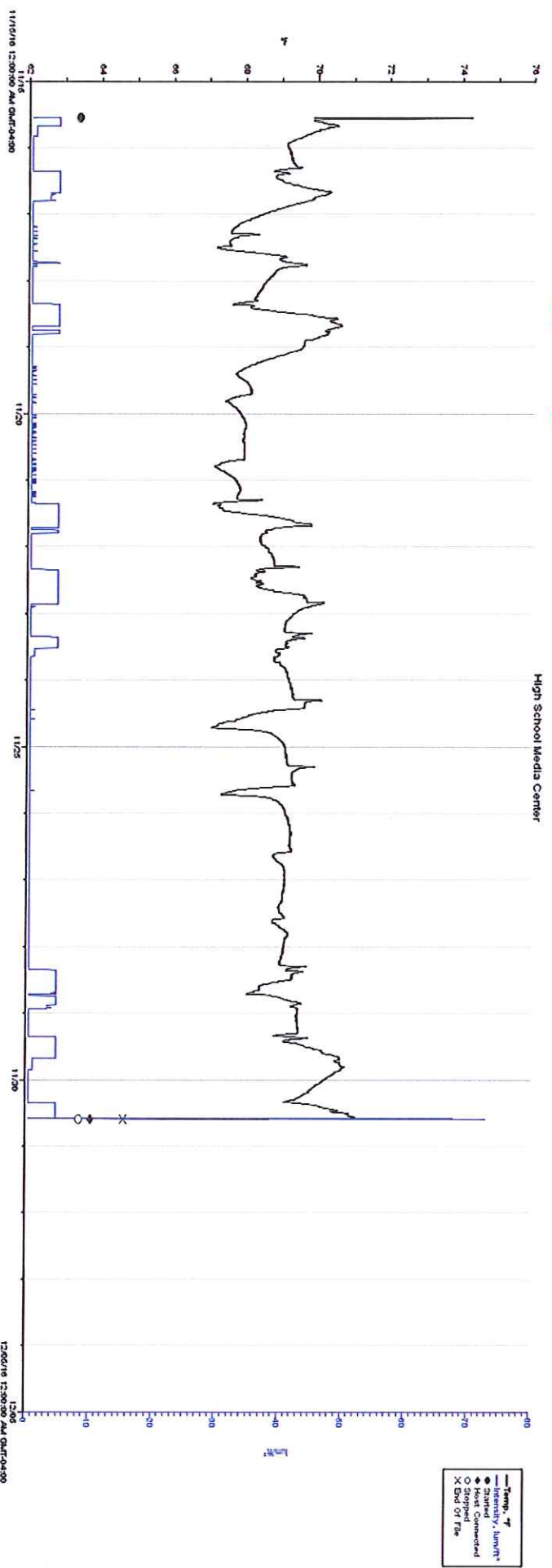


# Data Logging



## High School Media Center

- The High School Media Center holds setpoints fairly well with only about a 2 degree fluctuation in temperature in general.
- The area is in control but has no night setback. The control system is controlling basic temperature control functions in this area.
- This area would benefit from better control incorporating a night setback strategy for energy usage reduction.



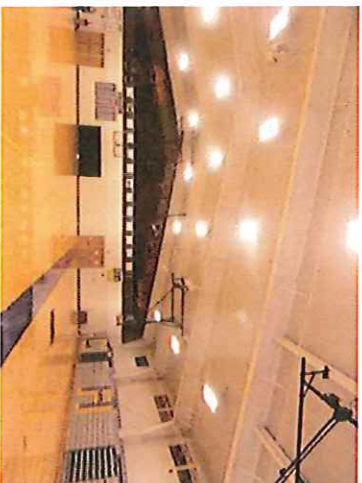


# Energy Conservation Measures Summary



- Lighting System Retrofit/Upgrades (Fluorescent to L.E.D.)
- Automated Control System Enhancements
- Some Water Conservation and Plumbing fixture enhancements
- Building Weatherization/Envelope Upgrades
- Alternative Energy Upgrades/Installations – (Solar Electric / Solar DHW)
- Heating, Cooling & Air Conditioning System Upgrades in H.S. and Admin
- Roofing Replacement
- Green IT Solutions

# Lighting System Upgrades



- Retrofit or Replace older exit fixtures with new LED fixtures
- Retrofit or Replace linear fluorescent fixtures with new LED fixtures
- Retrofit or Replace incandescent fixtures with new LED fixtures
- Retrofit or Replace high bay fluorescent fixtures with LED fixtures
- Replace exterior HID fixtures with LED fixture technology of appropriate lumen output and light distribution
- Install IR or ultrasonic motion detectors in select classrooms, restrooms and offices
- Install daylight harvesting sensors in areas with significant natural lighting

# Direct Digital Controls



- Install a central BACnet control system which will replace outdated Honeywell control systems. May be integrated into existing Johnson control systems.
- Graphical web based control
- Install utility sub-metering to track, monitor, and optimize individual building usage
- Control strategies:
  - Static pressure reset
  - Supply air reset
  - Demand control ventilation
  - Critical zone reset
  - Time of day scheduling
  - Optimal start and stop
  - Dual Maximum VAV box control
- Domestic hot water temperature monitoring
- Chilled water reset
- Hot/cold deck reset



# HVAC Upgrades



- Provide central geothermal system in the high school
  - Geothermal mains are already sized for the addition of this facility
  - Additional wells would need to be installed
  - Pumping system in the Elementary is sized to handle the high school
  - Re-use and re-build existing air handling units in the new geothermal arrangement
- Replace HVAC in Administration (Bd of Education)
  - Existing systems consist of fin-tube radiation and window air conditioning units.
  - Replace with cost effective energy efficient systems
- Transportation Facility Upgrades
  - Provide radiant tube heaters for more efficiency and comfort



# Water Conservation / Building Envelope



## ■ Water Conservation

- Retrofit / replace high flow urinals and toilets with low flow units
- Install faucet aerators and low flow shower heads
- Combine Locker room water heating with main water heating system to eliminate boilers
- Extend H.S. water to E.S. zone "E" to prevent freezing
- Optimize hot water recirculation system in E.S.



## ■ Building Envelope

- Caulk around windows
- Install weather stripping and sweeps on door frames
- Apply spray foam insulation at the roof-to-wall joints
- Masonry tuck pointing and sealing; additional weep holes to drain moisture
- Replace single pane windows / uninsulated doors
- Replace and insulate roofs



# Other Potential Measures



- Sustainability Eco Screen kiosk
- Green IT Solutions
- Variable speed drive replacements / upgrades
- Kitchen hood controls
- Low-E window film
- Electric Demand Response
- Replace older appliances with EnergyStar rated appliances
- Water meter replacement / backflow preventer
- Locker replacement to reduce maintenance costs

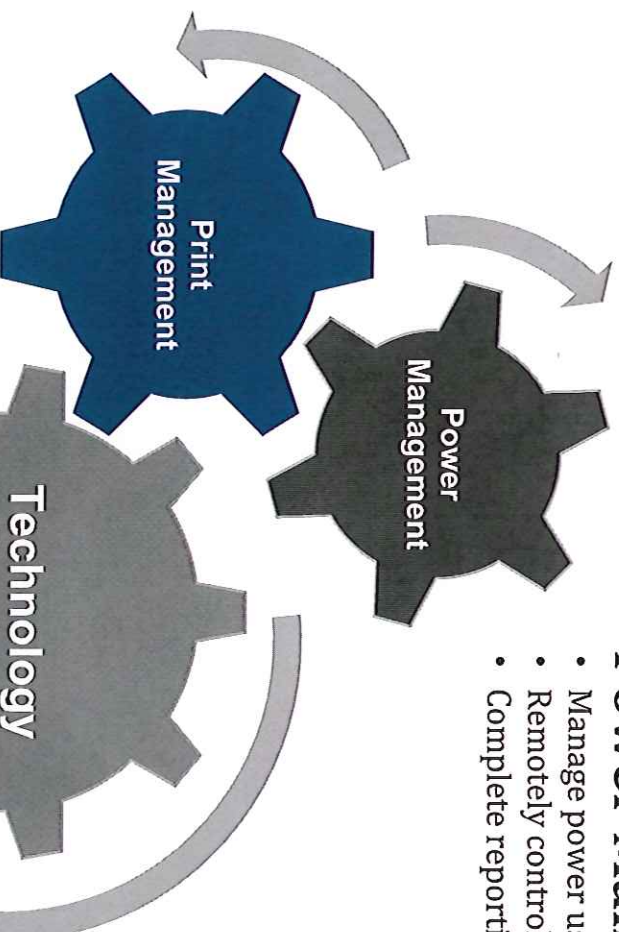


# Green IT Solutions



## Print Management:

- Device rationalization
- Rules Based Printing
- Management of print volume



## Power Management:

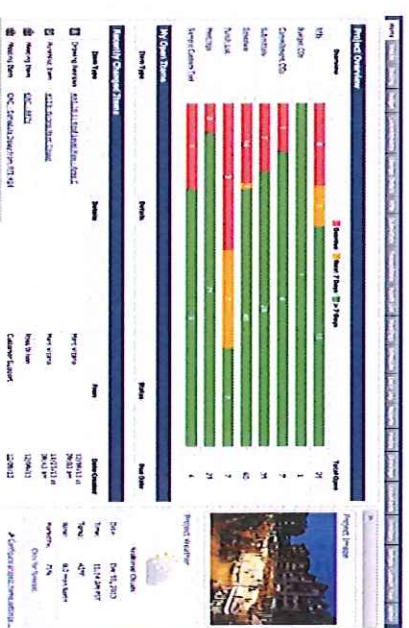
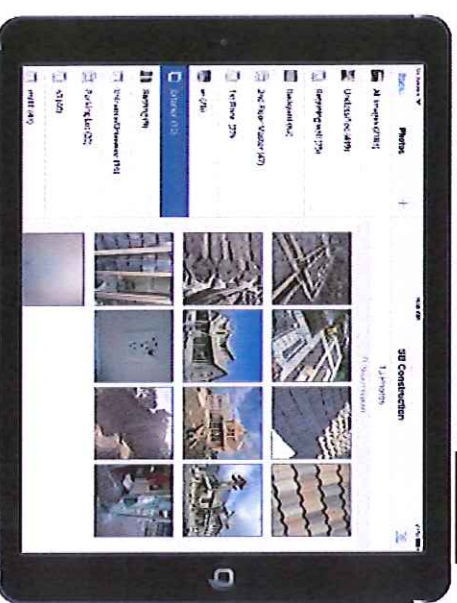
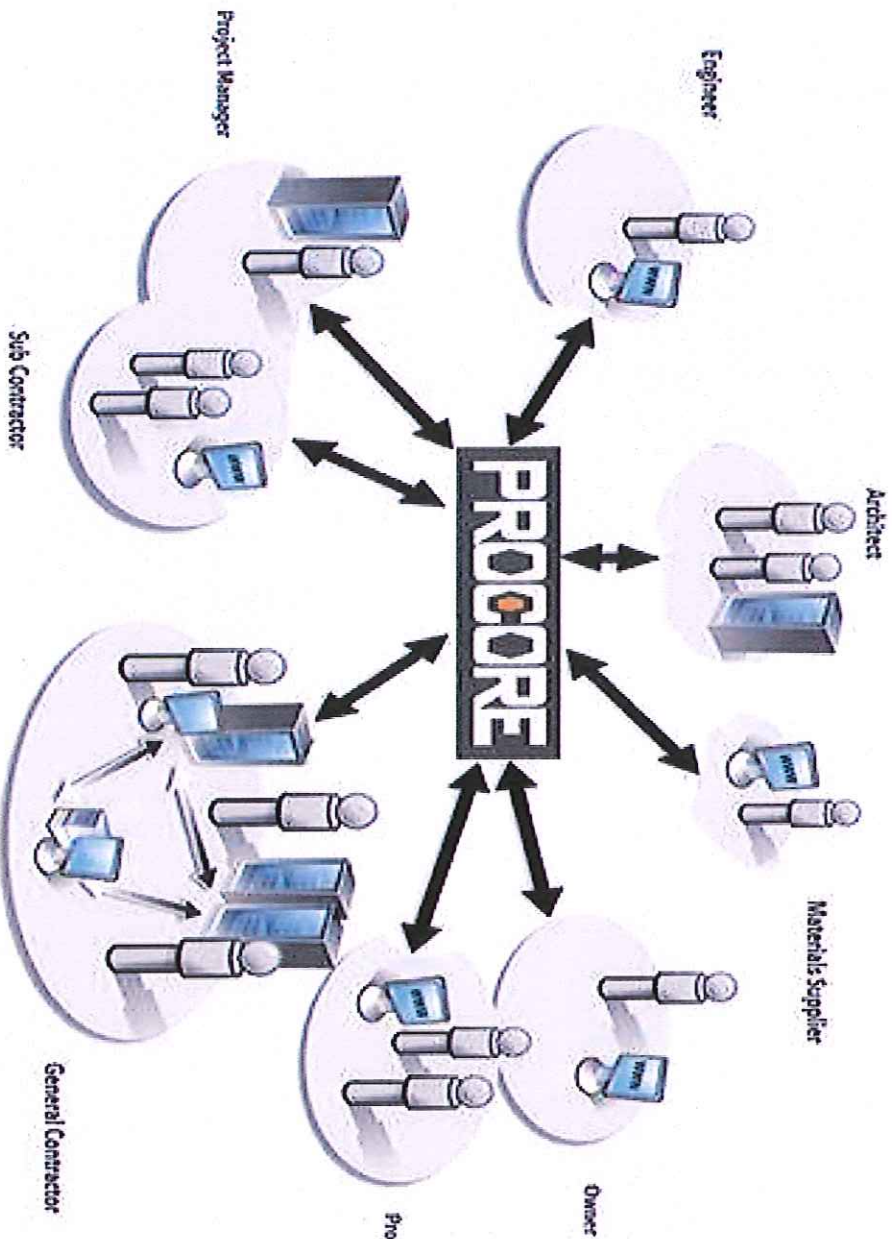
- Manage power usage for employee workstations
- Remotely control power usage 24/7
- Complete reporting for measurement and verification



## Technology Services:

- Server Virtualization/Cloud Computing
- Desktop Virtualization
- Mobility/Collaboration
- Voice Over IP Phones Systems

# Real Time Project Management





# Base Project Cash Flow

(Energy Project, 15 Year)



Financed Investment: \$1,550,000

Rate of Financing: 3.50%

Term of Financing: 15 Years

Annual Payment: \$135,000

Average Annual Savings: \$140,000\*

Positive Cash Flow Over Term:     \$80,000

\*Annual utility escalation 3%

- Paid for by energy and operational savings
- Includes lighting, water conservation, some building envelope improvements, and H.S. HVAC control system as well as some other miscellaneous energy measures

# Optional Project Cash Flow

(Energy Project plus Roofing Project, 15 Year)



**Financed Investment: \$3,100,000**

**Rate of Financing: 3.50%**

**Term of Financing: 15 Years**

**Annual Payment: \$267,000**

**Average Annual Savings: \$277,000\***

**Positive Cash Flow Over Term: \$130,000**

**\*Annual utility escalation 3%, Includes Capital Cost Avoidance**

- Paid for by energy, operational savings, and avoided capital costs
- In addition to the base project, this includes remaining roof replacements
- Would require capital investment from the district

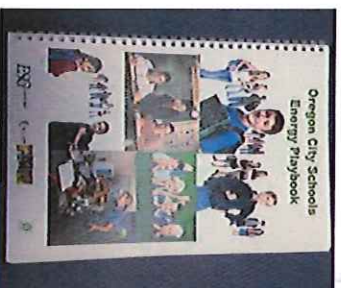
# Student Engagement, Achievement & Communications



- Student Essay Contest
- Energy Playbook
- Summer Learning Camp
- Project Web Site
- News Releases
- Media Advisories/Articles
- Informational Sessions
- Community Events
- Customer Video Interviews
- Editorials - Industry Publications



Recipients of the College of Wooster - ESG Environmental Sustainability Scholarship



University of Illinois Vet Med Energy Efficiency Fact Sheet



ESG sponsored the Northern Illinois University STEMfest

Committed • Proven • Trusted



# Education Customers

**Leading Experience:  
\$936 million in Education  
Projects**



**Owens Community College  
\$6.2M Project  
Over \$1M savings Achieved Annually**

Benzie County Central Public Schools (MI)		\$1.3M
Morley Stanwood Community Schools (MI)	\$1.0M	
Charlevoix Public Schools (MI)	\$1.1M	
Kinsley Area Schools (MI)	\$1.2M	
Fairview Area Schools (MI)		\$0.4M
Three Rivers Schools (MI)	\$0.8M	
Vigo County School Corporation (IN) (7 Phases)		\$38.1M
Hoopston Area CUSD #11 (IL)	\$0.6M	
Burbank School District #111 (K-8) (IL)	\$4.0M	
Rich Township High School District #227 (IL)	\$6.0M	
Dolton School District 149 (IL)	\$1.2M	
Leland Community Unit School District #1 (IL)		\$2.5M
Hiawatha Community School District (IL)	\$3.7M	
Liberty Center Schools (OH)	\$0.9M	
Defiance College (OH)	\$1.1M	

**Other Notable Projects**

- College of Wooster
- Northern Illinois University (13 Phases)
- University of Illinois (Multiple Phases)
- University of Arkansas
- Glennville State College
- Anderson County Schools (TN)
- Shelby County Courthouse (OH)
- Clark, Spielman & Morehouse Universities
- Ohio Reformatory for Women
- NASA Johnson Space Center
- \$ 5.9M Michigan K-12 Projects
- \$ 81M Michigan Projects

# Improvement Process



- Step 1 Conceptual Meetings (**COMPLETE**)
- Step 2 Preliminary Feasibility – (**COMPLETE**)
- Step 3 Feasibility Review – (**COMPLETED**)
- Step 4 Administrative Leadership Review (**Dec. 2016**)
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Onsted Community Schools

**ENERGY SAVINGS  
&  
CAPITAL IMPROVEMENT PROJECT  
ON A  
PERFORMANCE CONTRACTING BASIS**

**PRE-BID MEETING**

---

**Onsted Community Schools  
Maintenance Supervisor: Dennis Tyson  
10109 Slee Rd. Onsted, MI 49265  
517-260-2556 (c), 517-467-2174 (o)  
Tysin.d@onstedschools.us**



Onsted Community Schools

# AGENDA

Introductions

Overview of Onsted Schools

Energy Project Objectives

RFP Timeline

Building Surveys

Q&A



Onsted Community Schools

## ONSTED SCHOOLS OVERVIEW

### Profile

Students:	1,385
Buildings:	6 (3 Schools) + (Transportation/Garage, Administration, Athletic)
Sq. Feet:	284,368
Utility Costs:	\$1.18/Sq. Ft.
Electric:	\$255.6K
Gas:	\$37.1K
Water/Sewer:	\$44.2K
Total	\$336.9K

### Building's (10109 Slee Rd)

1. Elementary
2. Middle School
3. High School
4. Administration
5. Maintenance/Transportation
6. Athletic/Football Concession

### General Building Systems

Heating Boilers, Univents, Unit Heaters, Controls, AC, Lighting, Roofs, Windows, Doors and Plumbing

## ENERGY PROJECT OBJECTIVS

- Pay for improvements from savings

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## Onsted Community Schools

- Reduce and control utility costs
- Improve comfort
- Improve the environment

## RFP TIMELINE

The Owner expects to undertake the selection process described below according to the following schedule. Notwithstanding the foregoing, the Owner reserves, the right, in its sole and absolute discretion, to make modifications to or alter the following schedule as it determines to be in its best interests.

### TIMELINE OF EVENTS

A. Post Notices (Website & Local Newspaper (2 Consecutive Weeks)	2/21/17
B. Mandatory Pre-Bid Meeting	3/8/17
C. Deadline for Questions	3/23/17
D. <b>RFP Response Deadline</b>	<b>2 p.m. 4/5/17</b>
E. Vendor Selection	4/17/17
F. Final Scope, Cash Flow & Contract Delivery	5/5/17
G. Contract Review & Financing	5/5/17- 6/5/17
H. Board Contract Approval	6/19/17
I. Begin Project Implementation	6/20/17

## PROPOSAL SUBMISSION

All Proposals must be delivered to and received by the Owner on or before **2 p.m. on April 5, 2017. No extensions will be granted.** Each Vendor is responsible for submission of its Proposal. Proposal or Proposal revisions received after the Due Date will not be accepted or considered. The Owner is not liable for any delivery or postal delays. All Proposals received after the Due Date will be unopened and made available to the respective Vendor for pick-up, at their sole cost and expense for a period of two (2) weeks.

## ENERGY SAVINGS MANDATORY

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Onsted Community Schools  
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10109 Slee Rd. Onsted, MI 49265  
517-260-2556 (c), 517-467-2174 (o)  
Tysin.d@onstedschools.us



**Onsted Community Schools**

**PRE-BID MEETING  
SIGN IN SHEET**

<b>Company Name</b>	<b>Representative Name</b>	<b>Contact Number</b>	<b>E-mail</b>	<b>Mark X for Utility/Print Data</b>

**ENERGY SAVINGS & CAPITAL IMPROVEMENT  
PROJECT ON A  
PERFORMANCE CONTRACTING BASIS**

---

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Maintenance Supervisor: Dennis Tyson  
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517-260-2556 (c), 517-467-2174 (o)  
Tysin.d@onstedschools.us**



Onsted Community Schools

## **Building Survey Schedule**

### **Day 1 Friday March 10th**

7AM – 11AM Lighting

1PM – 4PM HVAC/Controls/Plumbing

### **Day 2 Monday March 13th**

7AM – 11AM Lighting

1PM – 4PM HVAC/Controls/Plumbing

### **Day 3 Thursday March 15th**

7AM – 1PM Building Envelope (Roofs, Windows and Doors)

ACTION



Onsted Community Schools

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February 21, 2017

OSB Community Bank  
Attn: Cathy Wobrock  
112 S. Main Street  
Onsted, MI 49265

Dear Cathy,

Please consider this letter as authorization to remove Mark Haag as signer on the following accounts, and add Steve Head to all:

Account #09000159 Onsted Community Schools General Fund.  
Account #09000266 Onsted Community Schools Activity Fund  
Account #09002361 Onsted Community Schools Capital Projects Fund

The minutes from the board meeting of February 20, 2017 authorizing this change are attached, as well as a copy of Mr. Head's driver's license. If you need any further information, please feel free to contact me. Thank you!

Sincerely,

Debara D. McGee  
Business Manager

Debara McGee, Business Manager  
ONSTED COMMUNITY SCHOOLS  
10109 Slee Rd  
Onsted MI 49265  
mcgee.d@onstedschools.us

Phone: 517-467-5503  
Fax: 517-467-5600  
[www.onsted.k12.mi.us](http://www.onsted.k12.mi.us)

**Onsted Community Schools  
Resolution**

A regular meeting of the board of education of the District was held in the Administrative Conference Room on the 20<sup>th</sup> day of February, 2017 at 7 o'clock in the evening.

The meeting was called to order by Todd Gentner, President.

Present: Members

Absent: Members

**REQUEST FOR APPROVAL TO PROCEED TO REQUEST FOR PROPOSALS (RFP) FOR AN ENERGY CONSERVATION, CAPITAL IMPROVEMENT PROJECT**

Be it Resolved That

The Board of School Trustees

Approve to proceed to advertisement and to receive sealed proposals for an energy conservation, capital improvement project on a performance contracting basis in accordance with MCL 380.1274a, which will be paid for by savings in existing and future budget allocations.

Authorize administration per the terms and conditions of the RFP to allow interested companies who attend the mandatory pre-bid meeting to work with the district to develop a proposal response which is due on April 5, 2017 for an energy conservation, capital improvement project.

Notifies all interested parties that this does not represent any present or future financial obligation until such time that it is determined that the installation of the energy conservation measures is in the best interest of Onsted Community Schools and their students.

Ayes: Members

Nayes: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Onsted Community Schools, Lenawee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on February 20, 2017, 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).

\_\_\_\_\_  
Secretary, Board of Education

**ONSTED COMMUNITY SCHOOLS**

Request For Proposals

For

Energy Conservation Capital Improvement Projects

On A

Performance Contracting Basis

Issued:

March 8, 2017

Onsted Community Schools (the "Owner") is requesting detailed proposals for the implementation of energy conservation capital improvement projects on a performance contracting basis. The Owner's objective in issuing this Request for Proposals for Energy Conservation Capital Improvement Projects (the "RFP") is to obtain competitive bids from qualified vendors by which it may select one or more performance contracting/design-build contractors (hereinafter the "Vendor") to design and manage the implementation of the selected energy conservation capital improvement projects in accordance with MCL 380.1274a, which will be paid for by savings in existing and future budget allocations (the "Project").

The Project may be subject to prevailing wage requirements and the wages paid under a Contract on the Project must satisfy these wage requirements, if applicable. Vendors **MUST** include prevailing wage rates in their Proposals, if applicable. Vendors are also given notice that all contract language required under all applicable laws, rules, regulations and ordinances with respect to compliance with the applicable prevailing wage laws shall be incorporated into any contract between the Owner and the selected Vendor for any buildings for which prevailing wage is applicable.

In general, the components of the Project are to:

1. Provide a comprehensive program for the Onsted Community Schools that may include installation of energy conservation capital improvement projects. The specific nature of the capital improvement projects is left to the Vendor's judgment but must be clearly identified in your proposal. Equipment manufacturers must be identified within the Vendor's Proposal.
2. Provide a more comfortable environment for building occupants. This may include repair, renovation or replacement of existing heating, ventilation, air conditioning, or temperature control systems, or lighting systems. The specific nature of improvements is left to the proposer's judgment, but must be clearly identified in your Proposal.
3. Provide a minimum one-year warranty on all equipment, materials, design and workmanship from the date of final acceptance by the Owner. A longer warranty is encouraged even to the extent it can be included on individual projects or pieces of equipment or a system.
4. As required in MCL 388.851, the vendor shall provide all services identified under 1937 PA 306 that may be performed by an architect or engineer including supervisory services, provided the specifications for the Project shall be generic in character and, to the extent possible, shall not include proprietary equipment or technology developed by the Vendor or in which the Vendor has an interest. The architect/engineering services can only be performed by the selected Vendor to the extent that the Vendor is providing energy conservation measures on a guaranteed basis.
5. The Proposal's energy savings shall not be based upon the partial reduction in the Owner's staff or such recommendations shall be separate from any statement of energy savings.



6. Owner will incur no start-up costs. The successful Vendor shall provide a financial package that will show net benefits to the Owner over a 15-year period, including a statement of net costs and savings of the Project on an annual basis. Owner, at its sole discretion, shall determine the method and term of financing any costs of the Project. The costs of the Project shall offset by the energy conservation and operational savings of utility and/or maintenance cost reductions (not including staff reductions). If, at the end of any guarantee year during the guarantee period, the annual energy audit proves the improvements have failed to achieve the annual guaranteed energy savings, the selected Vendor will pay the Owner the difference between the annual amount guaranteed and the actual energy savings. This guarantee will assure the Owner that the savings will be achieved each year. The energy guarantee must be a first party guarantee.
7. In accordance with MCL 380.1274a, all energy savings for the Project must be guaranteed according to the International Performance Measurement and Verification Protocol (IPMVP) published in January 2001. Baseline data and assumptions will be agreed upon by the Owner and the successful Vendor.
8. Design a Project that will have one (1) contract between the Owner and the selected Vendor. The Owner will not have separate contracts with a subcontractor as part of the overall performance contract scope of the Project, other than any required asbestos removal.

### **COMPONENTS OF PROPOSALS**

All proposals submitted must contain the following information in the order requested.

1. Corporate background, company name and address of firm. Please identify (address and phone number) the corporate office and other local (Michigan) offices.
2. Project management plan, corresponding schedule and responsibilities.
3. Identify and adequately describe all proposed energy conservation measures/projects. Provide a summary of savings and the work to be performed by energy conservation measure/project:
4. Provide a detailed explanation of each proposed energy conservation measure/project proposed. Included in **Attachment A** are some categories of energy conservation measures and guidelines to incorporate in your response.
5. Training program, including statement of costs.
6. Proposals shall include detailed engineering calculations for the proposed energy savings.
7. Cash flow analysis.
8. A detailed breakdown of the energy performance savings to be derived by each energy conservation measure, including at least all of the following:

- A. A description of the guaranteed energy savings and tasks to be performed under the energy savings performance contract.
  - B. The combined total net cost of all of the energy conservation measures in the Project.
  - C. The projected energy savings and operating and maintenance costs savings resulting from the Project.
  - D. The useful life of each proposed energy conservation measure/project.
  - E. The simple payback period.
9. A certification that measurement and verification techniques for determining cost savings will be performed in accordance with protocols published in January 2001 by the International Performance Measurement and Verification Protocol Inc. The measurement and verification (M&V) techniques and plan shall include the following:
- A. A detailed description of the M&V services to be provided upon completion of installation and construction.
  - B. A description of the intended IPMVP option to be used including a description of measurement methods and equipment to be used, if applicable.
  - C. Proposed baseline operating data to be utilized (volumes, rates, and annual costs).
  - D. Proposed baseline weather adjustments (such as HDDD, CDDD, etc. and source of such data and the proposed baseline levels.).
  - E. Commissioning of the newly installed energy conservation measures.
  - F. Documentation of post energy conservation measures energy and operating data.
  - G. Annual Energy Audit and savings report. The audit must be consistent with accepted engineering practices (*i.e.* consideration for weather adjustment, utility billing periods, and rate structures).
10. The annual or monthly cost of any proposed service contract for monitoring the energy savings and for preventative maintenance, expressly stating separately any cost for the guarantee of energy savings. Indicate the length of any proposed service contracts, if such contract is prerequisite to any guarantee of energy savings, and the minimum length of the proposed service contract in order to obtain the guarantee. Also indicate what services will be provided as part of the preventative maintenance program. The term of the savings guarantee shall not exceed 5 years. Owner, at its sole discretion, the owner shall determine the term in the contract stage of procurement.
11. A list of five (5) references of similar size projects your firm has completed within the last 10 years in the Michigan K-12 market. Include contact persons and phone numbers, scope of work, services provided and savings guaranteed.
12. Proposal to be signed by an authorized company official and each proposal must contain a sworn and notarized affidavit that no familial relationship exists between the Vendor or any employee of the Vendor and any member of the Board of Education or Superintendent of the Owner as set forth in **Attachment C**. The Owner will not accept a Proposal that does not include this sworn and notarized statement.

13. In accordance with Michigan Public Act No. 517 of 2012, all Proposals must be accompanied by a sworn and notarized statement certifying that the Vendor is not an Iran Linked Business. The Owner will not accept a Proposal that does not include this sworn and notarized statement. The Affidavit of Compliance – Iran Economic Sanctions Act is attached to this RFP as **Attachment D**.
14. An expressed itemized statement of all warranties on specific products included in the Proposal in addition to a minimum one (1) year guarantee of all materials and workmanship that must be included as part of the Proposal.
15. An assurance that all work shall be performed in accordance with all applicable laws, rules, regulations, codes and standards.
16. An acknowledgment that the vendor has carefully examined the instructions and specifications contained in the RFP and that all terms contained therein are fully incorporated into the Proposal. (**Attachment B**).
17. Evidence that the Vendor can secure, and the cost to provide, a performance and payment bond for the energy conservation measures under the contract.
18. The appropriate "bid security" from a qualified surety in the form of a bid bond, certified check or cashier check in the amount of five (5) percent of the bid amount will be required with Proposal submission as a condition for consideration of award. Bid bonds shall be duly executed by the Vendor as principal and having as surety thereon, a company authorized to execute such in the State of Michigan. All Sureties must be listed in the Department of Treasury's Circular 570. Bid bonds shall pledge that the Vendor, with the understanding that if their proposal is accepted, will enter into the Contract with the Owner for the services selected by the Owner and will furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder. The attorney who signs the surety bond must file with the bond, a certified and effectively dated copy of the power of attorney. Bid securities will be returned to the successful Vendor after a Contract has been executed, and acceptance of required bonds and insurance is made. The bid security of Vendors not under consideration for award of the Contract will be returned by the Owner in a timely manner. The bid security of all Vendors may be retained until a Contract is awarded. The bid security obligees shall be the Owner and shall become its property in the event that the Vendor fails, within fifteen (15) days of notice of award, to execute the Contract, deliver the performance and payment bonds, and send the required certificates of insurance. The bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.
19. Vendors shall submit a written summary and or list of pending and/or recent litigation within the past five years related to performance guarantees. The Vendor must include any items of litigation that may include project related installation, services and/or savings.

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### 1. RFP TIMELINE

The Owner expects to undertake the selection process described below according to the following schedule. Notwithstanding the foregoing, the Owner reserves, the right, in its sole and absolute discretion, to make modifications to or alter the following schedule as it determines to be in its best interests.

A. Issuance of RFP	3/8/17
B. Mandatory Pre-Bid Meeting	3/8/17
C. Deadline for Questions	3/22/17
<b>D. RFP Response Deadline</b>	<b>2 p.m. - 4/5/17</b>
E. Vendor Consideration by Board	4/17/17
F. Final Scope, Cash Flow & Contract Delivery	5/5/17
G. Contract Review & Financing	4/3/17 - 5/5/17
H. Board Consideration of Contract	6/19/17
I. Begin Project Implementation	6/20/17

### 2. PROPOSAL SUBMISSION

All Proposals must be delivered to and received by the Owner on or before 2 p.m. on April 5, 2017. Each Vendor is responsible for submission of its Proposal. Proposal or Proposal revisions received after the Due Date will not be accepted or considered. The Owner is not liable for any delivery or postal delays. All Proposals received after the Due Date will be unopened and made available to the respective Vendor for pick-up, at their sole cost and expense for a period of two (2) weeks.

Vendors shall submit one (1) originally signed proposal and five (5) copies, along with one (1) copy on a flash drive in "pdf" format. Proposals shall be sealed. NO ORAL, FAX or E-MAILED Bids will be accepted. Proposals must be delivered to and addressed as follows:

Onsted Community Schools  
Attn: Superintendent  
10109 Slee Rd.  
Onsted, Michigan 49265

SEALED PROPOSAL – ENERGY CONSERVATION IMPROVEMENTS

### 3. OPENING OF PROPOSALS

At the specified location for delivery on Due Date stated above, all submitted Bids shall be publicly opened and read aloud at 2:05 p.m. Any interested parties may attend. No immediate decision will be rendered.

4. ADDITIONAL QUESTIONS OR REQUESTS FOR CLARIFICATION

Prospective Vendors may request that the Owner clarify information contained in this RFP. All such requests must be made in writing via email. The Owner will attempt to provide a written response to all written Requests For Clarification within three (3) business days after the receipt of such request. The Owner will not respond to any Request For Clarification received after **5:00 p.m. on March 22, 2017**. Requests For Clarification and inquiries must be made via e-mail. All Requests for Clarification must be directed to Dennis Tison, IT Director, Maintenance Supervisor, Onsted Community Schools at [tison.d@onstedschools.us](mailto:tison.d@onstedschools.us) (Subject Line: Energy Conservation RFP Request for Clarification). Answers will be provided to all known Vendors who requested or received a copy of the RFP.

5. IRREVOCABILITY OF PROPOSALS

Any Proposal may be withdrawn or modified in writing by the Vendor, provided such withdrawal or modification is received by the Owner prior to the Due Date and time established for receipt of Proposals. Proposals not withdrawn by the requested due date shall constitute a firm offer to provide the energy conservation measures/projects contained therein and shall remain firm for acceptance for ninety (90) days. Submittal of an un-withdrawn proposal shall constitute a presumption that all aspects of the scope of work are included in that proposal.

6. COSTS

The cost of preparing a response to this RFP, including site visits, detailed energy analysis and engineering studies, are the Vendor's sole responsibility and will not be reimbursed by the Owner.

7. RELEASE OF CLAIMS

The Vendor by its submission of its proposal releases the Owner and its Board of Education, officers, and employees from any claims arising out of, and related to, the RFP process and selection of a Vendor.

8. RESERVATION OF RIGHTS

The Owner reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The Owner further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the Contract to other than the Vendor submitting the best financial proposal (low bidder). The Owner reserves the right to request additional information from any or all Vendors.

The Owner reserves the right to award the work to one or more Vendors. In the event a Vendor's proposal is accepted by the Owner and that Vendor asserts exceptions, special considerations or conditions after acceptance, the Owner, in its sole and absolute discretion, reserves the right to reject the proposal and award the Contract to another Vendor.

9. COLLUSIVE BIDDING

The Vendor certifies that its proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same work and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

10. FINALITY OF DECISION

Any decision made by the Owner including the Vendor selection, shall be final.

**RFP AND CONTRACT TERMS AND CONDITIONS**

The resulting contract between the Owner and Vendor for installation/implementation of the selected Project by the Vendor resulting from the Owner's formal Board authorized acceptance of the energy conservation measures/projects contained in the Proposal of the successful Vendor will be subject to review and approval by the Owner's legal counsel. The following are the general terms which must be included in the contract. Any forms and contracts a Vendor proposes to include as part of any contract resulting from this RFP between the Selected Contractor and the Owner must be submitted as part of its Proposal. Any forms and contracts not submitted as part of the Proposal and subsequently presented for inclusion may be rejected. While a Vendor may submit a suggested form of contract with its Proposal, the award of the Proposal is subject to the negotiation of a contract to the reasonable satisfaction of a representative of the School and/or the Board, incorporating the terms and conditions of this RFP, and subject to the review and approval by the Owner's legal counsel.

**INSURANCES**

The successful Vendor shall procure and maintain during the life of the agreement the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A.A.M. Best rating, or equivalent: Workers compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability. In addition, the successful vendor will procure and maintain an Umbrella Liability policy in the amount of \$1,000,000. Such insurance will protect the Vendor and shall name the Owner and the Project site as additional or co-insured's.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence on an occurrence basis coverage shall be maintained without interruption from date of

commencement of operations under the Agreement until the date herein specified that coverage is no longer required.

All certificates of insurance must be forwarded to the Owner prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the Owner.

#### INDEMNIFICATION BY VENDOR

The Vendor shall indemnify, hold harmless and defend the Owner, its Board Members, officers, employees, students, volunteers, and agents against all suits, actions, legal proceedings, claims of any nature and kind, demands, and all damages, loss, costs, expense, taxes, penalties, fines, liens, and actual attorney's fees incurred, caused by or arising from or attributable, whether in whole or in part, directly or indirectly, to:

- a) Any negligent or willful or intentional or criminal acts or omissions of or a breach of contract by the Vendor or its principals, shareholders, employees, agents, attorneys, accountants or subcontractors;
- b) Any claims by any employees or former employees of the Vendor or its agents or subcontractors, regarding any matter relating to their employment;
- c) Any matter for which the Owner may be held strictly liable, but which is the result of, in whole or in part, the negligent or willful or sole acts or omissions of the Vendor or its principals, shareholders, employees, agents, attorneys, accountants and/or subcontractors;
- d) Any tax or levy imposed upon or charged to the Owner as a result of compensation or any other amount paid to the Vendor under or pursuant to the Contract; and
- e) Any breach of any representation or warranty by the Selected Contractor under the contract or its subcontractors, agents or consultants.

#### BONDS

In compliance with Act 213, Public Acts of Michigan of 1963, as amended, the successful vendor shall execute surety bonds acceptable to the Owner. One bond will be for the faithful performance and fulfillment of the Contract and to include protection of the Owner from all liens and damages arising out of the work. The other bond will be conditioned for the payment of labor and materials used in the work and for the protection of the Owner from all liens and damages arising there from. Each of the bonds will be in the amount of one hundred percent (100%) of the total amount of the Contract price, through satisfactory completion of installation.

#### SUBCONTRACTING

In the execution of the Contract it may be necessary for the Vendor to sublet part of the work to others. The Vendor shall inform the Owner as to which subcontractors will be used. Subcontractors used shall be subject to the approval of the Owner. The Vendor will be fully responsible to the Owner for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the Vendor. Nothing in this RFP or in the Contract shall create any contractual relationship between any subcontractor and the Owner. The Vendor

shall not assign, transfer, convey, or otherwise dispose of this Contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the Owner. The Vendor shall not assign any, of the monies due or to become due and payable under this Contract, without previous written consent of the Owner.

#### ACCESS TO INFORMATION

The Vendor shall provide the Owner constant access to any computer system hardware and software used to develop and/or store Project data, no matter where or by whom produced or operated and Vendor shall facilitate placing the Owner on line with same by modem, station or other method of connection, if such connection is possible. Further, the Owner shall be deemed the owner of any and all documents, drawings, specifications or other instruments of service produced by the Vendor or its subcontractors pursuant to the Contract and shall have the full right to access and use the same in its discretion, whether directly or through a third party. The Vendor also shall secure on behalf of the Owner an irrevocable license to use any and all software necessary to operate the improvements provided through the Project as designed and intended.

All Vendors overhead necessary for its performance hereof is included, unless otherwise specified herein.

#### EQUAL EMPLOYMENT OPPORTUNITY

The Vendor shall warrant and represent that it is an equal opportunity employer and that it does not unlawfully discriminate or discriminate against anyone due to race, creed, color, age, sex, national origin, disability or handicap.

#### APPROVAL OF EMPLOYEES

The Owner reserves the right to approve the identity of representatives and employees of the prime contractor or any subcontractors. The Owner shall retain the right, in its reasonable discretion, to have any employee of the Vendor or any subcontractor removed from the project.

#### ONE YEAR GUARANTEE

The successful Vendor shall, at a minimum, guarantee all materials and workmanship against defects arising from normal usage for a minimum period of one (1) year from the date of completion and acceptance.

#### OWNER'S RIGHT TO CORRECT DEFICIENCIES

If the Vendor shall neglect to execute the work properly, or should refuse to remedy any defects in the work due to inferior quality of workmanship or material, or should in any manner fail to perform any provision of this Contract, the Owner, after seventy-two (72) hours written notice to the Vendor, may correct such deficiencies and may deduct the cost thereof from payment due the Vendor.



### STAFFING

The Vendor shall not recommend that Owner reduce or eliminate any employees or positions as a result of any changes implemented under the Agreement. Reduction, elimination or absorption of employees or positions by the Owner will not be considered nor shall it be included as part of any savings projected by the Vendor.

### COMPLIANCE WITH LAW AND STANDARD PRACTICES

The Project and all Vendor services shall comply with all applicable Federal, State, and Local laws, statutes, acts, rules, regulations, and ordinances. The Vendor shall perform its obligations hereunder in compliance with each and every Federal, State and Local law, statute, act, rule, regulation and ordinance, including applicable licensing requirements. The Vendor shall comply with sound engineering and safety practices and any and all Owner and/or Owner Board of Education policies, practices, procedures and rules, past, present and future. The Vendor shall be responsible for obtaining all governmental permits, consents, and authorizations, as may be required, to perform its obligations.

### APPROVAL OF EMPLOYEES

The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L.A. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

### DELIVERY

Prices for supplies, materials and equipment are to be F.O.B. job site delivered and/or installed and are to be firm for 90 days from the execution of the contract. No charges for shipping, packing, drayage, or for any other purpose will be allowed over the price quoted herein

### TAXES

Each Proposal submitted shall include and the successful selected Vendor will be required to pay all taxes which are levied by Federal, State or Municipal Governments upon labor, and for material entering into the work. The Owner reserves the right to require evidence of payment of such taxes prior to final payment.

### USE OF BUILDINGS

The Owner will continue to occupy the buildings and site during the normal school year. Any installation work not completed during the summer recess shall be performed around instructional periods including after regular school hours, on weekends, on scheduled holidays, or as arranged and approved by the Owner during regular school hours.

### CLEANLINESS

The selected Vendor will, at all times, keep the job clean of all debris and rubbish resulting from its operations, and upon completion of its work, will promptly remove all tools, equipment and excess material and any rubbish caused by its work and personnel. Selected Vendor will protect all its material and work from hazards and be fully responsible for their condition until accepted by the Owner, and shall also be responsible for any damage caused by it to the work or property of others, including but not limited to, the property of the Owner. Selected Vendor will reimburse Owner for any expenses incurred to keep the job clean and clear of all debris and rubbish resulting from Selected Vendor's failure to comply with this paragraph.

### USE OF OWNER PROPERTY

The selected Vendor shall not use or permit any of its employees, contractors, subcontractors or consultants to use any equipment, hoists, staging, scaffolds, or any other material belonging to the Owner without prior written consent.

### GOVERNING LAWS

This RFP, and any contract arising from this RFP, shall be governed by the laws of the State of Michigan. The applicable law for any legal disputes arising out of this RFP or any contract shall be the law of (and all actions hereunder shall be brought in) the State of Michigan, and the venue for such disputes shall be the Genesee County Circuit Court.

### INCORPORATION BY REFERENCE

The Owner considers this RFP legally binding and will require that this Request For Proposal and the Vendor's Proposal to be incorporated by reference into any subsequent contract between the Selected Vendor and the Owner. It should be understood by the Vendor that this means that the Owner expects the Selected Vendor to satisfy substantially all requirements listed herein. Exceptions should be explicitly noted in the Vendor's Proposal. Lack of exceptions listed in the Proposal will be considered acceptance of all of the requirements and specifications presented in this RFP.

### FLOOR PLANS/DRAWINGS

The selected Vendor shall provide a composite floor plan of each building reflecting each and every change resulting from the Project. The final composite plan shall show the Owner's room number and/or text label for all rooms and spaces. The Selected Vendor shall prepare and provide a set of "As-Built" drawings showing changes in the work made during the Project. The Selected Vendor shall certify these drawings as accurate; provided the Selected Vendor's certification shall be made to the best of the Selected Vendor's knowledge. These drawings shall be provided in the form of reproducible drawings and digital documents as specified by the Owner.

**ATTACHMENT A**

Onsted Community Schools

Potential Scope of Work

- A. HVAC system modifications
- B. Lighting upgrades
- C. Energy management system
- D. Fenestration improvements and entrance/exit closures
- E. Water conservation
- F. Energy audit, design and engineering
- G. Other improvements as recommended by the Proposer
- H. All overhead costs incurred by the successful Proposer with respect to the Program are included in its proposed Contract price, unless otherwise specified in its proposal
- I. The ESCO will utilize a no more than a 4% escalation rate
- J. Financing rate of 3.5%, 1% and 0% should be utilized. Please provide 3 cash flows reflecting the above provided financing rates for the proposed project.
- K. Term of Financing shall not be greater than 15 years

**ATTACHMENT B**

Proposer Acknowledgement of RFP Requirements

The undersigned declares that he/she has carefully examined the instructions and specifications contained in the RFP and will furnish the properties and services set forth in its sealed proposal for the price set forth in its sealed proposal.

**Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Vendor MUST be specifically enumerated by the Vendor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP cannot be met by, or, in the Vendor's opinion, are not applicable to, the Vendor. The Vendor shall be required and expected to meet the specifications and requirements as set forth in this RFP in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Vendor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the Proposal Forms provided as part of the Vendor's Proposal.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Representative/Title  
: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C**

**FAMILIAL DISCLOSURE AFFIDAVIT**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Contractor"), pursuant to the familial disclosure requirement provided in the Onsted Community Schools' (the "Owner") Request For Proposals For Energy Conservation Capital Improvement Projects, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the Owner or the Superintendent of the Owner. A list of the Owner's Board of Education Members and its Superintendent may be found at [www.onsted.k12.mi.us](http://www.onsted.k12.mi.us)

List any Familial Relationships:

**CONTRACTOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2017, by  
\_\_\_\_\_.

\_\_\_\_\_  
, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**EXHIBIT D**

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below-named Contractor ("Contractor"), pursuant to the compliance certification requirement provided in the Onsted Community Schools (the "Owner") Request For Proposal for Energy Conservation Capital Improvement Projects (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

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

**CONTRACTOR:**

\_\_\_\_\_ )  
Name of Contractor  
By: \_\_\_\_\_ )  
Its: \_\_\_\_\_ )  
Date: \_\_\_\_\_ )

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by  
\_\_\_\_\_.

\_\_\_\_\_ )  
 , Notary Public  
\_\_\_\_\_ County, \_\_\_\_\_ )  
My Commission Expires: \_\_\_\_\_ )  
Acting in the County of \_\_\_\_\_ )

**Onsted Community Schools  
Resolution**

**A regular meeting of the Board of Education of the District was held in the Administrative Conference Room on the 20<sup>th</sup> day of February, 2017 at 7 o'clock in the evening.**

**The meeting was called to order by Todd Gentner, President.**

**Present: Members**

**Absent: Members**

**Tech 5/Branch Middle College Resolution**

Be it Resolved That

The Board of Education adopt the “JCC/LISD Academy: A Regional Middle College Branch Program” as well as the “TECH 5” Early/Middle College 5-year design model through a Lenawee Intermediate School District coordinated program. Graduation requirements will require that students enrolled must take a math class during their fifth year of high school and have previously completed at least three years of math.

Ayes: Members

Nayes: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Onsted Community Schools, Lenawee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on February 20, 2017, 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).

\_\_\_\_\_  
Secretary, Board of Education

*Rough Draft*

## **THE JC/LISD ACADEMY: A REGIONAL MIDDLE COLLEGE**

### **Branch Campus Program**

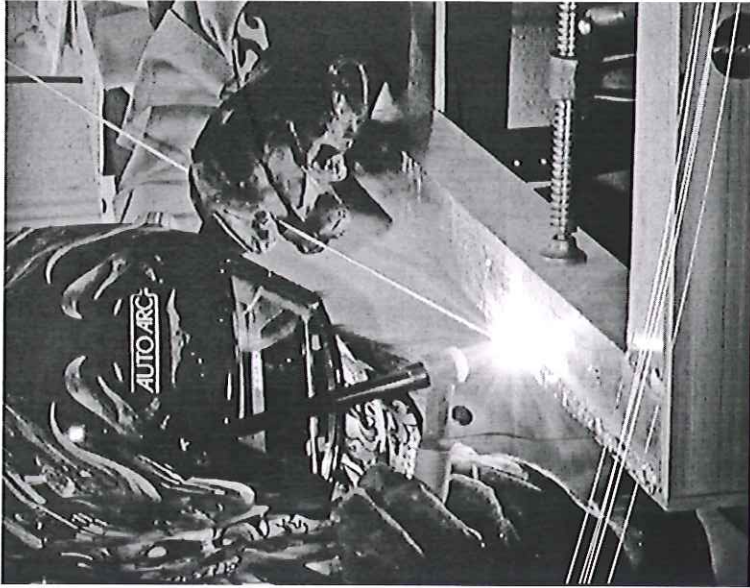
“Every student in the state of Michigan should have the opportunity to have an early/middle college experience.” Former State Superintendent Mike Flanagan speaking at the LCSA (Lenawee County Superintendent Association retreat at MSU 2015)

#### **Overview**

Through several meetings with key stakeholders via Cradle to Career, as well as county-wide strategic planning sessions, five county-wide goals have been identified. Three of the five goals (HS Graduation Rate, Postsecondary Credentialing, and Mass Customized Learning) have the potential to be significantly impacted by the Branch Campus program design. The Branch Campus program will be a five year educational program for students enrolled in Lenawee County districts. This program will provide students the opportunity to obtain both a high school diploma as well a minimum of 15 transferable credits, 30 Michigan Transferable credits, and/or an associate degree within a concentration area of their interest with no debt to them or their family at the completion of the 5<sup>th</sup> year. Students will be eligible for participation under the same principles established by the MDE/MEMCA (Michigan Department of Education/ Michigan Early Middle College Alliance) guidelines that have been approved for the central campus JC/LISD Academy: *A Regional Middle College*. Utilizing year around, weekend, evening, blended and on-line platforms for learning, students will have the ability to obtain a high school diploma and choose an appropriate college track that best fits their individual needs.

The Branch Campus program is not intended to phase out or reduce the significance of the JC/LISD Academy: *A Regional Middle College*. As we know, branch campuses are not unique in the university and college culture. A branch of a central campus simply provides students other opportunities while benefitting from the foundation of a central campus. In the case of the JC/LISD Academy Branch Campus program, Lenawee County students that may not desire the central campus school environment, will still be able to have a middle/early college experience.





LISD BOARD OF EDUCATION

Richard Germond President  
 Jim Hartley Vice President/Secretary  
 Carrie Dillon Treasurer  
 David Pray Trustee  
 Robert Vogel Trustee

LISD Administration

Mark Haag Superintendent  
 Kyle Griffith, Ed.D. Assistant Superintendent,  
 Instruction & General  
 Services

LISD TECH Center

Shelley Jusick, Ed.S. Principal  
 Jenny Heath Assistant Principal,  
 Curriculum & Instruction  
 Chris Dotson Assistant Principal,  
 Student Services



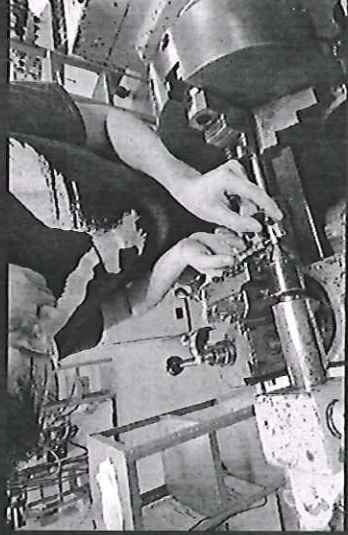
# TECH 5

Early/Middle College Program

## Keeping our talent local:

TECH 5 is a unique program that creates a pathway for Lenawee County high school students to simultaneously:

- ◆ Earn high school credit from their home district
- ◆ Earn college credit through College Now (up to an Associate's Degree in Applied Science)
- ◆ Learn skills specific to their career interest from local businesses
- ◆ Receive opportunities for post-graduation employment



# What is TECH 5 ?

For more information: [www.lisdtechcenter.com](http://www.lisdtechcenter.com)

A unique Early/Middle College Program that creates a pathway for Lenawee County high school students interested in machining, to simultaneously earn a high school diploma, college credit and industry approved credentials.

## Opportunities for Success

TECH 5 is designed to immerse high school aged students in a career-focused learning environment. Each business partner provides on-the-job training, opportunities for apprenticeships with the potential of full-time employment upon graduation. Students must take courses at the LISD TECH Center and may take classes at their local high school and local colleges.

### How do you apply?

Applications are available online at:

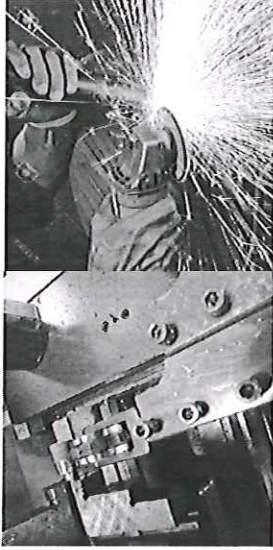
[www.lisdtechcenter.com](http://www.lisdtechcenter.com)

Applications are also available at your home district and the LISD TECH Center and may be turned in at the LISD TECH Center Student Services office.



### What sets TECH 5 apart?

- Credit towards diploma
- Training in a student's career cluster
- FREE college credit
- Apprenticeship opportunities
- Real-world experience
- Employment opportunities within a student's career interest



### Who is eligible?

Students who are.....

- on track to graduate
- have good attendance habits
- have a minimum GPA of 2.5 with good math and reading skills
- are motivated to participate in a work-based learning experience
- will attend required meetings and participate in employment interviews
- are willing to forgo high school diploma until the end of 5th year (Students are able to participate in 4th year graduation ceremonies at local high school)

### How will TECH 5 benefit business, industry and economic growth?

A defined talent pool will be created. Businesses will be involved with student selection, training, and career skills development, with an opportunity to employ the student. Businesses will have reduced training and post-secondary education costs.

### Thank you to our partners:

Jackson Area Manufacturers Association (JAMA),  
Jackson College,  
Lenawee Intermediate School District,  
Lenawee Now

#### LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).



#### Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Ejecutivo Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

# COMMITTEE REPORTS

STUDENT  
REPRESENTATIVE  
REPORT

# SUPERINTENDENT REPORT

## **Feb. 20th Superintendent Report**

1. Update on 90 Day Plan
  - a. Have now met with all board members
  - b. Met with Brian Draper OEA President and Jarrod Woods OESPA President
  - c. Will be meeting with Onsted Chamber on Feb. 21st
  - d. Have had individual meetings with building administration
  - e. Scheduled 1st "Coffee with the Supt." for March 2nd to meet with stakeholders
2. Superintendent Evaluation Tool
  - a. Recommendation is to use MASB Tool
    - i. Can schedule a training on a Saturday morning in next few weeks
3. Personalized Learning Update from county level
  - a. LISDU with Kelly Heidbreder