



**Monday, April 11, 2022  
REGULAR MEETING**

**YCS Board of Education Meeting | YCS Central Office | 1885 Packard Road | Ypsilanti, MI 48197 |  
734.221.1230  
6:30 p.m.**

**1. CALL TO ORDER & ROLL CALL OF BOARD MEMBERS PRESENT: Dr. Celeste Hawkins, Board President**

A. Roll Call of Board of Education Members

**2. PLEDGE OF ALLEGIANCE: Dr. Celeste Hawkins, Board President**

A. Pledge of Allegiance

**3. ACCEPTANCE OF AGENDA**

A. Acceptance of Agenda

**4. ACHIEVEMENTS, AWARDS & RECOGNITION**

A. Perry Early Learning Center Points of Pride

**5. PUBLIC COMMENTS #1**

A. Guidelines for Public Comment

**6. REQUEST FOR CLOSED SESSION**

A. Request for Closed Session- Pursuant to Sections 8(f) of the Open Meetings Act to review and consider the content of an application for employment

**7. REQUEST TO RETURN TO OPEN SESSION**

A. Reconvene to Open Session

**8. REQUEST FOR CLOSED SESSION**

A. Closed Session – Pursuant to Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute

**9. REQUEST TO RETURN TO OPEN SESSION**

A. Reconvene to Open Session

**10. PRESENTATION**

A. Explanation of Millage Ballot Wording - Priya Nayak

**11. ACTION ITEM: Student Affairs**

A. Acceptance of Field Trip Request: YCHS/RCTC Culinary, April 2022 (Houston, Texas)

**12. CONSENT AGENDA**

A. Consent Agenda

**13. DISCUSSIONS**

A. Second Reading of NEOLA Policy Updates - Vol. 36, No. 1

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**14. BOARD OF EDUCATION WORKSHOP**

A. Facilities - Aaron Rose

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**15. ACTION ITEM: Neola Policy Updates**

A. Adoption of the NEOLA Policy Updates

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**16. ACTION ITEM: Human Resources**

A. Potential New Hire: Approval of Employment

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**17. ACTION ITEMS: Business and Finance**

A. Acceptance of YCS Paving Project for Ford Early Learning Center and Holmes Elementary School

B. Acceptance of the AE Asset Build

C. Acceptance of the District Wide Video Upgrade

D. Acceptance of the Security Camera Upgrade for WR Complex and Chapelle

E. Donation: 4 Musical Instruments to the YCHS Band Program

F. Donation: Books for our Second Graders

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**18. PUBLIC COMMENTS #2**

A. Guidelines for Public Comment

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**19. DISCUSSION**

A. Board of Education Subcommittee Reports

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**20. BOARD/SUPERINTENDENT COMMENTS**

A. Board/Superintendent Comments

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**21. ADJOURNMENT OF MEETING**

A. Adjournment of Meeting

**Points of Pride: Perry Early Learning Center**  
**April 11, 2022**

**Point of Pride #1:**

In the summer of 2021, Perry ELC hosted the first year of YCS Grizzly Learning Camp including 7 Preschool classrooms, 2 extended school year classrooms, 13 Kindergarten/First Grade classrooms, and 2 English Language classrooms. Preschool through first grade students were immersed in themed project-based learning throughout the summer. A variety of in-house activities were hosted such as Creature Teacher, DinoCamp (Cranbrook Institute Museum), and Upland Hills Farm, as well as off-site field trips: Domino's Farms, Ypsilanti District Library, Ann Arbor Hands-on Museum, and the Black Lives Matter Mural. Perry looks forward to hosting year two of GLC this summer!

**Point of Pride #2: High Scope Curriculum**

In 2020/2021 the decision was made to return to our High Scope roots. The Perry Project has been widely studied in the education world. The research proves that high quality preschool instruction has significant positive impact, not only on lives of the students who attend, but on their families for generations to come. We began training Preschool staff in 2020/2021, and by the end of the 2021/2022 school year, all Preschool and Kindergarten staff will be trained in High Scope.

**Point of Pride #3:**

Perry ELC teachers are participating in the Racial Equity in Discipline for Black Students project through Michigan State University. In this program, teachers will learn to improve their relationships with their Black students and reduce disciplinary referrals and suspensions. The project focuses on combining professional learning on racial literacy and empathy with the implementation of Positive Behavior Interventions and Supports (PBIS). The project consists of six sessions that last three hours each.

**Point of Pride #4: NAAPID**      *Lori LaRonde, Rebecca Rykse*

We have amazing families at Perry! Our NAAPID celebration was parent led. Perry families submitted pictures of how they engage their children in learning at home. Perry families showed how they read, cook, write, relax, and learn new languages at home! Lori LaRonde collected family submissions and a slideshow was put together by Rebecca Rykse and shared out with the whole Perry community. Gift cards were donated from Target and Black Stone Book Store & Cultural Center and raffled to families that participated.

**Point of Pride #5: Robotics/Lego League** *Chip Bennett, Rhoshawda Miller*

In the fall of 2021, first grade students from Perry met weekly for Grizzly Jr. Robotics. The theme this year was Cargo Connect, where each week the students would get creative and use their critical thinking and imaginations to explore how cargo is transported, sorted, and delivered to its destinations. On December 4th, the robotics team participated in the FIRST LEGO League Explore Gigawatt festival, presented their model and posters in front of reviewers, and received the Model Design Award, which highlighted how our team designed a model that successfully showed the challenge they researched and their solutions.

**Point of Pride #6: Clubs & Committees**

*Club/Committee Leaders: Lisa Murray, Dee Fry, Amy Kushmaul, Elizabeth Krieger, Liz Dale*

Perry has many thriving clubs and committees which meet regularly after school hours. These include a PBIS committee, an Archaeological Dig Club, a Literacy Study Group, a Staff Appreciation & Events Committee, and a Gardening Club. Collaborating together based upon shared interests, staff members enhance Perry ELC by celebrating our school and district's values, furthering our knowledge, recognizing student and staff successes, beautifying the Perry grounds, and strengthening our school community.

**Point of Pride #7: SEL/Trails Lunch Clubs** *Lisa Murray*

At Perry we strengthen our students' Social and Emotional Learning skills by implementing the University of Michigan's TRAILS curriculum during lunch groups with our Culture and Climate Coach, Lisa Murray. These lunch groups help students learn skills to navigate strong emotions, build healthy relationships, choose helpful behavior, and make decisions effectively. These groups also incorporate concepts from Conscious Discipline such as calming breathing techniques and how to build SEL competencies such as self-awareness and self-management.



The Ypsilanti Community Schools

*presents*

Invest in Our Most Valuable Resources

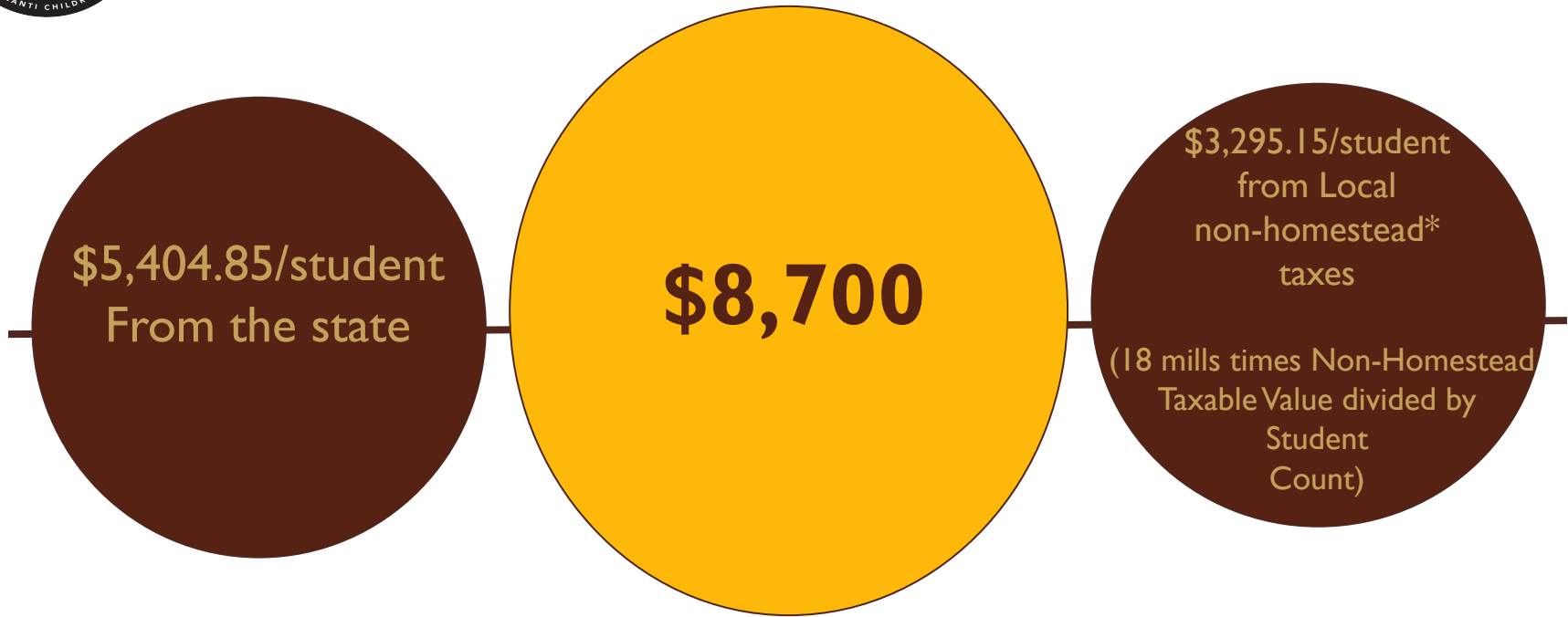


# *Operating Millage Renewal Information*

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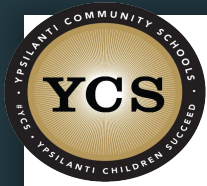


# 2021 - 2022 General Fund - Source of Revenue



\*non-homestead properties include: Apartment Buildings, Rental Homes, Vacation Property, Vacant Land, Commercial / Industrial Property

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# Why We Need to Renew Operating Millage

- To Maintain full per student operational dollars (**\$8,700**) that the state authorizes
- YCS receives approximately \$11 million from Operating Millage
- Operating Millage supports following District's Costs
  - School Operations and Maintenance
  - Teachers Salary
  - Supplies and Materials
  - Transportation
  - Ypsi Connected Schools



Invest in Our Most Valuable Resources

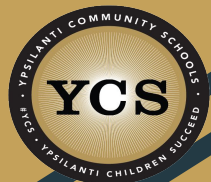




# YCS Renewal Operating Millage Proposal

- NO COST TO HOMEOWNERS
- NOT A NEW COST TO BUSINESS OWNER
- Millage Renewal / Not a new Tax
- At the May 3 election, school district voters will be asked to vote on renewal of 18 mills operational levy and 0.5 mills as a cushion against the headlee rollback on non-homestead properties for 10 years.
- YCS can never levy more than 18 mills on non-homestead (commercial and second residence) properties
- Guarantee levy of 18 mills - To Maintain full per student operational dollars (\$8,700) that the state authorizes

**Invest in Our Most Valuable Resources**



# Final Ballot Language

## Proposal Section

### Local School District

#### Ypsilanti Community Schools Operating Millage Proposal

This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its full revenue per pupil foundation allowance and restores millage lost as a result of the reduction required by the "Headlee" amendment to the Michigan Constitution of 1963.

Shall the currently authorized millage rate limitation on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Ypsilanti Community Schools, Washtenaw County, Michigan, be renewed by 18.0731 mills (\$18.0731 on each \$1,000 of taxable valuation) for a period of 10 years, 2023 to 2032, inclusive, and also be increased by .5 mill (\$0.50 on each \$1,000 of taxable valuation) for a period of 11 years, 2022 to 2032, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2022 is approximately \$11,479,002 (this millage is to renew millage that will expire with the 2022 levy and to restore millage lost as a result of the reduction required by the "Headlee" amendment to the Michigan Constitution of 1963 and will be levied only to the extent necessary to restore that reduction)?

Yes

No

- **NO Cost to Homeowners**
- **NO Increased Cost to Business Owners**
- **To Receive full amount of funding for students (8,700)**

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# Questions and Suggestions





I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3)

**Field Trip Approval**

Trip Approved:  Not Approved:  Principal: [Signature] Date: 3/10/22

Trip Approved:  Not Approved:  Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

(over)

**Transportation Department**

*(To be completed by the originator of the field trip)*

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

**Certification**

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: \_\_\_\_\_ Business Office Signature: \_\_\_\_\_

**Trip Confirmation**

This trip has been approved and scheduled. The drivers assigned are:

\_\_\_\_\_  
\_\_\_\_\_

**Bus Driver Report**

This is to certify that the above trip was made and to request payment under the Board of Education policies.

Date: \_\_\_\_\_ Bus No: \_\_\_\_\_ Total time of trip: \_\_\_\_\_

Speedometer reading at start of trip: \_\_\_\_\_ End of trip: \_\_\_\_\_

Start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total miles traveled on this trip: \_\_\_\_\_ Total gallons of gas used: \_\_\_\_\_

Remarks: \_\_\_\_\_

Driver's signature: \_\_\_\_\_

Distribution:

- 1 - Each bus
- 1 - Transportation Supervisor
- 1 - Originator after assignment of buses

## PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip NASA Hunch Culinary Challenge Competition

Proposed Departure Date April 11, 2022 Return Date April 14, 2022

Proposer Chef Aaron Gaertner Position CTE Instructor / ProStart Instructor

Date by which response is needed ASAP Proposal Date 3-17-2022

### A. Purpose

1. What is the major place to be visited or event to be attended?

Houston Texas and the Johnson Space Center

2. How is the trip related to the educational program of the District?

Aligns with Prostart Education Foundation and the Michigan Restaurant Association along with the American Culinary Federation

3. In what ways will the student benefit?

Students will compete against their peers from all over the United States and win Prizes and Scholarships

4. In what ways will the district benefit?

Great PR for the District , and this will motivate other students and increase interest in potential students.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

We will see where the RCTC student measures up against students from around the country and how well the food scientists and astronauts enjoy the meal.

### B. Students and Staff

1. Which students,(grade, class, or organization) will be going?

**Blanc, Aegan Safa**

**Junu, Janneth**

**Kaba, Kadiatou**

**Payne, Shamiyah**

B. Students and Staff (cont'd)

Chef Aaron Gaertner

Kimberly Johnson

2. How many students in total?  
4
3. How many students are currently experiencing academic problems?  
0
4. Which staff member will be in charge?  
Chef Aaron Gaertner
5. What previous experience has the staff member had in conducting overnight or extended field trips?  
I have taken several students to national championships in Louisville KY and Kansas City MA as well as many overnight trips to Lansing and Grand Rapids
6. What other staff members will be going?  
Kimberly Johnson
7. How many chaperones, in addition to staff members will be going?  
0
8. What are their names and affiliations with the students?
9. How many school days will be missed?  
4
10. How will teachers be advised in advance that the students will be out of school?  
Direct communication from Chef Gaertner

**C. School Work**

1. How will missed work be made up?  
  
Work will be pre arranged
2. What special assistance will be provided students with academic problems?

Extra time and assistance as needed



**D. Itinerary**

1. What is the destination?  
Houston Texas and the Johnson Space Center
2. What will be the mode of transportation? What liability insurance does the carrier have?  
Plane and Rental Van
3. Where will the group be housed and fed?  
*TBD*
4. What enroute or supplementary activities are planned?

Meals, Museum and VR experience THE INFINITE — The Infinite ([theinfiniteexperience.world](http://theinfiniteexperience.world)) and tours of the Johnson Space Center

5. What arrangements have been made for dealing with emergency situations?

Contact with the Parents and Medical cards and permissions will be carried By the student Cell Phone numbers have been exchanged

6. If tour guides are involved, what liability insurance do they carry?  
N/A

**E. Finances**

1. What is the estimated total cost and cost per student?  
\$1000
2. What is the source of funds?  
RCTC Student Activity Fund. Fundraising through Main Street Ventures restaurant group, Michigan Restaurant Association, and Aubree?
3. How will the funds be collected and safeguarded?  
Deposited into the activity fund.
4. How will any shortfall be made up or excess funds be used?
  - i. Excess funds are expected and will be deposited into the RCTC activity fund for other student trips

N/A Instructor will be reimbursed From the Activity Fund

5. What provision has been made for students who are financially unable to pay any necessary costs?

N/A

**F. Communications**

1. How will you communicate to parents prior to, during, and after the trip?

Phone conversation with parents. Have exchanged Numbers

2. List telephone numbers at destination and where group will be housed.

*TBD*

3. What information will be provided to the media and the community?

Press release will be prepared and distributed

**Attach Field trip request form to front of this form.**

## REGULAR MEETING (Monday, March 14, 2022)

Generated by Julie Haines on Thursday, March 17, 2022

### Members present

Dr. Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Meeting called to order at 6:30 PM

1. CALL TO ORDER & ROLL CALL OF BOARD MEMBERS PRESENT: Dr. Celeste Hawkins, Board President

Action: A. Roll Call of Board of Education Members

2. PLEDGE OF ALLEGIANCE: Dr. Celeste Hawkins, Board President

3. CLOSED SESSION

Action: A. Request for Closed Session- Pursuant to Sections 8(f) of the Open Meetings Act to review and consider the content of an application for employment

The Board of Education will be going into closed session pursuant to Section 8(f) of the Open Meetings Act to review and consider the content of an application for employment.

The Board of Education went into closed session at 6:33 p.m.

... MOVE THAT the Board of Education go into closed session pursuant to Section 8(f) of the Open Meetings Act to review and consider the content of an application for employment.

Motion by Sharon Lee, second by Meredith Schindler.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

4. OPEN SESSION

Procedural: A. Reconvene to Open Session

The Board of Education will return to Open Session.

The Board of Education reconvened at 6:49 p.m.

5. ACCEPTANCE OF AGENDA

Action: A. Acceptance of Agenda

... MOVE THAT the Board of Education accept the agenda, as presented.

Motion by Meredith Schindler, second by Jeanice Townsend.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

6. PRESENTATION

Presentation: A. MICIP Presentation - Dr. Carlos Lopez

YCS Assistant Superintendent Dr. Carlos Lopez will provide an update and overview of YCS's MICIP Plan.

[Click here](#) to view the presentation.

Presentation: B. Budget Amendment Presentation - Priya Nayak

Business and Finance Director, Priya Nayak will present a budget amendment to the Board of Education for consideration.

[Click here](#) to view the presentation.

7. PUBLIC COMMENTS #1

Information: A. Guidelines for Public Comment

Public Comment Protocol | Pursuant to Board of Education Policy 0167.3

\*The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their view.

\*Please limit statements to three (3) minutes duration.

\*Participants shall direct all comments to the Board and not to staff or other participants; no person may address or question Board members individually.

\*Remarks shall be made in a respectful and professional manner.

**Rebekah Schersten:** As a parent in the district I'm here tonight to ask that YCS make masks optional for all students and staff.

Last Friday, March 10, the Washtenaw County Health Department announced the county Covid-19 Community level is low and that, as quoted from the website "at this level masking in indoor public locations is no longer broadly recommended according to the CDC." The CDC as well as the Michigan Department of Health have both removed the recommendations for universal masking in schools. In addition to Washtenaw County Health Department's school mask mandate expired last month. YCS remains one of only two districts in the entire county that has yet to make masks optional. I know the district conducted a survey and is looking to make a decision following spring break, but I ask that this change take place immediately. Our children have done enough. They have done more than they should ever be asked of them. Two years of their childhood has been disrupted. I ask and plead to give them back the sense of normalcy. Thank you.

**Lavada Weathers:** I was at the board meeting the last time and I was thinking about the two public comments that were brought up and one of them was the masking. I'd like to suggest, on behalf of students that are not well, particularly special needs students and any staff, any other students that may have some health conflicts, that you stick with your schedule and if you change the mask mandate, do it as you have already plan and not any earlier. It says the cases are lower. They don't say we don't have any, they're just low. I also want to make the comment again that please find the pictures from Willow Run and Ypsi and see that you get them posted somewhere. And thanks, because I could see the screen.

**Robyn McCoy:** Good evening everyone. My name is Attorney Robyn McCoy. So I've been practicing for 20 years in this area. I was born and raised in this area and I'm actually running for state rep in the 32nd district. I attended BCDC and Cheney Elementary School. I went to Catholic school in this area and I was inspired to become a lawyer at 14 to help people in need. I was Congressional Page at 16 and so I went to DC and I was able to have firsthand exposure to the legislative process and the course of my work as an attorney I've been an educational advocate. I've been partnering with schools to make sure that kids get all the support that they need for special ed, get testing. I actually have a client right now that was shot and I'm trying to make sure that he gets all the support because I've worked with children and worked as a lawyer guardian ad litem so I've worked 12 and a half years with Michigan Children's Law Center working with children that were exposed to trauma to make sure that they get all the support they need with special ed, general ed. I have literature here and I applaud you for all that you do. I had parents that helped nurture me and support me to have educational excellence going to the University of Chicago, the University of Michigan Law School and I just think it's important that we do that for our kids. In the course of my college, I was able to connect with Michelle Obama. She helped me with my law school application and I continue to do that. I'm an educator as well. I teach EMU. My assistant, Dr. Evans, is also a professor at EMU and I just think it's important that we educate our kids and I know with Covid there were some kids that were able to be successful doing things online. Some kids not so much. I started teaching in-person, and then it went virtual. And I just know that we've got a lot to do as far as helping our kids to catch up and I think it's important that the village come to the aid of the kids and do all that we need to do. Thank you.

## 8. CONSENT AGENDA

Action (Consent), Minutes, Report: A. Consent Agenda

Seeking Board approval of the presented meeting minutes and personnel matters; see attachments below.

... MOVE THAT the Board of Education approve the: 1) February 28, 2022, Regular Board Meeting Minutes 2) Personnel matters as per the presented list dated 3/7/22; New Hires and Resignations.

... MOVE THAT the Board of Education approve the:

1) February 28, 2022, Regular Board Meeting Minutes

2) Personnel matters as per the presented list dated 3/7/22; New Hires and Resignations.

Motion by Sharon Lee, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

## 9. DISCUSSION

Discussion: A. First Reading of Neola Policy Updates

Re: NEOLA of Michigan Local Templates/Policy Updates - Vol. 36, No. 1 - September 2021

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District. The Policy subcommittee has recently reviewed the following, and has now submitted these to begin the approval process.

Discussion: B. Covid-19 Mask Survey Discussion

The Ypsilanti Community Schools' Board of Education with review and discuss the survey results from the recent masking survey that was sent to staff, secondary students, and parents on March 5th with the survey ending at 5:00 p.m. on Thursday, March 10th. [Click here to view the presentation.](#)

## 10. ACTION ITEM: Human Resources

Action: A. Potential New Hire: Approval of Employment

The YCS Board of Education met in closed session to consider an employment request from District Administration. The Board will consider the request and determine the employment opportunity.

... MOVE THAT the Board of Education approve the district's employment request.

Motion by Gillian Ream Gainsley, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

## 11. ACTION ITEM: Student Affairs

Action, Procedural: A. Acceptance of Field Trip Request: YCHS/RCTC Culinary, April 2022 (Grand Rapids)

This proposal comes from Chef Aaron Gaertner, CTE Instructor & ProStart Instructor. Students will compete against their peers from all over the state and with hard work win prizes and scholarships and the chance to represent Michigan at the national championships. Skills USA is the mandated CTSO for all RCTC CTE classes.

[Click here to see the field trip request.](#)

... MOVE THAT the Board of Education approve the overnight field trip of the Ypsilanti Community High School/Culinary program to Grand Rapids in March 2022 for the Skills USA State Leadership and Skills Conference.

Motion by Jeanice Townsend, second by Yvonne Fields.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

## 12. ACTION ITEMS: Business and Finance

### Action: A. Approval of Kramer Technology Contract

The CTE programs in the YCS District request that the YCS Board of Education accept a bid from Kramer Technologies for an alignment rack replacement in the amount of \$35,211.12.

[Click here to view the bid.](#)

...MOVE THAT the Board of Education accept, as presented, the Kramer Technologies bid for the CTE Automotive Lift in the amount of \$35,211.12

Motion by Jeanice Townsend, second by Yvonne Fields.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Action: B. Acceptance of the National SAMs Innovation Project Quote

The National SAMs Innovation Project is designed to assist our school administrators in scheduling efficiency allowing them to spend more time being instructional leaders. The SAMs project uses a TimeTrack\* system to organize an administrator's day. It also provides training to front-line school staff like secretaries to either answer questions or schedule time with the principal. This quote is for the remainder of this school year and the 2022/2023 school year. It covers all directors and administrators.

[Click here to view the quote.](#)

...MOVE THAT the Board of Education accept, as presented, the National SAMs Innovation Project quote in the amount of \$90,900.

Motion by Sharon Lee, second by Jeanice Townsend.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Action: C. Acceptance of the 2022-2027 WISD Fiber Consortium Agreement

The Ypsilanti Community Schools fiber network is owned and operated by WISD on behalf of all constituent districts. This agreement covers the actual fiber optic cable, equipment to manage the network, and a portion of staff costs. The network is also connected to the Statewide Educational Network (SEN) which is a statewide private network that allows the reduction of Internet costs in addition to transport for other statewide services. The current agreement ends June 30, 2022. The Fiber consortium subcommittee met to draft an updated agreement for the next five years. This agreement has been presented to the Washtenaw Superintendents Association (WSA) for review and approval of costs. Each participating district will need to gain board approval for renewal of the Fiber Consortium Agreement.

[Click here to view the agreement.](#)

...MOVE THAT the Board of Education approve the Washtenaw County Schools Fiber Consortium Agreement, as presented.

Motion by Jeanice Townsend, second by Sharon Lee.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Action: D. Approval and Adoption of the Amended Budget

Priya Nayak, Director of Business and Finance presented earlier in the meeting the recommended amended budget to the Board of Education. District Administration is requesting the Board approve and adopt the amended budget.

[Click here to view the amended budget.](#)

... MOVE THAT the Board of Education approve and adopt the Amended Budget as presented.

Motion by Yvonne Fields, second by Gillian Ream Gainsley.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Action: E. Acceptance of the District Audio Upgrade Project

Classroom audio systems have been breaking across the district even before the pandemic. The current systems are aging and do not provide sufficient reach to really make a teacher's voice accessible in classrooms. In addition, our buildings have aging PA systems that are not centralized nor standardized. This has become problematic recently due to lack of documentation from the original vendors making troubleshooting difficult across the district. Finally, bell systems also reside on their own separate system as well. The combination of three different systems run by three different backend vendors has made audio systems very difficult to support and maintain.

To address all of these concerns we want to replace our bell, PA, and in-class audio system with EPIC from Audio Enhancement. This is a network driven system that will power each classroom independently. Each room will have four speakers installed to provide complete coverage for all students. The PA will be controlled through a kiosk or through any web browser with the right credentials. The system allows a user to control bells, make announcements, or even launch pre-recorded content. A simple button in each classroom allows staff to page the main office and speak into the air to communicate with staff.

This would completely replace all in-class audio and standardize all PA and bell systems across the district.

[Click here to view the estimate.](#)

...MOVE THAT the Board of Education accept, as presented, the Audio Enhancement quote for EPIC in the amount of \$1,538,284.00.

Motion by Meredith Schindler, second by Sharon Lee.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### Action: F. Donation: Books For Kids and Ms. Jordan Else Donation for Erickson Elementary School

On behalf of Books For Kids and Ms. Jordan Else, we would like to donate new diverse books, bookmarks, notebooks and pencils for each student at Erickson; the amount totaling \$1,000 is from kind donations from the community. We believe in uplifting literacy by giving kids choices and books to call their own without concern to cost. Please accept our donation and continued support for YCS and your vision for community literacy. Thank you, Books for Kids and Ms. Jordan Else for this very generous gift!

.... MOVE THAT the Board of Education accept a donation from Books For Kids and Ms. Jordan Else of new diverse books, bookmarks, notebooks, and pencils for each student at Erickson Elementary School in the amount totaling \$1,000.

Motion by Maria Goodrich, second by Meredith Schindler.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### 13. ACTION ITEM: Other

Action: A. Adoption of the Resolution in Support of the IDEA Full Funding Act

Ypsilanti Community Schools, along with many other districts across the United States educate students who are identified as having a multitude of disabilities. This resolution is intended to urge Congress to pass the IDEA Full Funding Act as currently, the federal investment in IDEA is less than 14 percent.

Click [here](#) to view the resolution.

....MOVE that the Board of Education adopt the Resolution in Support of the IDEA Full Funding Act as presented.

Motion by Meredith Schindler, second by Maria Goodrich.

Final Resolution: Motion Carries

Aye: Dr Celeste Hawkins, Gillian Ream Gainsley, Sharon Lee, Meredith Schindler, Yvonne Fields, Maria Goodrich, Jeanice Townsend

### 14. PUBLIC COMMENTS #2

Information: A. Guidelines for Public Comment

**Michael Schersten:** I'm requesting the immediate and permanent end to the universal masking and all of the Covid measures at the school district level. I understand that there may be legal mandates in the future from the county, state, and federal level that the district must follow but the district is in no position to make medical or public health decisions of its own. The current mandate has been maintained beyond the legal requirement of the Washtenaw County Department of Health based on various recommendations. On February 11th, we were informed that despite the mask requirement for the county expiring, the district had decided to maintain all existing county protocols which included that universal masking in schools remains strongly recommended. This seems to no longer be in effect, is not present on the county website, and yet the district mandate has remained. On February 25, WIHI and WIMA informed us that masking would remain while we were at high risk level according to the Michigan Safe Start Map based on CDC metrics. That same day, the CDC abandoned those metrics that had been based on pre omicron case levels and replaced them with Covid-19 Community levels. According to those, we're at the lowest risk level with no mask recommendation for the general public at all and yet our local district mandates remain. As mask requirements have been removed around the country, there have been conflicting recommendations on the federal, state, and county level. The only consistency in district decision making during this time has been to rely on any recommendation that justifies continuing the mandate. When the county recommendation was to continue masking, that was sighted, when the CDC recommendation was to given to continue masking, that was sighted. No mention was made when those recommendations expired and the only recommendation that supports your position is the Michigan Safe Start Map which is acknowledged by the state to be out of date, no longer based on CDC guidelines and pending update. The mask requirement has been maintained without any current public health recommendation at any level of government, and you have expressed your willingness to continue to do so until at least April or the end of the school year or possibly indefinitely. While the requirement previously was said to be based on public health recommendations, it is clear now that the district simply wishes to continue the requirement as long as possible. In Washtenaw County, weekly new cases of drop consistently for more than two months down 95% from the peak of more than 5000 on January 8th to 225 the week ending March 5, lower than any week since July 31, 2021. Weekly hospital admissions in the county are at the lowest level since September. These are the best numbers we could possibly expect and yet the best offer from the district was to continue the requirement against public health advice for at least another month. The Board of Education is not a public health agency and has no expertise to make public health decisions. It is one thing to defer to a public health recommendation as justification for a mandate but an entirely different matter to maintain the mandate in the absence of any recommendation. At your last meeting I advise that you are not obligated to maintain the mandate even with the county recommendation. Now, my position is that you must rescind the mandate considering it is not recommended by any public health agency at any level. Thank you.

**Amanda Smith:** Well, I appreciate his passion, the passion of the other commenter, I really appreciate the compassion this group has shown toward our Community, the opportunity to teach my daughter compassion by putting a small piece of fabric on her face. Thank you for listening to what the Community needs. I am personally immunocompromised and I live in a household with a health care worker. We don't need any additional risk and we don't need to spread any additional risk other people. I recently sat in a meeting with three brilliant women of color who are strong, fantastic leaders and the topic of vaccination came up and these three women schooled me on how my experience of healthcare is different than theirs. Our population at YCS is different than the rest of Washtenaw County. The data that we use needs to be dependent on our own population and not some state mandate beyond us. So, I'm very appreciative of everything that you continue to do to help keep my child and my family, the rest of our Community healthy and to teach her and the rest of the children in our Community how to be good people. Thank you.

### 15. DISCUSSION

Discussion: A. Board of Education Subcommittee Reports

**Trustee Gainsley:** The YCSF meeting did happen, it was relatively brief, and I did share that the scholarship application form is now public and I did share it by email with all of the board members earlier today and so we would love for you to go ahead and share that out. Encourage our graduating seniors to apply for those scholarships. Thank you.

### 16. BOARD/SUPERINTENDENT COMMENTS

**Trustee Townsend:** I do want to just remind everyone here that the district, we are having our virtual Annual Realtors Breakfast this Friday at 9 a.m. via zoom and should be aired live via Facebook and that will be on Friday, March 18 at 9 a.m. What is important about this realtors' breakfast is it is open to the public, even though it says realtors' breakfast, it is a good resource for our Community and what I would like to also emphasize is that we will be having special guest speakers talking about the resources that are here in Washtenaw County in funding for new homeownership and that is Flagstar Bank, Bad Credit is Childish, Ann Arbor

Housing Commission, Habitat for Humanity, Old National Bank, and Realty Experts. What's important for people in the public to know about this event is one of the things, when we talk about the whole child, is housing is very important. We know we have a large population of students that are considered homeless or have a major barrier with housing, and so what is good about YCS is that we acknowledge that when you talk about the whole child, we need to talk about those things and I know my experience as a child growing up in affordable housing, we moved around a lot, however, when I was able to secure housing, I noticed that there was a change in my performance as a student and that was because I had the security of having consistent housing. So this is something that I definitely would encourage board members to attend and please share with your network. And just try to invite as many families, even students can attend as well to learn about these things. Everybody on this list is a partner with the school district, I want to emphasize that as well. We know we just had Bad Credit is Childish with Michael Vick come out and talk about financial literacy a few months ago and so, if we began to teach our children the importance of \$1 that will change the trajectory of their lives on how they spend money, how they make money (a resource for them), and how they continue to invest that money not only to help their families, but also help the Community. Thank you and I look forward to seeing you all.

**Trustee Goodrich:** I just have a really quick one. Last Thursday, I, along with Trustee Townsend and Vice President Lee were able to attend the WASB Social-Emotional Learning workshop. That was a great event and I appreciate that we had the opportunity to take part in there together. I also want to lift up some things that came out in the small group that Trustee Townsend and I were in and the appreciation we heard from outside of our district for the kinds of events and partnerships and just the ways that our district is there for our Community. It's just one small way on top of many of the big ways that this district's assets and achievements are being highlighted and recognized from outside of our Community. It was really great to hear and great to have a chance to celebrate the work that you all are doing.

**Trustee Gainsley:** I have three things. First, I want to really express my gratitude to Ms. Searcy and the transportation team, to Solomon and the IT team. Our bus app is working again. It was down for three weeks. But really for anyone who's got their child taking the bus, it is a game changer. So, having it back and having it functioning again is really exciting to me and my family and probably to a lot of other folks so thank you everyone, anyone who was involved in getting that working again. My other two very small meeting issues: one is that when I first joined the board, we had actually moved the field trips up in the agenda so that they were right after the consent agenda and prior to our discussion items and I should have noticed it before. I was wondering if we might make that part of our regular policy again when we know that we're going to have a guest to just to bump them up right before the consent agenda. And then, my second question is a question I guess for the IT team. I greatly appreciate how much better this zoom experience is. I appreciate the audio and how we're getting better every single meeting at making these meetings accessible to the public who can't attend in person. So, my one request is, I wonder if we might be able to share the PowerPoints actually to screen share them to the actual meeting so that folks who are watching at home might see those PowerPoints a little more clearly. So just small things to continue to make us better, but really appreciate everyone who's worked on making these meetings virtual. Thank you.

**Dr. Hawkins:** Thank you and I'll just make a quick comment about the field trips. You are absolutely right. Our policy was to make sure that we didn't have our guests waiting until the end of the meeting for field trips to be approved. We will make sure that we are mindful and keep those at the top of our agenda, so thank you, Trustee Gainsley, for bringing that to our attention and I'll defer to Dr. Zachery-Ross about the IT because that is really nowhere near my expertise, so I have no idea if we can do that.

**Dr. Zachery-Ross:** I'm seeing affirmations for that so yes. Also this time it was a little different because there was a field trip but there was also the grant action item so it was kind of tricky to know for sure where to put items. Thank you for that reminder.

**Dr. Hawkins:** I think I'll just mention that I am so appreciative of being able to have this space, so this is a shout out to technology for making it happen at five o'clock so that we can all gather and watch the NAAPIC at Night presentation. So thank you IT for making that happen for us. And just a huge congratulations to all of our students, our winners, our presenters, Shoshana de Maria, for always graciously taking on this role of making sure that NAAPIC at Night continues to be held up in our Community, to our families and all of our teachers and our staff, everyone, who contributed to making this event possible and our superintendent, of course, and to the mistress of ceremonies, my daughter, Miss Kayden Hawkins. She did a wonderful job as well as the master of ceremony, Zion.

**Dr. Zachery-Ross:** This is women's history month and as I was reflecting, I was like "Look at these women." It's women's history month and so often we go outside, but we don't look in the mirror. We've got so many history makers. It might be because of all these wonderful things in the Community that you do. You might have been the first in your family with certain things. You might be the first in your Community. You have always throughout life when I've talked to each one of you, you've broken down barriers and made room for others. I think that our students should look at this seven-member women lead board. I think that our community should look at these individuals, not just the board as a whole, but each one of you. I wanted to say that I'm just proud to serve next to you, alongside you, because it's just truly a time during women's history month to think about the history makers on our board. So thank you for your service. I'm just want to congratulate Trustee Townsend, and I was so excited and congratulate Trustee Fields for leading with her group the National Association of Negro Business and Professional Women's Club for the women's history month. One of the panelists and honorees was our very own Trustee Townsend and she did amazing. It's the example because our students, our families, and our parents see our board members in the Community and it's not just sitting here. You all are there at so many things and I just wanted to give an example of this women's history month. And the example of this board coming and sitting and watching and supporting NAAPID at Night right here in this room bringing your own dinners and participating. So thank you for that support of NAAPID at Night. I know that this district has supported the program since its inception and again I know that our board President mentioned it but to Kayden and Zion for being master and mistress of ceremony. They're training them, given the example early not just having adults lead the way but truly allowing our students to lead us. I think Ms. de Maria and committee and congratulations to Mr. Alvarado, assistant principal at the high school, Ms. Jerilyn Lynn, who does our instructional technology, and Ms. Kier Ingraham, our Ypsilanti Connected principal for being honored tonight. I truly want to thank the students, the staff, and the community for completing a survey. I hope that you heard about other examples today that people read the responses and we didn't just look at the numbers. I can tell you I went and talked to the student Council last week before it was due and I said, "tell your friends, tell them to complete the survey." So we didn't just send it out. We did ask the students. We reminded them. Personally, I asked them, "can you please as the leadership team, can you tell your other students to complete the survey." We just we're just happy for the response. It might seem low outside but, as you know, when they send out a large survey, the response to surveys aren't always large and so for the number of persons we have, I was very proud of that. We want to congratulate again seniors, Nyla Hood and Alexis Cooper. They celebrated their senior night at their last basketball game. We wanted to make sure to lift them up. They won that game against Adrian on February 24. Alexis plans to attend Florida A&M and Nyla is undecided by her top three choices are Kettering, University of Michigan, and the University of Pittsburgh. We are thankful that it is scholarship season and there are a lot of scholarships that our students are eligible for. I'm excited to know that we have the support from our partners and the Community for our students. Thank you, families for applying for scholarships. So if there's helped needed, we've got counselors and success coaches and college coaches at the high school that will help them through. We just want

to apply for those dollars. Congratulations also to Ypsilanti Community High School students, Renee Lett and Katie Salazar for passing their CNA state exam! We know those exams are difficult and we know that again that's part of our hope, not just to give you a high school diploma but preparing you for life. They're able to go out and do so much with that, so congratulations. Also, as we heard today that the RCTC Culinary Arts and Bakery Science NASA Hunch Culinary Challenge Team has been named top 10 in the United States. They will be traveling to Houston, Texas and that's the field trip request (as long as you approve it) to the Johnson Space Center to prepare a meal for astronauts and the Johnson Space Center Food Lab Team. The other nine teams competing are from all around the country. This is not a shabby thing and we're very, very proud of them. The winning team will receive a full ride scholarship to Sullivan University, the National Center for Hospitality Studies in Louisville, Kentucky and we know that will be a game changer. So congratulations to Chef Gaertner and students. We're so proud of them. And last but not least, congratulations to Ms. Ott's class at Erickson Elementary. They won an MVP award from Imagine Nation's Literacy Bowl. We hear about Imagine Learning serves thousands of classrooms and millions of students every day with imagine learning and literacy and her classroom ranked top 30 in the country, so congratulations.

**Trustee Fields:** When you were talking about the scholarship, are there links on the website to go to all the different ones?

**Dr. Zachery-Ross:** I'm not sure. I'll check on that and get back to you. I know they do have it somewhere in the high school for the students but I'll find out about the links.

**Trustee Fields:** Some parents may not want to come to the high school but if they can just click on different links on the site that could help.

#### 17. ADJOURNMENT OF MEETING

Meeting adjourned at 8:48 p.m.



Board of Education

Name	Location	Position
<b>New Hire</b>		
Brown, Katherine	Beatty	Family Support Supervisor
Fordyce, Kathry	Perry	Lunchroom Supervisor
Graham, Gregory	Transportation	Bus Driver
Holliday, Darlene	High School	31a Social Worker
Kalinsky, Breanna	Estabrook	Paraprofessional
Kelly, Donna	Holmes	Paraprofessional
Newman, Jorme	Perry	Food Service
Rankin-Green, Sarina	Holmes	Paraprofessional
Williams, Ronald	Middle School	Art
<b>Resigned</b>		
Bailey, Lisa	District	Food Service
Chea, Garrie	Perry	Family Support Supervisor
Clark, AlexSaundra	YIES	Paraprofessional
Marino, Kathya	Beatty	Associate Teacher
Mashatt, YaMayia	Ford	Associate Teacher
Saulsberry, Ronnie	Erickson	Paraprofessional
<b>Retired</b>		
Brewer, James	District	Custodian
	4/7/2022	

Note this list is subject to change. If there are any changes, an updated version will be shared before the board meeting.

- **George School**
  - [Facilities Comparison Report](#)
  - Plan for Principal Ingraham and Principal Harris-Hugan to join the study session
  - Currently has 13% occupancy
  - Considerations
    - Tenant based building
    - Demolition and property disposition
    - Rehabilitation
- **Ypsilanti Township**
  - Dialogue around zoning
  - Educational use v. Business use
  - Schedule time with Brenda and/or Heather at the Township
- **WRMS**
  - Grizzly Learning Camp
    - Keeps building in Educational use each year
    - Supports building maintenance
    - Supports Summer floor maintenance across the district
  - Consider relocating ACCE and YC2S
    - George could become a tenant based building
  - Consolidate programs at WRMS
    - Use of pods to separate by grade bands
  - Chapelle
    - Established tenant base
      - 81% capacity
  - WISD month to month lease extension option term out June 30, 2022
  - STEM/STEAM campus
  - Others?
- **For the Good of the Order**

## YCS Paving Bid Results 2022

Allied Paving                      Best Paving                      Sommerset Paving

**Ford Early Learning**

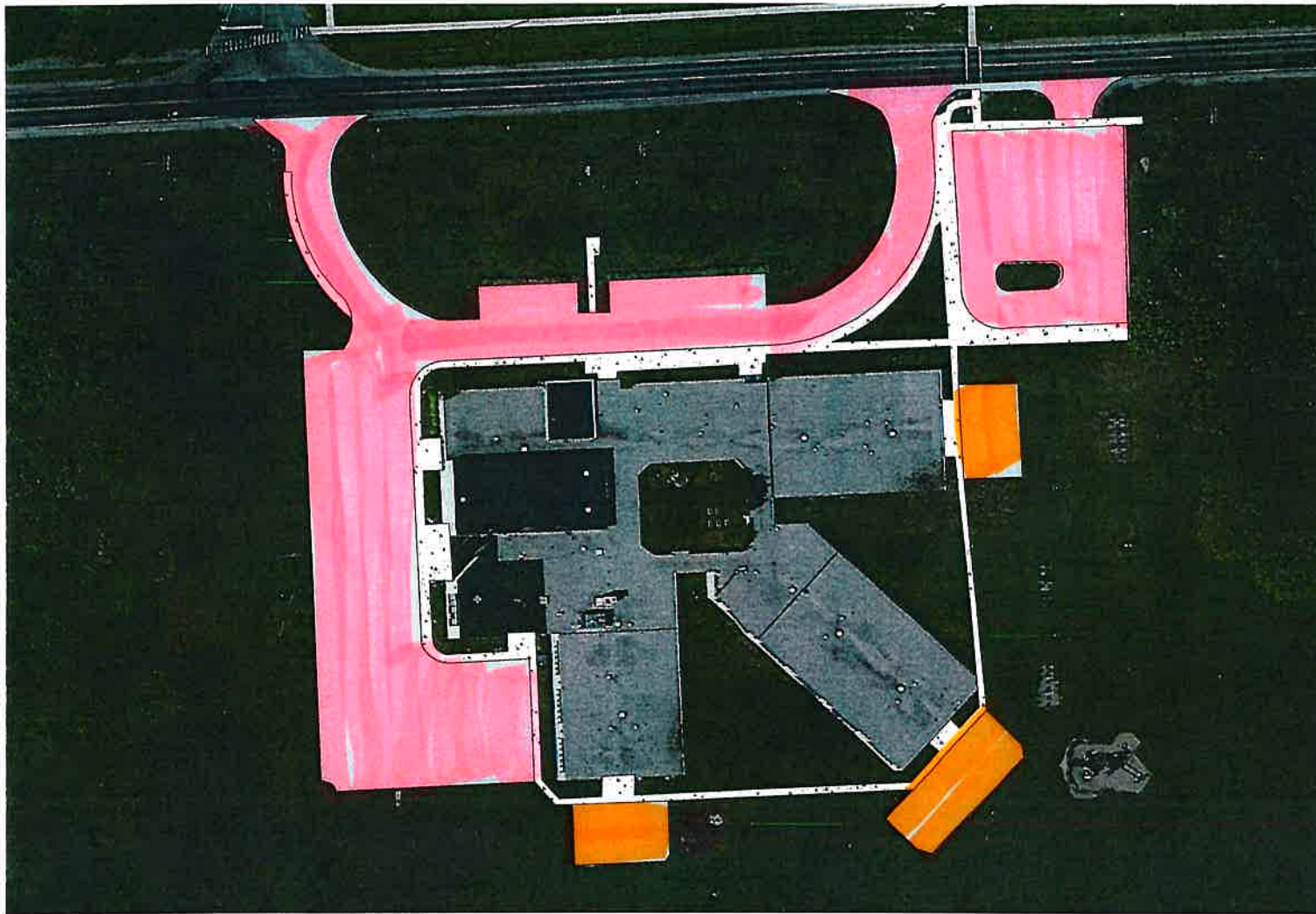
Section A	\$	98,329.98	\$	89,000.00	\$	88,600.00
Section B	\$	81,524.34	\$	77,000.00	\$	79,000.00
Section A +B	\$	170,861.60	\$	159,000.00	\$	165,100.00

**Holmes Elementary**

Section A	\$	101,051.06	\$	90,000.00	\$	118,000.00
Section B	\$	87,069.17	\$	79,000.00	\$	88,000.00
Section A +B	\$	181,146.60	\$	160,000.00	\$	203,500.00

**Perry Preschool**

Section A	\$	102,904.41	\$	92,000.00	\$	101,000.00
Section B	\$	87,740.03	\$	81,000.00	\$	89,000.00
Section A +B	\$	184,146.60	\$	164,000.00	\$	187,500.00



CONCRETE PAVEMENT CONDITION LEGEND

	VERY POOR TO FAILED
	FAIR TO POOR
	GOOD TO FAIR
	VERY GOOD TO GOOD
	EXCELLENT

ASPHALT PAVEMENT CONDITION LEGEND

	VERY POOR TO FAILED
	FAIR TO POOR
	GOOD TO FAIR
	VERY GOOD TO GOOD
	EXCELLENT

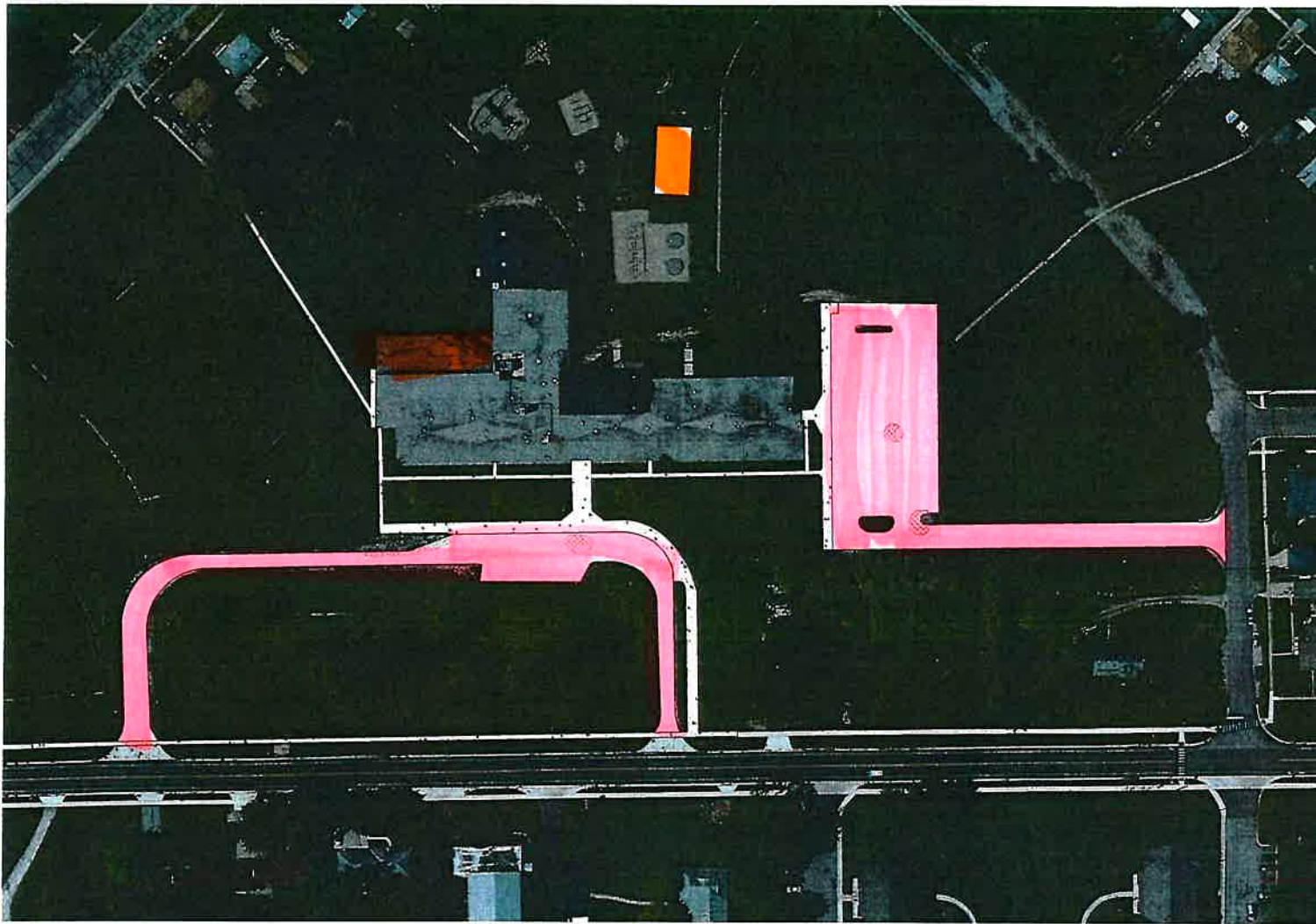
MISCELLANEOUS AREA

	CONCRETE SIDEWALK
	POOR DRAINAGE

base bid

alternate  
x3

SITE PLAN / PAVEMENT CONDITION MAP  
 YPSILANTI COMMUNITY SCHOOLS  
 HENRY FORD ELEMENTARY



CONCRETE PAVEMENT CONDITION LEGEND

	VERY POOR TO FAILED
	FAIR TO POOR
	GOOD TO FAIR
	VERY GOOD TO GOOD
	EXCELLENT

ASPHALT PAVEMENT CONDITION LEGEND

	VERY POOR TO FAILED
	FAIR TO POOR
	GOOD TO FAIR
	VERY GOOD TO GOOD
	EXCELLENT

MISCELLANEOUS AREA

	CONCRETE SIDEWALK
	POOR DRAINAGE

base bid

alternate  
x2

SITE PLAN / PAVEMENT CONDITION MAP  
 YPSILANTI COMMUNITY SCHOOLS  
 HOLMES ELEMENTARY





**PREPARED FOR**

Ypsilanti Community Schools

Aaron Rose  
Director of Facilities Management  
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Ypsilanti, MI 48197

**PREPARED BY**

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**PUBLISHED ON**

January 27, 2022







Q-252947

Aaron Rose  
Director of Facilities Management  
Ypsilanti Community Schools  
2095 Packard Road  
Ypsilanti, MI  
48197

Dear Aaron,

Thank you for your interest in our market leading solutions for improving educational operations. We at Dude Solutions are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Dude Solutions is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Ypsilanti Community Schools:

**Services Term: 12 months (03/01/2022 - 02/28/2023)**

<b>Professional Services</b>	
Data Gathering for 1400000.0 Square Feet	44,814.00 USD
PM Schedule Creation for 1400000.0 Square Feet	14,266.00 USD
Equipment Barcode Tagging	22,414.00 USD
	<b>Subtotal: 81,494.00 USD</b>
<b>Total Initial Investment</b>	<b>81,494.00 USD</b>



# Equipment Inventory Data Gathering Scope of Work

## Purpose

Equipment Inventory Data Gathering is performed through the conduction of staff interviews and physical onsite data gathering. The following is meant to establish details of the deliverable that Dude Solutions (DSI) will provide on "Equipment Inventory" (Data Gathering) assignments. These onsite activities are done in conjunction with a Certified Dude Solutions Provider (DSI Service Provider).

## Value

By leveraging DSI's Equipment Inventory Data Gathering service, DSI clients are able to track work related to individual assets and make better data driven decisions related to those items.

## Deliverables

All Equipment Inventory Data Gathering services include the following deliverables:

- Collection of major equipment items for populating your Dude Solutions Work & Asset Management solution.
- Import major Equipment Items into client's Dude Solutions Work & Asset Management solution.
- No report will be provided.

## Methodology and Approach

The collection and documentation of equipment inventory data is conducted onsite by a Dude Solutions Service Provider (DSI Service Provider). Inventory of all major building equipment will be performed capturing quantity & size along with the following attributes:

- Equipment Item Number (will be created if not existing)
- Site/Location/Building Name
- Description
- Classification/Type
- Manufacturer (where available)
- Model (where available)
- Serial Number (where available)
- Barcode (where available)

## Asset Inventory and Systems Table

The following table defines the standard SOW that will be followed to capture the equipment data used to build the Equipment Inventory, which will be imported into the Work & Asset Management Solution.

## Table Column Header Descriptions





## Individual or System Level Capture

- Individual = Item will be collected individually
- System = Item will be grouped by system or sub-system, location will correspond to the associated building structure

## Included in Equipment Inventory? Y/N

- No = Item will not be setup in the work & asset management solution

\*Items captured as a system will be setup as a single equipment inventory item so that work can be tracked against it.

Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
<b>Electrical</b>			
Automatic Transfer Switch	Individual	Yes	Make/Model/Serial number will be captured when available
Electric Door Systems	Individual	Yes	Exterior Doors Only
Emergency Generators	Individual	Yes	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	Yes	Primary panel bringing utility into building only
Motor Control Centers	Individual	Yes	
Switchgear	Individual	Yes	
Transformers	Individual	Yes	Primary Service to Building (Must be Client Owned)
Breakers, switches or starters	Not Included in Service		
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service		

Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
Motors	Not Included in Service		
Portable Generators	Not Included in Service		
Secondary Electrical Panels	Not Included in Service		
VFDs	Not Included in Service		
Emergency Back Up Lights	System Level	Yes	
Lighted Exit Signs	System Level	Yes	
<b>Equipment</b>			
Commercial Laundry (washers, dryers)	Individual	Yes	
Commercial Trash Compactors	Individual	Yes	Client-Owned, Permanently-installed facility infrastructure units only
Residential Type Appliances, Shop Tools and Equipment	Not Included in Service		Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
<b>Exterior Enclosure</b>			
Garage Door & Garage Door Opener	Individual	Yes	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
<b>Fire Protection</b>			
Eyewash / Safety Showers	Individual	Yes	Permanently Installed Items
Fire Pump	Individual	Yes	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	Yes	
Fire valves, hydrants	Not Included in Service		

Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
Smoke detectors, horn strobes	Not Included in Service		
AEDs	System Level	Yes	
Exhaust Hood Suppression System	System Level	Yes	
Fire Alarm System	System Level	Yes	Barcode applied to Main Fire Panel
Fire Extinguishers	System Level	Yes	
Specialty Fire Suppression System	System Level	Yes	Kitchen-Style Suppression System
Sprinkler System	System Level	Yes	
<b>HVAC</b>			
Air Handling Units	Individual	Yes	Includes Rooftop and Ground
Boilers	Individual	Yes	
Building Automation System	Individual	Yes	
Chilled Water pumps	Individual	Yes	
Chillers	Individual	Yes	
Cooling Tower pumps	Individual	Yes	
Cooling Towers	Individual	Yes	
Deaerators	Individual	Yes	
Energy Recovery Units	Individual	Yes	
Exhaust Fans	Individual	Yes	Rooftop Only
Furnaces	Individual	Yes	Non-Residential

Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
Heat Pumps	Individual	Yes	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise it will be captured as one single cost and item
Hot Water pumps	Individual	Yes	
Make Up Air Units	Individual	Yes	
Package AC Units	Individual	Yes	Includes Rooftop and Ground
Split Systems	Individual	Yes	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
Unit Heaters	Individual	Yes	
Fan Coil Units*	Individual	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
Unit Ventilators*	Individual	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
VAV Boxes*	Individual	Yes	Included in the service and quantified based on client supplied data and/or drawings only. <b>*No visual capture.</b>
Window Units	Not Included in Service		
Radiators	Not Included in Service		
Thermostatic Controls	Not Included in Service		
<b>Kitchen</b>			
Dishwashers	Individual	Yes	Commercial-Style, non-residential
Exhaust Hoods	Individual	Yes	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	Yes	

Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
Grease Traps	Individual	Yes	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	Yes	Valued above \$2,000
Oven, Stoves	Individual	Yes	
Refrigerator (Walk In, Reach In)	Individual	Yes	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	Yes	Valued above \$2,000
Counter Top Appliances	Not Included in Service		
Cutlery	Not Included in Service		
Tables, Racks	Not Included in Service		
<b>Plumbing</b>			
Domestic Hot Water Heaters	Individual	Yes	80 Gallons and Above. Does not include Instant Hot Water Heaters
Domestic Water Booster Pumps	Individual	Yes	1 HP and above
Hot Water Storage Tank	Individual	Yes	
Main Backflow Preventer	Individual	Yes	Includes Domestic and Fire Suppression
Sump Pumps	Individual	Yes	
Filters	Not Included in Service		
Fixtures	Not Included in Service		
Strainers	Not Included in Service		
Valves	Not Included in Service		



Sub-System	Individual or System Level Capture	Included in Equipment Inventory (Y/N)	Comments
<b>Vertical Transportation</b>			
Dumb Waiter	Individual	Yes	
Elevators	Individual	Yes	
Escalators	Individual	Yes	

### Assumptions

- Average building square footage is greater than 10,000 sq. feet. If average square footage of all buildings to be included to receive the service is less than 10,000 sq. feet, custom pricing is needed.
- All buildings are located within one primary geographic zone/region (Example – School District, Higher Education, Main Campus, and Town). If multiple or scattered locations across the state are to receive the service a custom quote must be obtained. (Example – Multiple Higher Education Satellite Campuses locations, State Department Agencies)
- Residence Halls –Individual in-room collection of assets would not be provided, if desired a custom quote would be needed.
- Reconciliation of existing equipment in DSI work & asset management solutions and updating of historical records will not be performed. If reconciliation is required this is subject to additional costs depending upon the amount of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.
- DSI team members make final determination of whether areas housing assets are safely accessible for data collection.
- DSI team members will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as "Run-to-Fail" are excluded from data gathering service unless inventory is required for compliance purposes.

### Client Responsibility

1. Client will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from client drawings or spreadsheets has to be provided to the DSI Service Provider within 15 business days of completion of onsite activity.
3. Client will review and provide any feedback related to data sent to them for review by DSI Service Provider or DSI within 15 business days or unless otherwise determined.
4. If Data is not reviewed within the 15 business day time period DSI will assume that the Data provided by



the DSI Service Provider is approved and will load into the client's software.

5. Client will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Client will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required client will notify DSI and/or DSI Service Provider in advance of onsite.
7. Client will ensure that the DSI Service Provider is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If DSI Service Provider is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines.
8. Client will ensure that the DSI Service Provider is granted accessibility to DSI Software, for Clients with Connect Authenticate/Single Sign On this may require your Technology Team to setup the DSI Service Provider in your organizations Identity Provider service.
9. Client will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
10. Reconciliation of existing equipment in DSI work & asset management solutions and updating of historical records is subject to additional costs depending upon the amount of changes requested.
11. Addition of Equipment Barcode Tagging services must be purchased prior to onsite activity by the DSI Service Provider and is not included in the Standard Equipment Inventory Data Gathering SOW.

**Milestone Billing - Invoice Schedule**

Invoicing for the Equipment Inventory Data Gathering service will be provided as delivery milestones are completed for projects equal to or greater than 500,000 square feet. Below is the schedule for the billing milestones and the related percentage.

Equipment Inventory Data Gathering Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with client, Travel arrangement costs; other miscellaneous pre-visit preparation	20%
On-Site Field Data Capture	Project launch meeting with client first day of onsite, acquisition of data to Scope of Work at all locations included in project, and closing meeting at end of onsite activity to confirm completion and review next step actions.	60%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	20%

\*If project is greater than 1.5M Square feet additional milestones will be leveraged.



## Equipment Inventory Barcoding Service

### Purpose

The Equipment Inventory Barcoding Service works with your Dude Solutions Work & Asset Management solution in conjunction with an "Equipment Inventory" (Data Gathering) or a Facility Condition Assessment (FCA) service offering.

### Value

Barcoding identifies equipment by assigning a unique number to that equipment item which will then serve as an identifier in your Dude Solutions Work & Asset Management system database allowing for easier identification and tracking of the item. The barcoding of equipment inventory occurs during the onsite equipment data gathering/collection process.

Deliverables by Dude Solutions to the Client include the following:

- Commercially produced weather resistant barcodes will be applied to the major pieces of equipment covered in the scope of work provided in the Data Gathering or Facility Condition Assessment services.
- Barcode numbers will be available for use at the time equipment inventory data is imported into your Dude Solutions Work & Asset Management solution.

The Dude Solutions Service Provider will make an effort to apply barcodes in a convenient location so the facility's maintenance staff can easily identify them. Based upon our professional expertise, we recommend the following:

- Application of the barcode shall be placed **next to the Data Plate of an Asset**. Placing barcodes in this location ensures that the barcode can be easily identified and associated to the asset in a CMMS software.
- If data plate is not present, or is inaccessible, the barcode will be placed in an accessible area that is easily seen by maintenance technicians, does not detract from the appearance of the equipment, isn't in danger of being tampered with, or will be otherwise destroyed through normal use and cleaning of the asset.

### Assumptions

- Purchase of service is made prior to onsite activity. If onsite activity has been completed, custom pricing would be required as a revisit would be needed for the placement of the barcodes.
- For Asset Essentials Clients, determination of 1D (Standard) vs 2D (QR Codes) is required prior to onsite activity. URL creation along with QR code purchase and encoding is needed prior to onsite activity. If determination is not provided prior to onsite activity, 1D (Standard) barcodes will be used.

### Invoice Schedule

Invoicing for the Barcoding Service will be provided upon completion of onsite activity at 100%

## Preventive Maintenance Schedule Creation

### Purpose





Preventive Maintenance (PM) Schedule creation is a service offering provided in conjunction with an "Equipment Inventory" (Data Gathering) service or Facility Condition Assessment (FCA). PM Schedules will be generated off the equipment inventory collected by the DSI Service Provider during either the Data Gathering or FCA service. The intent of this service is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable and efficient condition.

### **Value**

By leveraging DSI's PM Schedule Creation service, DSI clients are able to leverage and incorporate regular preventive maintenance best practices of their equipment. By performing regular or routine maintenance best practices, you ensure that your equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy.

### **Deliverables**

All Preventive Maintenance Schedule Creation services include the following deliverables:

- Creation of PM Schedules for populating your Dude Solutions Work & Asset Management solution
- Data population within DSI Software. No report will be provided.

### **Methodology and Approach**

DSI Service Providers leverage multiple libraries of PM standards to create PM schedules. These standards are based upon prevailing national codes and standards such as ASTM, ASHRAE, NFPA and BOMA. Procedures related to performing the tasks within the schedule will include:

- Safety Points
- Tools Required
- Estimated Time to Complete Maintenance
- Step-by-step procedure to complete maintenance work order

Prior to the import or population within the DSI Software, the DSI Service Provider will:

- Review of PM Task Check-off Lists with Client
- Setup baseline PM schedules for the equipment inventory collected
- Work with the Client to determine PM Schedule assignment. Assignment includes setting up the appropriate Technician or contractor who will be performing the related PM tasks into the master import template to ensure that the routing of work flows accordingly in the Work & Asset Management Solution. Assignment will be made at the location or craft level. Anything above and beyond this level of assignment will be managed and maintained by the client within the software or require a custom scope of work for the DSI Service Provider to deliver. For assignment to occur, the client must have the

Technician or contractor created in the software prior to onsite activity.

- Work with the Client to determine the start date, frequency and load balancing based upon client staffing. If start dates cannot be determined or agreed upon within a timely manner, the PM Schedules will be loaded into the Client's Work & Asset Management solution as "Inactive".

#### **Assumptions**

- Client will provide feedback/review of PM Schedules within 15 business days of delivery from the DSI Service Provider. If feedback/review of PM Schedules exceeds 30 business days, DSI will provide a Deliverable Acceptance Form to the client to complete review within 30 days. If feedback is not provided during this time period, DSI will assume delivery of the service and import the PM schedules as "inactive" in the system. DSI will provide training on how updates can be made within the software or perform mass updates if needed for a fee.
- Once PM Schedules are imported into the DSI Work and Asset Management applications, any updates and/or alterations of those schedules need to be communicated to DSI within 30 days. DSI will only make updates related to the below items:
  - Discontinuation of PM Schedules created with the service
  - Alteration of frequency on existing schedules created with the service
  - Alteration of start dates for the schedules created with the service

Otherwise, any revisions beyond this 30 day period will be the responsibility of the client to perform within the software or DSI to perform at an additional fee.

- Reconciliation of existing PM Schedules in the client's account is subject to additional costs depending upon the number of active PM's and is not a part of the standard SOW.

#### **Invoice Schedule**

Invoicing for the PM Schedule Creation Service will be provided upon receipt of PM Schedule drafts at 100%

**Order Form terms**

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- The "Effective Date" of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Unless otherwise specified on this Order Form, DSI maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of 6% or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days

**Additional information**

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-252947 on any applicable purchase order and email to [accountsreceivable@dudesolutions.com](mailto:accountsreceivable@dudesolutions.com) (<mailto:accountsreceivable@dudesolutions.com>)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services.



Software for Smarter Operations

Proof of insurance can be provided upon request.





At Dude Solutions, we understand the yearly budgeting cycle of educational institutions. If you need us to pro-rate the annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919)674-8684 or by email at [drew.hartquist@dudesolutions.com](mailto:drew.hartquist@dudesolutions.com).

Sincerely,  
Drew Hartquist  
Dude Solutions

**Please address the purchase order to:**

Dude Solutions  
11000 Regency Parkway, Suite 400  
Cary, NC 27518

**\*\*\* Please mail or email the purchase order to [drew.hartquist@dudesolutions.com](mailto:drew.hartquist@dudesolutions.com).**





As the world moves forward, we must bring our creativity and ingenuity with us into the future. Your new skills – interpersonal, problem solving, digital literacy, and more – are the key to preparing for the uncertainties of tomorrow.

You have responsibilities – to increase efficiency, mitigate risk and future-proof your organization. It's a big job. And the people you serve are depending on you.

At Dude University 2022, we want to celebrate your accomplishments, inspire your organization's transformation and provide you with the practical knowledge you need to turn your plans into reality.

Dude University is **March 6<sup>th</sup>-9<sup>th</sup> 2022**. Attendees are in for the best in-person conference yet, with more knowledge, training and technology than ever before.

- Build a strategic vision for your department and ensure goals align with the mission and vision of your organization.
- Save your organization time and money by investing in the training you need to keep your operations excellent and highly efficient.
- Learn how your peers are successfully overcoming similar challenges so you can be a leader of positive change.

Your registration also includes:

- **Expert-led sessions:** Hear industry pros talk about how to future-proof your operations amidst a changing workforce, utilize data and analytics for better decision-making, and get back to basics by automating and optimizing your operations.
- **Best-in-class training:** Get training with Dude Solutions software, so you can strengthen your team's skills and confidence.
- **Hearing from your peers:** Hear what fellow clients have to say as they share their successes and lessons, and pick their brains during Q&A.
- **Community:** Leave feeling part of the Dude Solutions family and understand why we always say, "The Dude is beside you."

**Admission for Dude University is \$895 for tuition only and \$1795 for the "Dude Deal. The Dude Deal includes meals, a 4-night hotel stay and tuition.** Registration is open beginning October 1 through March 4<sup>th</sup>, 2022.



Software for Smarter Operations





## Signature

Presented to:

Q-252947

January 27, 2022, 12:48:54 PM

Accepted by:

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**Printed Name**

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**Signed Name**

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**Title**

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**Date**

