



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

ROCKFORD BOARD OF EDUCATION

April 21, 2025 - 5:30 PM

Agenda

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

RECOGNITION

1. Middle School Student of the Month
2. MIAAA MS AD of the year – Jen Domagalski

ACTION ITEMS – CONSENT AGENDA

1. Minutes from the March 10, 2025, meeting
2. Presentation of Bills in the amount of \$14,017,944.04
3. Revised HS Spring Coaches
4. Tenure List
5. Certified Resignations

NEW BUSINESS

1. Spring Policies – 1st Reading
2. Parkside Furniture
3. Strength and Conditioning Equipment
4. Security Technology
5. Staff Appreciation Resolution
6. 2025 KIASB Board of Directors Ballot

REPORTS

1. Student Representative Report
2. Collaborative Reports
3. Committee Reports

RECOGNITION OF VISITORS AND HEARING OF PEOPLE PRESENT

SUPERINTENDENT REMARKS

ADJOURNMENT

Accommodations:

Any person with a disability who needs accommodation for participation in these meetings should contact the Superintendent's Office at 616.863.6557, at least five days in advance of the meeting.



BOARD OF EDUCATION

Meeting Minutes – Regular Meeting

March 10, 2025

Date & time Monday-March 10, 2025 | 5:30 p.m.

Location Administration Boardroom

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

In Attendance

Board of Education: Tricia Anderson, Jarrod Folsom, Kelley Freridge, Barbara Helms, Jake Himmelspace, Christie Ramsey, Andrea Jacobson

Administration: Dr. Steve Matthews, Mike Ramm, Allison Clements, Dr. Korie Wilson-Crawford, Jodi Nester.

Adoption of Agenda

Motion to approve agenda by Kelley Freridge with support by Christie Ramsey. There was discussion that included a motion by Dr. Helms with support from Tricia Anderson to move the public comment section to Old Business after Dr. Matthews give his presentation but before the board votes. There was discussion both for and against moving public comment. The Vote to move public comment was 5 Nay and 2 Yea.

Agenda was approved as presented.

Recognition

1. Middle School Student of the Month – A video was played honoring the Middle School Students of the month.

Consent Agenda

Motion to approve by Andrea Jacobson with support by Jake Himmelspace. The motion passed unanimously.

1. Minutes from the Minutes from the February 10, 2025 Regular Meeting
2. Presentation of Bills in the Amount of \$10,441,799.19
3. Boys Varsity Baseball Donation of \$1K
4. Spring Coaches.
5. Retirements

New Business

1. Outdoor Learning Proposal
 - Assistant Superintendent of Instruction, Mike Ramm and Edgerton Trails Principal, Shannon Ouellette gave a presentation about outdoor learning. Motion to approve by Jake Himmelspace with support by Christie Ramsey. Motion passed unanimously.
2. Middle School Furniture – Mike Ramm asked the Board of Education to approve a

- new furniture purchase at the middle school level and would include both middle school buildings. Motion to approve by Kelley Freridge with support by Tricia Anderson. Motion passed unanimously.
3. River Valley Academy Graduation Requirements – River Valley Academy wants to offer a Michigan Merit Curriculum Diploma. Mike Ramm and Jenny Thompson gave a presentation to the board regarding the additional Diploma option. Motion to approve by Christie Ramsey with support by Andrea Jacobson. Motion passed unanimously.
 4. 2025-2026 Draft Calendar – Dr. Korie Wilson-Crawford explained the KISD common calendar to the Board of Education. Motion to approve by Kelley Freridge with support from Christie Ramsey. Motion passed unanimously.
 5. District Workstation Upgrade – Allison Clements introduced Chris Meuser who explained the need for some of the district devices. Motion to approve by Jake Himmelspace with support by Tricia Anderson. Motion carried unanimously.

Old Business

1. Elementary Update – Dr. Matthews gave a presentation on repurposing Parkside Elementary from an Elementary building to an Early Childhood Center. Dr. Matthews introduced a member of the community to give a presentation on keeping Parkside as an Elementary building. Dr. Matthews continued with his presentation to the board of education. Motion to approve by Jake Himmelspace with support from Kelley Freridge. There was a roll call vote. Dr. Barbara Helms – Nay, Andrea Jacobson – Yea, Jake Himmelspace – Yea, Kelley Freridge – Yea, Jarrod Folsom – Yea, Christie Ramsey – Yea, Tricia Anderson - Nay

Reports

1. Collaborative Reports

Amie Santillan, Spanish Immersion and Roguewood Elementary Principal updated the board on events happening at the Elementary level.

Jenny Thompson from River Valley Academy gave a presentation about events happening at the Secondary Level.

2. Student Representative Report

Student Representative to the Board, Brooklyn Schmucher updated the board regarding events at the Secondary Level.

3. Committee Reports – None.

Recognition of Visitors & Hearing of People Present – Public Comment

Audience Participation. No action taken.

Superintendent Remarks

Dr. Matthews spoke about the change within the district and how we have moved forward with change and will continue to do so.

Adjournment

President Folsom adjourned the meeting at 9:49PM.

Recording Secretary

Secretary, Board of Education

BOARD REPORT ON DISBURSEMENTS

DATE: 03.03.2025

04.14.2025

PAYROLL

GENERAL FUND NET PAYROLL	19,20,21	\$	4,737,939.84
FOOD SERVICE	19,20,21	\$	128,230.28
ATHLETIC FUND	19,20,21	\$	42,822.82
TOTAL ALL FUNDS	19,20,21	\$	4,908,992.94

ALL FUNDS:

FEDERAL TAX	\$	509,778.06
SOCIAL SECURITY TAX-MEDICARE TAX	\$	1,075,391.60
STATE TAX	\$	246,628.11
TOTAL	\$	1,831,797.77

\$ 6,740,790.71

BLUE CROSS INSURANCE	\$	38,817.28
BC/BS (DENTAL) ADMIN FEES	\$	75,188.72
MESSA (VSP/MED/ LIFE)	\$	858,564.16
NATIONAL INSURANCE SVCS(L TERM DISABILITY	\$	12,338.26
RETIREMENT PAYROLL	\$	3,770,386.76

\$ 4,755,295.18

UTILITIES:

DTE ENERGY	\$	37,870.06
CONSUMERS ENERGY	\$	130,340.14
BP ENERGY (FORMERLY EDF ENERGY) BULK FUE	\$	57,425.84

\$ 225,636.04

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

\$ 0.00

KISD TRANSPORTATION		128,366.89
FERRIS STATE UNIVERSITY-GYO		219,461.86

\$ 347,828.75

TOTAL OF ABOVE
BALANCE OF TOTAL GENERAL FUND
SINKING FUND REG CKS
SINKING FUND ACH CKS
SINKING FUND CREDIT CARD
2023 BOND REG CKS
2023 BOND ACH CKS
2023 BOND CREDIT CARD
GENERAL FUND ACH CKS
GENERAL FUND CREDIT CARD
TOTAL DISBURSEMENTS

\$	12,069,550.68
	760,759.52
	0.00
	0.00
	0.00
	1,770.00
	913,745.31
	3,380.64
	268,737.89
	14,017,944.04



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: April 21, 2025
Subject: REVISED 2024-2025 HIGH SCHOOL EXTRA-DUTY APRING COACHING RECOMMENDATIONS

SPORT	POSITION	NAME
SOCCER (GIRLS)	Freshman Coach	William Robertson
GOLF (BOYS)	JV (B) Coach	Mitchell Gathercole
CREW (BOYS)	Assistant Coach	Montana Durham/ Kellen Shellenbarger
LACROSSE (BOYS)	JV (B) Coach	Tyler Wolpert



Memorandum

To: Dr. Steven Matthews
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: April 21, 2025
Subject: Certified Staff Tenure Recommendations

The following certified staff will have successfully completed their two-year probationary term with RPS at the end of the 2024-2025 school year.

Katlyn Harrison	Edgerton Trails
Kelly Boston	East Middle School
Holly Lewakowski	Freshman Center
Jessica Louzon	Meadow Ridge Elementary
Penney Johnson	Freshman Center

I recommend the following teachers to be granted tenure beginning the 2025-2026 school year:

Sarah Barnett	High School
Kaitlin Bird	Spanish Immersion
Kailie Burk	High School
Amanda Cobb	North Middle School
Tori Fowler	Roguewood Elementary
Ben Fredrickson	High School
Macey Hodge-George	High School
Michal Huizenga	High School
Lesley Lobdell	Belmont Elementary
Reva McDowell	High School
Grace Miller	Belmont Elementary
Marie Olsen	East Middle School
Katlyn Sayers	Roguewood Elementary
Julie Shortsle	Roguewood Elementary
Sloan Tymrak	High School
Laura Van Oss	North Middle School
Andrea Wandel	Edgerton Trails



Memorandum

To: Board of Education
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: April 21, 2025
Subject: 2025-2026 Employee Resignations

Hannah Bachert	Teacher	Belmont Elementary	06/06/2025
Connor Thompson	Teacher	North Middle School	06/06/2025
Allyson Shepherd	Teacher Consultant	Special Services	06/06/2025



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: April 21, 2025
Subject: Spring Policy 2025 Updates

With the Policy Committee's approval, the following NEOLA policy updates will be brought to the Board for a first reading on April 21, 2025.

Policy Number	Description	Revised	New	Rescinded
Po0131.1	Bylaws and Policies	X		
Po1430	Leaves of Absence	X		
Po2340	Field and Other District-Sponsored Trips	X		
Po3430	Leaves of Absence	X		
Po4430	Leaves of Absence	X		
Po5320	Immunization	X		
Po5330	Use of Medications	X		
Po5330.01	Epinephrine Auto-Injectors	X		
Po5350	Student Health, Well-Being, and Suicide Prevention	X		
Po5460	Graduation Requirements	X		
Po6320	Purchasing	X		
Po8320	Personnel Files	X		
Po8510	Wellness	X		
Po8640	Transportation For Field and Other District Sponsored Trips			X

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



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

RPS Board of Education Policy Committee Meeting

April 8, 2025

Meeting Location: Administration Building **Meeting Time:** 8:30 A.M.

Attendance: Dr. Korie Wilson Crawford, Christie Ramsey, Jake Himmelspace, Andrea Jacobson, and Erin Wenger (recorder)

Andrea called the meeting to order at 8:36 A.M. A moment of silence was observed.

Welcome

Dr. Korie Wilson-Crawford appreciates the committee's attendance, noting it allows for dedicated time to review policy updates.

Policy Discussion

The policies presented are recommendations based on conversations with NEOLA.

- Po0131.1- Bylaws and Policies
 - A. The bylaw change clarifies that items needing a majority vote require two readings at BOE meetings, but the BOE can waive this at its discretion.
 - B. The Superintendent or the Administrative Assistant to the Superintendent can make non-substantive corrections to board documents (e.g., typos, incorrect dates) without board approval.
 - C. Non-substantive corrections made should be summarized in Dr. Matthews' weekly communications to the BOE.
- Po1430 - Leave of Absence (ESTA)
 - A. Earned Sick Time Act (ESTA) has replaced Paid Medical Leave (PML) in Michigan, effective 2/21/25
 - B. Adding a provision allowing ESTA time to be used for attending meetings at a child's school.
 - C. Definitions of family members
 - D. The district will frontload 72 hours of sick time annually, with a year from July 1-June 30. A prorated portion was given to certain employees from February 21- July 1 of this year.
- Po2340 - Field Trips
 - A. This policy has not been updated since 1996.

- B. The update incorporates content from another policy that is rescinded.
 - C. The policy redefines field trips and requires the Superintendent or their designee to approve them, particularly those during the school day as part of the students' study.
 - D. Change to International travel. The Superintendent will present a report of upcoming international opportunities for students to the BOE for approval.
- Po3430 - Leaves of Absence
 - A. ESTA for Rockford Education Association (REA). The negotiated contract agreement already exceeds ESTA requirements.
- Po4430 - Leave of Absence
 - A. ESTA for Rockford Education Support Personnel Association (RESPA). The negotiated contract agreement already exceeds ESTA requirements.
 - B. ESTA time was allocated to district employees who didn't meet the ESTA threshold and are not covered by a collective bargaining agreement. BAC, childcare, student workers, and Interventionists.
- Po5320 - Immunization
 - A. Three circumstances in which immunizations can be waived or delayed
 - i. Filling out the appropriate form
 - ii. Religious objection
 - iii. The district has to follow up with doses that are not due yet.
- Po5330.01 - Epinephrine Auto-Injectors
 - A. The policy indemnifies people in a school setting who give a student an EpiPen.
 - B. The policy makes staff members immune from liability if they administer an EpiPen.
 - C. Edit change made to reflect that schools have been required to have EpiPens since 2014-2015.
- Po 5330 - Medications
 - A. The district must get instructions from the student's doctor and written authorization from the parent, which will be kept on file in the school office.
 - B. Prescribed medication will be appropriately stored.
 - C. Responsible High school students can carry non-prescription medication (cough drops, Tylenol/Motrin) and inhalers.
- Po5350 - Student Health, Well-Being, and Suicide Prevention
 - A. Student mental health and physical safety are important for the district to create a safe environment.
- Po5460 - Graduation Requirements
 - A. The suggestion is to no longer require students to complete FAFSA.

- B. Some minor editorial changes.
- Po6320 - Purchasing
 - A. Currently, policy requires informal quote purchases exceeding \$5,000.
 - B. Proposal to raise the threshold to \$15,000
- Po8320 - Personnel Files
 - A. New language allows disclosure if required by law, specifically due to new PERA requirements mandating disclosure to labor unions. The district is already doing this.
 - B. Unions need contact information to enroll employees, even if employees aren't legally obligated to join.
- Po8510 - Wellness
 - A. Policy updates focus on aligning with the USDA's MyPlate guidelines, replacing the old food pyramid.
- Po8640 - Transportation For Field Trip and Other District-Sponsored Trips
 - A. The policy is being rescinded because it has been incorporated into policy 2340.

Meeting adjourned at 10:03 AM By Andrea Jacobson

Book	Policy Manual
Section	do not delete
Title	Copy of Copy of BYLAWS AND POLICIES
Code	po0131.1
Status	
Adopted	June 22, 2015
Last Revised	March 25, 2019

0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of the Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not required to have a public hearing by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended or repealed by a majority vote of the Board at a regular or special meeting, after completing two (2) readings at two (2) scheduled meetings except that the Board may vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law.

Bylaws and policies may be suspended by a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation.

The Board may adopt, amend or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

© Neola 2025

Legal M.C.L. 380.1201 et seq.

Book	Policy Manual
Section	do not delete
Title	LEAVES OF ABSENCE
Code	po1430
Status	
Adopted	September 23, 2019

Revised Policy - Vol. 39, No. 2

1430 - LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to leave benefits which are not less than those provided in the master agreement with the Rockford Educational Association.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

Earned Sick Time Act (ESTA)

This policy provision applies to all District employees who are eligible to accrue earned sick time under the Earned Sick Time Act ("ESTA"). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. "PTO").

The District adopts:

The Frontload Method

The District will frontload up to seventy-two (72) hours of earned sick time to eligible employees on February 21, 2025 which will be prorated for the first year if the benefit year tracks the calendar year. Eligible employees may carry over accrued but unused earned sick time to the next benefit year. In subsequent benefit years, the District will provide an eligible employee with up to seventy-two (72) hours of earned sick time on July 1 for subsequent years.

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

An employee may use earned sick time under the ESTA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
 1. for medical, psychological, or other counseling for physical or psychological injury or disability;

2. to obtain services from a victim services organization;
 3. to relocate due to domestic violence or sexual assault;
 4. to obtain legal services; and/or
 5. to participate in any civil or criminal proceedings related to or resulting from domestic violence or sexual assault.
- C. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- D. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- E. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease, regardless of whether employee or family member has actually contracted the communicable disease.

An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Definitions

A "family member" includes:

- A. a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state";
- D. a grandparent or grandchild;
- E. a biological, foster, or adopted sibling; and
- F. any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A "domestic partner" means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.

A "committed relationship" means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship including, but not limited, a civil union.

ESTA leave must be used in one (1) hour increments.

If the need for earned sick time is foreseeable, an employer may require advance notice of the intent to use it, provided the notice period does not exceed seven (7) days before the leave begins.

If the need for earned sick time is not foreseeable, an employer may require the employee to provide notice of their intent to use it as soon as practicable. What is considered practicable depends on the specific facts and circumstances of each situation, and both parties should approach this requirement reasonably. For consistency, a similar standard would apply under ESTA. When taking leave under ESTA, employees must provide enough information for the employer to assess whether it qualifies under ESTA's eligible uses. If the employer is uncertain, they may request additional details about the nature of the leave to determine its eligibility.

For earned sick leave exceeding three (3) consecutive days, an employer may require reasonable documentation confirming that the leave was used for a permissible purpose. The employee must provide this documentation promptly upon request pursuant to the following guidelines:

- A. Employer-required documentation should not include details about the illness or specifics of the violence.
- B. If documentation is required, the employer must cover any out-of-pocket costs the employee incurs to obtain it.
- C. An employer cannot delay the start of the leave due to a failure to receive documentation.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. **ESTA** pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities. For any employee whose hourly rate varies depending on work performed, the "normal hourly wage" means the average hourly wage of an employee in the pay period immediately prior to the pay period in which the employee used paid earned sick time.

Employee will not be paid for unused, accrued **ESTA** leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the **ESTA**, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

© Neola 2025

Book	Policy Manual
Section	do not delete
Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Adopted	June 22, 2015

Revised Policy - Vol. 39, No. 2

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Superintendent and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Athletic Director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the Athletic Director or Principal of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Superintendent

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel. Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved.

General Trip Provisions

The Superintendent shall approve all other such trips.

The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study.

Students may be charged fees for District-sponsored trip but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

- G. each student's Emergency Medical Authorization is in the possession of the District employee in charge.
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- J. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled or where changes or substitutions beyond the staff member's control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the Principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and Other District Sponsored Trips

Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for

a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

For all other trips, including co-curricular, athletic, and other extra-curricular trips, the District:

- A. will assume the transportation costs.
- B. will assume the vehicle cost but the cost of the driver shall be paid
from the designated fund.
- C. will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.
by the sponsoring organization.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the Principal on an individual basis provided the student has written parental permission and does not transport any other student .

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.

© Neola 2025

Legal

M.C.L. 380.1282

Book	Policy Manual
Section	do not delete
Title	LEAVES OF ABSENCE
Code	po3430
Status	
Adopted	June 22, 2015

3430 - LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the Rockford Education Association.

All requests for unpaid leaves of absence by professional staff members, except those that qualify for FMLA, shall be presented to the Board for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

© Neola 2025

Book	Policy Manual
Section	do not delete
Title	LEAVES OF ABSENCE
Code	po4430
Status	
Adopted	September 23, 2019

4430 - **LEAVES OF ABSENCE**

All support staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement **in accordance** with the **Earned Sick Time Act (ESTA)**.

Any support member granted a leave of absence by the Board of Education shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

© **Neola 2025**

Book	Policy Manual
Section	do not delete
Title	IMMUNIZATION
Code	po5320
Status	
Adopted	June 22, 2015

5320 - **IMMUNIZATION**

All students shall be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Michigan Department of Health and Human Services (DHHS) regulations.

Students must meet the immunization requirements set by the state for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the state.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid State of Michigan Medical Contraindication Form CDH-1272 (01/15) exists to receiving the vaccine. The student's physician must certify the contraindication, the vaccines involved, and the time frame the student is not able to get the vaccines, on the appropriate form.
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent who wants to claim a non-medical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified non-medical waiver form through the local health department.
- C. The student has received at least one (1) dose of each immunizing agent and the next dose(s) is/are not due yet. The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.

When the District provides information on immunizations, infectious disease, medications or other school health issues to parents of students in licensed childcare, pre-school, kindergarten, Grade 7 and newly-enrolled students, it shall include information about meningococcal meningitis and the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

© Neola 2025

Legal	M.C.L. 333.9201 et seq., 380.1177, 380.1177a A.C. 325.176
-------	--

Book	Policy Manual
Section	do not delete
Title	USE OF MEDICATIONS
Code	po5330
Status	
Adopted	June 22, 2015
Last Revised	November 14, 2022

Revised Policy - Vol. 39, No. 2

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student is disabled and requires medication to benefit from the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the school office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's

package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply, consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

[☒] All medication shall be kept in a locked storage case in the school office.

☒] The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

☒] Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Student Possession of Medication

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications and prescription medications at school if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies and administrative guidelines. Responsible students in grades K through eight (8) may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

- A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c),
and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,
and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration ("FDA") approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal of the student's school.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

© Neola 2025

Legal

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

Book	Policy Manual
Section	do not delete
Title	EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	
Adopted	June 22, 2015

5330.01 - **EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the District Nurse to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The District nurse shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a District employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District-maintained Epi-Pens will be maintained in each school by the Principal and shall be available on an electronically- accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of District employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education and shall be conducted under the supervision of a licensed, registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered professional nurse or trained and authorized District employees under this policy may administer Epi-Pen injections to: 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription; and 2) any individual on District grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify in writing the student's parent and the District nurse that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the District nurse. The report shall include whether the school's or student's Epi-Pen was used and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The District nurse shall report at least annually to the Michigan Department of Education (MDE), in the form and manner determined by the MDE, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

© Neola 2025

Legal

M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Book	Policy Manual
Section	do not delete
Title	STUDENT SUICIDE
Code	po5350
Status	
Adopted	June 22, 2015

5350 - **STUDENT HEALTH, WELLBEING, AND SUICIDE PREVENTION**

The Board recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success.

Parents shall be notified of any suicide prevention instruction provided to their student(s) using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

© Neola 2025

Legal	M.C.L. 380.1171 (Chase Edwards Law) Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)
-------	--

Book	Policy Manual
Section	do not delete
Title	GRADUATION REQUIREMENTS
Code	po5460
Status	
Adopted	June 22, 2015

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives, as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The District shall annually notify each of its students, and a parent of each of its students, that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to the parent by sending a written notice to each student's home or by including the notice in a newsletter, student handbook or similar communication that is sent to a student's home and shall also post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in the District who meets the requirements of graduation established by the Board, the Michigan Department of Education (MDE) and as provided by state law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. concurrent enrollment or other "early college" programs; or
- J. Michigan Department of Education (MDE) approved formal career and technical (CTE) program or curriculum; or
- K. on-line class.

Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience available for each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their Individualized Education Program (IEP) or in a personal curriculum meet the requirements for a high school diploma, and have received the recommendation of the Individualized Education Program Committee (IEPC), may participate in graduation activities as recommended by the student's IEPC. Reasonable accommodation shall be made for students with disabilities, as defined under state or federal law, to assist them in taking any required tests or assessments for graduation.

For state-mandated curriculum requirements, a student shall be granted credit toward graduation if **the student** successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if **the student** earns a qualifying score, as determined by the state, on the assessments developed or selected for the subject area by the state or the student earns a qualifying score, as determined by the District, on one or more assessments developed or selected by the District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a state-mandated curriculum requirement, provided **the student** completes the same content requirements as the high school subject area and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not state-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving a C+ or better in the final exam for the course or, if there is no final exam, through the basic assessment used for the course which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The CTE credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

High school commencement exercises will include only those students who have successfully completed requirements as certified by the high school Principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Additional graduation requirements include:

- A. Total number of credits – minimum of 27.5 beginning with the Class of 2012;
- B. Successful on the District competency test (WorkKeys Level 4 or above – students with an IEP Work Keys Level 3 or above);
- C. Attendance at Rockford High School and/or River Valley Academy at least a full school year prior to graduation;
- D. Good faith effort on the Michigan Merit Exam or other state-approved assessment.

© Neola 2025

Legal M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b
 20 U.S.C. 1400 et seq.
 20 U.S.C. 1401 et seq.
 29 U.S.C. 794
 42 U.S.C. 12131 et seq.

Book	Policy Manual
Section	do not delete
Title	PURCHASING
Code	po6320
Status	
Adopted	June 22, 2015
Last Revised	June 10, 2024

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable federal and state statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

Each year, the State of Michigan informs the District of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adheres to the following:

A. Seek informal price quotations on purchases in excess of **\$15,000.**

B. Purchases in a single transaction that are in excess of the dollar amount permitted by state statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive Bids

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Competitive bids shall be sealed and shall be opened by the Assistant Superintendent of Finance in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders:

- A. which use a Michigan-based business as the primary contractor;

B. which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference, a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the business certifies that, since inception or during the last twelve (12) months, it has done one (1) of the following:

- A. filed a Michigan business tax return showing an allocation of income tax base to Michigan; or
- B. filed a Michigan income tax return showing income generated in or attributed to Michigan; or
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury.

This preference shall not apply to any procurement or project using federal funds, nor shall it be used if it would violate any federal law or requirements.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the Superintendent, without Board approval, for any single item or group of identical items costing less than the amount allowed by state statute. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package for resolution. Bid protests must be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the District in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. opportunity be provided to as many responsible suppliers as possible to do business with the District;
- B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

- C. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in the Superintendent's judgment, better service, delivery, economy or utility can be achieved by changing the proposed order;
- D. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly-signed purchase order. Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education requirements for the administration and management of federal grants and Federally funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A).

Revised 12/14/15

T.C. 6/10/24

© Neola 2024

Legal M.C.L. 380.1267, 380.1274 et seq.

Cross References [po6350 - PREVAILING WAGE](#)

Book	Policy Manual
Section	do not delete
Title	PERSONNEL FILES
Code	po8320
Status	
Adopted	June 22, 2015
Last Revised	December 13, 2021

8320 - **PERSONNEL FILES**

It is necessary for the orderly operation of the District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee's personal information system to the Assistant Superintendent of Human Resources.

A single central file shall be maintained and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized District administration and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year.

Personnel records shall be available to Board members and administration as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the District employee designated to maintain said records;

- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

© Neola 2025

Legal

M.C.L. 423.501 et seq

Book	Policy Manual
Section	do not delete
Title	WELLNESS
Code	po8510
Status	
Adopted	June 22, 2015
Last Revised	December 13, 2021

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and **the student's** ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the District's meal programs, by supporting the development of good eating habits and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the District alone. It will be necessary for not only the employees, but also parents and the public at large, to be involved in a community-wide effort to promote, support and model such healthy behaviors and habits **with respect to eating and exercise**.

The Board sets the following goals in an effort to enable students to establish good health, **healthy nutrition, and physical activity habits**:

A. With regard to nutrition education:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes and skills necessary to lead healthy lives.
2. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
3. Nutrition education shall extend beyond the classroom by engaging and involving the District's food service staff.
4. Nutrition education posters, such as the Food Pyramid Guide **and USDA's MyPlate**, will be displayed in the cafeteria **and other appropriate areas visible to students and others in the school community**.

B. With regard to physical activity:

1. **Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the state.
- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice and be assessed on developmentally-appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.

- d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- e. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice and be assessed on developmentally- appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- f. Planned instruction in physical education shall teach cooperation, fair play and responsible participation.

2. Physical Activity

- a. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests and abilities of all students, including males, females, students with disabilities and students with special healthcare needs.
- b. All after-school programs shall provide developmentally- appropriate physical activity for the students who participate.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

- 1. schedule mealtimes so there is minimum disruption by bus schedules, recess and other special programs or events;
- 2. provide attractive, clean environments in which the students eat;
- 3. utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

- 1. encourage students to increase their consumption of healthful foods during the school day;
- 2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars and sodium;
 - b. a variety of vegetables daily to include five (5) specific subgroups outlined in the Dietary Guidelines for Americans and promoted in the MyPlate materials (dark green, red/orange, beans/peas/legumes, starchy and other)
 - c. whole grain, whole and whole grain rice products that meet school lunch and breakfast program requirements and, if offered, Smart Snack in School standards
 - d. choice of fluid milk from fat-free or low-fat (unflavored and flavored) at program lunch and breaks meals with one (1) choice being unflavored.
 - e. meals designed to meet specific calorie ranges for age/grade groups.
- 3. eliminate foods offered in program meals and those offered as part of Smart Snacks in Schools that are not free of added trans-fat.
- 4. require students to select a fruit or vegetable as part of a complete reimbursable meal.

- E. All foods and beverages sold to students as fundraisers outside of the District meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines and the USDA Smart Snacks in School nutrition standards.

Furthermore, with the objectives of enhancing student health and well-being and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with federal and state regulations pertaining to the selection, preparation, consumption and disposal of food and beverages including, but not limited to, the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program [NSLP] or School Breakfast Program [SBP] menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores or as fundraisers, including those operated by student clubs and organizations, parent groups or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties and at holiday celebrations) shall comply with the food and beverage standards approved by the Principal.
- G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- I. The District food service program may involve students, parents and employees in the selection of competitive food items to be sold in the schools.
- J. Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- K. The food service program shall be administered by a qualified nutrition professional.
- L. All food service employees shall receive pre-service training in food service operations.
- M. Continuing professional development shall be provided for all employees of the food service program.

The Board designates the Assistant Superintendent of Finance as the individual charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the District food authority, professional staff members (including health and physical education teachers), mental health and social services staff, District health professionals, members of the public and school administrators to oversee development,

implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the Board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public in the District's Annual Report to the public.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or

3. E-mail:

program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 8/28/17

© Neola 2025

Legal

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

7 C.F.R. Parts 210 and 220

Book	Policy Manual
Section	do not delete
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640 rescind
Status	
Adopted	June 22, 2015
Last Revised	September 23, 2019

8640 — TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

~~It shall be the policy of the Board of Education to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.~~

~~The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~The District shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.~~

~~For all other trips including co-curricular, athletic, and other extra-curricular trips, the District:~~

- ~~A. will assume the transportation costs.~~
- ~~B. will assume the vehicle cost but the cost of the driver shall be paid from the designated fund.~~
- ~~C. will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.~~

~~This charge is to be paid by the sponsoring organization.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~District students not affiliated with the trip activity, non-district students and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the Principal.~~

~~The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or use of private vehicles.~~

© Neola 2019



Memorandum

To: Steve Matthews Ed.D., Superintendent
From: Mike Ramm, Assistant Superintendent of Instruction
Date: April 16, 2025
Subject: Purchase of Parkside Early Childhood Center and Middle School Electives Furniture

Dr. Matthews,

It is spring and that means we are continuing to make progress at ordering classroom furniture as part of the 2019 Bond to enhance the district learning environment.

As you may recall, in February 2025, the Board of Education approved our district's furniture order request for Roguewood Elementary, the final elementary building to outfit. In March 2025, the Board of Education approved Parkside Elementary's transition to an Early Childhood Center beginning with the 2025-2026 school year, freeing up the need for much of the existing furniture at Parkside Elementary.

By identifying this opportunity to relocate existing resources, the previously-approved Roguewood Elementary order for \$817,788.22 was not placed, resulting in an adjusted order for classroom completion student furniture at Roguewood Elementary of \$334,400.71. This adjusted order reflects a \$483,387.51 savings from the original order for Roguewood Elementary and is scheduled for a summer 2025 installation.

In addition, I have included furniture quote proposals to outfit the needs of the future population of the Early Childhood Center. The quote proposal is \$226,258.68 with an intended installation date of July 2025. The overall savings from the original February approval is \$257,128.83 and will be applied toward the secondary level furniture purchases.

Finally, last month, the proposed furniture budget for the elective classrooms at ERMS and NRMS was exclusive of the quotes from Interphase and Wenger, as they were not yet available. The Interphase and Wenger quote proposals for completing the elective classroom furniture at both middle schools is \$342,803.36.

The timeline for furnishing the Freshman Center, High School and River Valley Academy is currently scheduled for the summer of 2026 and I plan to request approval for the furnishings in February of 2026.

At Monday's meeting we will be seeking board approval of the budget to move forward with completing the elective classrooms for both middle schools, as well as furnishings for the Early Childhood Center scheduled to open in the fall of 2025. If you have any questions or require further information, please do not hesitate to contact me.

Thank you,

Mike Ramm



April 1, 2025

Mike Ramm
Assistant superintendent of Instruction
Korie Wilson-Crawford
Assistant Superintendent, Human Resources
Rockford Public Schools
350 North Main Street
Rockford, MI 49341

RE: Rockford Public Schools – Furniture savings at Roguewood by utilizing purchased Parkside furniture.

Dear Mike and Korie,

The Roguewood Elementary furniture order was originally approved for an amount of \$817,788.22. This included classroom, itinerate and office furniture to outfit the entirety of the school. These furnishings are to be installed July of 2025. The intent is to have these rooms ready for use prior to the first day of school for Fall 2025.

The decision to utilize the newly purchased furniture from Parkside Elementary, installed in 2024, and move to Roguewood instead, amended the total order to \$334,400.71. This reflects total savings of \$483,387.51.

The furniture for all buildings has been purchased off of cooperative bidding contracts, which contain pre-negotiated pricing for public institutions. This allows school districts to legally purchase furniture without preparing a formal bid. The awarded totals for Roguewood are as follows:

<i>Great Lakes Furniture Supply</i>	<i>\$130,907.58</i>
<i>Interphase Interiors</i>	<i>\$95,272.74</i>
<i>Kaplan Co</i>	<i>\$2,233.44</i>
<i>Dew-El</i>	<i>\$51,873.21</i>
<i>Custer</i>	<i>\$54,113.74</i>
<i>Total Award Amount</i>	<i>\$334,400.71</i>

Sincerely,

Jessica Damic
Interior Designer
GMB Ecosystem of Teams

Customer no: 997296

Sold to:

Rockford Public Sch Dist
350 N Main St
Rockford MI 49341



Community Products LLC
PO Box 2
Ulster Park, NY 12487

Federal Tax ID# 14-1803009
CAGE code: 1M4E6
DUNS: 01-644-8412

Quote #: E5B47
Quote date: 04/01/2025
Printed on: 04/01/2025
Terms of Sale: FOB Destination
Payment Terms: Net 30 Days

Ultimate destination:

Community Education Preschool
RPS Admin, Attn: Preschool Program
350 N Main St
Rockford MI 49341

Customer PO number:

Qty ordered	Item no.	Description	Tax	Unit price	Extended price
7	A801	Classroom Work Table 30"x60" Adjustable Leg for Table, Low, 4pack	n	340.00	2,380.00
6	F644	Open Back Shelf 4' x 24"	n	515.00	3,090.00
3	F381	Toddler Book Display	n	265.00	795.00
2	C360	Woodcrest Kitchen (set of four)	n	1,545.00	3,090.00
2	C705	Dress-up Unit	n	690.00	1,380.00
2	C232	Round Woodcrest Table 16" and Two Chairs 8"	n	500.00	1,000.00
2	F662	Open Back Shelf 3' x 24"	n	400.00	800.00
2	F633	Adjustable Shelf 3' x 32"	n	565.00	1,130.00

Customer Service
Phone: 800-777-4244
Fax: 800-336-5948

A handwritten signature in black ink, appearing to be "mf".

Quote

This quote good until 04/02/2025

Customer no: 997296

Sold to:

Rockford Public Sch Dist
350 N Main St
Rockford MI 49341



Community Products LLC
PO Box 2
Ulster Park, NY 12487

Federal Tax ID# 14-1803009
CAGE code: 1M4E6
DUNS: 01-644-8412

Quote #: E5B47
Quote date: 04/01/2025
Printed on: 04/01/2025
Terms of Sale: FOB Destination
Payment Terms: Net 30 Days

Ultimate destination:

Community Education Preschool
RPS Admin, Attn: Preschool Program
350 N Main St
Rockford MI 49341

Customer PO number:

Qty ordered	Item no.	Description	Tax	Unit price	Extended price
----------------	-------------	-------------	-----	---------------	-------------------

Subtotal:	13,665.00
Freight:	0.00
Sales tax:	0.00
Total:	13,665.00
Paid:	0.00
Quote total: \$	13,665.00

Customer Service
Phone 800-777-4244
Fax 800-336-5948

Quote

This quote good until 04/02/2025

Customer no: 997296

Sold to:

Rockford Public Sch Dist
350 N Main St
Rockford MI 49341



Community Products LLC
PO Box 2
Ulster Park, NY 12487

Federal Tax ID# 14-1803009
CAGE code: 1M4E6
DUNS: 01-644-8412

Quote #: 92914
Quote date: 04/01/2025
Printed on: 04/01/2025
Terms of Sale: FOB Destination
Payment Terms: Net 30 Days

Ultimate destination:

Parkside Elementary School
156 Lewis St
Rockford MI 49341

Customer PO number:

Qty ordered	Item no.	Description	Tax	Unit price	Extended price
16	A801	Classroom Work Table 30"x60" Adjustable Leg for Table, Low, 4pack	n	340.00	5,440.00
16	F644	Open Back Shelf 4' x 24"	n	515.00	8,240.00
8	F381	Toddler Book Display	n	265.00	2,120.00
8	C360	Woodcrest Kitchen (set of four)	n	1,545.00	12,360.00
8	C705	Dress-up Unit	n	690.00	5,520.00
2	H558	Help Yourself Trolley w/ totes or baskets Clear Deep Totes	n	795.00	1,590.00
8	C232	Round Woodcrest Table 16" and Two Chairs 8"	n	500.00	4,000.00

Subtotal: 39,270.00

Freight: 0.00

Sales tax: 0.00

Total: 39,270.00

Paid: 0.00

Quote total: \$ 39,270.00

Customer Service
Phone: 800-777-4244
Fax: 800-336-5948

Quote

This quote good until 07/01/2025

A handwritten signature in black ink, located in the bottom right corner of the page.

**GRAND RAPIDS**

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Quotation: 248299**Quote Date:** 04/15/25**Customer:** R3280**Terms:** NET DUE WITH INVOICE**Custer Salesperson:** LANA VOELKER**Quote To:**

RONDA OOSTING
ROCKFORD PUBLIC SCHOOLS
350 N. MAIN STREET
ROCKFORD MI 49341

Ship To:

ROCKFORD PUBLIC SCHOOLS
multiple - Parkside ECC + Admin Building
ROCKFORD MI 49341

Phone: +1 (616) 863-6321 x5110

ROosting@rockfordschools.org

Tax F38601986

PARKSIDE ECC + ADMIN

Quote valid for 30 days, subject to change thereafter due to current Supply Chain conditions. This is a special order restocking fees could apply if cancelled/returned. Credit cards will incur 3% processing fee if combined invoices total over \$10,000

The prices quoted in this bid are based on current governmental laws and regulations.

In the event of any changes in laws, regulations, tariffs, taxes, or other governmental mandates that increase the cost of goods, materials, or services, the seller reserves the right to adjust pricing accordingly.

Any such price adjustments will be communicated in writing and supported by relevant documentation.

Description	Quantity	Unit Price	Extended Price
-------------	----------	------------	----------------

TB1

1	6268JCP251 - Jonti-Craft® Purpose+ Kidney Table	10	497.63	4,976.30
---	---	----	--------	----------

TOP MATERIAL:**MPLWAV:** MapleWave Laminate**LEG COLOR:****LEG-CML:** Steel Camel

\$377.20 \$754.99

6268JCP251

JONTICRAFT

Tag For TB1**Qty Description**

1	ADMIN - SPANISH (MEADOW THEME)
1	ADMIN - COMMUNITY ED (FOREST)
1	MEADOWS
1	FOREST
1	BUSY BEE
1	DRAGONFLY
1	GRASSHOPPER
1	PONDS



Quotation: 248299

Page 2 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description	Quantity	Unit Price	Extended Price
-------------	----------	------------	----------------

1 1 BROOK
1 FIREFLY

Sub Total	4,976.30
TAX EXEMPT - GOVERNMENT	0.00
Total	4,976.30

TB2

2 6760JC - Jonti-Craft® Science Activity Table 1 452.37 452.37

FINISH COLOR:

BIRCH: Birch Plywood

PANEL MATERIAL:

MIRROR: Acrylic Mirror

FRONT PANEL:

WW-WHITE: Write-N-Wipe White

TRAY COLOR:

BIN-CLR: Clear Plastic

JONTICRAFT

Tag For TB2

Qty Description

1 ART

Sub Total	452.37
TAX EXEMPT - GOVERNMENT	0.00
Total	452.37

CH-4

3 FK007-18X3-Z - Lily Pad 5 118.00 590.00

Fabric: Designtex Alphabet Grade 5 MEDITERANEAN
FOMCORELLC

Tag For CH-4

Qty Description

5 EXTRA DK ROOM A111

4 FK007-18X3-Z - Lily Pad 29 118.00 3,422.00

Fabric: Designtex Alphabet Grade 5 PISTACIO
FOMCORELLC

Tag For CH-4

Qty Description

5 EXTRA DK ROOM A111

6 BUSY BEE

6 SPANISH (MEADOW THEME)



Quotation: 248299

Page 3 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description		Quantity	Unit Price	Extended Price
4	6 MEADOWS 6 DRAGONFLY			
5	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 APPLE FOMCORELLC Tag For CH-4 Qty Description 6 GRASSHOPPER 6 COMMUNMITY ED (FOREST THEME) 6 FOREST 6 PONDS	24	118.00	2,832.00
6	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 LEMONCELLO FOMCORELLC Tag For CH-4 Qty Description 6 GRASSHOPPER	6	118.00	708.00
7	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 FOMCORELLC Tag For CH-4 Qty Description 6 GRASSHOPPER 6 DRAGONFLY	12	118.00	1,416.00
8	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 SANDSTONE FOMCORELLC Tag For CH-4 Qty Description 6 COMMUNMITY ED (FOREST THEME) 6 FOREST	12	118.00	1,416.00
9	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 ECALYPTUS FOMCORELLC Tag For CH-4 Qty Description 6 COMMUNMITY ED (FOREST THEME) 6 FOREST	12	118.00	1,416.00
10	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 COBALT	12	118.00	1,416.00



Quotation: 248299

Page 4 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description		Quantity	Unit Price	Extended Price
10	FOMCORELLC Tag For CH-4			
	Qty Description			
	6 FIREFLY			
	6 MONTESSORI			
11	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 GLOW FOMCORELLC Tag For CH-4	30	118.00	3,540.00
	Qty Description			
	6 FIREFLY			
	6 BUSY BEE			
	6 SPANISH (MEADOW THEME)			
	6 MEADOWS			
	6 MONTESSORI			
12	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 HABNERO FOMCORELLC Tag For CH-4	18	118.00	2,124.00
	Qty Description			
	6 SPANISH (MEADOW THEME)			
	6 MEADOWS			
	6 BROOK			
13	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 POOL FOMCORELLC Tag For CH-4	12	118.00	1,416.00
	Qty Description			
	6 DRAGONFLY			
	6 BROOK			
14	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 MARITIME FOMCORELLC Tag For CH-4	6	118.00	708.00
	Qty Description			
	6 PONDS			
15	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 TBD (TRAVELER ORZO FAILS) FOMCORELLC Tag For CH-4	6	118.00	708.00



Quotation: 248299

Page 5 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description		Quantity	Unit Price	Extended Price
15	<div>Qty Description</div> <div>6 BUSY BEE</div>			
16	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 TBD (TRAVELER SEACLIFF FAILS) FOMCORELLC Tag For CH-4 <div>Qty Description</div> <div>6 PONDS</div>	6	118.00	708.00
17	FK007-18X3-Z - Lily Pad Fabric: Designtex Alphabet Grade 5 TBD (TRAVELER PESCA FAILS) FOMCORELLC Tag For CH-4 <div>Qty Description</div> <div>6 FIREFLY</div> <div>6 BROOK</div> <div>6 MONTESSORI</div>	18	118.00	2,124.00
Sub Total				24,544.00
TAX EXEMPT - GOVERNMENT				0.00
Total				24,544.00
FS2				
18	1356484 - HABA Pro Grow.upp Anemone Bean Bag Seat, 1356484. Dims: 13¾"H x 17¾"W x 15¾"L. Seat: 14"Dia. Base: 15¾"Dia. Five year warranty. Made in Germany. One chair piece. GRESSCOL Tag For FS2 <div>Qty Description</div> <div>4 PONDS</div> <div>4 BROOKS</div>	8	349.33	2,794.64
Sub Total				2,794.64
TAX EXEMPT - GOVERNMENT				0.00
Total				2,794.64
LS2				
19	F005-18X12-Z - FOMCORE ROUND OTTOMAN, 18"R X 12"SH SPLIT PATTERN FABRIC TOP: ALPHABET HABERNARO BASE: ALPHABET LINEN	8	362.79	2,902.32



Quotation: 248299

Page 6 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description		Quantity	Unit Price	Extended Price
19	FOMCORELLC Tag For LS2 Qty Description 4 SPANISH (MEADOW THEME) 4 MEADOWS			
20	F005-18X12-Z - FOMCORE ROUND OTTOMAN, 18"R X 12"SH SPLIT PATTERN FABRIC TOP: ALPHABET APPLE BASE: ALPHABET LINEN FOMCORELLC Tag For LS2 Qty Description 4 COMMUNMITY ED (FOREST THEME) 4 FOREST 4 GRASSHOPPER	12	362.79	4,353.48
21	F005-18X12-Z - FOMCORE ROUND OTTOMAN, 18"R X 12"SH SPLIT PATTERN FABRIC TOP: ALPHABET GLOW BASE: ALPHABET LINEN FOMCORELLC Tag For LS2 Qty Description 4 BUSY BEE	4	362.79	1,451.16
22	F005-18X12-Z - FOMCORE ROUND OTTOMAN, 18"R X 12"SH SPLIT PATTERN FABRIC TOP: ALPHABET COBALT BASE: ALPHABET LINEN FOMCORELLC Tag For LS2 Qty Description 4 DRAGONFLY	4	362.79	1,451.16
23	F005-18X12-Z - FOMCORE ROUND OTTOMAN, 18"R X 12"SH SPLIT PATTERN FABRIC TOP: ALPHABET MEDITERRANEAN BASE: ALPHABET LINEN FOMCORELLC Tag For LS2 Qty Description 1 firefly	1	362.79	362.79



Quotation: 248299

Page 7 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description	Quantity	Unit Price	Extended Price
Sub Total			10,520.91
TAX EXEMPT - GOVERNMENT			0.00
Total			10,520.91

FSC

24	CARTS - LILYPAD CART	11	212.33	2,335.63
	FOMCORELLC			
	Tag For	FSC		

Qty Description

1	SPANISH (MEADOW THEME)
1	COMMUNMITY ED (FOREST THEME)
1	MEADOWS
1	FOREST
1	BUSY BEE
1	DRAGONFLY
1	GRASSHOPPER
1	PONDS
1	BROOK
1	MONTESSORI
1	FIREFLY

Sub Total	2,335.63
TAX EXEMPT - GOVERNMENT	0.00
Total	2,335.63

LS1

25	1186172 - HABA Pro Blossom Flower Sofa, 1186172. Five yr warranty. Dims: 30¾"H x 55"W x 35½"D. Seat: 10"H. Made in Germany. GRESSCOL	3	1,618.67	4,856.01
	Tag For	LS1		

Qty Description

1	MEADOWS
1	GRASSHOPPER
1	SPANISH (MEADOW THEME)

Sub Total	4,856.01
TAX EXEMPT - GOVERNMENT	0.00
Total	4,856.01

LS3

26	1186146 - HABA Pro Clouds Sofa w/Pillows, 1186146. Five yr	2	1,645.33	3,290.66
----	--	---	----------	----------



Quotation: 248299

Page 8 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description		Quantity	Unit Price	Extended Price
26	warranty. 32½"H x 55¼"W x 35½"D. Seat Height: 10". Made in Germany. GRESSCOL Tag For LS3			
	Qty Description			
	1 DRAGONFLY			
	1 FIREFLY			
Sub Total				3,290.66
TAX EXEMPT - GOVERNMENT				0.00
Total				3,290.66
TB-7				
27	TS4WPERLNGE - 25 1/2" H Lounge Height Personal Table Size Option: Modular Depth: 18.00000 Width: 26.00000 Top Finish: Woodgrain HPL 2511 - WINTER ON MAPLE Base Type: Column Base Finish: Textured Paint 7241 - ARCTIC WHITE STEELCASE Tag For TB-7	*	1	326.60
	Qty Description			
	1 EXTRA DK ROOM A111			
Sub Total				326.60
TAX EXEMPT - GOVERNMENT				0.00
Total				326.60
CH-3A				
28	FK501-18X15X12-Z - Custom Log Ottoman with 18 x 12" Seat Height Zippered FABRIC: DESIGNTEX ALPHEBET IRON FOMCORELLC Tag For CH-3A		6	249.55
	Qty Description			
	6 EXTRA DK ROOM A111			
Sub Total				1,497.30
TAX EXEMPT - GOVERNMENT				0.00
Total				1,497.30
29	FREIGHT - freight on Jonti	1	555.50	555.50

**Quotation: 248299**

Page 9 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Description	Quantity	Unit Price	Extended Price
29 JONTICRAFT			
30 FREIGHT - freight on Gressco GRESSCOL	1	2,400.00	2,400.00
31 PROJECT MANAGEMENT, DELIVERY & INSTALLATION DURING NORMAL BUSINESS HOURS (LOT)	1	6,025.00	6,025.00

Quotation Totals	
Sub Total	64,574.92
STEELCASE Steelcase SURCHARGE	17.75
Warehouse Handling Fee	1,389.86
Recycle/Refuse Fee	555.94
TAX EXEMPT - GOVERNMENT	0.00
MICHIGAN - NON TAXABLE	0.00
Grand Total	66,538.47

* Steelcase Surcharge

End of Quotation



Quotation: 248299

Page 10 / 10 (cont'd)

GRAND RAPIDS

217 Cesar E Chavez SW, Suite 200
Grand Rapids, MI 49503
Phone: 616.458.6322
Fax: 616.458.1117

FORT WAYNE

104 W Superior, Suite A
Fort Wayne, IN 46802
Phone: 260.423.3482

TRAVERSE CITY

10850 E Traverse Highway, Suite 400
Traverse City, MI 49684
Phone: 231.360.9694

KALAMAZOO

155 West Michigan Ave, Suite 1501
Kalamazoo, MI 49007
Phone: 269.342.3919

Quotes are subject to the Terms and Conditions found on our website custerinc.com/terms.

These terms are considered to be the most recent and take precedent over any other previously written or implied terms. By proceeding, you acknowledge that you have read and agree to the terms.

Job site will be clean and clear of all obstructions prior to installation. Buyer will provide adequate facilities and space for unloading, staging, moving, handling and storing product at job site. Buyer will furnish electrical current, heating, lighting, and elevator service at job site without charge to Seller. If the job site is not available on the mutually agreed upon customer required date, charges will be assessed to the Buyer for additional handling or redirecting of product at standard hourly rates or actual charges if performed by a third party. Any special packaging, handling, or storage at other than Seller's warehouse that is required, but that had not been provided in the quotation, will be invoiced to Buyer.

Name

Mike Zaman

Title

Asst Supv Ldt

Signature



Date

4-16-25



Rockford Public Schools

PRICE PROPOSAL

Date: 4/15/2025

Prepared For: Shawn Hayward

Quote Number: 3539-29096

Valid For 30 Days

Prepared by: Jon Carpenter

Confidential

© 2025 Dew-El Corporation. The information in this transmittal is proprietary to Dew-El Corporation. It is provided on the condition that it remains in confidence between Dew-El Corporation and the recipient of this quote. Do Not Copy, Distribute nor Share the Contents of this proposal without the written permission of Dew-El Corporation.

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



SUMMARY PAGE

Quote # 3539-29096

Project Scope

Bill To

Rockford Public Schools
350 N Main Street
Rockford, MI 49341

Project Investment

Project Total	\$1,777.23
Tax (0%)	\$0.00
Grand Total	\$1,777.23

Install To

Parkside Elementary School
156 Lewis St
Rockford, MI 49341

Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Rockford - Parkside Bookcase	Bookcase	\$1,637.23	\$0.00	\$1,637.23
	Freight	\$50.00	\$0.00	\$50.00
	Installation	\$90.00	\$0.00	\$90.00
		\$1,777.23	\$0.00	\$1,777.23
Grand Total		\$1,777.23	\$0.00	\$1,777.23

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



QUOTATION

3539-29096

VALID UNTIL 5/15/2025

BILL TO

Rockford Public Schools
350 N Main Street
Rockford, MI 49341

INSTALL TO

Parkside Elementary School
156 Lewis St
Rockford, MI 49341

Salesperson
Jon Carpenter

Payment Terms
Net 30

DELIVER TO

Parkside Elementary School
156 Lewis St
Rockford, MI 49341

Rockford - Parkside Bookcase

Bookcase

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	1.00	EA	KIO-BKC-5618-42-S-C-M / Tag: ST-3	\$1,637.23	\$1,637.23



KIO Straight Mobile Bookcase - Single Sided (56"W x 18"D x 42"H) with markerboard back.

KIO Laminate Finishes : 756-58 Formica Natural Maple,
Fusion Maple CP20233 Edgeband

Freight

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
2	1.00	EA	Freight / Freight / Shipping / Packaging	\$50.00	\$50.00

Installation

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
3	1.00	EA	INSTALL / Labor to Receive, Deliver, Install, and remove debris	\$90.00	\$90.00

CUSTOMER SIGN OFF

subtotal	\$1,777.23
sales tax	\$0.00
total	\$1,777.23

Authorized Signature

Accepted Date

Print Name

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
http://www.Dew-El.com



QUOTATION

3539-29096

VALID UNTIL 5/15/2025

Dew-El Corporation would like to thank you for the opportunity to quote your furniture needs. The attached proposal outlines the specifications and pricing based on the information provided. By signing and returning this quote, you agree to be bound by the terms and conditions contained herein which shall become the fully integrated agreement between you, the Client, and Dew-El Corporation.

DELIVERY AND INSTALLATION

1. Delivery/installation services are performed during normal business hours Monday through Friday 8:00am to 5:00pm unless otherwise specified; Client may incur additional charges for services performed after hours and/or weekends. All labor is quoted as a single-phase installation unless noted otherwise. If additional trips or phases are required due to the Client not being prepared for delivery or the site not being ready, it may result in added cost to the labor quote. Product will be delivered and installed on a mutually agreed upon date. All available spaces must be ready for furniture; installation of all carpet, painting, lighting, and ceiling tiles must be completed. If delivery and/or installation are requested by the Client to an uncompleted space, Client accepts responsibility for any damage to or theft of the product. The Client may request partial delivery and/or installation when placing the order. If so, the Client agrees to both take delivery and pay for all delivered items on a partial basis.
2. Prior to the installation, Dew-El Corporation is to be informed of the following guidelines or restrictions for proper access to the building: dock accessibility, sidewalks, parking lots, elevator access above the first floor, time restrictions, security checks or any safety requirements needed for access to your facility during the time of the installation. Any notification that delivery and/or installation cannot be accepted must be communicated to Dew-El Corporation no later than 12:00pm on the business day prior to the scheduled delivery and/or installation date. Dew-El Corporation requests product to be shipped by our manufacturers according to customer needs. If a Client has requested product to be installed by a specific date, Dew-El Corporation will work with the manufacturer to have all product received in time for the installation date requested by the customer. Dew-El Corporation shall not be held liable for manufacturing/delivery delays outside of Dew-El Corporation's control. If for any reason the customer delays the original installation date, Dew-El Corporation reserves the right to invoice for all product shipped according to the customer requested delivery date.

SALES TAX

Prices quoted include sales tax, and taxes will be included upon invoicing, unless an exemption certificate is furnished by the Client. If tax-exempt, please send a copy of your exemption certificate along with your signed quote.

PAYMENT TERMS

1. The following estimate is valid for 30 days. Payment terms are net due 30 days from invoice date, which is initiated upon shipment and/or fulfillment of service.
2. In the event of project delays due to construction, trades or equipment, the Client is expected to bring payments to a net retainage of 90% of the estimate. The Client is permitted to hold as retainage an amount equal to the value of uncompleted work, damaged or incorrect items.
3. Should Client default in payment of this Contract, charges shall be added from the date of default at the rate of one and one half percent (1 1/2%) per month, (18% per annum).
4. Client agrees to pay a Transaction Surcharge of three point eight percent (3.8%) of the sell price shown on the proposal (including applicable sales tax) when the method of payment is in any form other than Dew-El Corporation's standard payment methods, which include cash, check, or ACH/direct deposit.

ACCEPTANCE

All sales are final; specified product is non-returnable and non-refundable. Claims for defects, errors or shortages must be made in writing within twenty business days after delivery. Failure to make a claim within such period shall constitute acceptance of the items.

CANCELLATIONS AND CHANGES

To accept the following estimate, drawings, specifications and delivery and installation conditions please sign both below and the last page of the estimate. If a purchase order is required for payment, that order number must be provided at the time of order placement. Any change(s) to an existing order may incur additional fees once the order has been placed. Such charges may include but not limited to; date moves, product changes/deletions, and "ship to" changes. Your signature approves Dew-El Corporation Terms and Conditions stated above.

Authorized Signature _____ Date 4-16-25

Title Assistant Superintendent PO No. _____

Company Rockford Public Schools



Search...
Close





Login / Signup



My account



My cart

Product	Quantity	Total
 RESTZONE Stackable Kiddie Cot, Standard Size, Assembled, 5-Pack - Blue \$224.99 <div><div>- 32 +</div><div>Remove</div></div>	<div><div>- 32 +</div><div>Remove</div></div>	\$7,199.68
 RESTZONE Universal Cot Trolley, Classroom Organization \$84.99 <div><div>- 8 +</div><div>Remove</div></div>	<div><div>- 8 +</div><div>Remove</div></div>	\$679.92



Estimate shipping



Country

United States



Province

Michigan



Zip code

49341

Estimate

Estimate

There is one shipping rate for your address:

- Standard: \$0.00

Total \$7,879.60 USD

Order instructions ▼

Save



Taxes and shipping calculated at checkout

Checkout

 100% Secure Payments



Recently viewed

			 RESTZONE	 RESTZONE Cozy Cot Trolley with 6 Stackable Cozy Cots with Storage <input type="checkbox"/>
---	--	--	---	---



Search...
Close



Login / Signup
My account

3
Cart

My cart

Product	Quantity	Total
RESTZONE Universal Cot Trolley, Classroom Organization \$84.99	<div><div>- 3 +</div><div>Remove</div></div>	\$254.97



Estimate shipping



Country

United States



Province

Alabama



Zip code

Estimate

Estimate

Total

\$254.97 USD

Instructions





INTERPHASE
INTERIORS

Interphase Interiors

415 Leonard ST NW Suite 110
Grand Rapids, MI 49504
Phone: 616-245-0800 Fax: 616-245-3974

4/15/2025

Quote #

Sold To:

Rockford PS

350 N Main St
Rockford MI 49341

Contact: Ronda Oosting

Email: ROosting@rockfordschools.org

Ship To:

Rockford Admin ECC

350 N Main St
Rockford MI 49341

Contact: Jerrad Reickard

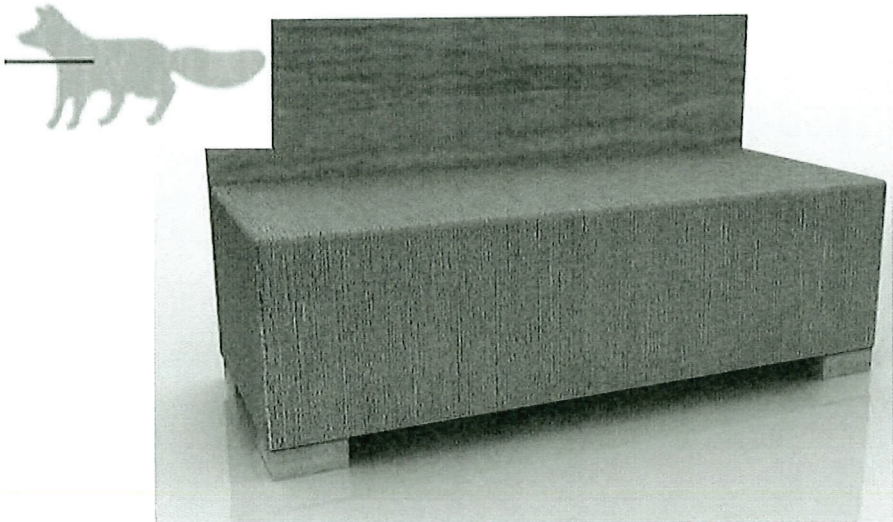
Email: jreickard@rockfordschools.org

Rockford PS Admin ECC

Sales Person: RACHEL BRICK

Ite	Qty.	Product	Price	
			Unit	Extended
FOREST				
1 FOREST	1	SZTPB20548PH.TU5Z Zetty 48" Perimeter Fox Bench Dimensions: 48 in. W x 20 in. D x 40 in. OH w/ 16 in. Seat	\$3,070.59	\$3,070.59
		COM DESIGNTEX - ALPHABET - PISTACHIO 3877-501 3 YARDS REQ BACK 1 in. Baltic Birch Plywood w/ Premium Maple FOX TBD: 3 Colors		
2 FOREST	3	DESIGNTEX ALPHBET - PISTACHIO	\$39.00	\$117.00
Subtotal for: FOREST			\$3,187.59	
SERVICES				
3 SERVICES	1	FREIGHT TMC Freight	\$625.00	\$625.00
4 SERVICES	1	FREIGHT Designtex Freight	\$90.00	\$90.00
5 SERVICES	1	INSTALL Delivery, Install & Trash Removal during normal hours M-F 7AM-3PM for above product. No stair-carry or removal/disposal of existing product.	\$350.00	\$350.00

Ite	Qty.	Product	Price	
			Unit	Extended
Subtotal for: SERVICES				\$1,065.00
Sub Total:				\$4,252.59
Tax:				\$0.00
Total:				\$4,252.59



FOREST ROOM | ZETTY BENCH | FOX CUTOUT
 QTY 1
 SEAT UPH: ALPHABET - PISTACHIO
 - 48"x20"
 - Seat Height: 16"
 - Bench Back Height: 28"

Qty.	Product	Price	
		Unit	Extended

Terms & Conditions - Interphase Office Interiors, Inc.

Payment Terms

Interphase, Inc. shall make every effort to deliver and install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate and the Interphase obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that Interphase will be able to deliver and install only portions of the job at a time. Therefore, payment shall be made in accordance with the following terms:

1. All prices are FCA manufacturer point of shipment unless otherwise specified.
2. Terms are net 10 days from date of invoice. Customer will be invoiced for items as delivered. In no case is payment to be withheld for acceptable products should any portion of the job be unacceptable or undelivered. If any products are unacceptable or undelivered, the Customer must pay the balance of the invoice within 10 days, but may withhold the lesser amount of 10% of the total invoice or the value of the unacceptable products. The remaining balance is due 10 days after final delivery.
3. All materials are subject to Michigan State Sales Tax or other applicable State Sales Tax.
4. Interphase requires a deposit equaling 50% due at time of order (100% deposit for COM & COL). Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable according to the above terms and conditions. Other progress payments, as well as a deposit for delivery and/or installation, may be required throughout the order cycle depending on specific circumstances for each Buyer and order.
5. All orders are subject to credit approval.
6. An order is not cancelable once the order is confirmed by the vendor or manufacturer of the product, regardless of whether such confirmation is provided to Customer. Quick ships and fabric orders are not cancelable.
7. Customer agrees that the seller may pass through to Customer any charges, costs or fees that it incurs as result of Customer paying Seller through use of a credit card, debit card, credit facility or wire fees, and that such passed through charges, costs or fees may be subject to sales or use tax.
8. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer agrees to be invoiced for 100% of the invoice, to be paid within 10 days. In addition, Customer shall pay a warehouse charge payable monthly beginning after 30 days of warehouse storage. Extra handling of product will be charged at our normal hourly rate. This could be a result of Customer's site not being ready or site conditions that impair installation.
9. Interphase retains, and Customer hereby grants to Interphase, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, Interphase shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 1.5% per month (annual percentage rate 18%) will be charged on all past due balances. Customer shall pay all collection costs and attorney's fees in the event that the debt or any part thereof is referred to a collection agency or attorney.

General Terms

10. The quotation contained herein has been reviewed and approved by an authorized Customer representative for correct product, fabric, finishes and quantities. In addition, Interphase must have the opportunity to physically take its own measurements of the space to assure accuracies of custom ordered products. If actual measurements are not possible and Interphase must order from construction drawings and they are inaccurate, any extra expenses are Customer's responsibility. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates. A restocking fee, based on product cost and vendor policies, will be assessed on all changes made after acknowledgement date, or for any product cancellations.

Qty.	Product	Price	
		Unit	Extended

11. Customer acknowledges that the products are manufactured by others. AS BETWEEN CUSTOMER AND INTERPHASE, THE GOODS ARE OTHERWISE "AS IS WHERE IS" WITH ALL FAULTS AND INTERPHASE MAKES NO EXPRESS, IMPLIED OR STATUTORY WARRANTIES, ALL OF WHICH ARE DISCLAIMED AND EXCLUDED BY INTERPHASE INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT, SUITABILITY FOR A PARTICULAR PURPOSE OR USE, EXCEPT THOSE MADE BY THE MANUFACTURER OF THE PRODUCTS. No third party, including any employee or agent of Interphase, is authorized to make any representation, promise, or warranty concerning the goods and any statements made by those parties are not binding on Interphase unless in writing signed by an authorized representative of Interphase. Any technical advice furnished by Interphase or its employees or agents is for Customer's convenience only and Interphase assumes no obligation or liability for the advice given or the results obtained from that advice. Any claim must be made to Interphase in writing within five (5) days after delivery or installation of the products and if no claim is received by Interphase. Customer will have waived any such claim.

12. No liability shall accrue against Interphase as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.

13. Merchandise shipped direct to Customer will be the responsibility of Customer except as otherwise agreed in writing. The receiving Customer is responsible to inspect merchandise immediately upon receipt and file any necessary freight claims with freight provider.

Installation & Delivery Terms

14. Delivery and installation charges will be billed to Customer by separate invoice. Delivery and installation charges are not incurred by Customer until such services are provided by Interphase.

15. Change of Scope - Before or during installation, Customer may request additional services outside of the original project scope. A signed Change Order is required before additional services can commence. Layout changes during installation may result in additional product needs that could cause delays in the completion of the furniture installation and may result in additional charges.

16. Floor Protection - Interphase will provide necessary floor protection per building requirements. If other specific or extraordinary protection is needed, Customer must notify Interphase before the work begins.

17. Electrical Work - Unless specifically indicated, electrical work in the following areas is not included:

a. Electrical Wiring to the Space

b. Hardwiring of Feeds

Interphase can make arrangements for these services and Interphase will bill Customer accordingly.

18. Delivery - Free and clear access to docks and elevators for deliveries is required. Special arrangements or considerations must be noted prior to accepting the service proposal. Carry up delivery will result in additional charges.

19. Work Environment - Free and clear access to the work site for delivery, staging and installation is required. Electricity, heat, hoisting, lighting and elevator service will be furnished as required without charge to Interphase. Floors covered by this proposal shall be smooth, level and free from debris, and concrete subject to dampness shall be waterproofed prior to delivery and installation of merchandise.

NOTE: Furniture deliveries/installations should not be performed side-by-side with other construction trades. The overlap in building construction and furniture installation increases the potential of additional costs brought about due to the quantity of personnel and equipment with simultaneous deadlines. Any damage caused by other trades will be the Customer's responsibility.

20. Working Hours - Normal delivery and installation services (including drive time) are conducted between the hours of 7:00 AM and 4:00 PM Eastern Time, Monday through Friday, excluding holidays. Services performed times and/or days other than normal may result in additional charges which may or may not include overtime billed at 1.5 times standard billing rates.

21. Staging Areas - Staging areas will be provided by Customer on the same floor and within the workspace.

22. Timeframes - Changes in the number of days allowed to complete the delivery and installation may result in additional charges.

23. Rework Preparation - Workstations, files, drawers, etc. shall be emptied/boxed/clear of space before the arrival of installation crews.

24. Trash Removal - Interphase will remove and discard trash related to the delivery and installation of furniture.

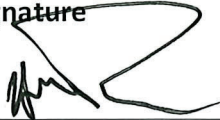
25. Final Cleaning - Interphase will wipe down the installed furniture after installation. Excessive cleaning necessary due to debris and dust by other trades is not included.

Qty.	Product	Price	
		Unit	Extended

- 26. Punch List - Interphase will provide a project punch list to Customer upon significant completion of the installation.
- 27. Interphase will not be liable for damages not caused by its actions or negligence.
- 28. Insurance – Interphase will carry public liability, worker’s compensation, property damage and automobile/truck insurance. Fire, tornado, earthquake, flood, vehicle, general liability and other causality insurance related to the job site, the product, or the transit of the product will be provided and paid by Customer. Customer shall be solely responsible for insurance coverage for the product from the time ownership passes to Customer, under these Terms and Conditions.

Pricing subject to change daily. A 50% deposit is required at time of order entry.

Customer Signature



Date

4-16-25



INTERPHASE
INTERIORS

Interphase Interiors

415 Leonard ST NW Suite 110
Grand Rapids, MI 49504
Phone: 616-245-0800 Fax: 616-245-3974

4/15/2025

Quote #

Sold To:

Rockford PS

350 N Main St
Rockford MI 49341

Contact: Ronda Oosting

Email: ROosting@rockfordschools.org

Ship To:

Rockford Parkside ECC

156 Lewis St
Rockford MI 49341

Contact: Jerrad Reickard

Email: jreickard@rockfordschools.org

Rockford PS Parkside ECC

Sales Person: RACHEL BRICK

Qty.	Product	Price	
		Unit	Extended

C109 CORRIDOR

1	2	78043-M	\$2,055.74	\$4,111.48
C109 CORRIDOR		Coact, 67.5x28x35.75 Sofa, Midback Armless		

Power Location/Finish	X9	None
Leg Style	H4N	Round Metal Post
Leg Finish	POLR	Polar
Back Shelf	X9	No Shelf
Shelf Bracket Finish	X9	No Shelf
Shelf Finish	X9	No Shelf
Ganging	X9	None
Fabric, Manufacturer	~ETC	Graded-in Fabric
Fabric Pattern, Graded-in	ETC6	Graded-in - Grade 6
Fabric Color, Graded-in	3082586	3082586 - Designtex Alphabet Iron

Subtotal for: **C109 CORRIDOR** **\$4,111.48**

MOTHERS RM

2	1	1476	\$1,182.20	\$1,182.20
MOTHERS RM		Saven Rocker with Stationary Arms 27.75x29.5x40.5		

Arm Cap	~X9	None
Arm Cap	X9	None
Legs	POLR	Polar
Fabric, Manufacturer	~ETC	Graded-in Fabric
Fabric Pattern, Graded-in	ETC6	Graded-in - Grade 6
Fabric Color, Graded-in	3125514	3125514 - Designtex Alphabet Mediterranean
Barrier	X9	No Selection of Option

3	1	1481-S	\$575.46	\$575.46
MOTHERS RM		Saven Ottoman, Solid Surface Top 16x14x7		

Frame Finish	POLR	Polar
Top	Designtex Alphabet	3125514 - Designtex Alphabet Mediterranean

Subtotal for: **MOTHERS RM** **\$1,757.66**

Ite	Qty.	Product	Price	
			Unit	Extended
BROOKS				
4 BROOKS	1	SZTPB20548PH.FS5Z Zetty 48" Perimeter Fish Bench Dimensions: 48 in. W x 20 in. D x 40 in. OH w/ 16 in. Seat	\$1,754.47	\$1,754.47
		COM BACK FISH	DESIGNTEX - TRAVELER - PESCA 3083-403 3 YARDS REQ 1 in. Baltic Birch Plywood w/ Premium Maple TBD: 3 Colors	
5 BROOKS	3	3083-403 DESIGNTEX TRAVELER - PESCA	\$47.20	\$141.60
Subtotal for: BROOKS			\$1,896.07	
POND				
6 POND	1	SZTPB20548PH.TU5Z Zetty 48" Perimeter Turtle Bench Dimensions: 48 in. W x 20 in. D x 40 in. OH w/ 16 in. Seat	\$1,754.47	\$1,754.47
		COM BACK TURTLE	DESIGNTEX - TRAVELER - SEACLIFF 3083-402 3 YARDS REQ 1 in. Baltic Birch Plywood w/ Premium Maple TBD: 3 Colors	
7 POND	3	3083-402 DESIGNTEX TRAVELER - SEACLIFF	\$47.20	\$141.60
Subtotal for: POND			\$1,896.07	
BUSY BEE				
8 BUSY BEE	1	SZTPB20548PH.TU5Z Zetty 48" Perimeter Bee Bench Dimensions: 48 in. W x 20 in. D x 40 in. OH w/ 16 in. Seat	\$3,070.59	\$3,070.59
		COM BACK BEE	DESIGNTEX - ALPHABET - GLOW 3877-201 3 YARDS REQ 1 in. Baltic Birch Plywood w/ Premium Maple TBD: 3 Colors	
9 BUSY BEE	3	3877-201 DESIGNTEX ALPHBET - GLOW	\$39.00	\$117.00
Subtotal for: BUSY BEE			\$3,187.59	
FOREST				

Ite	Qty.	Product	Price	
			Unit	Extended
10 FOREST	1	SZTPB20548PH.TU5Z Zetty 48" Perimeter Fox Bench Dimensions: 48 in. W x 20 in. D x 40 in. OH w/ 16 in. Seat	\$3,070.59	\$3,070.59
		COM DESIGNTEX - ALPHABET - PISTACHIO 3877-501 3 YARDS REQ BACK 1 in. Baltic Birch Plywood w/ Premium Maple FOX TBD: 3 Colors		
11 FOREST	3	DESIGNTEX ALPHBET - PISTACHIO	\$39.00	\$117.00
Subtotal for: FOREST				\$3,187.59
SERVICES				
12 SERVICES	1	FREIGHT TMC Freight	\$1,172.00	\$1,172.00
13 SERVICES	1	FREIGHT Designtex Freight	\$150.00	\$150.00
14 SERVICES	1	INSTALL Delivery, Install & Trash Removal during normal hours M-F 7AM-3PM for above product. No stair-carry or removal/disposal of existing product.	\$925.00	\$925.00
Subtotal for: SERVICES				\$2,247.00
			Sub Total:	\$18,283.46
			Tax:	\$0.00
			Total:	\$18,283.46

Qty.	Product	Price	
		Unit	Extended

Terms & Conditions - Interphase Office Interiors, Inc.

Payment Terms

Interphase, Inc. shall make every effort to deliver and install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate and the Interphase obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that Interphase will be able to deliver and install only portions of the job at a time. Therefore, payment shall be made in accordance with the following terms:

1. All prices are FCA manufacturer point of shipment unless otherwise specified.
2. Terms are net 10 days from date of invoice. Customer will be invoiced for items as delivered. In no case is payment to be withheld for acceptable products should any portion of the job be unacceptable or undelivered. If any products are unacceptable or undelivered, the Customer must pay the balance of the invoice within 10 days, but may withhold the lesser amount of 10% of the total invoice or the value of the unacceptable products. The remaining balance is due 10 days after final delivery.
3. All materials are subject to Michigan State Sales Tax or other applicable State Sales Tax.
4. Interphase requires a deposit equaling 50% due at time of order (100% deposit for COM & COL). Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable according to the above terms and conditions. Other progress payments, as well as a deposit for delivery and/or installation, may be required throughout the order cycle depending on specific circumstances for each Buyer and order.
5. All orders are subject to credit approval.
6. An order is not cancelable once the order is confirmed by the vendor or manufacturer of the product, regardless of whether such confirmation is provided to Customer. Quick ships and fabric orders are not cancelable.
7. Customer agrees that the seller may pass through to Customer any charges, costs or fees that it incurs as result of Customer paying Seller through use of a credit card, debit card, credit facility or wire fees, and that such passed through charges, costs or fees may be subject to sales or use tax.
8. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer agrees to be invoiced for 100% of the invoice, to be paid within 10 days. In addition, Customer shall pay a warehouse charge payable monthly beginning after 30 days of warehouse storage. Extra handling of product will be charged at our normal hourly rate. This could be a result of Customer's site not being ready or site conditions that impair installation.
9. Interphase retains, and Customer hereby grants to Interphase, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, Interphase shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 1.5% per month (annual percentage rate 18%) will be charged on all past due balances. Customer shall pay all collection costs and attorney's fees in the event that the debt or any part thereof is referred to a collection agency or attorney.

General Terms

10. The quotation contained herein has been reviewed and approved by an authorized Customer representative for correct product, fabric, finishes and quantities. In addition, Interphase must have the opportunity to physically take its own measurements of the space to assure accuracies of custom ordered products. If actual measurements are not possible and Interphase must order from construction drawings and they are inaccurate, any extra expenses are Customer's responsibility. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates. A restocking fee, based on product cost and vendor policies, will be assessed on all changes made after acknowledgement date, or for any product cancellations.

Qty.	Product	Price	
		Unit	Extended

11. Customer acknowledges that the products are manufactured by others. AS BETWEEN CUSTOMER AND INTERPHASE, THE GOODS ARE OTHERWISE "AS IS WHERE IS" WITH ALL FAULTS AND INTERPHASE MAKES NO EXPRESS, IMPLIED OR STATUTORY WARRANTIES, ALL OF WHICH ARE DISCLAIMED AND EXCLUDED BY INTERPHASE INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT, SUITABILITY FOR A PARTICULAR PURPOSE OR USE, EXCEPT THOSE MADE BY THE MANUFACTURER OF THE PRODUCTS. No third party, including any employee or agent of Interphase, is authorized to make any representation, promise, or warranty concerning the goods and any statements made by those parties are not binding on Interphase unless in writing signed by an authorized representative of Interphase. Any technical advice furnished by Interphase or its employees or agents is for Customer's convenience only and Interphase assumes no obligation or liability for the advice given or the results obtained from that advice. Any claim must be made to Interphase in writing within five (5) days after delivery or installation of the products and if no claim is received by Interphase. Customer will have waived any such claim.

12. No liability shall accrue against Interphase as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.

13. Merchandise shipped direct to Customer will be the responsibility of Customer except as otherwise agreed in writing. The receiving Customer is responsible to inspect merchandise immediately upon receipt and file any necessary freight claims with freight provider.

Installation & Delivery Terms

14. Delivery and installation charges will be billed to Customer by separate invoice. Delivery and installation charges are not incurred by Customer until such services are provided by Interphase.

15. Change of Scope - Before or during installation, Customer may request additional services outside of the original project scope. A signed Change Order is required before additional services can commence. Layout changes during installation may result in additional product needs that could cause delays in the completion of the furniture installation and may result in additional charges.

16. Floor Protection - Interphase will provide necessary floor protection per building requirements. If other specific or extraordinary protection is needed, Customer must notify Interphase before the work begins.

17. Electrical Work - Unless specifically indicated, electrical work in the following areas is not included:

a. Electrical Wiring to the Space

b. Hardwiring of Feeds

Interphase can make arrangements for these services and Interphase will bill Customer accordingly.

18. Delivery - Free and clear access to docks and elevators for deliveries is required. Special arrangements or considerations must be noted prior to accepting the service proposal. Carry up delivery will result in additional charges.

19. Work Environment - Free and clear access to the work site for delivery, staging and installation is required. Electricity, heat, hoisting, lighting and elevator service will be furnished as required without charge to Interphase. Floors covered by this proposal shall be smooth, level and free from debris, and concrete subject to dampness shall be waterproofed prior to delivery and installation of merchandise.

NOTE: Furniture deliveries/installations should not be performed side-by-side with other construction trades. The overlap in building construction and furniture installation increases the potential of additional costs brought about due to the quantity of personnel and equipment with simultaneous deadlines. Any damage caused by other trades will be the Customer's responsibility.

20. Working Hours - Normal delivery and installation services (including drive time) are conducted between the hours of 7:00 AM and 4:00 PM Eastern Time, Monday through Friday, excluding holidays. Services performed times and/or days other than normal may result in additional charges which may or may not include overtime billed at 1.5 times standard billing rates.

21. Staging Areas - Staging areas will be provided by Customer on the same floor and within the workspace.

22. Timeframes - Changes in the number of days allowed to complete the delivery and installation may result in additional charges.

23. Rework Preparation - Workstations, files, drawers, etc. shall be emptied/boxed/clear of space before the arrival of installation crews.

24. Trash Removal - Interphase will remove and discard trash related to the delivery and installation of furniture.

25. Final Cleaning - Interphase will wipe down the installed furniture after installation. Excessive cleaning necessary due to debris and dust by other trades is not included.


Qty.	Product	Price	
		Unit	Extended

26. Punch List - Interphase will provide a project punch list to Customer upon significant completion of the installation.

27. Interphase will not be liable for damages not caused by its actions or negligence.

28. Insurance – Interphase will carry public liability, worker’s compensation, property damage and automobile/truck insurance. Fire, tornado, earthquake, flood, vehicle, general liability and other causality insurance related to the job site, the product, or the transit of the product will be provided and paid by Customer. Customer shall be solely responsible for insurance coverage for the product from the time ownership passes to Customer, under these Terms and Conditions.

Pricing subject to change daily. A 50% deposit is required at time of order entry.

Customer Signature	Date
	4-16-25



QUOTE #548978

Amy Acocella
Kaplan Early Learning Company
1310 Lewisville-Clemmons Road
Lewisville, NC 27023-0609
Phone: 1-800-334-2014 ext. 5058
Email: aacocella@kaplanco.com



CONTACT INFORMATION:

Jessica Damic
6167960200
jessicad@gmb.com

QUOTE TERMS:

10% Discount Applied
Free Freight

BILL TO:

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

SHIP TO: (1 of 2)

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

Image	Description	Qty	List Price	Price	Freight	Total
Mark For:					
	Chunky Stackable Chair - 11.5" Seat Height - Natural 2011-NT	54	\$84.95	\$76.46	\$0.00	\$4,128.84
	Kaplan Adjustable 4-Sided Easel 37644	3	\$576.95	\$519.26	\$0.00	\$1,557.78
	Playhouse Cube with Mat 300899	2	\$399.95	\$359.96	\$0.00	\$719.92
	Kaplan® Tranquil Trees Carpets - 6' x 9' Rectangle - Green 220006-GR	2	\$350.95	\$315.86	\$0.00	\$631.72

BILL TO:

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

SHIP TO: (1 of 2)

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

Image	Description	Qty	List Price	Price	Freight	Total
	Sense of Place Highland Stripe Carpet - Blue - 8' x 12' Oval 301622	1	\$499.95	\$449.96	\$0.00	\$449.96

Mark For Totals **\$7,488.22** **\$0.00** **\$7,488.22**

Additional Services

	Kaplan Delivery NC-28340	1	\$748.82	\$748.82	\$0.00	\$748.82
--	-----------------------------	---	----------	----------	--------	----------

BILL TO:

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

SHIP TO: (2 of 2)

94297681-1
PARKSIDE ELEMENTARY SCHOOL
156 LEWIS ST
ROCKFORD, MI 49341-1093
Phone: 6168636360

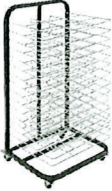
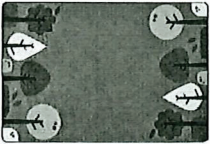

Image	Description	Qty	List Price	Price	Freight	Total
Mark For:	..					
	Chunky Stackable Chair - 11.5" Seat Height - Natural 2011-NT	144	\$84.95	\$76.46	\$0.00	\$11,010.24
	Kaplan Adjustable 4-Sided Easel 37644	13	\$576.95	\$519.26	\$0.00	\$6,750.38
	Playhouse Cube with Mat 300899	8	\$399.95	\$359.96	\$0.00	\$2,879.68
	Premium Solid Maple End Table 1706 Non-discountable item; can suggest alternative in Carolina Birch line	1	\$225.95	\$225.95	\$0.00	\$225.95
	Utility Storage Cart 37918	2	\$343.95	\$309.56	\$0.00	\$619.12

BILL TO:

566900-1
ROCKFORD PUBLIC SCHOOL
350 N MAIN ST
ROCKFORD, MI 49341-1092
Phone: 6168667126
Fax: 6168661911

SHIP TO: (2 of 2)

94297681-1
PARKSIDE ELEMENTARY SCHOOL
156 LEWIS ST
ROCKFORD, MI 49341-1093
Phone: 6168636360

Image	Description	Qty	List Price	Price	Freight	Total
	Mobile Floor Drying Rack 37932	3	\$299.95	\$269.96	\$0.00	\$809.88
	Kaplan® Tranquil Trees Carpets - 6' x 9' Rectangle - Green 220006-GR	2	\$350.95	\$315.86	\$0.00	\$631.72
Mark For Totals				\$22,926.97	\$0.00	\$22,926.97
Additional Services						
	Kaplan Delivery NC-28340	1	\$2,292.70	\$2,292.70	\$0.00	\$2,292.70

Your Savings		Product Total	\$33,768.25
Product Discounts	\$3,353.06	Less Product Discounts	-\$3,353.06
Total Savings	\$3,353.06	SubTotal	\$30,415.19
		Estimated Tax	\$0.00
		Freight	\$0.00
		Delivery Services	\$3,041.52
		Grand Total	\$33,456.71

Quote valid for 60 days. Prices are subject to change after this period. This quote includes estimated sales tax. Applicable sales tax will be added to your invoice when this quote is approved for order processing. Please reference quote number 548978 when placing this order.



Shopping Cart

Estimate Shipping and Tax ^

Country *

United States

State/Province

Michigan

Zip/Postal Code

49341

UPS Ground

☒ Ground **39.15**

GO TO CHECKOUT

SUBTOTAL	145.95
SHIPPING (UPS GROUND - GROUND)	39.15

1 ITEM(S) IN YOUR CART ^

ORDER TOTAL

185.10

ITEM TOTAL

1 ITEM(S) IN YOUR CART ^

ITEM TOTAL



555

a
n
d
W
a
s
h
i
n
g
I
a
b
l
e
S
K
U
:
5
2
0
1
0
0
0
6
1

1 ITEM(S) IN YOUR CART ^





www.schooloutfitters.com
PO Box 779193
Chicago IL 60677-9193

**Need
help with
your quote?**

Matthew Berry
Phone: 888-619-6928
Fax: 888-619-6929
matthew.berry@schooloutfitters.com

Your Quote:

#QUO11520496

Valid until: 05/01/2025



[View Quote & Buy Online](#)

Bill to:

PARKSIDE ELEMENTARY
Melissa Cochrill
156 Lewis St
Rockford MI 49341-1010 USA
Phone: 1 (231) 414-4441
Fax: N/A
Email: jessicad@gmb.com

Ship to:

PARKSIDE ELEMENTARY
Melissa Cochrill
156 Lewis St
Rockford MI 49341-1010 USA
Phone: 1 (231) 414-4441
Fax: N/A
Email: jessicad@gmb.com

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
①	SPG-FA1386-44A	<u>Dragonfly Night Rug - Rectangle (7' 6" W x 12' L)</u>  Free Shipping Estimated Delivery: • 24 business days after order confirmation	1	\$719.76	50%	\$359.88	\$359.88
②	SPG-FA2411-44SO	<u>Firefly Rug (7' 6" W x 12' L)</u>  Free Shipping Estimated Delivery: • 24 business days after order confirmation	1	\$719.76	50%	\$359.88	\$359.88

Shipping & Handling Breakdown

Items Shipping From:

Sprogs

Shipping Via:

FedEx GROUND

Service(s) Included:

Product SubTotal:	\$719.76
Shipping & Handling:	\$0.00
Sales Tax:	0.00 *
Grand Total:	\$719.76

* Please note: Quoted pricing does not include sales tax; receipt of your tax exempt form is pending. If your form is not received, sales tax must be collected for us to complete your order.

Important Shipping Information

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

Sales Representative Comments

Thank you for the opportunity to earn your business.



www.schooloutfitters.com

PO Box 779193
Chicago IL 60677-9193

[View Quote & Buy Online](#)

**Need
help with
your order?**

Matthew Berry
Phone: 888-619-6928
Fax: 888-619-6929
matthew.berry@schooloutfitters.com

Item Details



Sprogs

Dragonfly Night Rug - Rectangle (7' 6" W x 12' L)

Early learners will love choosing a seat among the dragonflies on Sprogs' Dragonfly Night Rug. This bright, whimsical classroom rug features durable, Scotchgard treated nylon that resists stains. Antimicrobial protection prevents bacteria and mildew from growing. Digitally-injected ink resists fading so this colorful classroom rug is sure to stay vibrant for years. Meets Class One fire safety requirements, is Green Label Plus certified by CRI's indoor air quality program and is backed by a Lifetime abrasive wear.

Specifications

Product Weight (Lbs):	39
Assembly:	Assembled
Overall Width:	30" W (56" W including stools)
Carpet Density:	3800
Fiber:	100% type 6/6 nylon w/ 2 ply twist & heat set pile fiber
Other Info:	Made in the USA Meets Class 1 fire safety requirements Meets CRI indoor air quality program standards Anti-microbial treated Scotchgard treated Anti-static treated Edges bound & serged
Overall Length:	12' L
Overall Width:	7' 6" W
Pile Height (inches):	1/4" H
Stitches per inch:	12 x 1/10 gauge (120 tufts per sq inch)
Table Shape:	Rectangle
Warranty:	Lifetime abrasive wear

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
①	SPG-FA1386-44A	<u>Dragonfly Night Rug - Rectangle (7' 6" W x 12' L)</u>	1	\$719.76	50%	\$359.88	\$359.88



www.schooloutfitters.com

PO Box 779193
Chicago IL 60677-9193

[View Quote & Buy Online](#)

**Need
help with
your order?**

Matthew Berry
Phone: 888-619-6928
Fax: 888-619-6929
matthew.berry@schooloutfitters.com

Item Details



Sprogs

Firefly Rug (7' 6" W x 12' L)

The durable Firefly Rug (7' 6" W x 12' L) by Sprogs is perfect for reading nooks, relaxation spaces or other quiet areas. Designed to withstand years of daily use, this rug features bound and serged edges to prevent fraying and stain-resistant, 30-ounce nylon with anti-static treatment. Antimicrobial protection prevents build up of mold, mildew and other bacteria. The polypropylene backing keeps the rug firmly in place, even on slippery floors. Meets Class One fire safety requirements, is Green Label Plus certified by CRI's indoor air quality program and is backed by a Lifetime warranty.

Specifications

Product Weight (Lbs):	39
Length:	12'L
Width:	7' 6"
Warranty:	Limited lifetime

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
②	SPG-FA2411-44SO	<u>Firefly Rug (7' 6" W x 12' L)</u>	1	\$719.76	50%	\$359.88	\$359.88

QUOTE**SSL Quote Number:** Q-562249**Status:** Approved**Quote Name:****Currency:** USD**Created Date:** 04-01-2025**Expiration Date:** 05-31-2025**Customer Number:** 414651**Requestor Name:** Jessica Damic

jessicad@gmb.com

Customer Program: REMC/MI MARKETPLACE - 29%
CONSUMABLES 14% EQUIP

To place an order using this quote,
contact:
Phone: 888-388-3224
Email:

F&E_Orders_Quotes_Questions@schoolspecialty.com

**Sales Rep Name:** Tom Longcore**Sales Rep Email:** tom.longcore@schoolspecialty.com**Sales Rep Phone:** (231) 375-9457**Bill To:** ROCKFORD PUBLIC SCHOOLS

350 N MAIN ST

ROCKFORD, MI 49341-1092

Ship To: ROCKFORD COMMUNITY ED CC

350 N MAIN ST

ROCKFORD, MI 49341-1092

Lift Gate Truck Required: ☒**Inside Delivery:** ☐**Installation:****Notes:**

Quantity	SSL Item	Customer Item #	MFG Item	Image	Item Description	MSRP List	Your Price	Extended Price
1	009120		R999		(BULMAN PRODUCTS INC) RACK BULMAN EIGHT ROLL VERTICAL PAPER ASSEMBLED	\$842.89	\$946.64	\$946.64
3	296630				(BIRD IN HAND KITS) QS KIT SAND AND WATER TABLE CC WITH CLEAR TUB - SHELF AND COVER	\$3,761.46	\$727.65	\$2,182.95

Subtotal \$3,129.59**Estimated Taxes** \$0.00**Shipping & Handling** \$0.00**Total** \$3,129.59

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$15,000.00, please submit a hard copy of your Purchase Order.

Prices subject to change until all finish selections have been completed. Order will not be placed until all finish options are selected.

Signature:

Name:

Date:

Purchase Order Number:

QUOTE**SSL Quote Number:** Q-562245**Status:** Approved**Quote Name:****Currency:** USD**Created Date:** 04-01-2025**Expiration Date:** 05-31-2025**Customer Number:** 414651**Requestor Name:** Jessica Damic


jessicad@gmb.com

Customer Program: REMC/MI MARKETPLACE - 29%
CONSUMABLES 14% EQUIP

To place an order using this quote,
contact:
Phone: 888-388-3224
Email:

F&E_Orders_Quotes_Questions@schoolspecialty.com

**Sales Rep Name:** Tom Longcore**Sales Rep Email:** tom.longcore@schoolspecialty.com**Sales Rep Phone:** (231) 375-9457**Bill To:** ROCKFORD PUBLIC SCHOOLS
350 N MAIN ST
ROCKFORD, MI 49341-1092**Ship To:** PARKSIDE ELEMENTARY SCHOOL
156 LEWIS ST
ROCKFORD, MI 49341-1093**Lift Gate Truck Required:** ☒**Inside Delivery:** ☐**Installation:****Notes:**

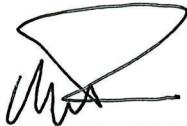
Quantity	SSL Item	Customer Item #	MFG Item	Image	Item Description	MSRP List	Your Price	Extended Price
1	009120		R999		(BULMAN PRODUCTS INC) RACK BULMAN EIGHT ROLL VERTICAL PAPER ASSEMBLED	\$842.89	\$946.64	\$946.64
8	296630				(BIRD IN HAND KITS) QS KIT SAND AND WATER TABLE CC WITH CLEAR TUB - SHELF AND COVER	\$3,761.46	\$727.65	\$5,821.20

Subtotal \$6,767.84**Estimated Taxes** \$0.00**Shipping & Handling** \$0.00**Total** \$6,767.84

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$15,000.00, please submit a hard copy of your Purchase Order.

Prices subject to change until all finish selections have been completed. Order will not be placed until all finish options are selected.

Signature:



Name:

Mike Ramon

Date:

4-16-25

Purchase Order Number:



PO Box 429367
Cincinnati, OH 45242
www.Schoolsin.com

Quote: QUO-034919-1
Prepared On: 4/1/2025
Valid Until: 4/29/2025

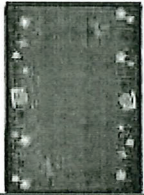

Questions about your Quote?

Contact Cy
P: 855-220-4714
cy.zack@schoolsin.com



Bill To:	Ship To:
Rockford Public Schools 350 North Main St Rockford, MI 49341	Parkside Elementary Jessica Damic 156 Lewis St Rockford, MI 49341 PHONE: (616) 796-0200
Account # A-75361	

Shipment 1

SKU	Description	QTY	Unit Price	Total Price
<u>JOY-1717D</u>	Summer Friends Rug - Rectangle - 7' 8"W x 10' 9"L	4	\$364.00	\$1,456.00
				
<u>JOY-1792D</u>	Playful Pond Rug - Rectangle - 7' 8"W x 10' 9"L	2	\$364.00	\$728.00
				
Subtotal:				\$2,184.00
Shipping: Lift Gate				\$477.90

Product Total: \$2,184.00
Shipping Total: \$477.90
Sales Tax: \$131.04
Grand Total \$2,792.94



PO Box 429367
Cincinnati, OH 45242
www.Schoolsin.com

Questions about your Quote?

Contact Cy
P: 855-220-4714
cy.zack@schoolsin.com



Shipping Methods

Ground: Ground shipping refers to individual packages weighing less than 70 pounds that shippers send through regular carriers, such as FedEx or UPS.

Tailgate: With Tailgate Delivery, the driver brings your items to the back of the trailer. From there, the customer is responsible for moving the items off the truck and into the building. For the safety of our customers, the tailgate delivery option is not available on heavy loads without a loading dock or a fork lift.

Lift Gate: Lift Gate delivery allows a motorized platform on the back of the truck to carefully lower your items to the ground. Once the items are on the ground, you are responsible for moving them into the building. If you do not have an elevated platform/dock or a fork lift, we recommend lift gate service.

Inside Delivery: Inside Delivery allows the driver to deliver the order onto your loading dock or up to 10 feet inside the front door on the ground floor. Freight carriers are not insured to handle packages - which can be heavy or difficult to handle - past the back of the truck unless Inside Delivery is indicated.



VS America, Inc.
1940 Abbott Street Suite 501
Charlotte, NC 28203
704-378-6500

Quotation

Quote Number 0200263961

Revision 4

Revision Date 04/15/2025

Customer Rockford Public Schools
350 North Main
Rockford MI 49341
United States

Contact Ronda Oosting

Customer Reference Great Lakes - Rockford PS

Date Quoted 04/03/2025

Inside Sales Contact Ella Stumpf
e.stumpf@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC (R191818)
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	33537 JUMPER Air Move KiGa, swivel chair, gas-spring height adjustment from 34.8-43.7cm, polypropylene seat and backrest shell size L, with piggy-back suspension	10	\$ 304.80	\$ 3,048.00
	230 metal color 063 anthracite 280 seat / backrest plastic 073 black grey 500 glides / castors 064 soft castors, height +2,5cm 903 packaging 002 with export protection Unit List Price \$ 381.00 Discount (%) 20.00000 Article MID 33537-01043			
2	03823 Rondo stool, steel, stackable, multiplex seat, ø 35cm	7	\$ 124.80	\$ 873.60
	204 seat height 035 35cm size yellow 230 metal color 063 anthracite 262 wooden parts seat / backrest 021 light green 500 glides / castors 021 felt glides 903 packaging 002 with export protection Unit List Price \$ 156.00 Discount (%) 20.00000 Article MID 03823-01172			
3	03823 Rondo stool, steel, stackable, multiplex seat, ø 35cm	7	\$ 124.80	\$ 873.60
	204 seat height 035 35cm size yellow 230 metal color 063 anthracite 262 wooden parts seat / backrest 011 stained black 500 glides / castors 021 felt glides 903 packaging 002 with export protection Unit List Price \$ 156.00 Discount (%) 20.00000 Article MID 03823-01152			
4	03823 Rondo stool, steel, stackable, multiplex seat, ø 35cm	7	\$ 124.80	\$ 873.60
	204 seat height 035 35cm size yellow 230 metal color 063 anthracite 262 wooden parts seat / backrest 045 broom yellow 500 glides / castors 021 felt glides 903 packaging 002 with export protection Unit List Price \$ 156.00 Discount (%) 20.00000 Article MID 03823-01173			
5	03823 Rondo stool, steel, stackable, multiplex seat, ø 35cm	7	\$ 124.80	\$ 873.60
	204 seat height 035 35cm size yellow 230 metal color 063 anthracite 262 wooden parts seat / backrest 022 light blue 500 glides / castors 021 felt glides 903 packaging 002 with export protection Unit List Price \$ 156.00 Discount (%) 20.00000 Article MID 03823-01174			

Item	Model/Description	Quantity	Unit Net Price	Extended price
6	21095 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 22.5 kg	7	\$ 432.00	\$ 3,024.00
	205 table height 064 64cm size red 230 metal color 091 white RAL 9016 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 041 2 castors, 2-component glides 903 packaging 002 with export protection Width 120,0 cm Depth 80,0 cm Unit List Price \$ 540.00 Discount (%) 20.00000 Article MID 21095-01076			
7	33400 JUMPER Air Active, chair with polypropylene seat and backrest shell	18	\$ 138.40	\$ 2,491.20
	204 seat height 035 35cm size yellow 230 metal color 063 anthracite 280 seat / backrest plastic 073 black grey 500 glides / castors 001 plastic glides 903 packaging 002 with export protection Unit List Price \$ 173.00 Discount (%) 20.00000 Article MID 33400-01071			
8	03825 Hokki, plastic stool for active sitting	6	\$ 88.80	\$ 532.80
	204 seat height 031 31cm size violet 290 color 073 dark-grey 281 seat type / finish 005 Foam overlay 903 packaging 002 with export protection Unit List Price \$ 111.00 Discount (%) 20.00000 Article MID 03825-00074			
9	33537 JUMPER Air Move KiGa, swivel chair, gas-spring height adjustment from 34.8-43.7cm, polypropylene seat and backrest shell size L, with piggy-back suspension	1	\$ 304.80	\$ 304.80
	230 metal color 063 anthracite 280 seat / backrest plastic 073 black grey 500 glides / castors 064 soft castors, height +2,5cm 903 packaging 002 with export protection Unit List Price \$ 381.00 Discount (%) 20.00000 Article MID 33537-01043			

Item	Model/Description	Quantity	Unit Net Price	Extended price
10	01440 Shift+ Base freeform student's table, convex, stackable, 4-leg frame with black end caps and center frame, table top WxD 96.8x54/39.1cm	4	\$ 343.20	\$ 1,372.80
	205 table height 059 59cm size yellow 230 metal color 091 white RAL 9016 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 041 2 castors, 2-component glides 903 packaging 002 with export protection Unit List Price \$ 429.00 Discount (%) 20.00000 Article MID 01440-01336			
11	01441 Shift+ Base freeform student's table, concave, stackable, 4-leg frame with gray end caps and center frame, table top WxD 98.5x54/38.9cm	4	\$ 343.20	\$ 1,372.80
	205 table height 059 59cm size yellow 230 metal color 091 white RAL 9016 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 500 glides / castors 041 2 castors, 2-component glides 903 packaging 002 with export protection Unit List Price \$ 429.00 Discount (%) 20.00000 Article MID 01441-01337			
12	21095 LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 22.5 kg	4	\$ 432.00	\$ 1,728.00
	205 table height 059 59cm size yellow 230 metal color 091 white RAL 9016 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 041 2 castors, 2-component glides 903 packaging 002 with export protection Width 120.0 cm Depth 80.0 cm Unit List Price \$ 540.00 Discount (%) 20.00000 Article MID 21095-01074			
13	23088 Special EcoTable-R, half-circle table, four-legged round tube frame, dia. 160cm * Kidney-Shaped, 180x90cm, with 25mm thickness, table top rounded on visitor side, cut out on user side 30,5 cm deep with 25cm straight on either side	1	\$ 731.20	\$ 731.20
	205 table height 059 59cm size yellow 230 metal color 091 white RAL 9016 348 top 055 Chipboard laminated 209 thickness 190 19mm 356 color laminate 028 natural maple laminate 439 table top edge 002 2.5mm plastic, r= 2.5mm 440 laminate color table top edge 028 natural maple laminate 500 glides / castors 040 2-component glides 903 packaging 002 with export protection Unit List Price \$ 914.00 Discount (%) 20.00000 Article MID 23088-01198			

Item	Model/Description		Quantity	Unit Net Price	Extended price
14	21095 Special LiteTable-ST, lightweight construction table, stackable, circular steel tube frame, table weight 22.5 kg *Table Height at 30cm (12")		1	\$ 724.80	\$ 724.80
	205	table height	999	*Table Height at 30cm (12")	
	230	metal color	091	white RAL 9016	
	348	top	055	Chipboard laminated	
	209	thickness	190	19mm	
	356	color laminate	028	natural maple laminate	
	439	table top edge	002	2.5mm plastic, r= 2.5mm	
	440	laminate color table top edge	028	natural maple laminate	
	500	glides / castors	041	2 castors, 2-component glides	
	903	packaging	002	with export protection	
	Width	120.0 cm			
	Depth	80.0 cm			
	Unit List Price \$ 906.00				
	Discount (%) 20.00000				
	Article MID 21095-01079				
15	45320 Shift+ Landscape low cabinet, 2 intermediate partitions, for up to 3 rows with shelf inserts or with guide plates, each for a maximum of 8 plastic boxes 7.5cm high or 4 plastic boxes 15cm high per row		1	\$ 1,695.20	\$ 1,695.20
	506	sliding handle	009	2 sliding handles	
	237	metal color handle	091	white RAL 9016	
	340	body	001	chipboard décor	
	341	body color laminate	028	natural maple laminate	
	344	base type	029	mobile, spec.castors, d= 10cm	
	361	finished back	022	perforated metal	
	362	color finished back	091	white RAL 9016	
	505	equipment	074	with magnet for linking	
	544	Row 1	016	plast. boxes 7.5cm high transl	
	545	Row 2	016	plast. boxes 7.5cm high transl	
	546	Row 3	016	plast. boxes 7.5cm high transl	
	903	packaging	002	with export protection	
	Width	105.5 cm			
	Height	91.5 cm			
	Depth	42.5 cm			
	Unit List Price \$ 2119.00				
	Discount (%) 20.00000				
	Article MID 45320-01104				
16	45412 SpaceWalk, Triple-Standard storage module, rectangular tubular frame, with 4 castors, 3 rows with guide rails, each for 9 single or 4 double, 3 triple or 2 quad boxes, W/H/D 105.8x99.6x48.3cm		2	\$ 1,493.60	\$ 2,987.20
	544	Row 1	910	receives 6" (+3") bins clear	
	545	Row 2	910	receives 6" (+3") bins clear	
	546	Row 3	910	receives 6" (+3") bins clear	
	231	metal color frame	091	white RAL 9016	
	348	top	020	steel	
	238	metal color top	091	white RAL 9016	
	903	packaging	002	with export protection	
	Unit List Price \$ 1867.00				
	Discount (%) 20.00000				
	Article MID 45412-01095				

Subtotal	\$ 23,507.20
Shipping (Rockford, MI 49341)	\$ 1,600.00
Installation	\$ 2,178.00
Total	\$ 27,285.20

Payment Terms: Net 30 days

Please send POs to: orders@vsamerica.com



Memorandum

To: Dr. Steve Matthews, Superintendent of Schools
From: Allison Clements, Assistant Superintendent of Business and Operations
Date: April 21, 2025
Subject: Weight Training Equipment

North Rockford Middle School is introducing a weight training class for students, starting in the 2025-2026 school year. This class is already offered at East Rockford Middle School and focuses on teaching proper and safe strength training techniques. After school, the weight room will be available for students and athletic teams to use. It will be equipped with free weights, kettlebells, benches, stationary bikes, and plyometric equipment, providing multiple training stations during class.

Rockford Public Schools obtained quotes for the equipment. Rogers offered the lowest price and is consistent with weight training equipment throughout the district. This quote includes additional equipment for East Rockford Middle School providing comparable offerings for weight training programs. The concept and quotes were presented to the Building and Site Committee on April 1, 2025. The price of the new equipment will be \$39,798.00 funded through proceeds from the 2019 bond.

ATC/jg
Attachment



528 Pioneer Parkway
Clare, MI 48617
Phone: 800-248-0270
Fax: 888-549-9659
www.rogersathletic.com

Quote for Rockford Public School
Quote: 39357
Revision: 5
Offer Valid Through: 5/1/25
Proposed by: Karl Jenkins
Phone: (800) 248-0270
Email: kjenkins@rogersathletic.com

Quote Reference Number: 39357

Address Information

Bill To:

Rockford Public School
350 North Main Street
Rockford, Michigan 49341
United States

Ship To:

Rockford Public School
350 North Main Street
Rockford, MI 49341
United States

Contact Buying: Brent Cummings

Phone: (616) 450-4379

Email: bcummings@rockfordschools.org

Contact Shipping: Brent Cummings

Phone: (616) 450-4379

Email: bcummings@rockfordschools.org

Terms and Conditions

Payment Terms: Net 30 Days

Rockford Public School - strength-Custom Racks

Products

Description	Part Number	Qty	Price	Ext Price
7' Tall Pendulum Basic Rack Rack Base Color: Gloss Black Accent Color: Gloss Black Cross Bars (Custom RAL 2004) + Front Cross Bar: Basic Arch Chin Bar Upper Storage + Upper Position 1: Rack Band Hanger + Upper Position 2: Rack Band Hanger Storage Horns + Storage Horn: Standard Upright Accessories + Front Upright Position 1: Pendulum Power Lock-N-Load Hooks (Pair) Attachment + Front Upright Position 2: Pendulum Front Safety Bar (Pair) Attachment	410981-Custom	4	\$1,850.00 USD	\$7,400.00 USD
411547-102" Bridge to connect Racks Base Color: Custom RAL 2004	411547-Custom	4	\$225.00 USD	\$900.00 USD
Utility Bench	410947	8	\$856.00 USD	\$6,848.00 USD

Base Color: Flat Black				
Seat + Narrow Black				
Dumbbell Rack 89"	410846	2	\$1,189.00 USD	\$2,378.00 USD
Base Color: Gloss Black				
Rack Tiers + Top Tier: Dumbbell Coated Shelf + Middle Tier: Dumbbell Coated Shelf + Bottom Tier: Dumbbell Coated Shelf				
Dumbbell Rack 89"	410846	2	\$1,189.00 USD	\$2,378.00 USD
Base Color: Gloss Black				
Rack Tiers + Top Tier: Dumbbell Coated Shelf + Middle Tier: Dumbbell Coated Shelf + Bottom Tier: Kettle Bell Coated				
Dumbbell Rack 55"	410845	2	\$692.00 USD	\$1,384.00 USD
Base Color: Gloss Black				
Rack Tiers + Top Tier: Kettle Bell Coated + Middle Tier: Kettle Bell Coated + Bottom Tier: Kettle Bell Coated				
DC Block 200- 15.5"W x 19"L x 2"H	purch	64	\$39.00 USD	\$2,496.00 USD
TEXAS POWER BAR 7' PLSHD COMPETITION #TPB (W.HSE)	410504W	8	\$329.00 USD	\$2,632.00 USD
Troy Dual Grip Hex bar	purch	4	\$189.00 USD	\$756.00 USD
Troy Womens Training Bar 35lb	purch	4	\$161.00 USD	\$644.00 USD
TRX Commercial suspnsion trainer	purch	4	\$195.00 USD	\$780.00 USD
Dynamix Med Ball 10lb	purch	4	\$110.00 USD	\$440.00 USD
Dynamix Med Ball 14lb	purch	4	\$121.00 USD	\$484.00 USD
TROY SOLID URETHANE DUMBBELLS 1PR EA 5-50 LBS.	purch	2	\$2,144.00 USD	\$4,288.00 USD
TROY 55 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$154.00 USD	\$616.00 USD
TROY 60 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$166.00 USD	\$664.00 USD
TROY 65 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$180.00 USD	\$720.00 USD
TROY 7.5 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$69.00 USD	\$276.00 USD
TROY 10 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	6	\$74.00 USD	\$444.00 USD
TROY 12.5 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$74.50 USD	\$298.00 USD

TROY 15 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$81.00 USD	\$324.00 USD
TROY 17.5 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$81.50 USD	\$326.00 USD
TROY 20 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	6	\$92.00 USD	\$552.00 USD
TROY 22.5 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$92.50 USD	\$370.00 USD
TROY 25 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$104.00 USD	\$416.00 USD
TROY 27.5 LB 12 SIDED SOLID URETHANE DUMBBELL EACH	purch	4	\$104.50 USD	\$418.00 USD
TROY 10LB. KETTLEBELL SECOND GENERATION	purch	4	\$13.00 USD	\$52.00 USD
TROY 20LB. KETTLEBELL SECOND GENERATION	purch	5	\$26.00 USD	\$130.00 USD
TROY 30LB. KETTLEBELL SECOND GENERATION	purch	5	\$39.00 USD	\$195.00 USD
TROY 40LB. KETTLEBELL SECOND GENERATION	purch	7	\$53.00 USD	\$371.00 USD
TROY 50LB. KETTLEBELL SECOND GENERATION	purch	5	\$66.00 USD	\$330.00 USD
TROY 45LB TROY COMPETITION BLACK BUMPER PLATE	purch	32	\$127.00 USD	\$4,064.00 USD
TROY 25LB TROY COMPETITION BLACK BUMPER PLATE	purch	40	\$74.00 USD	\$2,960.00 USD
TROY 10LB BLACK BUMPER PLATE	purch	48	\$32.00 USD	\$1,536.00 USD
TROY VTX RUBBER ENCSSED PLATE 5LB PLATE	purch	16	\$7.00 USD	\$112.00 USD
TROY VTX RUBBER ENCSSED PLATE 2.5LB PLATE	purch	16	\$3.50 USD	\$56.00 USD
Perform better Med ball storage	purch	2	\$240.00 USD	\$480.00 USD

Services

Description	Qty	Price	Ext Price
-------------	-----	-------	-----------

Additional Charges/Credits

Description	Qty	Price	Ext Price
Shipping & Freight	1	\$2,111.00 USD	\$2,111.00 USD

Alternates

Description	Part Number	Qty	Price	Ext Price
-------------	-------------	-----	-------	-----------

Products Total:	\$49,518.00 USD
Services Total:	\$0.00 USD
Additional Charges/Credits Total:	\$2,111.00 USD
Alternates Total:	\$0.00 USD
*Net Total:	\$51,629.00 USD

Quote Comments

Specific Terms

Assembly required on Sleds/Chutes.

Quoted price does not include any State and/or Local Taxes unless specified in the quotation.

*Quoted Net Total does not include Alternate items; Ask for a quote revision after approving or rejecting Alternates to see an updated Net Total.

Lead time is estimated and varies based on manufacturing capacity. Actual ship date will be determined at placement of order. Shipping rates are subject to change. Freight Terms: FOB Clare – MI.

Rogers Athletic collects tax in the following states: AL AR CA CO FL GA HI IL IN MI NJ PA TX WA.

A tax-exempt certificate must be provided at time of order placement or sales tax will be added to the order. These can be forwarded to the following email address: taxexemptions@rogersgrp.com

All Labor and costs associated with docking, unloading, transferring or set up of the equipment and removal of debris are not included unless specified in the quotation.

Configured parts or part numbers ending in '-Custom' will have a production suffix added to the part number upon sales order creation and may appear different on invoices.

Visa – Mastercard – American and Discover Accepted

Remit payments to:
528 Pioneer Parkway
Clare, MI 48617

Material Price Escalation – The Contract price has been calculated based on the current prices for the component materials. However, the market for the materials is considered to be volatile, and sudden price increases could occur. Seller agrees to use its best efforts to obtain the lowest possible prices from available material suppliers. However, if there are increases in the prices of these materials that are purchased after execution of this Contract for use in this Project, Owner agrees to pay for a material cost increase to the seller. Any such increases will be documented in writing either in a revised quote or change order.

Order Authorization

Date

All rights reserved. Copyright Rogers Group, Inc.



Memorandum

To: Dr. Steve Matthews, Superintendent of Schools
From: Allison Clements, Assistant Superintendent of Business and Operations
Date: April 21, 2025
Subject: District Security Bid Summary

In keeping with the Rams XII Pillar 2.C.3, Evaluate and Upgrade Physical Safety Measures Throughout the District; Rockford has put out to bid our security contract. The district's current security contract will expire in the summer of 2025. The contract bid consists of the district's physical, facility-based security system work, which consists of alarm systems, video monitoring system, and access control system. By using one contractor this provides a system that insures a common set of workmanship, operational, and personnel consistency. The concept was presented to the Finance Committee on Feb 19, 2025.

The proposed contract period is July 2025-June 2028. This project is to establish an access control and video surveillance contractor for the next three years. This contract is not specifically tied to a construction or technology project at this time. It establishes fixed hourly labor rates, fixed labor rate increases and material mark-up percentages. Rockford has done this with a previous contract and it provided significant cost savings and consistent reliable installation over multiple projects. The bid summary will be presented to the Board of Education on April 21, 2025. The recommendation is to approve the contract with Parkway Electric of Holland, Michigan for the district's three-year security contract.

ATC/jg

Attachment



Rockford Public Schools

Bid Tabulation

Name: Security System Renovations
Date: April 2, 2025 at 11:00am

#	Bidder Name	Contract Form (Y/N)	Addendum #1 (Y/N)	Security (Bond/Check)	Familial Statement (Y/N)	References (Y/N)	Contract Exceptions (Y/N)	Electronic Version (Y/N)	Section 28 13 00 Building Access System	Section 28 23 00 Video Monitoring System	NOTES:
1	Security 101	X	X	X	X	X	X	X	\$122,108.54	\$34,269.53	
2	Parkway Electric	X	X	X	X	X	X	X	\$60,448.91	\$44,550.74	
3	Grand Valley Automation	X	X	X	X	X	X	X	-	\$28,462.01	
4	Town & Country Electric	X	X	X	X	X	X	X	\$65,110.00	\$42,301.23	
5	S A Morman & Co.	X	X	X	X	X	X	X	-	\$34,018.13	
6	AOB Security Designs	X	-	X	X	X	X	X	\$76,447.63	\$41,069.19	MOSS can not support the current system and proposed an alternate. Proposed alternate would require additional materials not listed in proposal pricing.
7	MOSS	X	X	X	X	X	X	X	\$18,209.98	\$58,446.70	
8											
9											
10											



Bid Review Report

ROCKFORD PUBLIC SCHOOLS
SECURITY SYSTEM RENOVATIONS

Issued: March 14, 2025

Opened: April 2, 2025

Review Date	April 8, 2025
Selected Bidders	Parkway Electric
Contract	\$ 104,999.65
Designer Approval	Christopher Meuser
Owner Approval	Allison Clements

IN REVIEW OF BID(S), THE FOLLOWING DUE DILIGENCE WAS PERFORMED:	
A	Reviewed bids for compliance with specifications and contract provisions.
B	Conducted post-bid interview, requested and received bid clarifications from bidder on April 8, 2025.
C	Review team (Bob Stull, Scott Beckman, Allison Clements, Carl VanderZee, and Chris Meuser) conducted independent equipment reviews and specification comparisons using manufacturer websites and other resources.
D	Contacted reference accounts to inquire about the experience, workmanship, warranty compliance, and overall satisfaction.
E	Discussed alternates proposed and technology options with review team.
F	Considered separation of contract to individual categories of work versus the value of a combined award for both categories.
G	Noted two low compliant bidders were within 3% of each other. And considered the material mark-up rates and labor rates bid and the impact of those rates on anticipated projects over the contract duration.

Recommendation	Board Motion
	To approve a contract with Parkway Electric of Holland, Michigan in the amount of \$104,999.65, for the District Three Year Security Contract to be paid with funds from the 2019 bond proceeds.



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

RESOLUTION ESTABLISHING STAFF

APPRECIATION WEEK MAY 5-9, 2025

WHEREAS, THE Rockford Board of Education is proud to commemorate the week of May 5, 2025, as Staff Appreciation Week, and Tuesday, May 6, 2025, as Staff Appreciation Day, as a way of expressing appreciation for the vital roles that teachers and school employees play in the education of children, and recognizing that our future lies in their hands; and

WHEREAS, teachers and support staff devote their time and talents in an effort to assure that all children succeed. They are role models for children at the most impressionable state in their development, and it is most fitting that we pause to grant them the recognition and praise that they deserve; and

WHEREAS, teachers and support staff, through their work in public schools, provide the basis for preservation of our democratic heritage. Staff Appreciation Week is an effective and positive way of honoring all the teachers and other school employees for their efforts and their influence on the education of those who will eventually take their place as the leaders of America; now

THEREFORE, IT BE RESOLVED, by the Rockford Board of Education that we commemorate the week of May 5, 2025, as Staff Appreciation Week, and Tuesday, May 6, 2025 as Staff Appreciation Day for all citizens to recognize Rockford's outstanding and dedicated teachers and support staff.

Adopted April 21, 2025

Jarrold Folsom, President

Rockford Board of Education

Dr. Steve Matthews, Superintendent

Rockford Public Schools

SCHOOL DISTRICT: _____

(Per revised by-laws, one vote for each district)

BALLOT

KENT INTERMEDIATE ASSOCIATION OF SCHOOL BOARDS

BOARD OF DIRECTORS:

**CURRENTLY, 2 OPEN SEATS WITH 1 CANDIDATE RUNNING FOR A THREE-YEAR
TERM EXPIRING JUNE 30, 2028**

The current board members whose terms will expire June 30, 2025, are:

- **Beth Milanowski (Formerly East Grand Rapids Public Schools– Region 2)**
- **Andrea Haidle (Kent ISD)**

Please choose ONE from the list below for the KIASB Board of Directors:
(*Incumbent)

☐ **Andrea Haidle (Kent ISD)**

(Signature) _____

(Date) _____

*****PLEASE NOTE*****

Per the revised by-laws, each active **school board** shall have one vote for elections. *Per consensus of board members* each active school board will mark the ballot for not more than the number of Directors specified.



Memorandum

To: Dr. Steve Matthews, Superintendent of Schools
From: Allison Clements, Assistant Superintendent of Business and Operations
Date: April 21, 2025
Subject: School Bus Inspections

Rockford Public Schools is required to have an annual bus inspection by the Michigan State Police which results in each bus receiving a red, yellow, or green tag. Rockford's bus inspection was on March 21-March 28, 2025.

Rockford received all green tags on the entire bus fleet. Matt Puett, Director of Transportation will present the results of the inspections to the Rockford Board of Education on April 21, 2025.

ATC

jg



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

Human Resources Department

Dr. Korie Wilson-Crawford, Assistant Superintendent

350 N. Main Street • Rockford, MI 49341

Phone: 616.863.6554 • Fax: 616.863.6355

HUMAN RESOURCES COMMITTEE MEETING

8:30 a.m., Administration Office

April 15, 2025

Present: Tricia Anderson, Kelley Freridge, Christie Ramsey, Dr. Korie Wilson-Crawford,
Jill Avink (recorder).

SUMMARY	AGENDA ITEMS
Korie Wilson-Crawford welcomed everyone. Kelley Freridge called the meeting to order at 8:30 am	Welcome
Christie moved the approval of the April 15, 2025, meeting agenda. Kelley Supported	Approval of 04/15/2025 agenda
Kelley moved the approval of February 25, 2025 minutes. Christie Supported	Approval of 02/25/2025 Minutes
Korie discussed the new ESTA law and how it impacts Rockford employees time off, who it will apply to and how it will be administered. The RPS ESTA year will run July 1 st – June 30 th annually.	ESTA
Korie shared the 2025 retirees list and the date of the retirement party. This year will be a smaller group of retirees.	Retiree Report
Korie discussed the tenure process for our certified staff. The 2025-2026 tenure list will be presented to the board at the April board meeting. Staff completing 5 successful years of teaching will be granted tenure.	Tenure Report
Korie shared the hiring process as we move to the 2025-2026 school year. With retirements and the Parkside movement the district will look at all openings and staff accordingly	Staffing 2025-2026
Korie will be meeting with both REA and RESPA for pre bargaining sessions to discuss the 2025-2026 wage reopener. As the district gets the state and federal funding updates the new salary grid will go to the board in either June or July. We will work collaboratively with our union groups once the 25-26 financial information and enrollment become clearer.	Bargaining Update
Kelley Freridge adjourned the meeting at 9:37 am	Adjournment

cc: Board members
Central office administrators



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

RPS Board of Education Building and Site Committee Minutes

April 1, 2025

Meeting Location: Administration Building

Meeting Time: 8:30 a.m.

Attendance: Tricia Anderson, Kelley Freridge, Andrea Jacobson, Allison Clements, Brent Cummings, Shawn Hayward, Matt Puett, and Joanne Gerhard

Kelley Freridge called the meeting to order at 8:30 a.m.

Andrea Jacobson called for a moment of silence.

Andrea Jacobson moved to approve the previous meeting minutes. Kelley Freridge seconded.

Construction Update- Rockford Freshman Center, North Rockford Middle School, Paving Projects

Rams XII Initiative Pillar 5.C.2 Modernizing Infrastructure

Shawn Hayward updated the committee on the ongoing progress of the RFC, NRMS, and summer paving schedule.

Details:

Shawn Hayward gave an update about the Rockford Freshman Center. Scheduled for the upcoming months is an Op-Tech/ IT renovation and the beginning of light demo prepping for the summer work. Projects planned for the summer include cafeteria renovation, project labs, media center and courtyard renovations.

This summer North Rockford will begin working on the Art room, CI room, Food room, teachers' lounge, and boiler room. NRMS will replace all windows and add air conditioning.

Summer Paving Projects to Parkside Elementary, Rockford Freshman Center, and the High School are still on track to be completed by the middle of August.

Sinclair MiDeal

Rams XII Initiative Pillar 5.C.3 Facility Access

Allison Clements presented a rendering of the future playground for Parkside.

Details:

Allison Clements explained the district used Consortium pricing for the new playground. The playground will be ADA friendly and will be fenced. The playground will be accessible to the public outside of operating hours.

Bus Inspection

Rams XII Initiative Pillar 5.C.2 Modernizing Infrastructure

Rams XII Initiative Pillar 5.C.3 Facility Access

Matt Puett presented the results of the state of Michigan bus inspection.

Details:

The State Inspector presented the mechanics with an award for a perfect inspection. The 70 bus fleet had all green tags.

Weight Training Equipment

Rams XII Initiative Pillar 2.A.4 Physical and Mental Health Support

Brent Cummings described the addition of a Strength and Conditioning room at North Rockford Middle School.

Details:

Brent Cummings provided an explanation of the equipment and strategy for the upcoming Strength and Conditioning class to be offered in the future at North Rockford Middle School. A weight training room already exists at East Rockford Middle School. The order includes equipment for North Rockford Middle School and additional equipment for East Rockford Middle School ensuring both schools will have access to the same program offering.

Committee Members Questions and Other Items

Andrea Jacobson asked about the possibility of TVs in the concession area broadcasting sporting events.

Kelley Freridge asked about the potential future bond. Tricia Anderson was interested in a summary of the community committee discussion ideas for the Board of Education.

Tricia Anderson inquired about the possibility of removing the invasive plant species behind Valley View Elementary and the possibility of help from the Rockford Sustainability Committee and the Kent Conservation District.

9:19 a.m. Tricia Anderson made a motion to adjourn the meeting. Andrea Jacobson seconded.



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

RPS Board of Education Curriculum and Instruction Council

April 17, 2025

Meeting Location: Administration Building **Meeting Time:** 7:30 a.m.

Attendance: Mike Ramm, Jarrod Folsom, Andrea Jacobson, Rachel Kreuze (7:39-8:12), Larinda Fase (8:02), and Tracy Ignasiak (recorder)

Jarrod Folsom called the meeting to order at 7:35 a.m.

Jarrod moved, Andrea Jacobson supported the approval of the minutes from February 2025.

Welcome

Mike Ramm welcomed all in attendance and shared the purpose of the Board Curriculum and Instruction Council meetings are to engage the RPS Board of Education (BOE) committee members in meaningful dialogue surrounding district, student learning-focused topics and initiatives.

Outdoor Learning Update

RAMS XII Strategic Plan 1.D.2 Innovation Programming

Topic Objective:

- Update the committee about the staffing, enrollment and site preparation for Edgerton Trail's Outdoor Learning 4th Grade Magnet Program.

Details:

Mike reminded the committee of the February 2025 Outdoor Learning Program proposal to begin a 4th grade Outdoor Learning classroom for 26-28 students at Edgerton Trails Elementary beginning in the fall of 2025. Since then, a family night was held where approximately 45 families attended to learn more about the program, tour the building and the outdoor space, as well as learn about the application, selection process and timeline. There was a lot of great energy at the event which resulted in 41 applications, including students from all district elementary buildings. The student application is a three-part series including the online application, a survey completed by the applicant's classroom teacher, and a lottery that will take place on May 2nd. In order to shift the district resources and needs, an internal teacher will be selected as the Outdoor Learning program teacher. Three current Rockford teachers will be interviewed with an anticipated selection in two weeks. This summer a few improvements will be made to the Outdoor Learning space such as plaques identifying species, benches around the trails and the purchasing of additional equipment to harvest sap and make maple syrup.

Jarrod asked Mike about the opportunity for Schools of Choice students to apply for and attend the Outdoor Learning program. Mike stated that for the beginning of the program, the district will offer it to district-residents only, however the idea of expansion in the future is definitely a consideration based on

the logistics and the amount of applications received.

The district intends to sign a contract in the near future with John Ball Zoo which will make the Zoo School opportunity available to all district 4th grade students. In the past, the majority of the district's elementary buildings have sent their 4th graders to John Ball Zoo for a four-day educational opportunity during the school day. Over the last few years, the John Ball Zoo's Zoo School has gained momentum with other districts which has resulted in a long wait list, unfortunately excluding the remaining district elementary schools from participating. The contract with the Zoo School will make the program available to all Rockford elementary schools allowing the opportunity for all 4th grade district students to participate. This will also make 4th grade learning district-wide more consistent.

The district also intends to form a partnership in the 2026-2027 school year with Junior Achievement (JA) for all district 5th grade students. The JA facility, located off of East Paris in Grand Rapids, houses a fully interactive town named Biz Town. Biz Town simulates the day to day activities of a thriving community allowing students to participate as producers and consumers, responsible for running businesses, managing money, fundraising, advertising, voting and more. This opportunity directly aligns with our district's Social studies curriculum and career readiness strategic planning.

College Credit Earning Opportunities

RAMS XII Strategic Plan 1.B.3 College Credit and Certification Opportunities

Topic Objective:

- Share with the committee the numerous opportunities for students to earn college credit through Rockford High School's offerings.

Details:

Rachel Kreuze presented to the committee that the number of students earning college credit has increased the last several years, especially since coming out of the pandemic. The current lanes of college credit opportunities that Rockford High School (RHS) currently offers are articulation, Advance Placement (AP), dual enrollment and early college classes. Through the articulation process, Davenport University has the most robust offerings for earning college credit based on Rockford Public Schools' curriculum and RHS also has the most opportunities in the region for students to earn college credit.

Our district currently offers early college credit opportunities with Ferris State University (FSU) and Grand Valley State University (GVSU) with a future partnership in the works with Grand Rapids Community College (GRCC), the most attended post-secondary institution for RPS graduates. For GRCC, future opportunities will also include opportunities for students to earn credit toward a trade certification.

In the dual enrollment lane, GVSU has courses for students interested in the medical and education career paths. Dual enrollment courses are taught by Rockford teachers who have been approved by the colleges for dual enrollment opportunities.

In the 2025-2026 school year, advanced placement will pilot AP World History at the Freshman Center which will also meet the World Studies credit requirement. College Board is in the process of approving physiology as an AP class and, once that is available, RPS will offer that, as well.

Last year, RPS was approved as a College-Level Exam Program (CLEP) testing site so for courses that RPS does not offer advanced placement, students can take CLEP modules and earn college credit for a handful of classes through Rockford such as pre-calculus and an advanced French class. A benefit to the CLEP testing is it can be taken at any time of the year when the student feels they are prepared and not only at the end of the school year when other advanced placement tests are administered.

11th Grade ELA

RAMS XII Strategic Plan 1.A.1 - Guaranteed and Viable Curriculum

Topic Objective:

- Provide an update on the 11th grade ELA pilot that began with the beginning of the third trimester in March 2025.

Details:

Mike shared with the committee the English 11 pilot that was originally introduced in February has been going very well this semester and it will be brought to the Board of Education in May 2025 to purchase the curriculum. Beginning fall 2025 our district will have an aligned English curriculum for students in DK-11th grades.

Multi-Tiered Systems of Supports - Behavior

RAMS XII Strategic Plan 2.A.2 Tiered Systems of Support

Topic Objective:

- Larinda Fase will provide an overview of the process of the tiered behavior framework process that four elementary schools and both middle schools are participating in. Larinda will also provide an update about the intended benefits to our school communities.

Details:

This year, four elementary schools (Belmont, Lakes, Parkside and Valley View) and both middle schools are building an implementation of the Multi-Tiered Systems of Support (MTSS) with the overall goal to launch the system to the rest of the district in 2025-2026. MTSS is a framework used to provide differentiated instruction and support to students based on their needs, both academically and behaviorally, and focuses on preventing behavior issues before they escalate. By identifying and addressing problems early, schools can support students more effectively. It uses a data-driven approach that aims to identify students who may be struggling early on and provide increasingly targeted interventions. The big picture of this system is it will be the same system we have built with academics, Tier I, Tier II and Tier III - we teach something, for the students who learned it we are able to extend the ideas, for the students who didn't learn it, we are able to intervene.

As an extension of MTSS, NRMS has implemented a Behavior Academy. Through the process of collecting discipline data, NRMS has determined students who are routinely exhibiting a specific behavior. During RAM time, these students are assigned to the Behavior Academy and work with professional staff about their infraction and then work on how to make better decisions next time.

In the fall of 2025-2026, the six schools that piloted the program will continue to fully implement the program while the remaining district schools will train on and transition into the program with an expected full implementation in the 2026-2027 school year.

Jarrold adjourned the meeting at 8:41 a.m.