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Overview:

The funds from the Okemos Public Schools' previous technology/transportation/security bond (November, 2013) have been expended. Without this additional funding source, combined with the ever-changing technology that is available, it's important to make an informed decision regarding the district's technological needs and the impact on the district's finances. Further, Okemos must continue to prepare students for the 21st century which requires that Okemos provides the best possible education that seamlessly integrates technology into all classrooms.

The level of school funding in Michigan limits the district's ability to purchase capital outlay items through the general fund. Over the past fifteen years, capital outlay items have not been purchased or replaced in a systematic manner. A thorough analysis and identification of capital outlay needs throughout the district is necessary as part of this study.

It is also important to keep the bus fleet in excellent condition to transport students, keeping their safety, the environmental impact, and fuel efficiency at the forefront.

Therefore, it is necessary to analyze the "current reality" and identify specific needs in the areas of technology, capital outlay, transportation and security to ensure Okemos continues to deliver relevant and meaningful educational programming in an appropriately equipped, functional and safe environment.

A committee was established to develop a recommendation to the Superintendent and to present to the Board for consideration and decision with respect to identified needs, associated costs and potential funding sources.

Committee Membership:

In November, 2017 the superintendent of schools formed a committee of staff and community members to determine Okemos Public Schools' technology, capital outlay and transportation needs now and into the future. As the process unfolded, security needs were also included in the analysis.

Committee members included:

Directors:

Errin Chapman	Media and Technology
Elizabeth Lentz	Finance
Steve Lathrop	Operations
Todd Sharp	Transportation

Technology:

Phil Aho	Instructional Technology, 7-8
Joan Ferguson	Instructional Technology, K-6
Ryan Lewis	Network Security Technician

Teachers:

Christine Batora	Central Public Montessori
Adam Clements	Hiawatha Elementary
Kelly Carrier	High School
Tom Hopper	Chippewa
Sue Long	Kinawa
Julie Ringling	Kinawa
Sara Roland	Bennett Woods
Tena Sinila	Cornell
Megan Stadt	High School
Danielle Tandoc	High School
Cyndi Webster	Chippewa and Kinawa
Amanda Whittico	Chippewa

Administration:

Steve Delp	Assistant Principal, High School
John Hood	Assistant Superintendent
Cheri Meier	Assistant Superintendent
Jody Noble	Principal, Chippewa
Noelle Palasty	Principal, Bennett Woods
Heather Pricco	Director of Special Education

Parents/Guardians:

Annu Grewal
Kevin Gunns
Andy Pickard
Jeremy Vanhof

Facilitators: Catherine J. Ash and Patricia Q. Trelstad

Committee Meetings and Process:

November 21, 2017

- Defined current reality: technology, security, capital outlay and transportation
- Reviewed “brainstormed” needs in the areas of technology, security and capital outlay (generated by district leadership: October 17 and November 3)
- Identified specific areas to seek feedback from others to develop a comprehensive “needs” lists including but not limited to: Community Education, Senior Center, Music Department, Athletic Department, Science Teachers and other staff
- Established a subcommittee: Flexible seating (student furniture)

December 13, 2017

- Meeting was cancelled due to weather
- Established an additional meeting in January, 2018

January 9, 2018

- Common learning: eligible uses of Building and Site Sinking Funds and bond funds; past and proposed district Building and Site Sinking Funds projects; future of instructional technology; local school district security “survey”
- Developed comprehensive lists of technology, capital outlay and security needs.

January 18, 2018

- Common learning: Flexible Seating (research and findings of subcommittee)
- Captured the challenges and benefits of specific security options:
 - Maintain current approach; address gaps in cameras, door locks, communication
 - Lock front doors; camera and buzzer system (may or may not include a breeze way)
 - Reconfigure entries; “visitor” traffic flow directly through offices
- Discussed: Flexible seating, personal learning devices, air conditioning, busses
- Began to develop committee’s priorities and options for Superintendent/Board consideration

January 23, 2018

- Reviewed comprehensive lists with priority levels (security, technology, capital outlay) generated on January 9th and finalized.
- Finalized priorities and options for Superintendent/Board consideration: technology, capital outlay, transportation and security (including funding options)
- Finalized recommendation to the superintendent

COMMITTEE RECOMMENDATION

The recommendation going forth to the Superintendent and the Board of Education on February 26, 2018 was developed and supported by the K-12 Technology/Capital Outlay/Transportation Long Range Planning Study Committee. The final recommendation was based on an analysis of a variety of options and consideration of various perspectives.

Prioritizing within the recommendation:

To assist the committee with prioritizing, the following rubric was utilized:

Level 1= Needs (Must have, critical)

Level 2 = Wants (Nice to have, but not critical)

Level 3 = If possible . . .

The recommendation includes the following components (no specific order):

1. Flexible learning environment – furniture

2. Personal learning devices
3. Security option
4. Transportation – bus purchases
5. Air conditioning
6. Technology – comprehensive needs and associated costs
7. Security – comprehensive needs and associated costs
8. Capital outlay – comprehensive needs and associated costs
9. Summary of levels and associated costs
10. Funding proposal – bond versus building and site sinking fund

1. Flexible Learning Environments – Furniture

Given how the educational landscape has changed in recent years and the current age and condition of existing furniture, a subcommittee was established to determine current furniture needs. The needs within classrooms and common spaces in schools require more flexibility to facilitate the activities of engaged learners: working alone, collaborating in small groups, and demonstrating within larger groups. The subcommittee reviewed research papers, articles, video displays, and visited another district to learn more about how school furnishings and flexible learning environments can enhance student learning. It is the intention of the subcommittee to share more information with the Board of Education throughout this process. The recommendation of the subcommittee follows:

- Promote capital outlay purchases that will allow flexible learning environments
- If funding is approved by the voters, establish a district committee to develop a “district standard” for furniture selection to include specific chairs, tables, etc.
- The “district standard” should allow for flexible set-up options based on teacher style, content area taught, and age of learners
- Each building would identify needs and purchase furniture to meet the “district standard” selection criteria

Note: The flexible learning environment capital outlay purchases and related costs are included in #8 Capital Outlay portion of this recommendation.

2. Personal Learning Devices

- Continue with district provided personal learning devices for all K-12 students.

Note: The personal learning devices for K-12 students and related costs are included in #6 Technology portion of this recommendation.

3. Security Options – (see Appendix A for additional detail on benefits and challenges)

- Maintain current approach – all doors except the front entrance are locked throughout the day
- Address gaps in cameras, door locks, communication, procedures, other
- Only if: 3M window film is applied to appropriate exterior and interior windows, preventing ability to break glass.

- Educate families/community about current security levels, including but not limited to: ability to instantly lock down (internally and externally), effectively and instantly communicate with police etc.

Other Options Considered:

- Lock front doors; camera and buzzer system (may or may not include a breezeway)
- Reconfigure entries; visitor traffic flow directly through offices

Note: The recommended security option and related costs are included in #7 Technology portion of this recommendation.

4. Transportation – (See Appendix B for fleet and financial detail)

- If a five (5) year bond is pursued, purchase 11 buses. This includes:
 - Increasing total number of buses in fleet by two (2), accommodating increased enrollments.
 - In the first year, replace three (3) buses.
 - After the first year, replace two (2) buses per year
- If the bond is greater than five (5) years, replace two (2) buses each additional year.

5. Air Conditioning – (See Appendix C for benefits)

- This should be included as a Level 1 or “critical need” for the district.
- Air conditioning should be added to the following locations: Central Montessori, Cornell Elementary, Hiawatha Elementary, Edgewood Early Childhood/Community Education, Chippewa Middle School fine arts wing

6. Technology – (See Appendix D for comprehensive needs and detailed associated costs.)

	Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible...
Technology			
Infrastructure	\$ 1,838,500		
Transportation	\$ 120,000	\$ 45,000	\$ 240,000
Elementary	\$ 1,906,000		
Kinawa 5-6	\$ 1,124,000	\$ 135,000	
Chippew 7-8	\$ 1,136,400	\$ 202,500	
High School	\$ 2,295,000	\$ 369,000	
Sound and Lighting	\$ 733,800	\$ 125,000	
Other	\$ 485,000	\$ 135,000	\$ 51,000
Senior Center	\$ 41,000	\$ 15,000	\$ 5,000
Community Education	\$ 25,000		
Totals by level	\$ 9,704,700	\$ 1,026,500	\$ 296,000

7. **Security** – comprehensive needs and associated costs

Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible. . .
Additional Locks*		Facial recognition
Additional Cameras*		Cement vehicle barriers
Server		
Radio Communication*		
Exterior Lighting*		
Centurion Police Notification – Upgrade		
Building PA Systems*		
3M Window film* – External Windows		
3M Window Film* – Internal Windows		
\$537,500		\$238,000

*Includes all K-12 schools, Edgewood, Media Technology/Operations building, Transportation facility, Senior Center

8. **Capital Outlay** – (See Appendix E for comprehensive needs and associated costs.)

	Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible...
Capital Outlay			
Furniture - flexible learning environments (students)	\$ 1,368,725	\$ 456,242	\$ 456,242
Furniture - employees	\$ 184,800	\$ 61,600	\$ 61,600
Furniture - lunch tables + other	\$ 280,000	\$	\$
Musical instruments	\$ 377,884	\$ 31,629	\$
Athletics	\$ 100,000	\$ 30,000	\$
Other	\$ 833,001	\$ 453,194	\$ 34,993
Totals by level	\$ 3,144,410	\$ 1,032,665	\$ 552,835

Summary of Cost Estimates

	Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible...
Technology			
Infrastructure	\$ 1,838,500		
Transportation	\$ 120,000	\$ 45,000	\$ 240,000
Elementary	\$ 1,906,000		
Kinawa 5-6	\$ 1,124,000	\$ 135,000	
Chippewa 7-8	\$ 1,136,400	\$ 202,500	
High School	\$ 2,295,000	\$ 369,000	
Sound & Lighting	\$ 733,800	\$ 125,000	
Other	\$ 485,000	\$ 135,000	\$ 51,000
Senior Center	\$ 41,000	\$ 15,000	\$ 5,000
Community Education	\$ 25,000		
Totals by level	\$ 9,704,700	\$ 1,026,500	\$ 296,000
Security			
	\$ 537,500		\$ 238,000
Transportation			
Buses (11)*	\$ 1,025,100		
Capital Outlay			
Furniture - Flexible Learning Environments (students)	\$ 1,368,725	\$ 456,242	\$ 456,242
Furniture - Employees	\$ 184,800	\$ 61,600	\$ 61,600
Furniture - Lunch Tables + Other	\$ 280,000		
Musical Instruments	\$ 377,884	\$ 31,629	
Athletics	\$ 100,000	\$ 30,000	
Other	\$ 833,001	\$ 453,194	\$ 34,993
Totals by level	\$ 3,144,410	\$ 1,032,665	\$ 552,835
Air conditioning**			
	\$ 2,175,000		
TOTALS (All categories)	\$ 16,586,710	\$ 2,059,165	\$ 1,086,835

* If more than 5 years, add approximately \$189,200 per year (replace 2 busses)

** Additional cost for electricity (general fund), approximately \$60,000 annually.

Costs are estimates and should be considered "budgets" for categories. While examples of purchases in each category and level are listed, depending on actual costs, specific purchases will need to be adjusted.

Potential Funding Sources (example) – Bond Versus Building and Site Sinking Fund

With the recent changes in sinking fund legislation (Appendix H), the committee considered increasing the amount of building and site sinking funding to include some of the technology needs so that the ongoing funding could be more predicable on an annual basis. Bonding may be necessary for immediate technology needs as sinking fund proceeds become available for use as property tax dollars are received. This is unlike bond proceeds, where the total value of the bond is available immediately and the annual levy is used for the debt service payments.

This summary of cost estimates includes that philosophy, but the committee realizes that is a decision for the Board of Education.

Summary of Cost Estimates - With Funding Sources, Example

Propose: 1-1.5 mills per yr 1 mill = \$1,200,000 per yr	Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible...
Potential Building & Site Sinking Fund Millage (up to 10 years)			
Technology	\$4,970,040	\$1,026,500	\$296,000
Security	\$337,500		\$238,000
Total =	\$5,307,540	\$1,026,500	\$534,000
Range = \$5,307,540 to \$6,868,040			
Bond Proposal (5 or more years)			
Technology	\$4,734,660		
Security	\$200,000		
Capital Outlay	\$3,144,410	\$1,032,665	\$552,835
Busses*	\$1,025,100		
Air Conditioning**	\$2,175,000		
Total =	\$11,279,170	\$1,032,665	\$552,835
Range = \$11,279,170 to \$12,864,670			

* If more than 5 years, add approximately \$189,200 per year (replace 2 busses)

** Additional cost for electricity (general fund), approximately \$60,000 annually.

Costs are estimates and should be considered "budgets" for categories. While examples of purchases in each category and level are listed, depending on actual costs, specific purchases will need to be adjusted.

Notes:

- *All purchases could be funded with bonds.*
- *Some of the technology and capital outlay needs cannot be delayed because of need.*
- *Air conditioning could be included in either the bond or building and site sinking funding.*
- *Additional funding needs may need to be added to the “bond” calculations, depending on the outcome of the Facilities Committee.*

Next Steps:

1. Board makes final decision(s)
 - Amount of funding
 - If further exploration is needed in specific area(s)
 - Funding source(s) – bond versus building and site sinking fund millage
 - Associated timelines for any ballot initiatives
2. If funding is pursued and approved by the voters, establish district committees to develop a “district standard” for specific purchases including but not limited to:
 - Classroom technology (including personal learning devices)
 - Flexible learning environment - furniture

APPENDIX

(Contents)

A = Analysis of security options (benefits and challenges)

B = Bus Purchase Proposal – financial analysis

 Current bus inventory

C = Benefits of installing air conditioning in remaining buildings/areas

D = Technology – comprehensive list with costs

E = Capital outlay – comprehensive list with costs

F = Building and site sinking fund – past and proposed projects

G = Other considerations/reminders – Topics that were generated during the process which may or may not require future administrative action

H = Information: Building and Site Sinking Fund and Bonds

Appendix A

Security Options

Committee Feedback- January 18, 2018

Option 1: Maintain Current Approach; address gaps, cameras, door locks, communication, add 3M Film for shatterproof glass	
Benefits	Challenges
Environment/ Culture of School	Visitor Management
Less costly option	Inability to monitor cameras at all times
Flexibility for buildings and traveling students & teachers	Senior Center access to academic areas at CMS
Welcoming: Senior Center, visitors, parents	Common areas open before school begins
Easier for parents/ students entering	Once inside, access to whole building
Quick Police response	Not as safe (perception)
	Immediate threats

Option 2: Lock front doors; camera and buzzer system (may or may not include breezeway)	
Benefits	Challenges
Make some people feel more secure	How do we ensure we do not create a false sense of security?
Provide visual and purpose of who enters the building	More staffing- financial implications
Always in external lockdown	Who would we keep out? How would that be decided?
May slow or deter threats	Once buzzed in, what oversight? (In some buildings would still not be near staff/ office.)
May give main office time to activate alert system	Convenience vs. Inconvenience
	Managing before and after school events, childcare in buildings
	Impact on culture of buildings
	How exterior of building is used during the day (i.e., HS lunch)
	Following procedures; enforcement

Option 3: Reconfigure entries; “visitor” traffic flow through offices	
Benefits	Challenges
No one gets lost or wanders	Office (who will meet visitors and direct)
Less disruptions for classrooms	Senior Center
Easier to identify people	Most expensive option \$
School feels open/ welcoming (more than #2)	Before and after school hours- who manages parents, clubs, etc.
Feels and is safer	Would this deter/ impact access?
Avoid outside elements	Less protection for office staff- less time to respond
First contact is controlled	Frequency of disruption to office staff- High traffic
	Confidentiality information exposed
	Not all traffic needs to flow through the main office

Appendix B

Transportation Recommendation – Financial Analysis

	Proposal		Fleet			Cost of Proposal**
	Additional Buses*	Replacement Buses	Regular Buses	Spares	Total Fleet	
Current			14	4	18	
Year 1	1	3	15	4	19	\$ 370,400
Year 2	1	2	16	4	20	\$ 279,300
Year 3	0	2	16	4	20	\$ 187,200
Year 4	0	2	16	4	20	\$ 188,200
Total number of proposed buses =	11		Total cost (5 year bond) =			\$ 1,025,100
Each year beyond a 5 year bond	0	2	16	4	20	\$ 189,200
* Based on current enrollment projections; it could be adjusted + or -						
** Each bus costs \$92,600; add \$500 to price of individual bus each year.						

OKEMOS PUBLIC SCHOOLS BUS FLEET INVENTORY

<u>Bus #</u>	<u>Year</u>	<u>Chassis/Body</u>	<u>Vehicle ID Number</u>	<u>Cost</u>	<u>Capacity</u>	<u>Current Mileage</u>
5	2017	Cummins/Blue Bird	1BAKGCPA6HF333326	92,061	77	20,620
6	2016	Cummins/Blue Bird	1BAKGCPA8GF322181	91,483	77	36,761
7	2016	Cummins/Blue Bird	1BAKGCPAXGF322182	91,483	77	37,995
24	2015	Cummins/Blue Bird	1BAKGCPA9FF309714	91,840	77	52,016
25	2015	Cummins/Blue Bird	1BAKGCPA0FF309715	91,840	77	54,024
10	2014	Cummins/Blue Bird	1BAKGCPA6EF302542	88,351	77	45,906
11	2014	Cummins/Blue Bird	1BAKGCPA8EF302543	88,351	77	51,830
12	2014	Cummins/Blue Bird	1BAKGCPAXEF302544	88,351	77	57,234
22	2010	Cummins/Blue Bird	1BAKGCPA8AF273409	80,366	77	105,626
23	2010	Cummins/Blue Bird	1BAKGCPA4AF273410	80,366	77	103,244
08	2010	Cummins/Blue Bird	1BAKGCPAXAF273220	80,366	77	109,986
09	2010	Cummins/Blue Bird	1BAKGCPA1AF273221	80,366	77	110,474
14	2009	Cummins/Blue Bird	1BAKGCPA79F261912	81,850	77	111,710
15	2009	Cummins/Blue Bird	1BAKGCPA99F261913	81,850	77	114,942
16	2009	Cummins/Blue Bird	1BAKGCPA09F261914	81,850	77	108,052
27	2009	Cummins/Blue Bird	1BAKGCPA19F256589	81,748	77	103,665
28	2009	Cummins/Blue Bird	1BAKGCPA89F256590	81,748	77	103,938
29	2009	Cummins/Blue Bird	1BAKGCPAX9F256591	81,748	77	102,701

Appendix C

Air Conditioning Committee Feedback- January 18, 2018

Benefits
Health issues (asthma, etc.)
Fans currently used impact learning and behavior
Extended school year/ balanced calendar could be considered
People are more effective when it is hot and they are comfortable
Heat creates issues with technology and furniture (humidity and mold)
Dehydration does not become an issue- this affects learning positively
Behavior can be impacted positively
Equity across the district and when compared to people who work in businesses

Estimate of Cost:

Elementary Schools:

Central - \$440k;
Cornell - \$525K;
Hiawatha - \$705k;
Edgewood - \$415k

TOTAL - \$2.1 million

Chippewa Middle School:

Fine Arts Wing – \$50K
Science area - \$25k

Total - \$75,000

Appendix D

Technology Needs Assessment		
Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If Possible
Infrastructure \$1,838,500		
Network Servers/SAN/Backup		
Switches		
Firewall/Filter/IPS		
Student/Emp Device Management		
Level Data Appliance		
WiFi Replacement		
Phone System Replacement		
Senior Center Technology		
Building Backup Power (UPS)		
Wiring		
Admin/Support/CE Emp Desktop Computers		
Non building Admin/Director Computers		
Video/TV Equipment		
Food Service Computers		
Network Printers		
Transportation \$120,000	\$45,000	\$240,000
Video Security Systems	Bus stop "alert now" on busses	USB-Plugs
Two way radio system for fleet		Thumbprint Student ID
Maintenance Computers/Fleet Monitor System		WiFi for students
Maintenance Scanner		
Elementary Schools \$1,906,000		
Projectors/WiDi		
SmartBoards		
Sound Systems		
Document Cameras		
Cabling/Mounts		
Teacher/Admin Computers (w/dock setup)		
Personal Learning Devices		
Kinawa 5-6 \$1,124,000	\$135,000	
Projectors/WiDi	Portable/multi display units (avoiding front of the classroom)	
SmartBoards		
Sound Systems		
Document Cameras		
Cabling/Mounts		
Teacher/Admin Computers (w/dock setup)		
Personal Learning Device		
Student Dock Labs		
Elective classroom design (printer, tools, material, etc.)		
Science - microscopes/other lab equipment for STEM/Robotics, probes, makerspace (electronic boards, programmable objects, circuits etc.)		

Chippewa 7-8	\$1,136,400	\$202,500	
Projectors/WiDi		Portable/multi display units (avoiding front of the classroom)	
SmartBoards		Science-Docking stations at lab tables	
Sound Systems			
Document Cameras			
Cabling/Mounts			
Teacher/Admin Computers (w/dock setup)			
Personal Learning Device			
Student Dock Labs			
Elective classroom design (printer, tools, material, etc.)			
Electives- Photography, yearbook, video equipment			
Science - microscopes/lab equipment for STEM/Robotics, probes, makerspace (electronic boards, programmable objects, circuits etc.)			
High School	\$2,295,000	\$369,000	
Projectors/WiDi		Portable/multi display units (avoiding front of the classroom)	
SmartBoards		Science-Docking stations at lab tables	
Sound Systems			
Document Cameras			
Cabling/Mounts			
Teacher/Admin Computers (w/dock setup)			
Personal Learning Device			
Student Dock Labs			
Desktop Labs			
Science - microscopes/take video pictures, digital, probes, STEM/Robotics, lab equipment			
Elective classroom design (printer, tools, material, etc.)			
Electives-Photography/yearbook equipment			
Sound and Lighting	\$733,800	\$125,000	
Chippewa Auditorium (Equipment & Lighting)		Athletic stadium sound	
Chippewa Gym & Aux Gym		District universal podiums	
District Theater Accessories and Wiring		HS Rubber Gym	
Elem - gym/presentation display/projection			
Elementary Gyms (Sound/Acoustics)			
HS Auditorium			
HS Kiva			
HS Wood Gym & Commons			
Kinawa Auditorium/Kiva			
Kinawa Upper Gym			
Library (CMS more coverage)			
Other	\$485,000	\$135,000	\$51,000
Clocks		Live stream - bd meeting, events, etc.	CMS - Device for coaches for statistics
CMS - Basketball (CMS)- the scoring system and board		OHS - Device for all varsity head coaches	OHS - Music sound systems in locker rooms
CMS - Track (CMS) - Wireless and cable cord management.		OHS - New indoor scoreboards (rubber/wood gym, pool)	OHS - New countdown clocks in all locker rooms.
Device for ELL students (to aid in translation)		Thumbprint lockers for special groups	Digital athletic passes
Network at press box HS/CMS			
OHS - New scores table			
Radios for playground			
Tech for quick communication (non cell phone)			
Video Distribution System (i.e. trcaster)			
KMS/CMS - Auditorium speaker monitor for stage			
Charging Stations			
KMS/CMS: Hgh Quality Recording Mics for music			
Electronic Time Card System			
Senior Center	\$41,000	\$15,000	
Updates laptops/printers		Presenter stations throughout for group meetings	
Devices (i.e. iPads) - Add			
Sound System for large space			
Upgrade/add monitors			
Community Ed	\$25,000		
Add devices - iPads for staff			
PA system at Edgewood			
Meeting room with projector/screen			
		18	

Appendix E

Capital Outlay Needs Assessment		
January 23, 2018		
Level 1 = Needs (Must have, critical)	Level 2 = Wants (Nice to have, but not critical)	Level 3 = If possible. . .
Okemos High School \$988,472		
	\$238,880	\$223,065
Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)
Furniture - employees	Additional Furniture - employees	Additional Furniture - employees
Furniture - other (lunch tables etc . .)	Additional Musical instruments	Pole barn storage
Furniture for communal space	Additional athletic "equipment" and furniture"	
Musical instruments	Science lab equipment (glassware, etc. . .)	
Athletic "equipment" and furniture		
Refrigerators in science rooms		
Signage (interior & exterior) 1		
Outside benches; tables 1		
Auditorium curtains		
Chippewa Middle School \$732,492		
	\$129,124	\$96,217
Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)
Furniture - employees	Additional Furniture - employees	Additional Furniture - employees
Furniture - other (lunch tables etc . .)	Electronic marquee	
Furniture for communal space	Additional Musical instruments	
Musical Instruments		
Lockers for instrument storage		
Student lockers		
Auditorium - concert shell and curtain		
Kinawa \$480,903		
	\$159,695	\$69,588
Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)
Furniture - employees	Additional Furniture - employees	Additional Furniture - employees
Furniture - other (lunch tables etc . .)	Electronic marquee sign	
Furniture for communal space	Benches at carline	
Student lockers	Additional Musical instruments	
Lockers for instrument storage	Playground	
Musical instruments	Drinking fountains	
Additional lunchtime activities equipment	Science lab equipment	
Signage in building	Curtain to divide gym	
	Choir risers	
K-4 Schools \$859,143		
	\$478,966	\$163,965
Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)	Additional Furniture (flexible learning environment - students)
Furniture - employees	Additional Furniture - employees	Additional Furniture - employees
Furniture - other (lunch tables etc . .)	playgrounds	
Lockers	Signage - exterior	
Storage/ shelves/ cabinetry		
Drinking fountains		
Edgewood \$15,400		
	\$1,000	
Furniture (lobby, desks, chairs etc. . .)	Classroom blinds	
Transportation \$68,000		
Bus washing system		
Lift for garage		
District Needs \$16,000		
ADA Accessibility review (doors etc. . .)	Office furniture	
	Funds to address "emerging" needs	
Senior Center \$9,000		
	Signage	
	Kitchen equipment	
	Large tables/chairs	

Appendix F

Sinking Fund History 2000 – 2017

Okemos Public Schools: 960,000 sq. ft.
405 acres
10 separate sites; 10 major buildings

Sinking Fund will expire in December of 2021. This has brought in approximately \$1 million annually for the last 18 years. This money can only be used for capital improvements and has been expended on the following projects:

Asphalt:

Renovated parking lots at all buildings except Okemos High School (started last year with Student lot) and Wardcliff.

Athletic Fields:

Upgraded one practice field and football/soccer stadium fields. Awarded 2009 Michigan Field of the Year by MISTMA. Improved turf and drainage to provide safer and better surface for activity.

Carpet:

Majority completed at all elementary's and Kinawa. Partially done at OHS and Chippewa

Exterior Doors:

Majority done at all buildings.

Flooring:

Installed synthetic floors in gyms at Cornell, Edgewood, Wardcliff and OHS

HVAC (Energy):

Updated heating/cooling equipment, pumps and controls, at all buildings. Updated interior lighting at all buildings. Energy Management System at all buildings (some partial). This has resulted in big energy savings.

*In late 90's, OPS was consuming:

10m kwh of electricity annually
80k mcf of natural gas annually

Last year 2016/17, OPS consumed:

6.0m kwh of electricity
40k mcf of natural gas

This has resulted in an annual energy cost savings of \$560,000.

Playgrounds:

Two new structures installed at each elementary building. Structures are safer and all are in compliance.

Renovations:

Chippewa and OHS locker rooms, Chippewa Fine Arts lobby/halls, Chippewa hall enclosure, OHS weight room, Chippewa G-wing (Phase I-III)

Roofs:

All flat roofs (15 year warranties) are done.

Tracks/Tennis

Coated tennis courts at Chippewa and OHS (twice), Chippewa track re-coat, OHS track re-coat

Windows:

Windows at Cornell, Wardcliff & Chippewa replaced with energy efficient models.

**Future Sinking Fund Projects
(Proposed Schedule)**

Summer 2018 (\$1,100,000)

Chippewa – G-building, Phase 4 (multi-purpose room, locker rooms, storage). \$950,000

OHS – Asphalt replace, visitor lot & drives. \$100,000

Summer 2019 (\$1,100,000)

Chippewa – Gym Floor, Fine Arts, Main Office, Sr. Center, and Science room renovations. \$500,000

OHS – Asphalt replace, staff lot & drives. \$100,000

OHS – Press box renovation \$50,000

Transportation – Asphalt replace, south lot & drive. \$200,000

OPS – Carpet, various buildings. \$100,000

OPS – Playground structures. \$100,000

Summer 2020 (\$1,100,000)

Chippewa – Concessions/press box

Cornell – Asphalt bus loop

OPS – Carpet

OPS – Playground structures

OPS - Restrooms

OPS – Roof recoat

OPS – Storage various areas

Transportation – Bus canopy

Summer 2021 (\$1,200,000)

OHS – Tennis courts

Chippewa – Athletic fields

Kinawa – Locker rooms/ pool area

OPS – Asphalt

OPS – Carpet

OPS – Playground structures

OPS - Restrooms

OPS – Roof recoat

Appendix G

Other Considerations/Reminders

This list represents items that were included on brainstormed lists during committee meetings. Many of the items did not meet the criteria for bond funding, but may be included in future building and site sinking funds proposals and/or need to be remedied at the building level.

Capital Outlay –

1. When selecting specific furniture:
 - ergonomic seating; office spaces
 - flexible seating/castors

Security –

1. Large group spaces – automated locks, speakers etc.
2. Audit doors to various spaces throughout the district; address seals or gaps
3. Consider “alarmed” external doors – could be done with current system
4. Consider student key cards at OHS

Budget

1. Kinawa pool – can be opened with Building and Site Sinking funds, but requires a \$30,000 annual commitment for operation from general fund.
2. If add air conditioning – increase electrical costs approximately \$60,000 annually

Building and Grounds Projects –

1. Chippewa Middle School:
 - long jump pit
 - Additional wall mounted baskets in auxiliary gym at CMS
 - Re do auditorium stage floor
2. Kinawa:
 - safety straps on current baskets
 - automate basketball hoops
 - remove bleachers in the upper gym; fence for safety
 - update kiva
 - renovate science labs (eye goggle sanitizer cabinets)
 - paint hallways
 - additional electrical outlets
3. OHS:
 - redo auditorium stage floor
4. CMS:
 - food and tech lab renovations
 - additional science lab
 - lunch room renovation
 - library renovation
5. District:
 - Landscaping

- Plumbing
 - Ceiling tiles
 - Ability to dim lights within classrooms
6. Central – heating; slippery floors
 7. Senior center – lighting

Future Sinking Fund Projects –see proposed schedule (2018-21)

1. OHS: storage under silo stairs; music storage/lockers/space; restrooms; athletic storage;
2. CMS – fine arts wing (windows); science lab renovations
3. Kinawa – storage* (including classrooms)
4. Other:
 - Senior Center bathrooms
 - carpet at Edgewood
 - carpet at Kinawa

Facilities Committee conversation –

1. New media and technology building

Food Service –

1. Dock lift area at OHS; usually paid for with Food Service budget

Specific conversations at building or district level -

1. CMS – convert C wing computer lab to classroom
2. Kinawa – solid walls (instead of moveable) | sound proof
3. Central – décor
4. District - security processes; procedures

APPENDIX H

	Building and Site Sinking Fund	
	Pre 3/29/17* (OPS Current)	Post 3/29/17
Maximum # of Mills	5	3
Maximum # of Years	20	10
Purchase of Real Estate for School Building Site	Yes	Yes
Construction of School Buildings	Yes	Yes
Repair of School Buildings	Yes	Yes
Maintenance of School Buildings	No	No
Equipment or Furnishings	No	No, other than below
School Security Improvements	No	Yes
Acquisition & Upgrading of Technology	No	Yes

ALLOWABLE USES: Bond Proceeds

- Construction of school buildings, new or additions
- Remodeling existing school buildings
- Energy conservation improvements
- Asbestos abatement
- Land purchases, site development and improvements
- Athletic and physical education facility development and improvements, including playgrounds
- Refunding debt
- Direct bond program costs
- School bus purchases
- Loose furnishings and equipment (includes musical instruments)
- Capital outlay
- Technology purchases limited to hardware and communication devices that transmit, receive or compute information for pupil instructional purposes only. The initial purchase

of operating system and customized application software is allowed if purchased with the initial hardware

UNALLOWABLE USES: Bond Proceeds

- Maintenance & repair costs
- Operating costs
- Automobiles, trucks, or vans
- Portable classrooms purchased for temporary use
- Uniforms
- Textbooks
- Upgrades to an existing computer operating system or application software
- Computer training, consulting, or maintenance contracts