

**WATERFORD SCHOOL DISTRICT**  
**Regular Meeting of the Board of Education**  
**Thursday, October 3, 2019 - 6:30 PM**  
**A G E N D A**

1. Opening – Audience participation is scheduled at the beginning and end of the agenda. Only those who want to speak on an action item and have completed a public comment card will be called upon at the beginning of the meeting. Those who have comments on non-action items and have completed a public comment card will be called upon before the conclusion of the meeting. The President of the Board is responsible for recognizing all speakers. Board packets are available on the website, [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us).
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Celebration of Learning
  - a. Academic Recognition
6. Information Item
  - a. Head Start Budget
  - b. Food Service Equipment Upgrade
7. Audience Comments on Action Items
8. Approval of Minutes
  - a. September 19, 2019, Regular Meeting
9. New Business
  - a. Superintendent's Recommendations
    - (1) Recommendation 39-19-20 Relative to Resignations/Retirements/Leave of Absence Expirations
    - (2) Recommendation 40-19-20 Relative to Teaching Contract Changes/Appointments
    - (3) Recommendation 41-19-20 Relative to Resolution: National School Lunch Week
    - (4) Recommendation 42-19-20 Relative to Resolution: National School Bus Safety Week
    - (5) Recommendation 43-19-20 Relative to Resolution: National Principal's Month
  - b. Consideration of Certain Purchases
    - (1) Recommendation 44-19-20 Relative to Bid Pack 19-04: Mason Middle School Door Alterations
10. Audience Comments on Non-Action Items
11. Superintendent's Report
12. Discussion Items
  - a. Future
    - (1) COL – Detroit Zoo Partnership
    - (2) Information – Superintendent's 90 Day Plan Report
    - (3) Action – Head Start Budget
  - b. Board of Education Reports
13. Adjournment

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 5.a	Celebration of Learning
TOPIC:	Academic Recognitions

Teaching and Learning Services will present academic recognitions.

Resource Persons: Lisa McFee, Assistant Superintendent, Teaching and Learning Services

Date of Board of Education Meeting: October 3, 2019

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 6.a. Information Items  
TOPIC: Head Start Policies

The OLHSA Governing Body, Policy Council, Delegate School Board and Delegate Policy Committee must use ongoing monitoring results, data on programmatic and school readiness goals and other information described in the Head Start Program Performance Standards and Head Start Act to conduct its responsibilities. As such, the Head Start Budget as approved by the Head Start Policy Committee is attached for Board of Education for review. A recommendation for approval will be presented on October 17, 2019.

Resource Person: Amy Dagenhardt, Director of Budget and Finance

Board of Education Meeting: October 3, 2019

## 2020 Calendar Year Budget

### Budget Justification:

The majority of the 2019-20 budget will be used to cover the cost of staff to operate the program: wages, FICA/RET, health insurance, and professional development. We will employ 16 staff members and propose to serve 85 children and families. Our Head Start program is within the Waterford Public School District and is located at Stepanski Early Childhood Center. The salaries are based on our current Waterford Early Childhood Wage and Benefit Package.

The remaining balance will be used to cover additional program operating costs such as: supplies, food, and mileage for home visits, curriculum supports, fieldtrips, and parent activities. Additional personnel costs are included in our contractual line. We contract out with a nutritionist, nurse, early childhood specialist, as well as a percentage of our substitute teachers.

**Total Federal Budget: \$716,377**

### **Personnel Wages: \$381,100**

#### **5 Classroom teachers working full time for 39 weeks – \$219,500**

- Teacher A - \$45,250
- Teacher B - \$45,250
- Teacher C - \$45,250
- Teacher D - \$43,750
- Teacher E - \$40,000

#### **5 Classroom assistants working full time for 37 weeks – \$97,500**

- Assistant A - \$19,200
- Assistant B - \$19,200
- Assistant C - \$19,700
- Assistant D - \$19,700
- Assistant E - \$19,700

#### **2 Noon Aids working part time for 128 days - \$15,000**

- Noon Aid A - \$7,500
- Noon Aid B - \$7,500

#### **1 Family Service Staff working full time for 37 weeks - \$47,500**

\*Average teacher salary: \$43,900

\*Average assistant salary: \$19,500

### **Fringes (FICA/RET/INSURANCE): \$242,345**

\*All salaries for the Waterford Head Start staff comply with the compensation cap guidelines.

Retirement calculated at 39% of above salary – \$148,590

FICA calculated at 7.65% of above salary - \$29,146

Insurance costs calculated at MESSA current agreement with Waterford Public Schools:

16.6% of above salary - \$63,392

### **Supplies: \$20,532**

The amounts reflected here in the supply line item include funds to support the program. They include classroom supplies of \$10,532, child food cost for snacks of \$8,000 and office supplies of \$2,000, as well as specific supplies needed for students with disabilities. It also includes supplies for meetings and overall management of the program.

**Contractual: \$57,100**

This line item includes contractual services for our program nutritionist, nurse, substitute teachers and teacher assistants, child care and early childhood specialist.

Nutritionist: \$7,000

Nurse: \$15,500

Early Childhood Specialist: \$19,600

Contracted sub teachers: \$12,000

Professional Technical Services: \$3,000

**Other: \$15,300**

**\*Local Travel:** This amount reflects the total cost for staff to travel to meetings and home visits as well as required meetings in the county. The cost for reimbursement is currently .58 per mile.

Cost: \$1,000

**\*Parent Services:** These funds include support for parent groups and policy committee.

Cost: \$2,400

**\*Workshop:** This cost is associated with staff membership in the National Association for the Education of Young Children and fees associated with the programs accreditation with this program.

Cost: \$2,000

**\*Miscellaneous Expense:** This line covers costs such as program fieldtrips for parents and students, costs for school based family events, telephone, child care, printing/binding, maintenance agreement and unexpected materials and supplies that may be needed that may not have been budgeted for in previous lines.

Cost: \$9,900

**Non-Federal Share: \$337,350**

**Non-Federal Share Detail:**

Non-federal Share is updated 2 times annually: Fall of current year to reflect any program, wage, and benefit changes and January.

**Personnel: \$176,950**

- Personnel include director wages and wages, early childhood specialist, speech pathologist, student transportation bus drivers, custodial services which are union contracted positions within Waterford Public Schools
- Speech Pathologist (.16 FTE): \$13,000
- Early Childhood Specialist (1.0 FTE): \$50,100
- Director – (.40 FTE) - \$42,600
- Transportation/Drivers (105 hours a week x 37 weeks for 7 drivers): \$71,250

**Fringes (FICA/RET/INSURANCE): \$108,535**

- \*All salaries for the Waterford Head Start staff (charged as non-federal) comply with the compensation cap guidelines.
- Retirement calculated at 39% of above salary – \$69,011
- FICA calculated at 7.65% of above salary - \$13,537
- Insurance costs calculated at MESSA/Blue Care Network current agreement with Waterford Public Schools: 16% of above salary - \$27,455

**Contractual: \$15,000**

- Custodial Services in addition to WSD custodial staff - \$21,750

**Other: \$25,915**

- **Utilities:** This amount reflects the cost for several utilities, such as electricity, heat, water, etc.  
Cost: \$7,675
- **Insurance:** The amount reflects the cost for building/liability insurance.  
Cost: \$1,195
- **Maintenance:** This cost reflects any building or grounds maintenance to occur during the year.  
Cost: \$6,800
- **Miscellaneous Expense:** This line covers various miscellaneous indirect costs not directly related to the program.  
Cost: \$14,445

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.:	6.b.	Information Item
TOPIC:		Food Service Equipment Upgrade

Waterford School District Administration is seeking a proposal for the purchase of equipment to upgrade existing serving lines at Pierce and Mott which includes cooling units, hot holding units, and custom stainless steel installation for surfaces where merchandiser racks will be displayed.

Stafford Smith participates in the Wayne RESA CoPro+ (Collaborative Procurement) bid process that reduces costs for goods and services by eliminating the time and effort to process bids and leveraging the usage of school districts, county governments and municipalities statewide. A recommendation for approval will be presented on October 17, 2019.

Funding Source: Food Service Fund

Resource Persons: William Holbrook, Assistant Superintendent, Business & Operations  
Amy Dagenhardt, Director of Finance & Budget  
Samantha Mozdierz, Director of Nutrition and Purchasing Services

Date of Meeting: July 18, 2019

## WATERFORD BOARD OF EDUCATION – MINUTES

Regular Meeting  
September 19, 2019

### OPENING

The Regular Meeting of the Waterford School District Board of Education, held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, was called to order by Vice President Torres at 6:30 PM.

### PLEDGE

The audience joined the Board of Education in the Pledge of Allegiance.

### ROLL CALL

Present: Members Petrusha, Josselyn, Halls, Torres and Ristich

Absent: Members Piggott and Sutherland

Others: Bill Holbrook, Nadine Milostan, Darin Holley, Lisa McFee, Janet McLeod, Kelly Allen, Joe Humphry, Mary Crate, Mr. & Mrs. Stone, Janet Lee, Brian Hile, Ann Kaschner, Jessica Pumfrey, Megan Roberts and others not registered.

### APPROVAL OF THE AGENDA

Seeing no changes, the agenda was approved as presented.

### INFORMATION ITEMS

a. Lend a Hand, Take a Waterford Stand

Lisa McFee, Assistant Superintendent, Teaching and Learning Services, discussed the roll out of the *Lend a Hand, Take a Waterford Stand* rollout and introduced the students who had artwork selected in the poster contest. Student received a framed copy of their artwork.

Members of the Board commended the students and offered comments in support of the anti-bullying efforts.

b. Construction Update

William Holbrook, Assistant Superintendent, Business and Operations, provided an overview of the construction projects from the 2016 Bond, Series II, III and IV, including the recent summer projects at Beaumont, Cooley and Grayson Elementary Schools.

c. 2019-2020 Short Term Borrowing Results

The sale of the Waterford School District 2019 State Aid Notes for short term borrowing was at 11:00 AM on Tuesday, September 10, 2019. The short term borrowing is for \$7,660,000 maturing on September 23, 2020, and has a total interest expense of \$111,795.45.



c. 2019-2020 Short Term Borrowing Results (continued)

<u>Financial Institution</u>	<u>Net Interest Rate</u>	<u>Interest Cost</u>
Oppenheimer & Co. Inc.	1.452%	\$ 111,795 *
Fifth Third Securities	1.535%	\$ 119,120
TD Securities	1.613%	\$ 124,500
PNC Capital Markets	1.646%	\$ 127,598
Horizon Investments	1.770%	\$ 135,533

\* Bid Award

d. Bid Pack 19-04: Mason Middle School Door Alterations

Administration is requesting bids for Mason Middle School door alterations. A recommendation for a contract award will be presented at the October 3, 2019, meeting.

**AUDIENCE COMMENTS ON ACTION ITEMS**

There were no audience comments on action items.

**APPROVAL OF MINUTES**

Moved by Member Halls and supported by Member Josselyn that the Board of Education approve the minutes of the September 5, 2019, Regular and Closed Meetings.

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

**ACCOUNTS PAYABLE**

Moved by Member Josselyn and supported by Member Petrusha that the Board of Education approve the accounts payable for the month of August 2019, per the reports included in the September 19, 2019 materials.

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

**FINANCIAL STATEMENT**

The Board is in receipt of the statement of revenues and expenditures ended August 30, 2019.

**SUPPORT STAFF REPORT**

The Board of Education is in receipt of the support staff report for the month of August 2019.

## NEW BUSINESS

### a. Superintendent's Recommendations

#### 1. Recommendation 35-19-20 Relative to Resignations/Retirements

Moved by Member Halls and supported by Member Josselyn that the Board of Education accept the following resignations/retirements:

Mareski, Lilia – Teacher  
Riverside/Haviland/Schoolcraft  
Resignation Effective: September 13, 2019

McGinn, Brenna – Special Education Teacher  
Knudsen/Beaumont  
Resignation Effective: August 13, 2019

Meribela, Laurel – Teacher  
Kettering High School  
Retirement Effective: November 1, 2019

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

#### 2. Recommendation 36-19-20 Relative to Teaching Contract Changes/Appointments

Moved by Member Halls and supported by Member Ristich that the Board of Education approve the following teaching appointment for the 2019-2020 school year.

Haller, Nancy – Teacher  
Mott High School  
Increased from 100% to 108.5% Full Year,  
Tenure Contract Effective: September 3, 2019

Minger, David – Teacher  
Mott High School  
Increased from 100% to 108.5% Full Year  
Probationary Contract Effective: September 3, 2018

Pratt, Jason – Teacher  
Kettering High School  
Full Year  
Effective: September 3, 2019

Snow, Stacy – Teacher Kettering High School  
Increased from 100% to 108.5% Full Year  
Tenure Contract Effective: September 3, 2018

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

**NEW BUSINESS**

b. Superintendent’s Recommendations

3. Recommendation 37-19-20 Relative to Resolution: National Bully Prevention Awareness Month

Moved by Member Halls and supported by Member Josselyn that the Board of Education approve the following resolution in support of National Bully Prevention Awareness Month.

*WHEREAS, Bullying in schools is a pervasive problem that can have negative consequences for the school climate and for the right of students to learn in a safe environment without fear; and*

*WHEREAS, targets of bullying are more likely to acquire physical, emotional and learning problems and students who are repeatedly bullied often fear such activities as riding the bus, going to school and attending community activities; and*

*WHEREAS, children who bully are at greater risk of engaging in more serious and violent behaviors; and*

*WHEREAS, children who witness bullying often feel less secure, more fearful and intimidated;*

*NOW, THEREFORE BE IT RESOLVED, that the Waterford Board of Education does hereby proclaim October 2019 as **National Bullying Prevention Awareness Month** and urges all Waterford residents to support awareness and prevention activities designed to make our community safer for our children and adolescents.*

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

b. Consideration of Certain Purchases

1. Recommendation 38-19-20 Relative to 2019 Mobile Classroom Technology Refresh

The Waterford School District’s classroom iPads are two years beyond their warrantee, and many are failing rapidly. A committee comprised of district technology staff and representatives from all levels of teachers came together to identify the main features and functionality when determining a replacement. After piloting a variety of options, the teacher feedback led us to replace the iPads with Surface Go’s. Moved by Member Josselyn and supported by Member Ristich that the Board approve the purchase per the summary below from CDW-G, which won the state bid for these items in MIDEAL.

<b>CLASSROOM BUNDLE</b>	<b>BUNDLE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
Surface Go 10”, Blackbelt Rugged Case and Keyboard Cover	\$624.63	420	\$262,344.60

Ayes: Members Ristich, Josselyn, Halls, Torres and Petrusha  
Nays: None  
Motion carried. (5-0)

## **AUDIENCE COMMENTS ON NON-ACTION ITEMS**

Lisa Kane spoke regarding the vaping epidemic.

Sally Hart addressed the Board regarding Cooley traffic.

Art Welch talked about Grayson traffic and the parking lot renovations.

## **SUPERINTENDENT'S REPORT**

William Holbrook shared a superintendent's report in the absence of Superintendent Lindberg. He discussed the School Aid Budget, parent event hosted by SSS, Mott choir students performing at a Lion's game, Kettering football and cross country.

## **DISCUSSION ITEMS**

- a. Future Items  
Action Items
  - Resolution: School Lunch Week
  - Resolution: School Bus Safety Week

- b. Board of Education Reports

Member Josselyn spoke regarding Youth Assistance.

Member Torres talked about the new construction, budget and vaping.

## **ADJOURNMENT**

The Regular Meeting was adjourned by Vice President Torres at 7:32 PM.

A video recording of the regular meeting is on file with the official minutes.

---

Secretary, Board of Education

/mr

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.a.(1)	NEW BUSINESS Superintendent's Recommendation 39-19-20
TOPIC :	Retirements/Resignations/Leave of Absence Expirations

It is recommended that the Board of Education accept the following resignation(s)/retirement(s):

Craven, Kathleen – Teacher  
Children's Village School  
Resignation  
Effective: October 11, 2019

Kerchoff, Kelly – Teacher  
Grayson Elementary  
Resignation  
Effective: September 27, 2019

Roth, Sarah – Speech & Language Pathologist  
Beaumont Elementary  
Resignation  
Effective: October 11, 2019

Stinson, Hannah – Teacher  
Mason Middle School  
Resignation  
Effective: August 30, 2019

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: October 3, 2019

ACTION

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.a.(2) NEW BUSINESS  
Superintendent's Recommendation 40-19-20  
TOPIC: Teaching Contract Changes/Appointments

It is recommended that the Board of Education approve the following teaching contract changes and appointments for the 2019-2020 school year:

Cook, Angela – Teacher  
Donelson Hills Elementary  
Probationary Contract  
Effective: September 19, 2019

Resource Person(s): Janet McLeod, Director of Human Resources

Date of Board of Education Meeting: October 3, 2019

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.a.(3) NEW BUSINESS  
Superintendent's Recommendation 41-19-20

TOPIC: Resolution: National School Lunch Week

It is recommended that the Board of Education approve the following resolution in recognition and support of National School Lunch Week, October 14-18, 2019.

WHEREAS the National School Lunch Program has served our nation admirably for over 60 years through advanced practices and nutrition education; and

WHEREAS the National School Lunch program is dedicated to the health and well-being of our nation's children, and

WHEREAS the National School Lunch Program has been joined through the years by many other excellent child feeding programs; and there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs.

NOW THEREFORE, the Waterford Board of Education does hereby proclaim the week of October 14-19, 2019, as NATIONAL SCHOOL LUNCH WEEK and encourages all residents to become aware and concerned about their children's and their own nutrition habits, in hope of achieving a more healthful citizenry for today and the future.

Resource Person(s) Scott A. Lindberg, Superintendent of Schools

Date of Board of Education Meeting: October 19, 2019

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.a.(4) NEW BUSINESS  
Superintendent's Recommendation 42-19-20  
TOPIC: Resolution: National School Bus Safety Week

It is recommended that the Board of Education approve the following resolution in recognition and support of School Bus Safety Week, October 21-25, 2019.

WHEREAS, the Waterford Board of Education recognizes that the importance of protecting the safety of Waterford's school children extends beyond the classroom walls and the school building; and

WHEREAS, the Board has great respect for the accomplishments of school bus drivers, mechanics, supervisors, and all school transportation personnel in providing the safest transportation possible for children to and from school and home; and

WHEREAS, coordinating the countless routes over so many miles and supervising the dozens of students on each vehicle, requires an outstanding effort put forth by these exemplary professionals who have devoted their careers to transporting our children safely; and

WHEREAS, the Board continues to recognize and to take great pleasure in commending the men and women who accept and meet the challenge of school transportation; now therefore, be it

RESOLVED, that the week of October 21-25, 2019, is recognized as Nation School Bus Safety Week; and be it further

RESOLVED, that this week be devoted to the recognition of everyone who contributes to the successful operation of our nation's school buses; and be it finally

RESOLVED, that this special week serve as a fitting time to urge all Waterford drivers to become more aware of school bus safety regulations and encourage all citizens to be alert and drive carefully near school buses.

Resource Persons: Scott A. Lindberg, Superintendent of Schools

Date of Board of Education Meeting: October 3, 2019



WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.a.(5)	NEW BUSINESS Superintendent's Recommendation 43-19-20
TOPIC:	Resolution: National Principals Month

It is recommended that the Board of Education approve the following resolution in recognition and support of National Principals Month, October 2019.

WHEREAS October 2019 is declared National Principals Month; in coordination with the efforts of the National Association of Elementary School Principals, the American Federation of School Administrators, and the National Association of Secondary School Principals, working with the U.S. Congress, to designate "National Principals Month" and resolutions thereof;

WHEREAS the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort;

WHEREAS principals are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives, as well as being entrusted with the education and development of young people, the most valuable resource;

WHEREAS principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives for schools to achieve educational excellence;

WHEREAS to honor and recognize the contribution of all school principals and assistant principals at all grade levels to the success of students in Waterford School District; and to encourage residents to observe "National Principals Month" with appropriate ceremonies and activities that promote awareness of school leadership's role in ensuring that every child has access to a high-quality education.

BE IT RESOLVED, in honor of the service of all elementary, middle and high school principals, and to recognize the importance of their school leadership so that every child has access to a high-quality education, and to celebrate school leader accomplishments, the month of October 2019 is hereby recognized as "National Principals Month."

Resource Person(s) Scott A. Lindberg, Superintendent

Date of Board of Education Meeting: October 3, 2019

WATERFORD SCHOOL DISTRICT  
Board of Education  
501 N. Cass Lake Road  
Waterford, Michigan 48328

ITEM NO.: 9.b.(1)	NEW BUSINESS: Consideration of Certain Purchases Superintendent's Recommendation 44-19-20
TOPIC:	Contract Award: Bid Package 19-04; Door Alterations at Mason Middle School

The Administration recommends the awarding of contracts for Bid Package 19-04 on the following summary of bids for Door Alterations at Mason Middle School.

Bid Category	Company	Base Bid	Alterates Paint	Total
General Trades	M L Schoenherr	\$ 123,200	\$ 3,800	\$ 127,000
	Construction Solutions	\$ 149,500	\$ -	\$ 149,500
	Heritage Contracting	\$ 165,000	\$ -	\$ 165,000

\*

\*

Included is an attached memo explanation of the Barton Malow recommendation.

Total Award Package: \$ 127,000

Funding Source: 2016 Bond Series III

Resource Persons: William Holbrook, Assistant Superintendent, Business & Operations  
John Keglovitz, Supervisor, Maintenance & Operations  
Samantha Mozdierz, Director of Nutrition and Purchasing Services

Date of Board of Education Meeting: October 3, 2019

September 26, 2019

Mr. William Holbrook  
Executive Director, Business and Operations  
Waterford School District  
501 N. Cass Lake Road  
Waterford, MI 48328

Re: **Contract Award Presentation**  
Bid Pack 19-04: Mason Middle School Renovation

Dear Mr. Holbrook:

Proposals were received September 24, 2019 for Bid Package 19-04. We reviewed the proposals and qualifications of each of the bidders, jointly with French Associates, Inc., and recommend contracts be awarded as follows:

<b><u>Category</u></b>	<b><u>Contractor</u></b>	<b><u>Amount</u></b>
06 0000 General Trades	M L Schoenherr	\$127,000.00
<b>Total Award:</b>		<b>\$127,000.00</b>

Included with this letter is a tabulation of all bids received, and a summary of recommended bidders. The current projection of trade contracts after awards are complete is **\$127,000.00**. Please contact me should you have any questions.

Sincerely,

*Larry Bukowski*

Project Manager, Barton Malow Co.