



Board of Education Agenda

May 22, 2017

6:15 pm Student Hearing

7:00 pm Regular Meeting (Immediately Following SRES D meeting)

Owosso High School Media Center

765 E. North Street

Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

- Celebrate Kids! – Owosso High School & Lincoln High School Top Graduates
- IB Personal Project Presentation
- Owosso Public Schools Retiree Recognition
- Andrew Pond and Lucy Popovitch – Board of Education Student Representative

4. Board Correspondence:

- Superintendent’s Report
- Curriculum Director’s Report

5. Public Participation

6. For Action

Consent Agenda:

April 24, 2017 Closed Session Minutes-----	Report 16-110	At Place
April 24, 2017 Regular Meeting Minutes-----	Report 16-111	Page 1
Current Bills-----	Report 16-112	Page 6
Financials-----	Report 16-113	Page 14
Sinking Fund Contract Award-----	Report 16-114	Page 17
Student Handbook Revisions for 2017-18-----	Report 16-115	Page 19
PCMI/Willsub Contract Renewal-----	Report 16-116	Page 20
Shiawassee River Launch Access Site-----	Report 16-117	Page 22
SRES D Biennial Election-----	Report 16-118	Page 23
SRES D Budget Approval-----	Report 16-119	Page 26
Revised Bylaw 0168.1, First Reading-----	Report 16-120	Page 33
Revised Policy 2221, First Reading-----	Report 16-121	Page 35
New Policy 2461, First Reading-----	Report 16-122	Page 37
Revised Policy 2623, First Reading-----	Report 16-123	Page 42
Revised Policy 3120.04, First Reading-----	Report 16-124	Page 47
Revised Policies 3121 and 4121, First Readings-----	Report 16-125	Page 50
Replacement Policy 5111.01, New Policy 5111.03 and New Policy 8340, First Readings-----	Report 16-126	Page 59
Revised Policy 5517.01, First Reading-----	Report 16-127	Page 76
Revised Policies 5610 and 5610.01, First Readings-----	Report 16-128	Page 85
Revised Policy 7540.02, First Reading-----	Report 16-129	Page 98
Revised Policy 8330, First Reading-----	Report 16-130	Page 104
Revised Policy 8400, First Reading-----	Report 16-131	Page 117
Revised Policy 8500, First Reading-----	Report 16-132	Page 123
Revised Policy 8510, First Reading-----	Report 16-133	Page 128
Certified Staff New Hire-----	Report 16-134	Page 135

7. For Future Action

Cash Flow Borrowing-----	Report 16-135	Page 136
2016-17 Final Budget Revision-----	Report 16-136	Page 137
2017-18 Budget Approval-----	Report 16-137	Page 138

8. For Information

Personnel Update-----	Report 16-138	Page 139
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

- June 12: Business Services/Strategic Planning & Curriculum Subcommittees, 5:00 & 6:00 pm (Cancelled)
- June 26: Regular Board Meeting and Budget Hearing, 7:00 pm

Important Upcoming Dates:

- May 23: Honors Convocation, OHS Auditorium at 7:00 pm
- May 23: LHS Lansing Lugnut Trip
- May 24: 5th grade Field Meet at OHS
- May 24: 4th grade to Lansing Symphony Orchestra
- May 25: High School Graduation, Willman Field at 7 pm
- May 26: Half day for All Students
- May 26: LHS Community Networking Breakfast 7:30 am
- May 29: Memorial Day – No School
- May 30: LHS Senior Dinner, 5:30 pm
- May 31: LHS Graduation, OMS at 7 pm
- June 1: Bentley Bright Beginnings Tuition End of Year Celebration – 11:00 am – 1:00 pm
- June 1: 4th grade Encampment Experience at McCurdy Park
- June 2: Elementary Student of the Month celebrations,(8:00 am-Bryant; 8:15 am-Central; 9:15 am-Emerson)
- June 2: Bryant Walk-a-Thon
- June 2: Students in Curwood Parade, 7 pm
- June 5-6: 4th grade to Mackinac Island
- June 7: 5th grade Graduation Celebrations – (6:30 p.m. for Central, 7:00 p.m. for Bryant and Emerson)
- June 8: Kindergarten Celebration at each elementary – (9:00 am-Bryant; 9:30 am for Central and Emerson)
- June 8: Lincoln High School cookout – 10:30 a.m.
- June 8: Last Day for Students – half day

12. Closed Session: Negotiations Discussion

13. Adjournment:

BOARD GUARANTEE (Adopted May 2006)

We have been elected by the members of our community and choose to serve our fellow citizens to deliver the best possible programs and services to our children.

Therefore, we guarantee that:

We will serve with pride. We have been given the opportunity to make a difference in the lives of children and the quality of life in our community, and we are proud to accept that challenge.

We will treat students, parents, citizens, staff and fellow board members with dignity and respect.

We will be informed, knowledgeable and prepared before making decisions that affect the education of students. We will stay up-to-date so that our decisions will be based on the most recent information. We will model our belief that learning is a lifelong process.

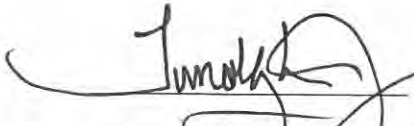
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance council (PGC) and many more.

We will maintain the policy making role of the Board and represent this to the constituents of the district by informal communications and referral to the proper channels for consideration of concerns and suggestions.

We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

We will represent and reflect all segments of the community and base our decisions on sound policy and ethical principle that is in the best interest of all students. We will do this by basing our decisions on data and survey work on an annual basis. We will also take the time to have formal and informal conversations with our community.

Timothy Jenc
President



Rick Mowen
Vice-President



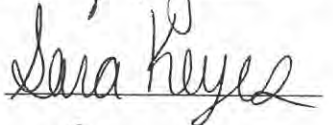
Cheryl Paez
Treasurer



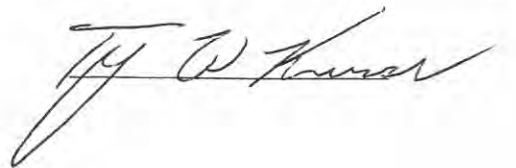
Shelly Ochodnicky
Secretary



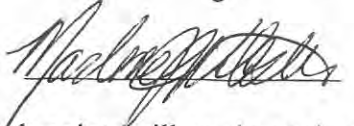
Sara Keyes
Trustee



Ty Krauss
Trustee



Marlene Webster
Trustee



Board Guarantee check points will run in conjunction with the Superintendent dialogue sessions.



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

- Open, Honest, and Timely Communication
- Prepared
- Committed
- Unified
- Disagree Without Conflict
- Punctual (notify if absent)
- Responsive (48 hour rule)
- Students First
- No Surprises



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

The Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience are reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
April 24, 2017
Report 16-111

President Jenc called the meeting of the Board of Education to order at 7:01 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Ochodnicky, Webster
 Absent: Mowen, Paez

Motions of the Board of Education that were unanimous did not include Mowen and Paez.

Pledge of Allegiance

President Jenc amended the meeting's agenda to move the Sinking Fund Contract Award from For Action to a For Future Action item. Additionally, there were changes to the important upcoming dates listed on the agenda that will be shared during the meeting.

Building Reports

As part of the Celebrate Kids! Segment of the meeting, Superintendent Dr. Andrea Tuttle introduced Amanda Rowell, Director of Bentley Bright Beginnings to the Board of Education. Mrs. Rowell stated that 4-Wings Teachers Melissa Gier Helvie and Cassie Humphreys were also in attendance with her to share information about a lesson that was introduced to students in their classrooms. The 4-Wings teachers reported that this year they started an IB Unit on emotions. The students made a decision to share what they were learning with their parents so they created a video to the song *When You're Happy and You Know It*. The video of the children depicting a variety of emotions was shared with the Board of Education. The teachers explained that the children in the video chose their emotions and actions. The lesson not only focused on emotions, but also on vocabulary, literacy, culture, and diversity. Technology was also introduced to the children through the use of software in the creation of the video.

Lucy Popovitch reported that Student Council E-Board candidates will be interviewed on April 27th at the high school. Applicants were required to submit an attendance agreement, an essay explaining why they wanted to be on the E-Board, and a letter of recommendation from a teacher or staff member. The new 2017-2018 Student Council E-Board will be announced in the near future.

Lucy Popovitch informed the Board that the annual OHS *Beyond the Books* and *Academic Awards* pep assembly will be held on May 12th. The winners of the awards will be announced during the pep assembly. Lucy explained that Student Council felt it was important to involve both students and staff in the awards ceremony. Students and staff members will be allowed to vote on the various award categories that will be presented at the pep assembly.

Board Correspondence

Superintendent Tuttle reported that from a District perspective, the past few weeks have been very eventful. She announced that on April 21st, Lincoln Alternative High School hosted its first Community Networking Breakfast in an attempt to connect students with outside resources. The outstanding event included a delicious breakfast from the OPS Food Service Department. Community representatives that attended the event included Sheriff Brian Begole, Liz Fischer of Michigan Works, Cindy Garber from Bennington Township, Journalist Tom Manke, Justin Horvath of the Shiawassee Economic Development Corporation, Diane King of the Friends of the Shiawassee River, Jeremy Rugenstein of Indian Trails, and Marlene Webster representing Shiawassee HOPE. Each representative shared information about their organization with the students, along with details about job opportunities and volunteer options for local profit and non-profit agencies. LHS Principal Steve Irelan and Social Worker Deb Baughman organized the event and hope to continue it on a monthly basis.

Superintendent Tuttle informed the Board that Lincoln Alternative High School students recently participated in a presentation on Human Trafficking. The presentation was similar to one that was shared with Owosso High School students.

Superintendent Tuttle thanked Vice President Rick Mowen, Secretary Shelly Ochodnick, Trustee Sara Keyes, and Trustee Ty Krauss for attending the annual Blue and Gold Banquet. This year 17 Owosso High School seniors were honored for earning a 4.0 or higher grade point average. This was a wonderful event that was very well attended. The Blue & Gold Banquet theme of honoring a person that has made a significant difference in a student's life through a Starfish Award will also be conducted as a District event.

Superintendent Tuttle reported that Bryant Elementary School hosted its first annual Career Fair earlier that day. Approximately 18 different careers were represented at the event that included an electrical engineer, scientist, Chief of Police, and the owners of Birch and Elm. Students were given the opportunity to choose which careers they wanted to listen to. Principal Steve Brooks, Michele Collison, and Michele Bruckman were applauded for organizing the wonderful event.

Superintendent Tuttle acknowledged the elementary PTO organizations for organizing and hosting the Dueling Pianos on April 21 with the intent to honor the numerous elementary volunteers who assist throughout the District. Approximately 250 people attended the event representing the high school, middle school, volunteers, local businesses, and community members. The event raised \$2,345 in silent auction items, \$740 from piano tips, and \$4,800 from leveled sponsorships. There were 40-50 volunteers recognized, including PTO Board members who each received complimentary tickets to attend the event. Each elementary school will receive approximately \$1,400 from funds raised at the event.

Superintendent Tuttle reported that Emerson Elementary recently hosted what was hoped to be the second to the last in a series of Community Meetings. She explained that 40 people attended the meeting that typically includes approximately 60 participants. During the meeting, the architects provided monetary values to the concepts that the community members had previously decided upon. Superintendent Tuttle stated that they were hoping that there would be more of a consensus among the participants; however, it is very likely that an additional meeting will be scheduled. She explained that the group of community members most likely will not be bringing their recommendation to the May Board meeting, but hopefully to the June meeting.

Superintendent Tuttle announced that the annual Owosso Middle School Washington, D.C. field trip is coming up. The students and their chaperones will leave OMS at 2 am on Wednesday, April 26.

Superintendent Tuttle stated that they are closely watching the House, Senate, and Governor Snyder's proposed budgets in anticipation that there will be a budget by June.

Superintendent Tuttle reported that the Transportation Department was recently audited. On April 12th Transportation Director Steve DeLong submitted the required transportation information to the Michigan Department of Education Auditor. Superintendent Tuttle proudly announced that the District has received communication that the audit was completed with no findings. She applauded Mr. DeLong and his team on a great job.

Superintendent Tuttle reported that the Mid-Michigan Legislative Breakfast took place on Friday, April 21st. She was unable to attend because the time conflicted with the Lincoln Community Networking Breakfast; however, Vice President Rick Mowen was able to participate.

Curriculum Director Dr. Kari Selleck reported that all buildings have been immersed in the annual state assessments. The SAT test took place two weeks ago, which was a very busy day at OHS and included the senior class field trips to engage them in visiting local businesses and industries. Dr. Selleck complimented the Owosso High School staff for proctoring the SAT tests flawlessly. In addition, M-STEP testing is ongoing in grades 3-9.

Public Participation

President Jenc stated that the Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

There were no comments from the public.

For Action

- Moved by Ochodnicky, supported by Keyes to approve the March 27, 2017 student hearing minutes, March 27, 2017 regular Board meeting minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Jenc, supported by Webster to designate Vice President Rick Mowen as a representative at the SRESD budget review that will be presented in Conference Room A of the Shiawassee RESD, 114 W. North Street, Owosso, Michigan on Monday, May 1, 2017 at 7:00 pm. Motion carried unanimously.

For Future Action

The Board of Education will be asked to authorize the Superintendent to enter into a sinking fund contract with L.A. Construction, Flushing, Michigan in an amount not to exceed \$317,460 including \$25,000 for contingency for the renovation of the OHS track due to normal wear and tear that occurs with use over an extended period of time. In addition, OHS band practice field lighting, OMS gym resurfacing, and the Washington Campus sewer renovation were identified and included in the bid request.

The Board of Education will be asked to approve the 2017-2018 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.

The Board of Education will be asked to renew the contract with PCMI/Willsub for the contract for the fiscal year 2017-18 and authorize the Superintendent to sign the contract on behalf of the District. The agreement is for the continued use of PCMI/Willsub to provide contracted services for the Athletic Department for non-employee coaches, Bentley Bright Beginnings non-certified/non-administrative staff and for special circumstances in which specialized non-union staff are needed.

The Board of Education will be asked to support the Friends of the Shiawassee River with their quest to establish a National Water Trail on the Shiawassee River and to ensure access, and potentially, upgrade the launch site behind the Owosso Middle School. The Board will be asked to approve a transfer of control with necessary upgrades of the existing Owosso Middle School access point that is located on the James Miner River Walkway in downtown Owosso. As has been customary for the past 45 years, Owosso Public Schools intends to keep the access public for the Trail's 10-year commitment requirement or until the City of Owosso assumes liability and control of the James Miner trail/river access.

For Information

Superintendent Tuttle shared the most recent personnel update with the Board of Education. Austin Wells, Custodian at Owosso High School has submitted his letter of resignation effective April 7th. Sari Colbry, Paraprofessional at Bryant Elementary has submitted her letter of resignation effective April 28th. Deborah Reid, Bus Driver has submitted her letter of retirement effective at the conclusion of the school

year after 21 years of service with the District. Lynda Cobb, Owosso High School Executive Secretary has submitted her letter of retirement effective at the conclusion of the school year after 26 years of service with the District.

Public Participation

There were no comments from the public.

Board Reports

Trustee Ty Krauss remarked that he attended the Blue and Gold Banquet to celebrate the 2017 highest honors graduates. He applauded Principal Jeff Philips for facilitating a fantastic event.

Superintendent Tuttle mentioned that Mr. Krauss not only attended the Blue & Gold Banquet as a Board Member, but as a proud parent also.

Trustee Sara Keyes stated that she also attended the Blue & Gold Banquet and it was very interesting to listen to where the students are heading off to after graduation. She was also amazed to hear about the teachers that she had as a student and how they are still making a positive influence in the lives of so many kids.

Trustee Marlene Webster stated that due to other obligations, she was sad to miss the Blue & Gold Banquet and the March Board meeting. She acknowledged the OHS softball and baseball teams for doing an amazing job putting on a dinner to support sport activities at the Pleasant Valley Trailer Park. The event was coordinated by Karen Van Epps and Food Service provided the meal. Mrs. Webster remarked that she was very pleased with all the equipment that was donated to the residents. The event made her think about three years ago when a young boy stated that he wanted to play baseball, but probably would never get to. She stated that it was really great to witness the caring and support for the residents of Pleasant Valley. Mrs. Webster commented that she participated in the LHS Community Networking Breakfast and hopes that more people choose to be a part of this event. Mrs. Webster thanked Sara Keyes and recommended that people follow her girls on their Facebook page titled the *Diaries of the Kindness Sisters*. The girls have been doing many acts of kindness within the community. They also took it upon themselves to purchase a tent and supplies for a community member that did not have a place to stay over Easter weekend.

Sara Keyes referenced Mrs. Webster's comments about her daughters and stated that they began their random acts of kindness initiative after being exposed to the Owosso Gotcha program at school.

Secretary Shelly Ochodnicki personally thanked Superintendent Dr. Tuttle for always being in the buildings and classrooms to connect with kids. She stated that she really appreciates her active involvement in the District and attending as many school functions as she can. Mrs. Ochodnicki stated that she thoroughly enjoyed the high school band concert and sadly this was the last concert she will attend as a parent. She stated that the District offers many class opportunities and her daughter will need to forego band her senior year to take Teaching Tolerance in its place, which will further her career aspirations in education. Mrs. Ochodnicki reported that the District has reinvigorated the OPS Foundation and asked for new and innovative ways to reach out and help kids

Upcoming Meeting Dates

Upcoming Board Meeting Dates:

May 8: Business Services/Strategic Planning & Curriculum Subcommittees, 5:00 & 6:00 pm

May 22: Regular Board Meeting, 7:00 pm

Important Upcoming Dates:

April 25: High School Honor's Luncheon at CCRESA, 11:30 am

April 25: OMS Band Concert, 7:30 pm

April 26-28: OMS Washington, D.C. Trip

April 27-28: State Choir Festival at Holt HS

April 28: Senior Citizen Prom 4-7
May 2: CTE Student Achievement Ceremony at D'Mar Banquet & Conference Center, 11:30 am
May 3 & 4: OHS Dance Concert, 7:30 pm
May 5: Bryant Family Fun Night, 5:30-7:30 pm
May 11: Community Feedback Meeting at Central Elementary, 4:30 pm
May 12: OEA Retirement Banquet at Comstock Inn, 6 pm
May 13: Holland Tulip Festival
May 19 & 20: Cabaret at OHS, 7 pm
May 21: OHS Art Walk, 1-3 pm
May 21: Cabaret at OHS, 4 pm
May 22: Athletic Awards at OHS Auditorium, 7 pm

Adjournment

Moved by Ochodnicky, supported by Krauss to move into closed session at 7:40 pm for the purpose of discussing contracts for the district's employee work groups. Secretary Ochodnicky conducted a roll call vote. Ayes: Jenc, Keyes, Krauss, Ochodnicky, Webster. Nays: None. Motion carried unanimously.

Moved by Ochodnicky, supported by Keyes to return to open session at 8:00 pm. Motion carried unanimously.

Moved by Ochodnicky supported by Keyes to adjourn at 8:00 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
APRIL 17 - MAY 14, 2017
REPORT 16-112

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$335,842.08
SERVICE FUND	\$54,724.09
SINKING FUND	\$134,557.36

CHECK RUN TOTAL \$525,123.53

CREDIT CARD ACTIVITY BY FUND (4/05/17 - 5/04/2017)

GENERAL FUND (APRIL ACTIVITY)	\$ 50,326.58
SERVICE FUND (APRIL ACTIVITY)	\$ 631.89
ORGANIZATIONAL FUND (APRIL ACTIVITY)	\$ 904.87

CREDIT CARD TOTAL \$ 51,863.34

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

PAYMENT 4/20/17	\$ 13,789.12
PAYMENT 4/26/17	\$ 15,679.42
PAYMENT 5/03/17	\$ 14,241.75
PAYMENT 5/12/17	\$ 21,063.02

DIRECT DRAW FROM BANK ACCOUNT \$ 64,773.31

PAYROLL (#22) 4/28/2017	\$ 781,676.48
PAYROLL (#23) 5/12/2017	\$ 796,126.91
STABILIZATION PAYMENT - 5/09/2017	\$ 187,841.09

PAYROLL TOTAL \$ 1,765,644.48

GRAND TOTAL \$ 2,407,404.66

Check Register for Bank Account ID CHEM1

From 04/17/2017 to 05/14/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
095762	04/20/2017	1	Comp Open	101548 AGNEW GRAPHICS SIGNS & PROMO.	ADM/TUTTLE/DECALS	839.00
095763	04/20/2017	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	1,705.59
095764	04/20/2017	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	3,645.00
095765	04/20/2017	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/NATURAL GAS	16,418.03
095766	04/20/2017	1	Comp Open	101586 CARMAN-AINSWORTH HIGH SCHOOL	ATH/SMITH/MAY 6 TENNIS	75.00
095767	04/20/2017	1	Comp Open	007713 CICALO, MANDI	EM/CICALO/SUPPLIES	35.90
095768	04/20/2017	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	246.50
095769	04/20/2017	1	Comp Open	001050 CITY OF OWOSSO	UTIL/WATER&SEWER/JAN-MAR17	12,397.80
095770	04/20/2017	1	Comp Open	101784 COBB, LYNDA	HS/COBB/MILEAGE	22.69
095771	04/20/2017	1	Comp Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	63.34
095772	04/20/2017	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/MARCH 2017	38,472.39
095773	04/20/2017	1	Comp Open	000124 CONTROL SOLUTIONS INC.	OPER/KLAPKO/HVAC REPAIR	115.00
095774	04/20/2017	1	Comp Open	008189 CONVERGENT TECHNOLOGY PARTNERS	E-RATE APPLICATION SERVICE	125.00
095775	04/20/2017	1	Comp Open	003248 CRYSTAL CLEAN WATER	ADM/WATER (2 MONTHS)	111.00
095776	04/20/2017	1	Comp Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER PARTS	205.09
095777	04/20/2017	1	Comp Open	007794 DNA DESIGN CO., LLC	ADM/SELLECK/VIDEO PRODUCTI	1,250.00
095778	04/20/2017	1	Comp Open	003529 DRS. FOSTER & SMITH INC.	OHS/GERSTLER/STRESS COAT	26.39
095779	04/20/2017	1	Comp Open	002135 FISHER'S REDI MIX	OPER/KLAPKO/CURB BUMPERS	800.00
095780	04/20/2017	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	688.41
095781	04/20/2017	1	Comp Open	002125 GOVCONNECTION, INC	ADM/MILLER/SOFTWARE	10,191.87
095782	04/20/2017	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OMS/JURHS/TISSUES	37.90
095783	04/20/2017	1	Comp Open	100069 HEINEMANN	EM/CICALO/LLI SYSTEM	4,294.60
095784	04/20/2017	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/INDEPENDENT	910.00
095785	04/20/2017	1	Comp Open	005929 IRELAN, STEVE	ALT/IRELAN/INCENTIVES	164.45
095786	04/20/2017	1	Comp Open	008220 J & H OIL CO.	OPER/KLAPKO/FUEL	1,262.28
095787	04/20/2017	1	Comp Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/SMITH/SHIRTS	233.90
095788	04/20/2017	1	Comp Open	005463 JOSTENS	HS/SNYDER/DIPLOMA	29.60
095789	04/20/2017	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	76.43
095790	04/20/2017	1	Comp Open	003448 LOCKER ROOM & TROPHY PLACE	HS/COBB/AWARD	939.00
095791	04/20/2017	1	Comp Open	100400 MASSP	HS/LINTNER/DUES	300.00
095792	04/20/2017	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	138.41
095793	04/20/2017	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/TOOLS	336.49
095794	04/20/2017	1	Comp Open	100001 OFFICE DEPOT INC.	OMS/DIGNAN/SUPPLIES	354.62
095795	04/20/2017	1	Comp Open	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	39.12
095796	04/20/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/TUTTLE/MEETING	891.19
095797	04/20/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	BB/ROWELL/4-WINGS LUNCHES	178.95
095798	04/20/2017	1	Comp Open	007851 OREILLY AUTO PARTS	FS/KLAPKO/VEHICLE REPAIR P	62.80
095799	04/20/2017	1	Comp Open	003784 OWOSSO CINEMAS	MS/DWYER/REWARDS	500.00
095800	04/20/2017	1	Comp Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	10,237.44
095801	04/20/2017	1	Comp Open	004790 PITNEY BOWES	HS/COBB/SERVICE AGREEMENT	297.48
095802	04/20/2017	1	Comp Open	004860 POSTMASTER	BR/HARTNAGLE/STAMPS	98.00
095803	04/20/2017	1	Comp Open	007024 PROJECT LEAD THE WAY	EM/PETERSEN/PLTW KITS	1,690.00
095804	04/20/2017	1	Comp Open	100135 QUILL CORPORATION	HS/COBB/INK	33.99
095805	04/20/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	BR/HARTNAGLE/SUPPLIES	502.82
095806	04/20/2017	1	Comp Open	006634 SCREENVISION DIRECT	ADM/THOMPSON/ADVERTISING	188.00
095807	04/20/2017	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	BB/ROWELL/CARDS	479.95
095808	04/20/2017	1	Comp Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	396.40
095809	04/20/2017	1	Comp Open	005625 SHIawassee RESD	ADM/COUNTY SCHOOL BOARD DI	52.50
095810	04/20/2017	1	Comp Open	007331 SLOAN'S SEPTIC TANK SERVICE	ATH/SMITH/PORT-A-JON RENT	380.00
095811	04/20/2017	1	Comp Open	006230 THRUN LAW FIRM, P.C.	FEBRUARY LEGAL SERVICES	98.00
095812	04/20/2017	1	Comp Open	006510 VALLEY LUMBER COMPANY	HS/KRANTZ/DUGOUT	1,823.17
095813	04/20/2017	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/APRIL 2017	1,995.92
095814	04/20/2017	1	Comp Open	008117 WILHELM, MADISON	REISSUE CHECK 94946	51.00
095815	04/27/2017	1	Comp Open	007983 AMY B. BLOOM	ADM/SELLECK/PD	1,500.00

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From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
095816	04/27/2017	1	Comp Open	007417 BENTLEY BRIGHT BEGINNINGS	COCA COLA REIMBURSEMENT	14.75
095817	04/27/2017	1	Comp Open	008250 BIG TEAMS LLC	ATH/SMITH/SCHEDULING PROGR	495.00
095818	04/27/2017	1	Comp Open	007225 BLEAU, CAROL	HS/BLEAU/SUPPLIES	43.96
095819	04/27/2017	1	Comp Open	003794 BRYANT ELEMENTARY	COCA COLA REIMBURSEMENT	231.00
095820	04/27/2017	1	Comp Open	007974 CENTRAL ELEMENTARY SCHOOL	COCA COLA REIMBURSEMENT	10.62
095821	04/27/2017	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	58.50
095822	04/27/2017	1	Comp Open	008016 CRANSHAW, PAULINE	OPER/CRANSHAW/MILEAGE	22.26
095823	04/27/2017	1	Comp Open	008249 DOLLAR RENTAL CAR	HS/POYNER/VEHICLE RENTAL	116.93
095824	04/27/2017	1	Comp Open	000008 EMERSON ELEMENTARY SCHOOL	COCA-COLA REIMBURSEMENT	38.00
095825	04/27/2017	1	Comp Open	008221 FLOORSOURCE WHOLESALE & SUPPLY	OHS ATHL/SMITH/TURF CAGE	6,592.34
095826	04/27/2017	1	Comp Open	002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	23.11
095827	04/27/2017	1	Comp Open	006197 FRONTIER	UTIL/PHONE SVC/APRIL 2017	1,886.27
095828	04/27/2017	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	1,156.10
095829	04/27/2017	1	Comp Open	002973 HANKERD SPORTSWEAR	OHS/KURTZ/T-SHIRTS	990.00
095830	04/27/2017	1	Comp Open	006696 I60 MEDIA	ADM/ADVERTISING	186.30
095831	04/27/2017	1	Comp Open	005929 IRELAN, STEVE	ALT/IRELAN/SUPPLIES	8.97
095832	04/27/2017	1	Comp Open	101823 KEARSLEY HIGH SCHOOL	OHS ATHL/SMITH/5-5 GOLF	260.00
095833	04/27/2017	1	Comp Open	007886 KENTWOOD PUBLIC SCHOOLS	ALT/PARSONS/TOURNAMENT	150.00
095834	04/27/2017	1	Comp Open	004144 KLAPKO, JEFFREY	OHS ATH/SMITH/REIM ENTRY	175.00
095835	04/27/2017	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	84.39
095836	04/27/2017	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	97.39
095837	04/27/2017	1	Comp Open	100343 MCGRAW-HILL SCHOOL EDUCATION	BR/BRUCKMAN/EVERYDAY MATH	745.10
095838	04/27/2017	1	Comp Open	003537 MCLAREN RENT IT INC.	OPER/KLAPKO/EQUIP RENTAL	189.00
095839	04/27/2017	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	60.14
095840	04/27/2017	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER PROTECT	290.00
095841	04/27/2017	1	Comp Open	003297 MOWEN, RICK	ADM/MOWEN/CONF MILEAGE	31.51
095842	04/27/2017	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/SUPPLIES	101.61
095843	04/27/2017	1	Comp Open	100001 OFFICE DEPOT INC.	ALT/PARSONS/INK	318.51
095844	04/27/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/COMMITTEE MEETING	742.20
095845	04/27/2017	1	Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	COCA-COLA REIMBURSEMENT	131.55
095846	04/27/2017	1	Comp Open	000013 OWOSSO MIDDLE SCHOOL	COCA COLA REIMBURSEMENT	54.62
095847	04/27/2017	1	Comp Open	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	3,000.00
095848	04/27/2017	1	Comp Open	000323 OWOSSO ROTARY	SCHOOL OF CHOICE AD	100.00
095849	04/27/2017	1	Comp Open	007853 PIONEER VALLEY BOOKS	EM/VERLINDE/BOOKS	385.00
095850	04/27/2017	1	Comp Open	007024 PROJECT LEAD THE WAY	BR/PARTICIPATION FEE	750.00
095851	04/27/2017	1	Comp Open	100135 QUILL CORPORATION	CE/KLAPKO/NOTEBOOK PAPER,	230.74
095852	04/27/2017	1	Comp Open	008234 READING READING BOOKS	EM/CICALO/BOOKS	702.07
095853	04/27/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	BR/HARTNAGLE/ENVELOPES	536.30
095854	04/27/2017	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/FIRE ALARM MON	246.00
095855	04/27/2017	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/FRONT ROW BATTER	44.00
095856	04/27/2017	1	Comp Open	003621 TEXAS IB SCHOOLS	IB WORKSHOPS	4,225.00
095857	04/27/2017	1	Comp Open	007559 TIERNEY BROTHERS INC.	CE/KLAPKO/PROJECTOR LAMP	92.82
095858	04/27/2017	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRES	180.48
095859	04/27/2017	1	Comp Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/MILEAGE	78.95
095860	04/27/2017	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	15.08
095861	04/27/2017	1	Comp Open	100267 UNUM LIFE INSURANCE	MAY 2017 BILL/ADMIN STAFF	1,129.65
095862	04/27/2017	1	Comp Open	100267 UNUM LIFE INSURANCE	MAY 2017 BILL/GF STAFF	1,288.71
095863	04/27/2017	1	Comp Open	006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/LUMBER	124.16
095864	04/27/2017	1	Comp Open	005194 WILLIAMSTON HIGH SCHOOL	OHS ATH/SMITH/FIELD USAGE	200.00
095865	05/04/2017	1	Comp Open	002328 CLINTON COUNTY RESA	OHS/RIANNA SCHNEIDER	2,514.02
095866	05/04/2017	1	Comp Open	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	45.00
095867	05/04/2017	1	Comp Open	002685 E & L HARDWOOD	OMS/KRANTZ/SUPPLIES	1,097.50
095868	05/04/2017	1	Comp Open	000558 ENERGY MANAGEMENT SOLUTIONS LLC	MONTHLY GAS MANAGEMENT	315.00
095869	05/04/2017	1	Comp Open	007325 HOLOCAUST MEMORIAL CENTER	ATL/DEWLEY/FIELD TRIP	60.00

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
095870	05/04/2017	1	Comp Open	008220 J & H OIL CO.	OPER/KLAPKO/FUEL	512.84
095871	05/04/2017	1	Comp Open	101732 LAMPHERE PLUMBING & HEATING	OPER/KLAPKO/SEWER WORK OHS	400.00
095872	05/04/2017	1	Comp Open	007445 LEPLLEY, ROB	OPER/KLAPKO/VEHICLE REPAIR	35.00
095873	05/04/2017	1	Comp Open	003318 MAEO	ATL/SCHMITZ/MAY 18 COMPETI	450.00
095874	05/04/2017	1	Comp Open	100001 OFFICE DEPOT INC.	TRANS/DELONG/INK	203.40
095875	05/04/2017	1	Comp Open	002766 OVID FARMERS ELEVATOR	OPER/KLAPKO/MARKING LIME	200.00
095876	05/04/2017	1	Comp Open	101469 OWOSSO COUNTRY CLUB	ATH/SPRING&FALL16-SPRING17	1,400.00
095877	05/04/2017	1	Comp Open	005748 RUST, JAMES LESS	OPER/KLAPKO/GOLF CART	4,450.00
095878	05/04/2017	1	Comp Open	005625 SHIAWASSEE RESD	3/26-4/8/17 SUB REIMBURSE	37,209.56
095879	05/04/2017	1	Comp Open	005625 SHIAWASSEE RESD	OHS/BRIANNA KOSKI	24,343.48
095880	05/04/2017	1	Comp Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	58.04
095881	05/04/2017	1	Comp Open	006230 THRUN LAW FIRM, P.C.	MARCH LEGAL FEES	220.50
095882	05/04/2017	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	56.34
095883	05/04/2017	1	Comp Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	77.58
095884	05/11/2017	1	Comp Open	101548 AGNEW SIGNS CO.	ADM/TUTTLE/PENS	985.00
095885	05/11/2017	1	Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	HS/COBB/BLUE & GOLD PROGRA	490.14
095886	05/11/2017	1	Comp Open	000582 BLUMERICH COMMUNICATIONS INC.	OMS/DIGNAN/RADIOS	600.00
095887	05/11/2017	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/NATURAL GAS	8,807.40
095888	05/11/2017	1	Comp Open	001829 BRUZMOR, DEVON	HS/BRUZMOR/MILEAGE	40.66
095889	05/11/2017	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENTAL	58.50
095890	05/11/2017	1	Comp Open	101784 COBB, LYNDA	HS/COBB/MILEAGE	16.79
095891	05/11/2017	1	Comp Open	005726 CROOKED TREE NURSERY, LLC	OPER/KLAPKO/MULCH	237.93
095892	05/11/2017	1	Comp Open	003248 CRYSTAL CLEAN WATER	ADM/WATER	31.00
095893	05/11/2017	1	Comp Open	001460 D & D TRUCK - TRAILER PARTS	OPER/KLAPKO/ALTERNATOR	126.32
095894	05/11/2017	1	Comp Open	007680 D'MAR BANQUET & CONF CENTER	HS/COBB/BLUE & GOLD	1,003.80
095895	05/11/2017	1	Comp Open	101303 DAVISON HIGH SCHOOL	ATH/SMITH/5-12 TRACK	250.00
095896	05/11/2017	1	Comp Open	007794 DNA DESIGN CO., LLC	ADM/SELLECK/CTE LOGO/WEB	2,326.50
095897	05/11/2017	1	Comp Open	007988 FORTITUDE OUTDOOR FITNESS	ATH/SMITH/TEAM BUILDING	100.00
095898	05/11/2017	1	Comp Open	002245 FUOSS GRAVEL COMPANY	OPER/KLAPKO/LIMESTONE	242.65
095899	05/11/2017	1	Comp Open	100742 GAYLE GREEN FLOWERS	HS/COBB/BLUE & GOLD	48.00
095900	05/11/2017	1	Comp Open	002125 GOVCONNECTION, INC	OHS/LIEBERMAN/SPLITTER/CAB	279.75
095901	05/11/2017	1	Comp Open	006861 GRAHAM, ANGELA	EM/GRAHAM/CONF REIMB	20.33
095902	05/11/2017	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	417.00
095903	05/11/2017	1	Comp Open	005183 HASSELBRING CLARK	COPIER RENTAL	45.10
095904	05/11/2017	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/VANDALISM	3,806.00
095905	05/11/2017	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/TROJAN TIMES	535.00
095906	05/11/2017	1	Comp Open	008220 J & H OIL CO.	TRANS/DELONG/DIESEL	6,036.00
095907	05/11/2017	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/MUSIC CREDIT	424.00
095908	05/11/2017	1	Comp Open	005463 JOSTENS	HS/COBB/CORDS	123.53
095909	05/11/2017	1	Comp Open	003187 KRANTZ, JASON	ATH/KRANTZ/MILEAGE	40.66
095910	05/11/2017	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/EQUIP REPAIR	223.10
095911	05/11/2017	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/TIRES	140.81
095912	05/11/2017	1	Comp Open	008255 LORD ABBETT RETIREMENT SERVICES	CHARLENE THORNTON CONTRIBU	80.00
095913	05/11/2017	1	Comp Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL WOR	591.65
095914	05/11/2017	1	Comp Open	003740 MASE	ADM/MEMBERSHIP	5,730.00
095915	05/11/2017	1	Comp Open	100400 MASSP	MS/17-18 DUES-COLLINS/DWYE	1,150.00
095916	05/11/2017	1	Comp Open	006689 MERIDIAN SCREEN PRINTING	ALT/BOWMAN/SHIRTS	39.25
095917	05/11/2017	1	Comp Open	007066 MICHALANGELO ENTERPRISES LLC	ADM/SELLECK/PD	4,375.00
095918	05/11/2017	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	33.60
095919	05/11/2017	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/BOILER TESTS	2,550.00
095920	05/11/2017	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	29.13
095921	05/11/2017	1	Comp Open	100396 NORTH AMERICAN OVERHEAD DOOR	OPER/KLAPKO/HINGE	6.50
095922	05/11/2017	1	Comp Open	007705 NORTHFIELD AN OLDCASTLE CO.	OPER/KLAPKO/INFIELD SURFAC	8,898.56
095923	05/11/2017	1	Comp Open	100001 OFFICE DEPOT INC.	OHS/COBB/PAPER	96.24

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
095924	05/11/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	BR/BROOKS/PARENT CAREER DA	2,178.21	
095925	05/11/2017	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/CLEANER	42.05	
095926	05/11/2017	1	Comp Open	008010 OWOSSO MEDICAL GROUP	BUS DRIVER PHYSICAL	85.00	
095927	05/11/2017	1	Comp Open	100030 OWOSSO PUBLIC SCHOOLS	HS/COBB/CTE DRIVER	281.45	
095928	05/11/2017	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	11,746.11	
095929	05/11/2017	1	Comp Open	004750 PERMA-BOUND	OMS/LIEBERMAN/BOOKS	20.92	
095930	05/11/2017	1	Comp Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	49.64	
095931	05/11/2017	1	Comp Open	004790 PITNEY BOWES	ADM/POSTAGE	400.00	
095932	05/11/2017	1	Comp Open	100765 PITT, CLARA	ADM/PITT/MILEAGE	18.19	
095933	05/11/2017	1	Comp Open	100240 PRECISION DATA PRODUCTS	CE/SPIELMAN/HEADSETS W/MIC	223.68	
095934	05/11/2017	1	Comp Open	007557 PREMIER BUSINESS PRODUCTS	MAINT PMT 12-1-16-2-28-17	10,002.13	
095935	05/11/2017	1	Comp Open	008236 PROMOTIONS NOW	OHS/KURTZ/MECHANICAL PENCI	653.00	
095936	05/11/2017	1	Comp Open	100135 QUILL CORPORATION	OHS/LIEBERMAN/TONER/PAPER	1,103.76	
095937	05/11/2017	1	Comp Open	006432 REALITYWORKS	OHS/SCHNEIDER/REAL CARE BA	14,493.00	
095938	05/11/2017	1	Comp Open	002452 ROCHESTER 100 INC.	CE/KLAPKO/NICKY'S FOLDERS	531.25	
095939	05/11/2017	1	Comp Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/FEB 17 DUES	140.50	
095940	05/11/2017	1	Comp Open	003319 SCHMITZ, MICHELE	REISSUE CHECK #94656	122.62	
095941	05/11/2017	1	Comp Open	005435 SCHOOL NURSE SUPPLY	EM/NIDEFSKI/BANDAGES	436.30	
095942	05/11/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	MS/DIGNAN/PENCILS	167.17	
095943	05/11/2017	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/ALARM REPAIR	797.00	
095944	05/11/2017	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	EM/HANKINS/INK	74.11	
095945	05/11/2017	1	Comp Open	005677 SPI INNOVATIONS INC	ADM/WATSON/SINKING FUND WO	6,920.00	
095946	05/11/2017	1	Comp Open	002623 TASC-CLIENT INVOICES	6/1-6/30-17 ADMIN FEES	285.52	
095947	05/11/2017	1	Comp Open	007717 TIMLICK'S AUTO & TRUCK REPAIR	OPER/KLAPKO/VEHICLE REPAIR	180.00	
095948	05/11/2017	1	Comp Open	003993 TREMCO	OPER/KLAPKO/ROOF REPAIR	9,242.68	
095949	05/11/2017	1	Comp Open	007457 US BANK EQUIPMENT FINANCE	LEASE PAYMENT MAY 2017	2,132.95	
095950	05/11/2017	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/MAY 2017	1,995.92	
095951	05/11/2017	1	Comp Open	002238 WHITE, BEVERLY	ADM/WHITE/CONF REIMBURSEME	192.26	
						CHECK TOTAL	335,842.08
						LESS VOIDS	0.00
						GRAND TOTAL	335,842.08

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	190	335,842.08	Computer	190	335,842.08
Cleared			Prepaid		
Void					
Scratch					
TOTAL	190	335,842.08	TOTAL	190	335,842.08

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
006964	04/20/2017	1 Comp	Cleared	04/30/2017 004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	402.05
006965	04/20/2017	1 Comp	Cleared	04/30/2017 007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	6,861.70
006966	04/20/2017	1 Comp	Open	001020 CHREST SUPPLY COMPANY	FS/KLAPKO/EQUIP REPAIR	534.12
006967	04/20/2017	1 Comp	Open	005058 PD HAYES ELECTRIC CO.	FS/PRINCE/EQUIP REPAIR	79.50
006968	04/20/2017	1 Comp	Cleared	04/30/2017 008220 J & H OIL CO.	FS/KLAPKO/FUEL	156.46
006969	04/20/2017	1 Comp	Cleared	04/30/2017 102408 LANSING SANITARY SUPPLY INC.	FS/KLAPKO/CLEANING SUPPLIE	979.47
006970	04/20/2017	1 Comp	Cleared	04/30/2017 003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	4,734.12
006971	04/20/2017	1 Comp	Open	005610 SHIAWASSEE COUNTY HEALTH DEPT.	KS/KLAPKO/LICENSE FEES	2,469.00
006972	04/20/2017	1 Comp	Cleared	04/30/2017 003167 SOUTHSIDE CAR WASH	FS/KLAPKO/VEHICLE MAINT	6.60
006973	04/20/2017	1 Comp	Cleared	04/30/2017 000684 STAFFORD-SMITH INC.	OHS/PRINCE/EQUIPMENT	14,759.00
006974	04/27/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	310.71
006975	04/27/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	6,832.70
006976	04/27/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	620.61
006977	04/27/2017	1 Comp	Open	100267 UNUM LIFE INSURANCE	MAY 2017 BILL/FS STAFF	50.42
006978	05/04/2017	1 Comp	Open	008220 J & H OIL CO.	FS/KLAPKO/FUEL	80.91
006979	05/11/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	790.80
006980	05/11/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	12,598.45
006981	05/11/2017	1 Comp	Open	003758 COCA-COLA BOTTLING CO OF MICHIGN	FS/PRINCE/FOOD PURCHASE	2,191.92
006982	05/11/2017	1 Comp	Open	005058 PD HAYES ELECTRIC CO.	FS/PRINCE/EQUIP REPAIR	140.00
006983	05/11/2017	1 Comp	Open	100065 GRAINGER	FS/KLAPKO/FAN	75.90
006984	05/11/2017	1 Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	49.65
CHECK TOTAL						54,724.09
LESS VOIDS						0.00
GRAND TOTAL						54,724.09

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount	
Open	14	26,824.69	Computer	21	54,724.09	
Cleared	7	27,899.40	Prepaid			
Void						
Scratch						
TOTAL		21	54,724.09	TOTAL	21	54,724.09

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600867	04/27/2017	1	Comp Open	001274 SPICER GROUP INC.	SINKING FUND PROJECT MGT	16,958.36
600868	05/11/2017	1	Comp Open	005677 SPI INNOVATIONS INC	SINKING FUND SUPPLIES	117,599.00
CHECK TOTAL						134,557.36
LESS VOIDS						0.00
GRAND TOTAL						134,557.36

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	2	134,557.36	Computer	2	134,557.36
Cleared			Prepaid		
Void					
Scratch					
TOTAL		2	134,557.36	TOTAL 2 134,557.36	

Date Range: From: 04/05/2017
 To: 05/04/2017
 Date Type: Posting Date
 Data available starting: 05/12/2014 Search

SEARCH RESULTS

Search Total: 32,506.1

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Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	643.85	0.00	643.8
MIKE GRAHAM	XXXX-XXXX-0530-1557	3,311.48	0.00	3,311.4
FRED LAB	XXXX-XXXX-0532-9202	87.29	0.00	87.2
ED VAN STRATE	XXXX-XXXX-0532-9277	119.87	0.00	119.8
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	732.25	0.00	732.2
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	343.80	0.00	343.8
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	631.89	0.00	631.8
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	1,042.62	0.00	1,042.6
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	39.90	0.00	39.9
AL HUYCK	XXXX-XXXX-1323-6431	44.99	0.00	44.9
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(19,357.20)	(19,357.2)
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	547.38	0.00	547.3
DAN CLARK	XXXX-XXXX-0188-5846	49.55	0.00	49.5
BEN COBB	XXXX-XXXX-0188-5861	197.19	0.00	197.1
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	4,337.46	0.00	4,337.4
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	861.25	0.00	861.2
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,922.14	0.00	1,922.1
OPERATIONS DEPT	XXXX-XXXX-0322-6353	3,386.75	0.00	3,386.7
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	937.08	0.00	937.0
DISTRICT TRAVEL	XXXX-XXXX-0372-6121	980.84	0.00	980.8
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0969-6765	904.87	0.00	904.8
BRIGHT BEGINNINGS	XXXX-XXXX-2811-1358	719.99	(35.98)	684.0
CENTRAL OFFICE	XXXX-XXXX-6279-7468	30,056.88	0.00	30,056.8

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Search Total: 32,506.1

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 April 30, 2017
 Report 16-113

Statement of Deposits and Investments
As of 4/30/2017
Unaudited

	General Fund	School Service	Building & Site	Total
Summary of Deposits and Investments				
Cash on hand	\$ 522,000	\$ 383,712	\$ 2,121,100	\$ 3,026,813
Investments	4,195,821		1,226,575	5,422,396
Total Deposits and Investments	\$ 4,717,821	\$ 383,712	\$ 3,347,676	\$ 8,449,209
 Detail of Deposits and Investments				
Cash on hand	\$ 522,000	\$ 382,935	\$ 2,121,100	\$ 3,026,036
Petty Cash on hand	-	777	-	-
Total Cash on hand	\$ 522,000	\$ 383,712	\$ 2,121,100	\$ 3,026,813
Chemical Bank Savings Account	\$ 61,432	-	\$ 111,700	\$ 173,132
Mich Class Investment	4,134,389	-	1,114,875	5,249,264
Total Investments	\$ 4,195,821	\$ -	\$ 1,226,575	\$ 5,422,396
Total Deposits and Investments	\$ 4,717,821	\$ 383,712	\$ 3,347,676	\$ 8,449,209

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 April 30, 2017
 Report 16-113

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
 As of 4/30/2017
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund		
	BUDGET REVISION #1	YTD Actual	Over (Under) Budget	BUDGET REVISION #1	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
REVENUE									
Local sources									
State sources	3,500,503	3,267,674	(232,829)	294,398	258,025	(36,373)	1,591,871	1,524,489	(67,382)
Federal sources	24,935,666	15,696,743	(9,238,923)	62,547	39,798	(22,749)	-	-	-
Interdistrict sources-RESID	1,443,129	692,220	(750,909)	1,584,787	1,094,896	(489,891)	-	-	-
Interdistrict sources-transfers in and other sources	764,298	121,122	(642,576)	-	-	-	-	-	-
Total revenue and other sources	123,124	2,276	(121,448)	1,941,732	1,392,719	(549,013)	1,591,871	1,524,489	(67,382)
	\$ 30,767,320	\$ 19,780,635	\$ (10,986,685)						
EXPENDITURES									
INSTRUCTION									
BASIC PROGRAMS:									
ELEMENTARY	6,928,633	4,758,950	(2,169,683)	294,398	258,025	(36,373)	1,591,871	1,524,489	(67,382)
MIDDLE SCHOOL	3,551,762	2,437,057	(1,114,705)	62,547	39,798	(22,749)	-	-	-
HIGH SCHOOL	4,085,608	2,750,022	(1,335,586)	1,584,787	1,094,896	(489,891)	-	-	-
ALTERNATIVE EDUCATION	648,352	452,527	(195,825)	-	-	-	-	-	-
PRESCHOOL	126,795	98,591	(28,214)	-	-	-	-	-	-
PRESCHOOL (MICHIGAN READINESS) GRANT	188,590	156,527	(32,063)	-	-	-	-	-	-
TOTAL BASIC PROGRAMS	15,629,940	10,633,664	(4,996,276)	1,941,732	1,392,719	(549,013)	1,591,871	1,524,489	(67,382)
ADDED NEEDS:									
SPECIAL EDUCATION	3,109,183	2,160,315	(948,868)						
CHILD CARE PROGRAM	265,842	161,595	(104,247)						
TITLE I GRANT	1,011,912	670,401	(341,511)						
VOCATIONAL EDUCATION	628,642	410,288	(218,354)						
TARGETED LITERACY GRANT	77,550	73,342	(4,208)						
AT RISK GRANT	1,186,026	584,989	(601,037)						
MISC STATE GRANTS	6,943	2,000	(4,943)						
TOTAL ADDED NEEDS	6,286,098	4,062,930	(2,223,168)						
CONTINUING EDUCATION:									
COMMUNITY EDUCATION	139,628	116,156	(23,472)						
TOTAL CONTINUING EDUCATION	139,628	116,156	(23,472)						
TOTAL INSTRUCTION	21,955,666	14,812,750	(7,142,916)						
SUPPORTING SERVICES									
PUPIL SERVICES:									
GUIDANCE SERVICES	483,551	349,495	(134,056)						
TOTAL PUPIL SERVICES	483,551	349,495	(134,056)						
INSTRUCTIONAL STAFF:									
TITLE II, PART A/RURAL EDUCATION GRANT	384,896	283,103	(101,793)						
IMPROVEMENT OF INSTRUCTION	257,850	159,305	(98,545)						
MEDIA SERVICES	287,957	205,424	(82,533)						
TOTAL INSTRUCTIONAL STAFF	910,703	647,832	(262,871)						
GENERAL ADMINISTRATION:									
BOARD OF EDUCATION	104,150	48,765	(55,385)						
EXECUTIVE ADMINISTRATION	316,161	257,828	(58,333)						
HUMAN RESOURCES	204,185	165,564	(38,621)						
TOTAL GENERAL ADMINISTRATION	624,496	472,157	(152,339)						
SCHOOL ADMINISTRATION:									
SCHOOL ADMINISTRATION	2,523,713	2,010,607	(513,106)						
TOTAL SCHOOL ADMINISTRATION	2,523,713	2,010,607	(513,106)						
BUSINESS SERVICES:									

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
April 30, 2017
Report 16-113

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 4/30/2017
Unaudited

	General Fund			School Service Fund			Capital Projects Fund		
	BUDGET REVISION #1	YTD Actual	Over (Under) Budget	BUDGET REVISION #1	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
FISCAL SERVICES	\$ 326,399	\$ 269,783	\$(56,616)				\$ 1,079,623	\$ 624,195	\$(455,428)
TECHNOLOGY MANAGEMENT	\$ 351,742	\$ 226,650	\$(125,092)				\$ 1,079,623	\$ 624,195	\$(455,428)
TOTAL BUSINESS SERVICES	\$ 678,141	\$ 496,433	\$(181,708)						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 2,730,833	\$ 2,104,525	\$(626,308)						
TOTAL OPERATIONS AND MAINTENANCE	\$ 2,730,833	\$ 2,104,525	\$(626,308)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 857,854	\$ 652,929	\$(204,925)						
TOTAL PUPIL TRANSPORTATION	\$ 857,854	\$ 652,929	\$(204,925)						
OTHER SERVICES:									
PAC	\$ -	\$ -	\$ -						
COMMUNICATION SERVICES	44,308	37,020	(7,288)						
ATHLETICS	422,443	324,541	(97,902)						
PRINTING AND OTHER SUPPORT SERVICES	78,147	61,182	(16,965)						
TOTAL OTHER SERVICES	\$ 544,898	\$ 422,743	\$(122,155)						
TOTAL SUPPORTING SERVICES	\$ 9,354,189	\$ 7,156,721	\$(2,197,468)						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	59,596	22,521	(37,075)						
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 59,596	\$ 22,521	\$(37,075)						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES									
TOTAL EXPENDITURES	\$ 31,369,451	\$ 21,991,982	\$(9,377,459)				\$ 2,048,410	\$ 1,546,552	\$(501,858)
REVENUE OVER or (UNDER) EXPENDITURES	\$ (602,131)	\$ (2,211,357)	\$(1,609,226)				\$ 2,048,410	\$ 1,546,552	\$(501,858)
AUDITED FUND BALANCE, JULY 1, 2016	3,784,865	3,784,865							
PROJECTED FUND BALANCES - June 30, 2017	3,182,734						468,893	468,893	
							362,215	362,215	
							2,959,630	2,959,630	

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-114

FOR ACTION

Subject:

OHS Track renovation, OHS Band Practice field lighting, OMS Gym resurfacing, and Washington sewer renovation

Recommendation:

Recommend that the Board authorize the Superintendent to enter into a sinking fund contract with L.A. Construction, Flushing, Michigan in an amount not to exceed \$317,460.00 including \$25,000 for contingency for the projects listed.

Rationale:

The track was refurbished in 1999 and is in need of renovation for safety reasons. This along with the other projects included in the bid are necessary in order to preserve safety and provide continued operation of the impacted areas.

Statement of Purpose/Issue:

To award the contract so that the work can commence as soon as school is dismissed for the 2016-17 school year in order to meet the tight time line to finish prior the commencement of the 2017-18 school year.

Facts/Statistics:

As part of the Board's work to create a prioritization for the summer's sinking fund work, it was identified that the OHS Track was in need of renovation due to the normal wear and tear that occurs with use over an extended period of time. In addition, given the mobilization of a contractor to address the track, other immediate needs that could be addressed by the contractor were identified throughout the District and included in the bid request.

- The bids were opened on Wednesday, March 29, 2017
- In spite of a number of contractors attendance at the pre-bid meeting, only two contractors opted to bid the project, L.A. Construction and Laux Construction (the results of the bidding process are shown on the table provided in this report). The bids for the "paving" aspects of the work ran high on this bid with the other aspects of the work being right on estimate. It was difficult to garner a ton of bidder interest in this work as the bid specified 8 paving systems. This is becoming more and more the case as the amount of construction work continues to go up, particularly during the summer months.
- The specification in the bids provided a number of alternatives to the base bid including the installation of some baseball and softball warning tracks, fencing etc...The pricing that has been recommended excludes the warning systems with the intention of looking at other alternatives that would be less expensive than the \$78,800 option provided and reflects a 1/2" black polyurethane base mat only with a Mill of 1.5" of existing asphalt and providing a new 1.5" asphalt with a base bid rubber track surface (this resulted in a reduction in the base bid of \$66,740).
- Spicer has worked with L.A. Construction previously and found them to be reliable.
- A post bid meeting was held to go over the specifics of the contract and it has been determined that L.A. construction has the ability to perform the work to the specifications and within the time frame required.

This project will be solely funded from sinking fund proceeds and was included in the Sinking fund planning process.

Motion

Seconded

Vote – Ayes

Nays

Motion

**HIGH SCHOOL TRACK RESURFACE AND OTHER DISTRICT IMPROVEMENTS
BIDS OPENED MARCH 29, 2017**

	L.A. Construction Flushing, MI	Laux Construction, LLC Holt, MI
TOTAL BID	\$463,000	\$621,585
Less: Warning Tracks for Baseball and Softball	(78,800)	(78,975)
1/2" black polyurethane base mat	(40,530)	(45,600)
Mill 1.5' and provide new 1.5" asphalt with base bid rubber track surface	(26,210)	N/A
RECOMMENDED BID	\$317,460	\$497,010

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-115

FOR ACTION

Subject:

Student Handbook Updates

Recommendation

Resolve that the Board of Education approve the 2017-2018 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.

Facts/Statistics:

1998 was the first year the Board had an opportunity to review student handbooks. Last year the Board took action to formally approve the handbooks, which will occur annually.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-116

FOR ACTION

Subject:

Agreement for the continued use of PCMI/Willsub to provide contracted services for the Athletic department for non-employee coaches, Bentley Bright Beginnings non-certified/non-Administrative staff and for special circumstances in which specialized non-union staff are needed

Recommendation:

Resolve that the Board of Education renew the contract with PCMI/Willsub for the contract for the fiscal year 2017-18 and authorize the Superintendent to sign the contract on behalf of the District.

Facts /Statistics:

The original goals of the District have continued to be met with this ongoing relationship which were primarily as follows:

- Provide a mechanism to reduce the costs associated with providing Childcare and preschool services while trying to preserve the programming
- Reduce the costs for coaches in the Athletic area while trying to preserve the programming
- Contract for non-primary educational services in order to satisfy the push from the State to contract for services
- Fees will remain unchanged from the previous year.

The contracted relationship between PCMI/Willsub for these services has been ongoing since 2011. The services have been deemed to be satisfactory during this time period and beneficial to the District in meeting the goals outlined above. Other opportunities have been reviewed since 2011 and PCMI/Willsub has continued to be determined to be the best fit for the District's needs.

Motion

Seconded

Vote – Ayes

Nays

Motion



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Pursuant to Section 2.2 of the PCMI/willSub® Agreement for Human Resource Staffing Services, PCMI/willSub® is pleased to offer Owosso Public Schools (“District”) a one-year extension of the Agreement between District and PCMI, originally effective from July 1, 2014 through June 30, 2015 (“Agreement”). By signing below, PCMI and the District hereby agree to extend the Agreement, in all respects, for one year, from July 1, 2017 through June 30, 2018.

OWOSSO PUBLIC SCHOOLS

PCMI

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-117

FOR ACTION

Subject:

Authorization for the Board of Education to support the Friends of the Shiawassee River with their quest to establish a National Water Trail on the Shiawassee River and to ensure access, and potentially, upgrade the launch site behind the Owosso Middle School.

Recommendation:

Resolve that the Board of Education approve a transfer of control with necessary upgrades of the existing Owosso Middle School access point that is located on the James Miner River Walkway in downtown Owosso.

Rationale:

As has been customary for the past 45 years, Owosso Public Schools intends to keep the access public for the Trail's 10-year commitment requirement or until the city of Owosso assumes liability and control of the James Miner trail/river access.

Facts/Statistics:

The planned trail segment for the Shiawassee River is from its upstream location in the Village of Holly to the downstream terminus in Chesaning, Michigan.

Under either ownership scenario, the use of adjacent school grounds for parking or paddle boat shuttling is limited to non-school day operational hours.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Regular Meeting
May 22, 2017

Report 16-118

FOR ACTION

Subject:

SRESD Biennial Election

Recommendation:

Resolve that the Board of Education adopt the Resolution to confirm their designation of Rick Mowen to be their designated representative of the Owosso Public Schools for the electoral body of the ISD biennial election to be held June 5, 2017 as acted upon at the regular Owosso Public Schools Board meeting on April 24, 2017 and _____ as an alternate representative in the event Mr. Mowen is unable to attend. In addition, resolve that the Board direct Mr. Mowen or his alternate to cast a vote on behalf of the Owosso Public Schools Board of Education at the election to be held on June 5, 2017 for Tom Atherton and Mike Rexin to each serve six year terms on the SRESD Board.

Rationale:

The Revised School Code provides that board members of Shiawassee Regional Education Service District, Michigan, be elected biennially on the first Monday in June by an electoral body composed of one (1) person designated by the board of each constituent school district. The designee from the Owosso Schools Board of Education must be directed to cast the vote on behalf of the District during the regular meeting by adoption of the presented resolution. This resolution was considered during the Owosso Public Schools Board of Education SRESD meeting held just prior to this regular meeting.

Facts/Statistics:

- The Revised School Code further provides that this Board shall consider the resolution of designating its representative on the electoral body at not less than one (1) public meeting before adopting the designating resolution. The resolution must be presented for adoption after May 15th and prior to the actual SRESD election taking place on June 5, 2017.
- The actual election of candidates happens once every two years (biennial). This year the SRESD must elect two candidates for six year terms. The candidates for the SRESD Board presented for consideration during the Owosso Public Schools Board of Education SRESD meeting held just prior to this regular meeting were as follows:
 1. Tom Atherton – resident of Gaines
 2. Mike Rexin – resident of Lennon
 Profiles for both of these candidates have been included in this Board package along with the required resolution for adoption.

Motion

Seconded

Vote – Ayes

Nays

Motion

Shiawassee RESD Board of Education Candidates for June 5, 2017 Election

Two (2) Six Year Terms

Tom Atherton
Resident of Gaines

Married, three adult children, 10 grandchildren with another due in July, graduated from Byron High School, BS from Michigan State University. Owns and operates Tomerton Dairy Farm from 1969 to present. Member of the Byron Board of Education for 12 years (Treasurer 2 years, Secretary 3 years), Shiawassee County School Board Association President 3 years, Byron FFA - Coach of Dairy Judging Team and Coach of the Farm Business Management Team (3 winning teams). Member of Gaines United Methodist Church, Michigan Milk Producers Association, Shiawassee-Genesee Dairy Herd Improvement Association, Michigan Holstein Association, Genesee County Farm Bureau, 4-H Leader for 20 years, Shiawassee RESD Board of Education for 12 years currently Vice President

Mike Rexin
Resident of Lennon

Married to Linda for 24 years. Blessed with 3 adult children, and a 4th preparing to graduate from Durand High School on June 1st. A graduate of Ovid-Elsie High School. Received a Bachelor's in Criminal Justice from Ferris State. Worked 28 yrs. in county gov't serving at-risk populations. Served on Durand Area Schools Board of Ed. for 9 plus years as President, VP, Treasurer and Trustee. I have volunteered time on other boards. Durand Union Station (currently President), Shiawassee County CMH Services Board. In 2010, I was appointed to serve the remaining 1 year on a vacant RESD seat. I was elected to a full six-year term in 2011. I enjoy serving the fine residents of Shiawassee County.

**RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE
AND WHO TO VOTE FOR ON BEHALF OF THE BOARD OF EDUCATION**
(To be adopted on or after May 15)

Owosso Public Schools, Owosso, Michigan (the "District")

A regular meeting of the board of education of Owosso Public Schools, Michigan (the "Board"), was held in the Owosso High School Media Center at 765 E. North St., in the District, on the 22nd day of May, 2017, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. The biennial election of the Board of Shiawassee Regional Education Service District (the "ISD") will be held on Monday, June 5, 2017; and

2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and

3. In accordance with Section 614(2) of the Revised School Code [MCL380.614(2)], this Board must now adopt a resolution which designates its representative to the electoral body and direct said representative to vote on behalf of this Board for the specific candidate this Board supports for each position to be filled on the RESD Board, at least on the first ballot taken by the electoral body.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of Rick Mowen as the representative of this Board for the electoral body, which body will elect two (1) six year term, candidates to the vacancy on the Shiawassee RESD Board of Education on Monday, June 5, 2017 and _____ as an alternate representative in the event the designated representative is unable to attend.

2. The designated representative, or the alternate in the event of the absence of the designated representative, is further directed to cast a vote on behalf of this Board for Tom Atherton and Mike Rexin.

3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the RESD Board at or prior to the election of the RESD Board on Monday, June 5, 2017.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Owosso Public Schools, Owosso, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 22, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act 1976 PA 267, as amended.

Secretary, Board of Education

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting - SRES
May 22, 2017

Report 16-119

FOR ACTION

Subject:

SRES Budget Resolution Approval

Recommendation:

Resolve that the Board of Education support/disapprove the Shiawassee Regional Education School District 2017-18 budget as presented, and authorize the superintendent to forward the resolution to the SRES board on or before June 1, 2017.

Rationale:

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review. The local school district's board of education must do the following on or before June 1 of each year:

1. review the proposed intermediate school district budget;
2. adopt a resolution expressing the board's support for or disapproval of the proposed intermediate school district budget; and
3. if the board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

Facts/Statistics:

The intermediate school district reform legislation is part of Act 234, Public Acts of Michigan, 2004. A draft of each resolution (to support or disapprove) is attached to this report. The actual budget was presented to Rick Mowen, Board of Education Trustee on May 1, 2017 at a budget proposal meeting held at the SRES for which the minutes of the meeting have been included in the package for review and consideration. The SRES budget appropriations have been included as part of the Board package.

Motion

Seconded

Vote – Ayes

Nays

Motion

2017-2018 GENERAL FUND BUDGET REVIEW MEETING

May 1, 2017

The General Fund Budget Review Meeting was called to order by Shiawassee RESD Board President, Dr. Tim Atkinson at 7:00 pm. Representatives present were:

Jeff Vandemark	Byron Area Schools
Mark Buckley	Corunna Public Schools
Kasey Fiebertz	Durand Area Schools
Jason Michels	Laingsburg Community Schools
Joe Grigas	Morrice Area Schools
Curt Bitterman	New Lothrop Area Public Schools
Rick Mowen	Owosso Public Schools
Catherine Hahn	Perry Public Schools

Superintendent Schulte welcomed the representatives from the local districts. Superintendent Schulte reviewed the purpose of the meeting, outlined the budget review process and the changes in the law that now requires the local boards to pass a resolution approving or disapproving the RESD General Fund Budget. Superintendent Schulte gave a brief description of the Shiawassee RESD, the services the RESD provides.

Superintendent Schulte reviewed the budgets and highlighted services for the general and special education fund budgets, shared a list of collaborative partnerships within the county and with other ISDs and other organizations/industries, the increases in retirement costs and the decrease in pupil counts.

Questions were entertained following the budget presentation. A copy of the resolutions approving or disapproving the RESD budget that must be passed by each local district were presented. Each district must adopt one of these resolutions and send a copy to the RESD by June 1, 2017. Copies of these resolutions have been sent to each district's Superintendent and the Superintendent's secretary.

Motion by Rick Mowen, supported by Cathy Mulholland that the meeting adjourned at 7:30 pm. Motion unanimously carried.

Respectfully submitted,

David E. Schulte
Superintendent
Shiawassee RESD

SHIAWASSEE REGIONAL EDUCATION SERVICE DISTRICT			
GENERAL FUND BUDGET			
2017-18 PROJECTED BUDGET			
		2016-2017 PROJECTED	2017-2018 PROJECTED
REVENUE		BUDGET	BUDGET
100	Local Revenue	844,626	773,570
300	State revenue	4,812,676	5,013,270
400	Federal Revenue	356,205	355,772
500	Local Incoming Transfers	1,403,003	1,877,698
600	Incoming Transfers/Other	1,887,571	1,585,968
TOTAL REVENUE		9,304,081	9,606,278
EXPENSES			
110	Great Start/Early Head Start	232,867	94,614
120	Added Needs	602,564	669,996
130	Continuing Education	116,080	8,764
210	Pupil Services	338,987	377,678
220	Instructional Services	2,396,222	2,496,047
230	General Administration	464,656	472,221
250	Business Services	428,655	511,142
260	Operation/Maintenance	321,409	283,757
270	Transportation	0	1,000
280	Central Services	1,708,899	1,492,896
300	Community Services	0	465,138
400	Outgoing Transfers	3,158,444	3,021,895
450	Capital Outlay	5,000	
TOTAL EXPENSES		9,773,783	9,895,146
BALANCE		-469,702	-288,868
Note:	General Fund Millage = .2238 mills		
It is the recommendation of the Superintendent that the following Resolution be adopted.			
Resolved that this resolution shall be the General Fund Budget of the Shiawassee Regional Education Service District for the fiscal year 2017-2018.			
A resolution to make appropriations; to provide the expenditure of the appropriation and to provide for the disposition of all income received by the Shiawassee Regional Education Service District; that the General Education Fund Tax Levy for fiscal year 2017-2018 based on the maximum allowable amount as approved by the taxpayers in Shiawassee County.			
Be it further resolved that the Board of Education hereby commits this fund's fund balance.			

**Shiawassee Regional Education Service District (RES D)
General Fund Operating Budget
RESOLUTION**

Support for
Budget

Owosso Public Schools, Michigan (the "District")

A regular meeting of the Board of Education of the District was held in the media center in Owosso High School in the District, on the 22nd day of May, 2017 at 7 o'clock in the pm.

The meeting was called to order by _____, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2017.
3. All resolutions insofar as they conflict with this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Owosso Public Schools, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 22, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

H:Board/Budget Approval Resolution/ks

**Shiawassee Regional Education Service District (RESA)
General Fund Operating Budget
RESOLUTION**

Disapproval of
Budget

Owosso Public Schools, Michigan (the "District")

A regular meeting of the Board of Education of the District was held in the media center at Owosso High School in the District, on the 22nd day of May, 2017, at 7 o'clock in the pm.

The meeting was called to order by _____, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2017.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Owosso Public Schools, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

H:Board/Budget Disapproval Resolution/ks

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-120**

FOR ACTION

Subject:

Revised Bylaw 0168.1 – Open Meeting, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0168.1 – Open Meeting**

Facts / Statistics:

The proposed change clarifies that minutes can be approved at either a subsequent regular or special meeting.

This change reflects the current state of law and is recommended by NEOLA for adoption.

District Goal Addressed:

Routine Business

Motion
Seconded
Vote – Ayes Nays Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

BYLAWS
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There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

0168

Minutes

0168.1

Open Meeting

The Secretary, or a temporary secretary appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all roll-call votes taken at the meeting. Proposed minutes shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The Board Secretary shall not include in or with its minutes any personally identifiable information on any student of the District which if released, would prevent the public body from complying with the Family Educational Rights and Privacy Act of 1974.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board as its first order of business at its ~~next~~ regular meeting.

The minutes shall show only action taken and if requested, remarks of Board members, administration and/or citizens present.

M.C.L.A. 15.269, 380.1201

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-121

FOR ACTION

Subject:

Revised Policy 2221 – Mandatory Courses, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2221 – Mandatory Courses**

Facts / Statistics:

Recent legislation to M.C.L. 380.1168 requires school districts to include age and grade appropriate instruction about genocide, including, but not limited to, the Holocaust and the Armenian Genocide. The legislature recommends a combined total of 6 hours of this instruction during grades 8 to 12.

This change reflects the current state of law and is recommended by NEOLA for adoption but is not required.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROGRAM
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REVISED POLICY - VOL. 31, NO. 2

MANDATORY COURSES

In compliance with the Michigan School Code, the Board of Education directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas:

- A. the Constitution of the United States and Michigan, and in the history and present form of government of the United States, and Michigan and its political subdivisions
- B. the principal modes by which communicable disease is spread and the best methods for the restriction and prevention of these diseases
- C. instruction in physiology and hygiene with special emphasis on drug abuse prevention
- D. **Age and grade appropriate instruction in grades 8 through 12 about genocide, including, but not limited to, the Holocaust and Armenian Genocide.**

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses.

M.C.L.A. 380.1166, **1168**, 1169, 1170

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-122

FOR ACTION

Subject:

New Policy 2461 – Recording of District Meetings Involving Students and/or Parents, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 2461 – Recording of District Meetings Involving Students and/or Parents**

Facts / Statistics:

This new policy provides the structure for districts to limit unauthorized recordings of meetings and other interactions with district personnel, given the availability of technology like AngelSense (a device/service available to parents for tracking students that also has the potential to “listen in” to interactions of the student during the day which could be recorded by using another external device) in the Schools. This language is intended to provide a framework for such recording to take place and specifically require that advanced notification take place for such recording.

This policy is offered for consideration but is not required by law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROGRAM
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NEW POLICY - VOL. 31, NO. 2

**RECORDING OF DISTRICT MEETINGS INVOLVING STUDENTS
AND/OR PARENTS**

[SELECT OPTION # 1 OR OPTION # 2]

[OPTION #1]

Recording of IEP Team and 504 Meetings

- [X]** In order to facilitate parents' ability to fully participate in the IEP and/or 504 process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings and 504 Team meetings in accordance with the following procedures:
- A. Parents wishing to audio record an IEP Team meeting or 504 Team meeting must utilize their own recording device and provide notice to the District prior to the date of the scheduled IEP Team or 504 Team meeting.
 - B. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

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OWOSSO PUBLIC SCHOOLS**

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[OPTION #2]

Recording of IEP Team and 504 Team Meetings

- [] The recording of IEP Team meetings and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process or 504 process and/or his/her child's IEP or 504 Plan, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.
- A. If a parent believes that audio recording an IEP Team or 504 Team meeting is necessary, s/he should notify _____ **[Principal or Director of Pupil Services or Director of Special Education]** in writing, preferably at least two (2) school days before the IEP Team or 504 Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. _____ will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.
- B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings and 504 Team meetings will typically involve situations when a parent or other IEP Team or 504 Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or 504 process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

[END OF OPTIONS]

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Recording of Other District Meetings Involving Students and/or Parents (e.g., Parent-Teacher Conferences)

[SELECT OPTION #3 or OPTION #4]

[OPTION #3]

- Parents are permitted to audio record meetings with the District provided they notify the District prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

[OPTION #4]

- Parents are prohibited from audio recording meetings with the District unless a parent or District staff member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or participate in the meeting. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.

[END OF OPTIONS]

Video recording any District meeting is strictly prohibited, with the exception of meetings open to the public under the Open Meetings Act.

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Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the **Principal** [~~e.g. Principal or Director of Pupil Services~~]. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-123

FOR ACTION

Subject:

Revised Policy 2623 – Student Assessment, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2623 – Student Assessment**

Facts / Statistics:

This policy has been revised to bring specific test references up to date with current requirements, including the assessments required by the new third grade reading legislation. The reference to Michigan promise grants has been left in the template because the reference has not been deleted from statute.

This change reflects the current state of law and is recommended by NEOLA for adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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REVISED POLICY - VOL. 31, NO. 2

STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually **or more frequently, as required by law**, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs **and/or diagnostic reading assessment systems**, student portfolios, and physical examinations.

The Superintendent shall develop and the Board shall approve and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination (or other readiness assessment program approved by the State Superintendent) () **the PSAT [END OF OPTION]** and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science, and social studies.

B. A valid and reliable screening, formative and diagnostic third grade reading assessment systems approved by the Michigan Department of Education.

- B.C** criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best

policy

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work;

- C.D** selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades 1-5;
 - 1. assessment tests;
 - 2. achievement tests.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
 - 1. political affiliations;
 - 2. mental and psychological problems potentially embarrassing to the student or his/her family;
 - 3. sexual behavior and attitude;
 - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

policy

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The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. students who have not attained satisfactory scores on the fourth grade or seventh grade test ~~MEAP Tests~~ should be provided special assistance that will enable them to bring reading skills up to grade level within a twelve (12) month period;
- D. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination

policy

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- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, **380.1280f**
A.C. Rule 340.1101 et seq.

Adopted 11/23/09
Revised 4/22/13
Revised 6/27/16
Revised 6/26/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-124

FOR ACTION

Subject:

Revised Policy 3120.04 – Employment of Substitutes, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 3120.04 – Employment of Substitutes**

Facts / Statistics:

This policy has been revised to clarify the district’s rights and obligations under the statute with respect to the employment status of substitute teachers.

Although the District currently utilizes a third party contractor to employ substitute teachers, it is considered prudent to maintain up to date policies to cover any possible future changes in practices. This change recommended by NEOLA for consideration and adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

PROFESSIONAL STAFF
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REVISED POLICY - VOL. 31, NO. 2

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. Any substitute, however, who is employed **directly by the District** for 150 days or more during a school year of not less than 180, **except under circumstances identified in statute**, days shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

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A substitute, employed **directly by the District** in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid a minimum of four (4) hours once the substitute is called.

M.C.L.A. ~~380.1229A~~, 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1531

M.C.L.A. 380.1236, 380.1236a

A.C. Rule 390.1105(1), 390.1141(2), **390.1146**

Revised 4/06

Revised 6/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-125

FOR ACTION

Subject:

Revised Policies 3121/4121 – Criminal History Record Check, Professional and Support Staff, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policies 3121/4121 – Criminal History Record Check, Professional and Support Staff**

Facts / Statistics:

These polices have been revised in order to be consistent with compliance requirements of the Michigan State Policy/Federal Bureau of Investigation (MSP/FBI) requirements for access and handling of criminal history record information.

These revisions reflect the current compliance requirements of MSP/FBI and are recommended for adoption by NEOLA to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOLS**

PROFESSIONAL STAFF
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REVISED POLICY - VOL. 31, NO. 2

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

¹ ~~Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit~~ and receive such criminal history record checks on behalf of the District **must be direct, regardless of their status as employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321., contractors, vendors or similar classification.** ~~, contractors, vendors or similar classification.~~

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OWOSSO PUBLIC SCHOOLS**

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

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When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

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

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those **who have not been given access to CHRI by the Superintendent not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions.** Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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OWOSSO PUBLIC SCHOOLS**

PROFESSIONAL STAFF
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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06
Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/2017

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REVISED POLICY - VOL. 31, NO. 2

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

¹ ~~Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit~~ and receive such criminal history record checks on behalf of the District **must be direct, regardless of their status as employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321., contractors, vendors or similar classification., contractors, vendors or similar classification.**

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check ~~if they work more than in the schools, on a regular and consistent basis~~, even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.

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When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

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

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated **to those who have not been given access to CHRI by the Superintendent.** ~~not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions.~~ Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

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Revised 4/06
Revised 12/11/06
Revised 5/14/07
Revised 11/24/08
Revised 5/12/14
Revised 6/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-126

FOR ACTION

Subject:

Replacement Policy 5111.01 – Homeless Students, New Policy 5111.03 – Children and Youth in Foster Care and New Policy 8340 – Letters of Reference, 1st readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Replacement Policy 5111.01 – Homeless Students, New Policy 5111.03 – Children and Youth in Foster Care and New Policy 8340 – Letters of Reference**

Facts / Statistics:

The Elementary and Secondary Education Act (ESEA) was reauthorized by the United States Congress in December 2015 with the passage of the Every Student Succeeds Act (ESSA). Since passage, each state has been working on its plan for implementation of Federal requirements. State plans, once developed and adopted by the state, must be submitted to the United States Department of Education (USDOE) for approval. Overall implementation is targeted to begin July 1, 2017. To accommodate this implementation, NEOLA has proposed the referenced polices to assist districts in meeting compliance standards as set forth in ESSA.

These polices are recommended for adoption by NEOLA to conform to guidance set forth in ESSA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REPLACEMENT POLICY- ESSA

HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that may impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

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Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; and
 - 6. before - and after-school programs.

Note:

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

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The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if s/he is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

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When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

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In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available). Additionally, the District should consider giving homeless children and youths priority if there is a waitlist for these schools, programs, and activities.

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

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In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

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The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

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Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

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NEW POLICY - ESSA

CHILDREN AND YOUTH IN FOSTER CARE

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Michigan Department of Education (MDE), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;

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- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal child welfare agencies to provide educational stability for these children and youth. District staff will work closely with child welfare agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and
- C. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

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School of Origin

The school of origin is the school in which a student is enrolled at the time of placement in foster care. If a student's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change. A student in foster care shall remain in his/her school of origin, if it is determined to be in the student's best interest, for the duration of the student's placement in foster care.

When a student exits foster care, the District will continue to prioritize the student's educational stability in determining placement, supports, and services deemed to be in the child's best interests.

- A student who has exited foster care shall be permitted to remain in the school of origin until the end of the school year.
- A student who has exited foster care shall be permitted to remain in the school of origin until the end of the () semester () quarter.
- A student who has exited foster care shall not be permitted to remain in the school of origin, unless there are extenuating circumstances and documentation to demonstrate that the child should remain in the school of origin through the end of the **(X)** school year, **(X)** semester **OR** **(X)** quarter **AT THE DISCRETION OF THE SCHOOL DISTRICT.**

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by MDE and the State or tribal custodial agencies. The District shall utilize the prescribed process in conjunction with local custodial agencies in making best interest determinations, and shall make such determination within five (5) school days of the child's placement in foster care or change in child's living arrangement. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate custodial agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

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If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the Michigan Department of Education (MDE) shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the custodial agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved, the custodial agency will make the final determination. Such final determination will be made within five (5) school days of the child's placement in foster care or change in the child's living arrangement.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the MDE and the State or tribal custodial agencies.

Local Point of Contact

The Superintendent shall designate and make public a local point of contact who will perform the duties as assigned by the Superintendent. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between child welfare and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

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Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs; and
- F. before - and after-school programs.

Transportation Services

The District must ensure that transportation is provided for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and

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- B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local child welfare agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

Additional costs incurred in providing transportation to the school of origin should reflect the difference between what the District would otherwise spend to transport a student to his/her assigned school and the cost of transporting the foster care student to the school of origin. The District will collaborate with the State Education Agency (SEA), other LEAs, and child welfare agencies to pursue possible funding sources and arrangements to deal with transportation costs.

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

45 C.F.R. 1355.20

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NEW POLICY - ESSA

LETTERS OF REFERENCE

The Board of Education recognizes that any current or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer. The Board, however, does not require that such references be provided and a current or former employee should have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator and the:

- business manager
- Human Resources Director
- Superintendent

If an administrator opts, however, to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee's actual performance that can be substantiated by the individual's personnel file. The letter must be reviewed by the:

- business manager
- Human Resources Director
- Superintendent

before it may be released.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith without malice.

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All District employees, including but not limited to an administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, are prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

This policy does not excuse the District from providing responses to request for information as to Unprofessional Conduct, as required by State law.

Section 8546 of the Every Student Succeeds Act (ESSA)
M.C.L. 423.452, 380.1230(b)

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-127

FOR ACTION

Subject:

Revised Policy 5517.01 – Bullying and Other Aggressive Behavior toward Students, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 5517.01 – Bullying and Other Aggressive Behavior toward Students**

Facts / Statistics:

The revisions to this policy are optional and are based on changes to M.C.L. 380.1310b, which “encourages” Districts to include provisions for considering use of restorative practices in its anti-bullying policy. The optional proposed language changes regarding restorative practices are based on newly enacted M.C.L. 380.1310c.

These revisions are offered for consideration by NEOLA but are not mandatory.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REVISED POLICY - VOL. 31, NO. 2

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

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Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permitted should be completed within five (5) business school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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Prevention/Training/Restorative Practices [OPTIONAL]

- The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:
- A. are initiated by the victim;
 - B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
 - C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
 - D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a

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telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

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"**Third parties**" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

MCL 380.1310**Bb** (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 4/23/12

Revised 6/23/14

Revised 5/11/15

Revised 6/2017

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-128

FOR ACTION

Subject:

Revised Polices 5610 – Emergency Removal, Suspension, and Expulsion of Nondisabled Students and 5610.01 – Expulsions/Suspensions – Required by Statute, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Polices 5610 – Emergency Removal, Suspension, and Expulsion of Nondisabled Students and 5610.01 – Expulsions/Suspensions – Required by Statute**

Facts / Statistics:

The revisions to these polices require consideration of specific factors when making decisions relating to suspensions and expulsions. The policies reflect the specific factors that are to be considered and are based on the newly enacted M.C.L. 380.1310d.

Although the law does not require the consideration of these factors until 8/1/2017, it is considered prudent for the Board to consider early adoption in order to have policies that are compliant with the law when it becomes effective. NEOLA recommends adoption of these revisions to the policies in order to have polices that are consistent with the law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REVISED POLICY - VOL. 31, NO. 2

**EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF
NONDISABLED STUDENTS**

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Board (Superintendent) shall consider the following factors:

- A. the student's age**
- B. the student's disciplinary history**
- C. whether the student has a disability**
- D. the seriousness of the violation or behavior**
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member**
- F. whether restorative practices will be used to address the violation or behavior**
- G. whether a lesser intervention would properly address the violation or behavior**

The Board (Superintendent) will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (Superintendent) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (Superintendent) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

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- [] In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law (Policy 5610.01). Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

- [] Restorative practices may include victim offender-conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

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The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be the short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

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A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the principal. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

The Superintendent shall develop administrative guidelines to implement this policy which shall include:

- A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the academic outcomes of the District's core curriculum;
- B. promulgation of standards of behavior to all students in accordance with Board policy on student discipline;
- C. procedures that ensure due process;
- D. provision for make-up work at home, when appropriate.

M.C.L.A., 380.1301, 380.1309, **380.1310d**, 380.1311
20 U.S.C. 3351

**State Board of Education, Resolution to Address School Discipline Issues
Impacting Student Outcomes, Adopted June 12, 2012**

Revised 12/8/08
Revised 6/2017

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REVISED POLICY - VOL. 31, NO. 2

**PERMANENT EXPULSION
EXPULSIONS/SUSPENSIONS - REQUIRED BY STATUTE**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment ~~or~~ a threat to safety **or undue disruption of the educational environment.**

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, the Board (**Superintendent**) shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board (**Superintendent**) need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board (**Superintendent**) that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board (Superintendent) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

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The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. .”

The Board may suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence

The Board may suspend or expel a student in grade six or above for a period of time as determined at the Board’s discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (Superintendent) shall consider the following factors:

- A. the student's age**
- B. the student's disciplinary history**
- C. whether the student has a disability**
- D. the seriousness of the violation or behavior**
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member**
- F. whether restorative practices will be used to address the violation or behavior**

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G. whether a lesser intervention would properly address the violation or behavior

The Board (Superintendent) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (Superintendent) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (Superintendent) will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

[] Restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");

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- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.**

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Alternative Services

An expelled or suspended student may be enrolled ~~The student may be enrolled, in lieu of expulsion, in~~ the District's Alternative Education Program upon the Superintendent's recommendation. Students **who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.**

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to these students.

~~The Superintendent shall ensure that the expulsion is duly noted in the student's record. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm and/or weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of firearms and/or weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.~~

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For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy and Policy 5610 is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a (x) firearm (x) weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of (x) firearms (x) weapons that were brought into the weapon-free school zone and other reasons listed in Policy 8400.

A student who has been expelled under this policy **for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor** may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

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- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District Form 5610.01 F1.
- E. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to the Board **or its designated committee.**
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 - 1. the extent to which reinstatement would create a risk of harm to students or school personnel;

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2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
3. the age and maturity of the student;
4. the student's school record before the expulsion incident;
5. the student's attitude concerning the expulsion incident;
6. the student's behavior since the expulsion and the prospects for remediation;
7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - b. participate in an anger management program or other counseling activities at families expense;
 - c. cooperate in processing and discussing periodic progress reviews;
 - d. meet other conditions deemed appropriate by the committee;
 - e. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

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In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with:

() **the procedures set forth above.**

OR

() **the standards and the procedures it determines to be appropriate under the circumstances.**

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

M.C.L.A. ~~380.1308~~, 380.1310, ~~380.1310a~~, 280.1310d, 380.1311, 380.1311a

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-129

FOR ACTION

Subject:

Revised Policy 7540.02 – Web Content, Services and Apps, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 7540.02 – Web Content, Services and Apps**

Facts / Statistics:

The revisions to this policy add a reference to the newly passed Student Online Personal Protection Act (SOPPA). While SOPPA deals with what “operators” can do with data, as opposed to Districts, including references to SOPPA in this policy is recommend.

The revisions to this policy are recommended for adoption by NEOLA but are not required by law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REVISED POLICY - VOL. 31, NO. 2

WEB CONTENT, SERVICES AND APPS

Creating Web Pages/Sites/Services and Apps

The Board of Education authorizes staff members to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), **Student Online Personal Protection Act (SOPPA)** and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

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The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

A. **Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

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All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, **SOPPA** and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may: (1 include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2 link to a website of another organization if the other website includes such a message; or (3 communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Staff members are prohibited from requiring students to go to the staff Member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff and students.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

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Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or OPTION #2]

[OPTION #1]

~~The Board requires the () Superintendent () _____ pre-approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), the Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.~~

[END OF OPTION #1]

[OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the () Superintendent (X) Network Coordinator that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), the Student Online Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

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- (X) the use of a Board-issued e-mail address in the login process.**
- (-) ~~prior written parental permission to use a student's personal e-mail address in the login process.~~**

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-130

FOR ACTION

Subject:

Revised Policy 8330 – Student Records, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8330 – Student Records**

Facts / Statistics:

The revisions to this policy were made to comply with the new M.C.L. 380.1136 which prohibits the sale of personally identifiable information that is part of a student's education record (with noted exceptions), provision of information to parents about disclosure of personally identifiable information upon request, compilation of a list of data and disclosures and provisions of notices, and provision of an opt-out form for disclosure of directory information on an annual basis.

These changes reflect the current law and are recommended by NEOLA for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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REVISED POLICY - VOL. 31, NO. 2

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests

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- C. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- D. rank in class and academic honors earned
- E. psychological tests
- F. attendance records
- G. health records
- H. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

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- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. **forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;**
- B C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the

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student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

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- E.D** report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E.E** release de-identified records and information in accordance with Federal regulations;
- E.F** disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

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- F.G** disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- G.H** request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his or her written request:

- A. the specific information that was disclosed;**
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;**
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.**

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This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student,

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except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. dates of attendance;
- I. date of graduation;
- J. awards received;
- K. honor rolls;
- L. scholarships;
- M. telephone numbers for inclusion in school or PTO directories;
- N. school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online

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educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology

The District Administration will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may **also** refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

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A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not shall not sell or otherwise provide to a for-profit business entity any personally identifiable **information that is part of a student's education records. This does not apply to any of the following situations: permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.)**

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

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The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release. This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

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Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135, **380.1136**

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act
Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Revised 2/13/06

Revised 10/26/09

Revised 1/24/11

Revised 8/27/12

Revised 1/26/15

Revised 6/2017

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-131**

FOR ACTION

Subject:

Revised Policy 8400 – School Safety Information, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8400 – School Safety Information**

Facts / Statistics:

The revision to this policy was made to reflect the change to M.C.L. 380.1308, which was made in conjunction with the changes to suspension/expulsion. The changes specifically address the mandatory reporting requirements of certain incidents to law enforcement.

These changes reflect the current law and are recommended by NEOLA for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
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REVISED POLICY - VOL. 31, NO. 2

SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Michigan Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs, registered sex offenders and tobacco. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

Annually, the Shiawassee Regional Educational Service Center shall convene a meeting for the purpose of reviewing the provisions of the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board of Education, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);

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- C. representative(s) from the local child protection agency;
- D. Fire Marshall or his/her designee;
- E. representative(s) from emergency medical services;
- F. representative(s) from county emergency management service agency;
- G. representatives from other school districts within Shiawassee county.

The Superintendent shall make a report to the Board about this annual review and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials. The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* **and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors.** Reporting such information is subject to ~~Section 444 of subpart 4 of part C of the General Education Provisions Act, Title IV of Public Law 90-247,~~ 20 U.S.C. 1232g., commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

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Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

**BOARD OF EDUCATION
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8400/page 4 of 5Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

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Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Title IX, Section 9532 of the No Child Left Behind Act of 2001
M.C.L.A. 380.1308 and 380.1310a, 771.2a

Revised 4/06
Revised 6/17

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-132

FOR ACTION

Subject:

Revised Policy 8500 –Food Services, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8500 –Food Services**

Facts / Statistics:

Revisions to this policy are in response to requirements of the United States Department of Agriculture (USDA) regarding bad debt and unpaid meal charges. Specifically, it delineates the requirement that any uncollectible charges associated with student meal charges cannot be charged to the Food Service program. If balances are uncollected, such charges must be absorbed by the general fund or handled by other means.

Revisions to this policy reflect current USDA regulations and are recommended by NEOLA for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

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REVISED POLICY - VOL. 31, NO. 2

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

policy

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Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For non-disabled students who need nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Superintendent and the Director of Food Service. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Chief Financial Officer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account. ~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal cost, arising from such bad debts after they have been determined to be uncollectable are also an unallowable.~~

policy

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Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

~~The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:~~ With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with the USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;

policy

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- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
 Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
 M.C.L. 380.1272, 1272a, 1272d et seq.
 7 C.F.R. 210, Parts 15b, 127,215, 220, 225, 226, 240, 245, 3015
 42 U.S.C. 1758, 1760
 OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
 SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Revised 12/11/06
 Revised 9/26/11
 Revised 1/26/15
 Revised 12/14/15
 Revised 6/27/16
Revised 6/17

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017
Report 16-133

FOR ACTION

Subject:

Revised Policy 8510 – Wellness, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8510 – Wellness**

Facts / Statistics:

Revisions to this policy are in response to the issuance of the final rule of the Healthy, Hunger-Free Kids Act by the USDA. Additional requirements call for the assessment of the District's Wellness Policy at least once every three (3) years, regulation of all foods and beverages available on the school campus during the school day, regulation of marketing and advertising of foods and beverages, and expanding public involvement in the District's wellness initiatives.

Revisions to this policy reflect current USDA regulations and are recommended by NEOLA for adoption to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

OPERATIONS
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REVISED POLICY - VOL. 31, NO. 2

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Owosso Public Schools.

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 his/her 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 schools' 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 schools alone. It will be necessary for not only the staff, 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.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
 - 1. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
 - 2. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
- B. With regard to physical activity, the District shall:
 - 1. Physical Education
 - a. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 - b. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

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2. Physical Activity

All students in grades K-5 shall be provided with a daily recess period. Recess shall not be used as a reward or punishment.

C. With regard to other school-based activities the District shall:

1. The school shall provide attractive, clean environments in which the students eat.
2. Schools in our system 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.** ~~the District shall:~~

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:
 - 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 specific subgroups as defined by dark green, red/orange, legumes, and starchy
 - c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
 - d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
 - e. meals designed to meet specific calorie ranges for

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age/grade groups

3. eliminate trans-fat from school meals
4. require students to select a fruit or vegetable as part of a complete reimbursable meal

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 fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

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- 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.

[DRAFTING NOTE: THE FINAL RULES STATE THAT A POLICY MUST HAVE STANDARDS FOR FOOD AND BEVERAGES "PROVIDED" AT SCHOOL, SUCH AS PROVIDED FOR A CLASS PARTY OR AS A REWARD TO STUDENTS. THESE STANDARDS DO NOT HAVE TO MEET THE REQUIREMENTS IMPOSED ON FOOD SOLD AT SCHOOL. A DISTRICT CAN ADOPT THE SAME STANDARD AS FOR SOLD FOOD OR ESTABLISH ITS OWN STANDARDS AS LONG AS IT HAS SOMETHING IN PLACE FOR FOOD PROVIDED IN SCHOOL OTHER THAN THROUGH SALE. THIS DOES NOT APPLY TO FOOD BROUGHT IN FOR INDIVIDUAL CONSUMPTION, I.E., A SACK LUNCH.]

- 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

- current USDA Dietary Guidelines for Americans.

OR

- food and beverage standards approved by the () Superintendent (X) Principal_____.

OR

- the following standards:

- E.G. 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

The Board designates the Superintendent or Superintendent's designee as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

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The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including **health and** physical education teachers), **mental health and social services staff**, school 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.

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 school 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.

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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 distribute information at the beginning of the school year to families of school children and 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.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

Adopted 4/10/06
Revised 7/28/14
Revised 1/26/15
Revised 6/2017

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-134

FOR ACTION

Subject:

New Teacher Hire

Recommendation:

Resolve that the Board of Education approve the hiring of the following certified staff:

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Jessica Henry	Owosso Middle School Special Education	Superintendent Dr. Tuttle	BA Step 1 Salary \$38,655
Wallee Keating	Owosso High School Science	Superintendent Dr. Tuttle	MA Step 2 Salary \$41,914

Please note the Step rate is based upon the 2016-2017 salary schedule of the OEA Master Agreement and is subject to negotiations of the 2017-2018 OEA Master Agreement.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-135

FOR FUTURE ACTION

Subject:

Cash Flow Borrowing

Recommendation

Resolve that the Board of Education authorize the borrowing of \$ _____ (pending attorney approval and recommended 2017-18 budget adoption) inclusive of \$ _____ of "set-aside" notes and \$ _____ in "no set-asides" for operating purposes to eliminate cash flow challenges that result from timing issues related to State Aid payments for the 2016-17 school year.

NOTE: The actual borrowing resolution(s) that is (are) necessary for the Board to pass will be provided on June 26th which will include the attorney approved amount. There will be two resolutions allowing for participation in the traditional School Bond Loan fund and one allowing for competitive rates to be obtained from other qualified financial institutions.

Facts/Statistics:

- Because the incoming flow of State funds does not match the outflow of expenditures, the District annually borrows funds in anticipation of State Aid payments.
- During the 2016-17 school year, the District borrowed \$4.5 million, which, for "set aside" notes, has been repaid throughout the school year and for the "no set-aside" notes will be repaid plus interest to the Michigan Municipal Bond Authority in August, 2017.
- It is estimated that the District will need to borrow \$ _____ (pending attorney approval and completion of the 2017-18 budget process) in anticipation of the challenges associated with the timing of State Aid payments for the 2017-18 school year and projected cash outflows.
- The District will file an application for borrowing through the Michigan Municipal Bond Authority in order to achieve economies of scale in costs associated with this borrowing as well as to achieve a competitive interest rate. The District will also review the option for competitive rates through other financial institutions to assure that the rate and costs associated with the borrowing is minimized.
- In order to allow for adequate time to be part of this pool, it is required that the Board adopt an authorizing resolution prior to the deadline outlined in the process. The due date for participation in the pool is June 29th which passage of the resolution(s) will allow for adequate time to meet the requisite deadline
- The exact amount of the cash flow borrowing will need to be reviewed by the attorneys for a final "blessing" on the amount which will be received by the meeting on the 26th.
- The cash flow will be based on the proposed 2017-18 budget which will be presented for approval at the meeting on the 26th. Any changes in the assumptions that are the basis for the budget will necessitate a review of the cash flow needs of the district in order to assure compatibility.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017**

Report 16-136

FOR FUTURE ACTION

Subject:

2016-17 Final Budget Revisions

Recommendations:

Resolve that the Board adopt the resolutions that revise the appropriations for the General, School Service and Building and Site Funds for the 2016-17 fiscal year to be presented to the Board for adoption at the June 26th, 2017 regularly scheduled Board meeting.

Rationale:

Adjust the budget for current information and reduce budget variances.

Statement of Purpose/Issue:

Amend the budget to incorporate actual revenues and expenditures in order to comply with statutory requirements.

Facts/Statistics:

- Figures for the 2016-17 school year can be better estimated at the end of the school year.
- Revising the budgets that were adopted at the February 27, 2017 meeting to more closely mirror the reality of the fiscal 2016-17 school year minimizes the likelihood that the auditors will have any comments regarding budget deviations.
- Revisions help to provide a more timely explanation of changes in assumptions that take place due to better information at the end of the year prior to the final audit.
- Finally, the revised budget assists in projecting the cash flow borrowing amount needed for the 2017-18 school year more accurately by representing the projected beginning cash available more closely.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-137

FOR FUTURE ACTION

Subject:

2017-18 District Budget Presentation

Recommendation:

The Board will be asked to adopt the resolutions presented for the 2017-18 fiscal year budget package for the General fund, School Service and Sinking fund at the June 26, 2017 meeting.

Rationale:

The rationale is to assure fiscal planning is in accordance with Board direction and legal timelines.

Statement of Purpose/Issue:

The purpose is to create a budget that satisfies the state guidelines, meets the requirements of the Board of Education adopted policy for Fiscal Management, and to meet the needs of the community.

Facts/Statistics:

- ◆ The proposed budget will be based on the best information currently available
- ◆ Fiscal integrity will be paramount in development of the assumptions and proposed underlying detail although it is recognized that with the uncertainty surrounding the State's budget process that there is a high probability that revisions will be made to the budget as well as the constant need to re-visit expenditures for amount and necessity as the year progresses.
- ◆ By law, the Board of Education must approve a budget for the 2017-18 school year prior to July 1, 2017.
- ◆ In conjunction with the meeting on June 26th, a notice of a budget hearing will be posted. A "For Information" report will be presented that night as well highlighting that a budget hearing has been incorporated into the budget process. This meeting will reflect the proposed operational millage rate that supports the local taxes to be collected to support the budget presented. Based on information received from the County, this rate will remain unchanged from the previous year and not be subject to a Headlee override.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
May 22, 2017

Report 16-138

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Jimmy Valdez has accepted the Custodian II position at Owosso High School.

Retirements

Gloria McCurry, Paraprofessional at Emerson Elementary has submitted her letter of retirement effective at the conclusion of the 2016-2017 school year after 11 years of service with the District.