



OWOSSO PUBLIC SCHOOLS
Ready for the World

**Board of Education Agenda
September 27, 2023
5:30 pm**

Washington Campus Gymnasium
645 Alger St
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports

Celebrate Kids! – Owosso Middle School
Student Representative Report – Kate Lee

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

August 23, 2023 Board of Education Regular Meeting Minutes-----	Report 23-25	Page 1
August 23, 2023 Board of Education Closed Session Minutes-----	Report 23-26	At Place
Current Bills-----	Report 23-27	Page 8
Financials-----	Report 23-28	Page 20
▪ Bid for security film for windows-----	Report 23-29	Page 24
▪ Revised Policy 2623 -Student Assessment, 1 st Reading-----	Report 23-30	Page 27
▪ Revised Policies 3215- Use of Tobacco by Professional Staff, 4215-Use of Tobacco by Support Staff, 5512-Use of Tobacco by Students, 7434- Use of Tobacco on School Premises, 9160-Public Attendance at School Events, 1 st Readings-----	Report 23-31	Page 32
▪ New Policy 5330.02-Opioid Antagonists, 1 st Reading-----	Report 23-32	Page 44
▪ Revised Policy 6325-Procurement, Federal Grants/Funds, 1 st Reading-----	Report 23-33	Page 48
▪ Revised Policies 7540.02-Web Accessibility, Content, Apps and Services, 7540.03- Student Technology Acceptable Use and Safety, 8315-Information Management, 1 st Readings-----	Report 23-34	Page 55
▪ Revised Policy 8390-Animals on District Property, 1 st Reading-----	Report 23-35	Page 66
▪ Revised Policy 8400-School Safety Information, 1 st Reading-----	Report 23-36	Page 71

7. For Future Action

▪ Altria, Inc. Settlement-----	Report 23-37	Page 78
▪ Audit Report-----	Report 23-38	Page 80
▪ Obsolete Materials-----	Report 23-39	Page 82
▪ OMS Out of State Travel, Washington D.C.-----	Report 23-40	Page 84

8. For Information

▪ Personnel Update-----	Report 23-41	Page 87
▪ Continuity of Service Plan-----	Report 23-42	Page 89

9. Public Participation

10. Board Comments: Board Member Comments/ Updates

11. Upcoming Board Meeting Dates:

October 11: Board of Education Committee of the Whole, 5:30PM, Washington Campus Gymnasium
October 25: Board of Education Regular Meeting, 5:30PM, Washington Campus Gymnasium

Important Upcoming Dates:

October 9: Marching Band Festival, 3:30pm, Willman Field
October 11: OHS Choir Concert, 7:00pm, PAC
October 19: OHS Hauntcert, 7:00PM, PAC
October 23: OHS Powderpuff game, 7:00pm, Willman Field
October 25: OHS Trojan Spectacular, 7:00pm, PAC
October 31: Half day for all students

12. Closed Session: Student Hearing

13. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting.
There is a time for public participation during the meeting. Board Policy 0166

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.

Rick Mowen
President




Marlene Webster
Vice President



Olga Quick
Treasurer



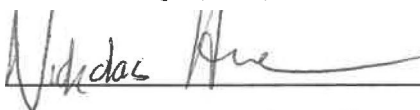
Ty Krauss
Secretary



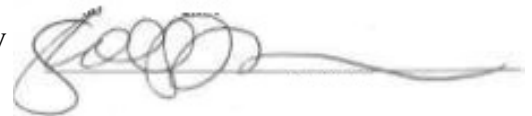
Adam Easlick
Trustee



Nicholas Henne
Trustee



Shelly Ochodnický
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 Statement

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.

For Action

August 23, 2023 Board of Education Regular Meeting Minutes

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
August 23, 2023
Report 23-25

Present: Easlick, Henne, Krauss, Mowen, Ochodnicky, Quick, Webster
 Absent:

President Mowen called the Board of Education Meeting to order at 5:30 p.m. The meeting was held at the Performing Arts Center Foyer, 765 E North St, Owosso MI 48867.

Pledge of Allegiance

Building Reports

No building reports were given.

Board Correspondence

Dr. Tuttle shared with the Board her concern regarding the extreme heat forecasted for tomorrow, August 24, the first day of school. If the National Weather Service issues an extreme heat warning it is possible school will be canceled. Dr. Tuttle informed the Board the Community Pep Rally was held last night August 22 at Willman Field and the event was packed. Boosters brought 1,000 hot dogs for the event and they sold out. Students were in good spirits and the community seemed excited to get school back in session. Dr. Tuttle informed the Board that sinking fund projects continue to progress. The floors in Emerson, Central, and Washington Gyms have been completed, padding is set to be installed over the next month, and bleachers will arrive in October. Emerson's air conditioning units have been installed and test run. The fencing at Willman field and the bus garage has been completed. The high school's building controls will be completed in October. Dr. Tuttle shared the facilities look phenomenal and this year has been an opportunity to focus on the details. Dr. Tuttle shared with the Board that OPS rented the Performing Arts Center to Memorial Healthcare for their orientation days. She said it was a proud moment for the district to be able to share the PAC with the community and Memorial Healthcare employees were very impressed with the facility. Dr. Tuttle finished her report by sharing with the Board that this year's theme for Opening Day was 'Trojan Trivia'. All district staff met at the OHS cafeteria, divided into teams, and went through three rounds of trivia on Owosso Public Schools and its history. Treats from community shops like Murtles, Cakey Cakes, It's a Bakery Thing were provided to everyone, and Copper Top Country Store supplied gift baskets for the trivia winners.

Curriculum Director Mr. Steve Brooks shared it has been a busy summer. Books at Bryant had 1,586 participants over ten sessions; Mr. Brooks thanked Culvers for their sponsorship and thanked the many first responders and athletic teams that attended sessions to provide some entertainment for the kids. He also thanked the support staff and Title I staff for their essential

help in organizing each session. Mr. Brooks continued with an update on summer school; he shared that OHS passed 168 half credits and Lincoln had 25 half credits. Mr. Brooks shared New Teacher Orientation took place on August 15. The teachers had a chance to get to know each other and Owosso's community and on August 16 the new staff delved into the curriculum and materials that they will be using over the course of the year. He said that the group of new teachers is full of energy and will bring new approaches to problem solving to the team. Instructional Leadership Council also met last week and set expectations for the year. Mr. Brooks informed the Board that today was a district-wide professional development (PD) day; staff could choose between 21 different PD sessions covering a wide array of topics including Social Media, Stress, Math, International Baccalaureate, Writing, Special Education, Discovery Education, Behavior Management, Digital SAT and PSAT, among others. The sessions were well received by staff and everyone had an opportunity to learn something new. Mr. Brooks finished his report by thanking the Board for their donation to the Annual Bryant Golf Outing; he said it is wonderful how the community can come together, have some fun, and raise scholarship money for our students.

Before the Board moved forward in the agenda, Dr. Tuttle shared with the Board that during the 'Trojan Trivia' portion of opening day, one of the trivia questions asked 'How many mills are Owosso residents currently paying for the bond and the sinking fund together?' The right answer is approximately 6.65 mills, and Dr. Tuttle stated that most of the communities surrounding Owosso have higher numbers. Laingsburg has 11.18 mills, Durand has 7.94 mills, Perry has 8.55mills, and New Lothrop has 10.5 mills. Dr. Tuttle believes this is important context for voters to have when they vote in November.

Public Participation

President Mowen stated that the Board of Education is a public body and recognizes the value of public comment on education issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded 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.

No public participants addressed the Board.

For Action

- Moved by Webster, supported by Henne, to approve the July 26, 2023 Board of Education Regular Meeting Minutes, August 9, 2023 Committee of the Whole Meeting Minutes, Current Bills and Financials. Secretary Krauss conducted a roll-call vote: Easlick, Henne, Krauss, Mowen, Ochodnický, Quick, Webster voted aye. Motion carried unanimously.
- Moved by Easlick, supported by Quick to approve the tax levy (L-4029) for 2023 as presented and as discussed during the Budget hearing at the regularly scheduled board meeting on June 28th. Motion carried unanimously.

- Moved by Webster, supported by Quick, to authorize the Owosso Public School's Operations department to dispose of a 1025 John Deere tractor and related attachments. Motion carried unanimously.
- Moved by Easlick, supported by Krauss, to approve the hiring of the following certified staff: Brooke Lewis, Bryant Elementary Teacher at MA Step 5 (\$55,534), Valerie Meder, LHS English Teacher, at MA Step 8 (\$64,305), and Barbara Nees, OMS Science Teacher, at MA Step 10 (\$70,150). Motion carried unanimously.
- Moved by Quick, supported by Easlick, to approve the proposed increased bus driver wage schedule and option to become eligible for full-time benefits for bus drivers meeting certain requirements to be effective on August 24, 2023 and codified in the proposed OESPA Letter of Agreement as presented. Dr. Tuttle shared the difficulty in attracting and retaining bus drivers is a nation-wide epidemic forcing routes to be consolidated resulting in students having to be on the bus far longer taking away time that they can be engaged in more productive activities. The action being requested is aimed at putting Owosso at a competitive advantage to address this issue. Dr. Tuttle shared the facts of the report with the Board: The nationwide shortage of drivers has resulted in a very competitive market for individuals that have their Commercial Driver's License (CDL). In addition, requirements for getting a CDL are more difficult than in the past. The driver shortage has driven up wages making it difficult to create a wage schedule, that is adjusted once a year, to meet the demands of the market necessitating the proposed wage rate increase from what is currently included in the Master agreement. Individuals with CDL's can get positions in other industries that provide higher wages and full-time benefits that school districts can't offer. The daily default hours for bus drivers range from 4.5 – 5.75 hours which is less than most other support staff positions. With bus runs in the morning and afternoon and special runs in the evening it makes it difficult for drivers to have other positions outside of the district if they are interested in supplementing their school earnings. The wage schedule being proposed is more than competitive with others in the area allowing for a higher probability of attracting and retaining bus drivers. The change in proposed language to give bus drivers the possibility of being eligible for full-time benefits by combining positions to meet the 8-hour requirement and by working in the summer for operations, at the discretion of the district, provides at least the option to offer this to bus drivers willing to meet these requirements that need insurance while meeting the needs of the district. The incremental annualized cost of the proposal, inclusive of FICA and Retirement, is approximately \$120,000 (including assumptions of the number of positions that the district would allow to become eligible for full time benefits). Motion carried unanimously.

For Future Action

- The Board will be asked to authorize the Superintendent to contract with _____ in an amount(s) not to exceed _____ for the purchase and installation of security film on identified windows (inclusive of identified windows in specific doors) at Bentley, Bryant, Central, Emerson, OMS/OHS and Lincoln/Washington campus.

For Information

Dr. Tuttle announced the following personnel changes:

Accepted Positions

- Jamie Cline has accepted the Paraprofessional position at OMS.
- Emma Omer has accepted the Paraprofessional position at OMS.
- Richard VanderMolen has accepted the Grounds/Maintenance position.
- Madison Eldridge has accepted the Sub Food Service Worker position.

Resignations

- Crystal Huber, Early Childhood Special Education Teacher has resigned effective 8/8/23.

Public Participation

President Mowen stated that the Board of Education is a public body and recognizes the value of public comment on education issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded 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.

No public participants addressed the Board.

Board Comments

Trustee Easlick was disappointed he could not attend the Community Pep Rally last night, but that he heard great things from community members about the event. He did have a chance to see the newly renovated gym at Central and said it looks great.

Trustee Ochodnicky shared that DownTown Hound sponsored a dinner for the football team, and she will be taking her grandson to meet the team. She also met the new therapy dog Danny who will be working at the high school, she said he is a beautiful dog. She ended her comments saying she is looking forward to the new year.

Secretary Krauss thanked Mr. Brooks and the summer staff for their hard work over the summer; the opportunities for engagement provided to students all summer is an accomplishment. Secretary Krauss commented it has been a joy to see parents, kids, and staff so excited to get back to school. He wished everyone a great year.

Trustee Henne complimented Mr. Brooks on his organization of the Professional Development day for staff, he said the number of different topics for staff to choose from is impressive. He also attended the Community Pep Rally last night and had a great time, he thanked everyone for their work in organizing the event. He also has two little girls who are excited to get back into the classroom.

Treasurer Quick thanked all those involved in summer school and helping students recover their credits. She said this is essential support for these kids and is very impressed with the summer staff and their hard work.

Vice President Webster has had a busy week with back to school events. She is looking forward to the start of the new year and thanked all those involved in summer school activities.

President Mowen shared that New Teacher Orientation was a great event and he enjoyed meeting the new staff. He is glad to see graduates returning to teach at their alma mater.

Upcoming Dates

- September 13, 2023: Committee of the Whole
- September 27, 2023: Regular Board of Education Meeting

Moved by Quick, supported by Ochodnicky to move into closed session at 6:29pm for the purpose of conducting a student hearing. Motion carried unanimously.

Moved by Webster, supported by Quick to move back into open session at 7:01pm for the purpose of adjournment. Motion carried unanimously.

Adjournment

Moved by Quick, supported by Webster, to adjourn at 7:02pm. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

Ty Krauss, Secretary

August 23, 2023 Closed Session Minutes (At Place)

Current Bills

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
8/18-9/21/23
REPORT 23-27

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$648,317.75
SERVICE FUND	\$100,803.08
SINKING FUND	\$764,183.10
BOND FUND	\$15,696.00
CAPITAL PROJECTS - COOK FAMILY FOUND	\$0.00
CHECK RUN TOTAL	<u>\$1,528,999.93</u>

DRAW FROM ACCOUNT

GORDON FOOD SERVICE PAYMENT (8/31/2023)	\$ 1,967.08
GORDON FOOD SERVICE PAYMENT (9/07/2023)	\$ 1,558.81
	<u>\$ 3,525.89</u>

CREDIT CARD ACTIVITY BY FUND (8/05-9/04/2023)

GENERAL FUND	\$ 30,903.06
SERVICE FUND	\$ 723.51
ORGANIZATIONAL FUND	\$ 1,097.54
CREDIT CARD TOTAL	<u>\$ 32,724.11</u>

PAYROLL (#4) 8/28/2023	\$ 752,977.88
PAYROLL (#5) 9/1/2023	\$ 851,895.57
PAYROLL (#6) 9/15/2023	\$ 919,020.69
AUGUST STABILIZATION - 8/28/2023	\$ 284,776.80
AUGUST MPSERS ONE TIME DEPOSIT - 147C(2) - 8/28/2023	\$ 165,850.58
	<u>\$ 2,974,521.52</u>

GRAND TOTAL	<u>\$ 4,539,771.45</u>
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Detailed payment information can be obtained from the Chief Financial Officer, Julie Omer, by calling (989) 723-8131 or by mailing a written request to Owosso Public Schools, P.O. Box 340, 645 Alger Street, Owosso, MI 48867

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
107555	08/23/2023		1 008300	PRESIDIO NETWORKED SOLUTIONS	ADM/WATSON/CHROMEBOOK	2,883.00
107556	08/29/2023		1 000451	APPLE TREE LANE	ADM/THOMPSON/REFRESHMENTS - OPENING..	276.00
107557	08/29/2023		1 000450	CAKEY CAKES OWOSSO	ADM/THOMPSON/REFRESHMENTS - OPENING..	320.00
107558	08/29/2023		1 001410	DALTON ELEVATOR	OPER/HENDRICKSON/WELDING SUPPLIES	50.00
107559	08/29/2023		1 006588	DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	398.28
107560	08/29/2023		1 007334	DIGITAL AGE TECHNOLOGIES INC.	ADN/STINSON/PROJECTOR	1,065.00
107561	08/29/2023		1 009063	ESS MIDWEST INC	BB/WINKE/STAFF PMT	18,775.28
107562	08/29/2023		1 000292	GALLAGHER, KAYLIE	BB/GALLAGHER/SUPPLIES	11.25
107563	08/29/2023		1 000417	GOBILDA	OMS/WRIGHT/ROBOTICS SUPPLIES	608.98
107564	08/29/2023		1 000449	GRIFFIN, ELLIE	BB/WINKE/FINGERPRINT REIMBURSEMENT	66.25
107565	08/29/2023		1 000070	H. K. ALLEN PAPER COMPANY	OPER/HENDRICKSON/AUG SUPPLIES	2,685.00
107566	08/29/2023		1 002109	HARRIS ELECTRIC	OPER/HENDRICKSON/INSTALL LED DRIVERS	363.75
107567	08/29/2023		1 007955	HENDRICKSON, MICHAEL	OPER/MILEAGE	167.69
107568	08/29/2023		1 008910	HURLEY OCCUPATIONAL HEALTH PROG	HR/YOHO/DOT PHYSICALS	180.00
107569	08/29/2023		1 000452	ITSA BAKERY THING	ADM/THOMPSON/REFRESHMENTS - OPENING..	175.00
107570	08/29/2023		1 004730	J. W. PEPPER & SON INC.	OHS/DRAPER/MUSIC	490.87
107571	08/29/2023		1 102408	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	706.40
107572	08/29/2023		1 008980	LITERACY RESOURCES	ADM/BROOKS/PREK CURRICULUM	99.00
107573	08/29/2023		1 007806	MARY RUTH BOOKS, INC.	EM/CICALO/EMERGENT SET	379.50
107574	08/29/2023		1 000668	MCCLUNG, JESSICA	CURR/MCCLUNG/NEW TEACHER ORIEN SUPP..	255.70
107575	08/29/2023		1 003780	MESSA	SEPT 2023 BILL/TEACHERS	241,990.18
107576	08/29/2023		1 003780	MESSA	SEPT 2023 BILL/ADMIN STAFF	33,149.53
107577	08/29/2023		1 003780	MESSA	SEPT 2023 BILL/NON-UNION	55,803.58
107578	08/29/2023		1 007056	MIAAA	ATH/SMITH/23-24 MEMBERSHIP DUES	55.00
107579	08/29/2023		1 008295	MSVMA	OHS/PARSONS/23-24 MEMBERSHIP RENEWAL	385.00
107580	08/29/2023		1 000448	MURTLE'S HANDMADE CHOCOLATES	ADM/THOMPSON/REFRESHMENTS - OPENING..	400.00
107581	08/29/2023		1 001357	PRO COMM INC	TECH/WATSON/MOTOROLA BATTERIES	315.00
107582	08/29/2023		1 100135	QUILL CORPORATION	CE/KLAPKO/SUPPLIES	476.72
107583	08/29/2023		1 003608	RUGENSTEIN, CARRIE	LHS/MEYER/OPENING DAY PD SUPPLIES	48.45
107584	08/29/2023		1 102443	SCHOLASTIC INC.	EM/GRAHAM/BOOKS	440.83
107585	08/29/2023		1 007989	SCHOOL DATEBOOKS, INC.	OHS/PARSONS/PLANNERS	1,395.23
107586	08/29/2023		1 005435	SCHOOL NURSE SUPPLY	EM/NIDEFSKI/SUPPLIES	158.20
107587	08/29/2023		1 005420	SCHOOL SPECIALTY LLC.	OHS/PARSONS/SUPPLIES	361.24
107588	08/29/2023		1 100017	SET-SEG	SEPT 2023 BILL/GF STAFF	4,296.97
107589	08/29/2023		1 100017	SET-SEG	SEPT 2023 BILL/ADMIN STAF	676.77
107590	08/29/2023		1 005625	SHIAWASSEE RESD	HR/YOHO/SPEC ED PERMIT - MAIER	50.00
107591	08/29/2023		1 101518	ST. JOHNS HIGH SCHOOL	ATH/SMITH/XC ENTRY 8/18	250.00

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
107592	08/29/2023	1	100267	UNUM LIFE INSURANCE	SEPT 2023 BILL/GF STAFF	2,522.74
107593	08/29/2023	1	008675	US OMNI & TSACG COMPLIANCE SERVICES	PLAN ADMIN FEE JULY 2023	121.18
107594	08/29/2023	1	002580	VERIZON	TECH/WATSON/JETPACKS FOR STUDENTS	179.36
107595	08/29/2023	1	007858	VERLINDE, JENNIFER	EM/VERLINDE/SUPPLIES	68.77
107596	08/29/2023	1	008974	VIC BOND SALES	OPER/HENDRICKSON/PLUMBING SUPPLIES	122.21
107597	08/29/2023	1	007985	WATSON, JOE	TECH/JULY 2023 MILEAGE	106.39
107598	08/29/2023	1	006845	WIN'S CORPORATE OFFICE	OPER/HENDRICKSON/ELECTRICAL SUPPLIES	41.37
107600	08/31/2023	1	007587	DECKER EQUIPMENT	EM/PAJTAS/CHAIR FEET COVERS	153.71
107601	08/31/2023	1	102034	DELL MARKETING, L.P.	ADM/WATSON/POWER EDGE	52,714.26
107602	08/31/2023	1	100197	DESIGNS BY BEAN	AE/MEYER/STAFF UNIFORMS	258.50
107603	08/31/2023	1	008872	DIOCESE OF LANSING	PNP/BROOKS/PROF DEVELOPMENT	1,000.00
107604	08/31/2023	1	009063	ESS MIDWEST INC	BB/WINKE/STAFF PMT	185.24
107605	08/31/2023	1	002330	GENESEE INTER.SCHOOL DISTRICT - BASEC..	OHS/WARNING/CTSO TEAM BUILDING	376.00
107606	08/31/2023	1	000070	H. K. ALLEN PAPER COMPANY	CE/KLAPKO/TISSUES	2,705.60
107607	08/31/2023	1	000446	MMH CLEARINGHOUSE	AE/RUGENSTEIN/HEALTH CURR	228.96
107608	08/31/2023	1	004590	OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
107609	08/31/2023	1	101833	PERRY PUBLIC SCHOOLS	ATH/SMITH/VAR VOLLEYBALL ENTRY 9/9	200.00
107610	08/31/2023	1	000406	PITSCO EDUCATION	OMS/WRIGHT/CHALLENGE REGISTRATION	295.00
107611	08/31/2023	1	101669	REALLY GOOD STUFF	EM/NIDEFSKI/EASEL & MAIL CENTER	452.48
107612	08/31/2023	1	000323	ROTARY CLUB OF OWOSSO	D. LINTNER/APRIL MEALS & DUES	280.00
107613	08/31/2023	1	102443	SCHOLASTIC INC.	CE/KLAPKO/MAGAZINE SUBSCRIPTIONS	1,660.23
107614	08/31/2023	1	007989	SCHOOL DATEBOOKS, INC.	CE/KLAPKO/PLANNERS	736.56
107615	08/31/2023	1	005420	SCHOOL SPECIALTY LLC.	EM/NIDEFSKI/SUPPLIES	1,146.59
107616	08/31/2023	1	005363	SHATTUCK SPECIALTY ADVERTISING	OHS/PARSONS/WALL OF FAME NAME PLATES	46.00
107617	08/31/2023	1	005600	SHERWIN-WILLIAMS COMPANY	OPER/HENDRICKSON/PAINT	369.90
107618	08/31/2023	1	007875	TEACHER SYNERGY LLC	BR/LAMAY/SCIENCE JOURNALS	75.44
107619	09/07/2023	1	000434	A&B EQUIPMENT & SONS, INC	OPER/HENDRICKSON/WASHING MACHINE	12,104.17
107620	09/07/2023	1	000300	ARGUS-PRESS CO.	COMM/THOMPSON/SOC ADS	680.00
107621	09/07/2023	1	007694	AUE, JESSICA	EM/AUE/REIM MEETING SUPPLIES	65.97
107622	09/07/2023	1	008901	BASGALL, JAKE	TECH/AUG 2023 MILEAGE	222.52
107623	09/07/2023	1	008833	CAREERSAFE LLC	OHS/WARNING/EMPLOYABILITY LICENSE	899.00
107624	09/07/2023	1	003369	CULLIGAN OF OWOSSO	ADM/HAHN/WATER	66.00
107625	09/07/2023	1	009019	DIGNAN, THOMAS	TECH/AUG 2023 MILEAGE	197.70
107626	09/07/2023	1	008658	EPS SECURITY	OPER/HENDRICKSON/REPLACE HANDPULL	730.48
107627	09/07/2023	1	004730	J. W. PEPPER & SON INC.	OHS/DRAPER/MUSIC	38.99
107628	09/07/2023	1	004227	KETCHUM, HEATHER	OMS/KETCHUM/CLASS SUPPLIES	266.57
107629	09/07/2023	1	008359	KINECT ENERGY INC.	OPER/HENDRICKSON/ENERGY MGMT SEPT 23	315.00

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
107630	09/07/2023		1 000399	KNIFE MUSIC LLC	OHS/DRAPER/PIANO TUNING	120.00
107631	09/07/2023		1 008292	KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 51/60- 8/21-9/20/2023	3,067.59
107632	09/07/2023		1 101732	LAMPHERE PLUMBING & HEATING	OPER/HENDRICKSON/DRAIN BACKUPS - OHS	5,562.00
107633	09/07/2023		1 102408	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	1,441.57
107634	09/07/2023		1 003600	MARSHALL MUSIC COMPANY INC.	OMS/TOLRUD/REPAIR	148.00
107635	09/07/2023		1 004187	MASON HIGH SCHOOL	ATH/SMITH/SWIM ENTRY 9/9	200.00
107636	09/07/2023		1 008643	MEI TOTAL ELEVATOR SOLUTIONS	OPER/HENDRICKSON/QRTLY SERVICE SEPT -..	320.13
107637	09/07/2023		1 000459	MILLER, JOE	OHS/MILLER/REIM CLASS SUPPLIES	259.11
107638	09/07/2023		1 004600	OPS FOOD SERVICE FUND	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	2,634.25
107639	09/07/2023		1 004573	OWOSSO CARPET CENTER, INC.	OPER/HENDRICKSON/FINISH TILING - OHS	4,480.00
107640	09/07/2023		1 008914	REPUBLIC SERVICES	UTIL/TRASH SVCS - SEPT 2023	2,861.58
107641	09/07/2023		1 003319	SCHMITZ, MICHELE	OMS/SCHMITZ/REIM FOLDERS FOR CLASS	44.47
107642	09/07/2023		1 005420	SCHOOL SPECIALTY LLC.	EM/LEDOC/PENCIL SHARPENER	27.70
107643	09/07/2023		1 005600	SHERWIN-WILLIAMS COMPANY	OPER/HENDRICKSON/PAINT	1,495.99
107644	09/07/2023		1 008752	SONITROL GREAT LAKES - MICHIGAN	TECH/WATSON/REPAIR DESK MONITOR - EM..	2,706.10
107645	09/07/2023		1 000286	SPENCE BROTHERS	OMER/APP #14 - EMERSON AIR QUAL THRU 6/..	15,423.30
107646	09/07/2023		1 008301	STINSON, GUNNAR	TECH/AUG 2023 MILEAGE	337.70
107647	09/07/2023		1 001704	SUNBURST GARDENS INC.	OPER/HENDRICKSON/FERTILIZER APPLICATI..	11,820.00
107648	09/07/2023		1 002623	TASC-CLIENT INVOICES	PLAN ADMIN FEES - OCT 2023	306.01
107649	09/07/2023		1 000447	TEACHERGEEK INC	CE/KLAPKO/DOWELS	64.66
107650	09/07/2023		1 002948	THOMPSON, JESSICA	COMM/THOMPSON/MILEAGE	75.59
107651	09/07/2023		1 009042	TOWN & COUNTRY POOLS	OPER/HENDRICKSON/POOL CHEMICALS	812.50
107652	09/07/2023		1 008974	VIC BOND SALES	OPER/HENDRICKSON/PLUMBING SUPPLIES	2,750.30
107653	09/07/2023		1 007985	WATSON, JOE	TECH/AUG 2023 MILEAGE	353.89
107654	09/07/2023		1 000460	WILLYERD, STACEY	CE/WILLYERD/REIM CLASS SUPPLIES	19.96
107655	09/07/2023		1 007435	ZIP MEDICAL SUPPLIES LLC	ATH/SMITH/TRAINER SUPPLIES	224.27
107656	09/08/2023		1 001202	CONSUMERS ENERGY	UTIL/GAS & ELEC/AUG 2023	37,907.43
107657	09/21/2023		1 000240	AMERICAN SPEEDY PRINTING CENTERS	EM/NIDEFSKI/ENVELOPES FOR BULK MAILING	330.00
107658	09/21/2023		1 100918	BRANDON HIGH SCHOOL	OHS/PARSONS/FML PRINCIPAL DUES	600.00
107659	09/21/2023		1 006202	BSN SPORTS LLC	ATH/SMITH/GOLF BAGS & CLUBS	26,156.95
107660	09/21/2023		1 008833	CAREERSAFE LLC	OHS/WARNING/OSHA LICENSES	1,627.00
107661	09/21/2023		1 003742	CCCAM	ATH/SMITH/COACHS DUES	40.00
107662	09/21/2023		1 004092	CENGAGE LEARNING INC	ADM/BROOKS/TEXTBOOKS	4,053.50
107663	09/21/2023		1 007465	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	310.80
107664	09/21/2023		1 001197	CLEVENGER, DEB	BB/WINKE/CPR TRAINING	796.95
107665	09/21/2023		1 100920	CORUNNA HIGH SCHOOL	ATH/SMITH/XC ENTRY 8/29	200.00
107666	09/21/2023		1 001410	DALTON ELEVATOR	OPER/HENDRICKSON/WELDING SUPPLIES	50.00

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
107667	09/21/2023		1 000465	DRAKE, BRITTANY	BB/DRAKE/HOME VISITS MILEAGE	37.53
107668	09/21/2023		1 101560	EDWARDS SIGN & SCREEN PRINTING	BRY/WALDORF/SIGN FOR OFFICE	400.00
107669	09/21/2023		1 009063	ESS MIDWEST INC	BB/WINKE/STAFF PMT	11,282.12
107670	09/21/2023		1 007777	FEINAUER, AMY	OMS/FEINAUER/CLASS SUPPLIES	145.90
107671	09/21/2023		1 000463	GOBEL, MAGGIE	CURR/BROOKS/ILC MTG SUPPLIES	74.47
107672	09/21/2023		1 000070	H. K. ALLEN PAPER COMPANY	OPER/HENDRICKSON/SEPT SUPPLIES	2,589.05
107673	09/21/2023		1 000445	HANDCRAFTED CULINARY	OMS/WALWORTH/BREAKFAST - NEW STUDEN..	200.00
107674	09/21/2023		1 100069	HEINEMANN	CE/BINGER/TAKE HOME BAGS	257.79
107675	09/21/2023		1 007955	HENDRICKSON, MICHAEL	OPER/HENDRICKSON/MILEAGE	307.20
107676	09/21/2023		1 002810	HI-QUALITY GLASS	OPER/HENDRICKSON/REBUILD PANELS	1,608.95
107677	09/21/2023		1 006946	HOLLAND BUS COMPANY	TRANS/SECOR/JUMPER HARNESS ABS SENS..	464.74
107678	09/21/2023		1 008910	HURLEY OCCUPATIONAL HEALTH PROG	HR/YOHO/DOT PHYSICAL - PETITTI	90.00
107679	09/21/2023		1 002959	INDEPENDENT NEWSPAPERS/I60 MEDIA	COMM/THOMPSON/SOC AD	510.00
107680	09/21/2023		1 003396	INT'L BACCALAUREATE ORGANIZATION	ADM/BROOKS/PROGRAM EVAL VISIT	370.00
107681	09/21/2023		1 008220	J & H OIL CO.	TRANS/SECOR/GAS	3,660.96
107682	09/21/2023		1 004730	J. W. PEPPER & SON INC.	OHS/DRAPER/MUSIC	2.50
107683	09/21/2023		1 000464	JAQUETTE, SUSETTE	CURR/BROOKS/CUSTOM ALEKS & EVERYDAY..	810.00
107684	09/21/2023		1 100333	K-LOG INC	OMS/WALWORTH/FURNITURE	11,606.44
107685	09/21/2023		1 000399	KNIPE MUSIC LLC	OMS/WALWORTH/PIANO TUNING	120.00
107686	09/21/2023		1 101353	LAPEER COMMUNITY SCHOOLS	OMS/DWYER/MS XC LEAGUE MEET	75.00
107687	09/21/2023		1 000074	LEPLEY, CORY	OPER/LEPLEY/MILEAGE	119.73
107688	09/21/2023		1 008805	MANTIS PEST MANAGEMENT SVC LLC	OPER/HENDRICKSON/PEST MGMT SEPT 23	390.00
107689	09/21/2023		1 000462	MICHIGAN FFA ALUMNI ASSOCIATION	OHS/WARNING/SCHOOL ADMIN - FFA CONVE..	600.00
107690	09/21/2023		1 007158	MOMAR, INCORPORATED	OPER/KLAPKO/SERVICE AGREEMENT	405.00
107691	09/21/2023		1 008295	MSVMA	OMS/ROGERS/2023-24 MEMBERSHIP RENEW..	385.00
107692	09/21/2023		1 001018	OMER, JULIE	ADM/OMER/MILEAGE - CMSBO MEETING	41.13
107693	09/21/2023		1 004600	OPS FOOD SERVICE FUND	OMS/WALWORTH/STAFF MTG SUPPLIES	101.00
107694	09/21/2023		1 007851	OREILLY AUTOMOTIVE INC	OPER/HENDRICKSON/WIPER FLUID & GREASE	176.28
107695	09/21/2023		1 002649	OWOSSO BAND BOOSTERS	OHS/KOWALCZYK/REIM MSBOA REGISTRATI..	450.00
107696	09/21/2023		1 004590	OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
107697	09/21/2023		1 100135	QUILL CORPORATION	CE/KLAPKO/SUPPLIES	100.59
107698	09/21/2023		1 102443	SCHOLASTIC INC.	CE/KLAPKO/MAGAZINE SUBSCRIPTION - AND..	151.55
107699	09/21/2023		1 005420	SCHOOL SPECIALTY LLC.	EM/NIDEFSKI/MARKERS	260.85
107700	09/21/2023		1 000461	SECUREDOKS INC	TECH/WATSON/READYSIGN LICENSE FEE	3,000.00
107701	09/21/2023		1 005363	SHATTUCK SPECIALTY ADVERTISING	OHS/PARSONS/VAL & SAL GRAD MEDALS	26.00
107702	09/21/2023		1 002661	SHIA. AREA TRANSPORTATION AGENCY	OHS/SPECK/ONE-WAY TRIPS AUG 2023	82.50
107703	09/21/2023		1 005428	SKILLS USA MICHIGAN	OHS/WARNING/WASHINGTON LEADERSHIP C..	1,250.00

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
107704	09/21/2023	1	001704	SUNBURST GARDENS INC.	OPER/HENDRICKSON/MULCH	13,360.00
107705	09/21/2023	1	006250	TIRE FACTORY	OPER/HENDRICKSON/TURF TIRES	102.98
107706	09/21/2023	1	004604	TUTTLE, ANDREA	ADM/TUTTLE/MILEAGE - LEGISLATIVE MTGS	103.62
107707	09/21/2023	1	001667	UNIVERSITY OF OREGON	CE/KLAPKO/ANNUAL SWIS LICENSE	350.00
107708	09/21/2023	1	008675	US OMNI & TSACG COMPLIANCE SERVICES	PLAN ADMIN FEE AUG 2023	122.64
107709	09/21/2023	1	008974	VIC BOND SALES	OPER/HENDRICKSON/PLUMBING SUPPLIES	40.07
107710	09/21/2023	1	003443	WEBBERVILLE SCHOOLS	ATH/SMITH/JV VBALL ENTRY 8/19	200.00
107711	09/21/2023	1	006845	WIN'S CORPORATE OFFICE	OPER/HENDRICKSON/BEAM CLAMP	14.32
107712	09/21/2023	1	008417	OWOSSO GUITAR	OHS/PARSONS/GUITARS	400.00

Total of All Checks 648,317.75
Less Voids 0.00
Grand Total 648,317.75

Check Summary

Check Status	Count	Amount
Open	153	642,995.22
Cleared	4	5,322.53
Void	0	0.00
Total	157	648,317.75

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
008416	08/22/2023	1	004600	OPS FOOD SERVICE FUND	FS/PRINCE/START UP PETTY CASH FOR REGI..	504.00
008417	08/29/2023	1	000407	IMPRESS PRINTED PRODUCTS LLC	FS/HARTMAN/UNIFORMS	1,982.50
008418	08/29/2023	1	003780	MESSA	SEPT 2023 BILL/FS STAFF	1,983.78
008419	08/29/2023	1	003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	500.65
008420	08/29/2023	1	100017	SET-SEG	SEPT 2023 BILLING/FS STAFF	145.60
008421	08/29/2023	1	100267	UNUM LIFE INSURANCE	SEPT 2023 BILL/FS STAFF	45.50
008422	08/29/2023	1	008854	VAN EERDEN FOOD SERVICE COMPANY	FS/PRINCE/FOOD & PAPER PURCHASE	6,300.19
008423	08/31/2023	1	000240	AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENUS	396.00
008424	08/31/2023	1	000453	FEDEWA, KRISTA	FS/MILEAGE - SERVSAFE CLASS	37.99
008425	08/31/2023	1	008258	GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	350.36
008426	08/31/2023	1	102408	LANSING SANITARY SUPPLY INC.	FS/PRINCE/SPARCLEAN	1,001.16
008427	08/31/2023	1	008854	VAN EERDEN FOOD SERVICE COMPANY	FS/PRINCE/FOOD PURCHASE	25,199.24
008428	09/07/2023	1	003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,001.62
008429	09/07/2023	1	007445	ROB'S SALES	FS/PRINCE/VEHICLE REPAIR	1,383.95
008430	09/07/2023	1	008854	VAN EERDEN FOOD SERVICE COMPANY	FS/PRINCE/FOOD & PAPER PURCHASE	14,990.32
008431	09/08/2023	1	008854	VAN EERDEN FOOD SERVICE COMPANY	FS/PRINCE/SUPPLY PURCHASE	7,042.27
008432	09/21/2023	1	000275	APPLE COMPUTER, INC.	FS/PRINCE/IPAD	999.00
008433	09/21/2023	1	004019	DESCON, INC.	FS/PRINCE/SUPPLIES	1,579.00
008434	09/21/2023	1	005058	FD HAYES ELECTRIC CO.	FS/PRINCE/REPAIRS	839.00
008435	09/21/2023	1	008258	GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	346.75
008436	09/21/2023	1	002109	HARRIS ELECTRIC	FS/HARTMAN/ELECTRICAL WORK - OHS	661.54
008437	09/21/2023	1	003807	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	7,925.20
008438	09/21/2023	1	000046	RYAN'S REFRIGERATION LLC	FS/PRINCE/REPAIR	185.00
008439	09/21/2023	1	000402	TEN HENS FARM LLC	FS/PRINCE/FOOD PURCHASE	638.00
008440	09/21/2023	1	008854	VAN EERDEN FOOD SERVICE COMPANY	FS/PRINCE/FOOD & PAPER PURCHASE	22,764.46
Total of All Checks						100,803.08
Less Voids						0.00
Grand Total						100,803.08

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
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Check Summary

Check Status	Count	Amount
Open	24	100,299.08
Cleared	1	504.00
Void	0	0.00
Total	25	100,803.08

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
601016	08/29/2023	1	101335	PERRIN CONSTRUCTION CO. INC.	SF/OMER/SITE IMPROVEMENTS - APP #2	341,688.15
601017	09/07/2023	1	101335	PERRIN CONSTRUCTION CO. INC.	SF/OMER/APP #3 - GYM IMPROVEMENTS	408,845.25
601018	09/07/2023	1	001274	SPICER GROUP INC.	SF/OMER/2022 SF SRVCS - SUMMER PROJS T..	13,649.70
Total of All Checks						764,183.10
Less Voids						0.00
Grand Total						764,183.10

Check Summary

Check Status	Count	Amount
Open	2	422,494.95
Cleared	1	341,688.15
Void	0	0.00
Total	3	764,183.10

Check #	Date	Run	Vendor	Name	Invoice Description	Amount
900632	09/07/2023	1	007334	DIGITAL AGE TECHNOLOGIES INC.	BOND/WATSON/FLAT PANELS - ELEMENTARY..	15,696.00
Total of All Checks						15,696.00
Less Voids						0.00
Grand Total						15,696.00

Check Summary

Check Status	Count	Amount
Open	1	15,696.00
Cleared	0	0.00
Void	0	0.00
Total	1	15,696.00

Home > Search Reporting Structure > Account Summary

Displaying page 1 of 1 search results.

ACCOUNT SUMMARY

OWOSSO PUBLIC SCHOOLS • ██████████ • 645 ALGER ST - PO BOX 340 • OWOSSO, MI48867-4601

* Indicates required field

SEARCH CRITERIA

[Advanced Search >](#)

Reporting Cycle: Select ▼

Date Range: From:* 08/05/2023

To:* 09/04/2023

Date Type: Posting Date ▼

Data available starting 09/21/2020

[Search](#)

SEARCH RESULTS

Search Total: 1,581

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Account Name	Account Number^	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	██████████	1,899.90	0.00	1,899.90
MIKE GRAHAM	██████████	153.64	0.00	153.64
FRED LAB	██████████	447.10	0.00	447.10
LINCOLN HIGH SCHOOL	██████████	1,013.76	0.00	1,013.76
OWOSSO SCHOOLS	██████████	723.51	0.00	723.51
CTE CONSTRUCTION TRADES	██████████	1,123.35	0.00	1,123.35
JOE HICKEY	██████████	32.65	0.00	32.65
MICHAEL HENDRICKSON	██████████	266.88	0.00	266.88
OWOSSO PUBLIC SCHOOLS	██████████	0.00	(21,142.31)	(21,142.31)
DAN CLARK	██████████	215.93	0.00	215.93
TECHNOLOGY DEPT	██████████	358.56	0.00	358.56
OWOSSO MIDDLE SCHOOL	██████████	2,187.22	0.00	2,187.22
CENTRAL ELEMENTARY	██████████	742.52	0.00	742.52
OPERATIONS DEPT	██████████	915.86	0.00	915.86
CENTRAL OFFICE	██████████	13,701.40	0.00	13,701.40
BRYANT ELEMENTARY	██████████	2,433.69	0.00	2,433.69
OWOSSO HIGH SCHOOL 2	██████████	1,097.54	0.00	1,097.54
OWOSSO HIGH SCHOOL	██████████	1,625.80	0.00	1,625.80
DISTRICT TRAVEL	██████████	1,340.80	0.00	1,340.80
BRIGHT BEGINNINGS OFFICE	██████████	832.98	0.00	832.98
BRIGHT BEGINNINGS	██████████	1,611.02	0.00	1,611.02

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32724.11

Financials

**OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
September 27, 2023
Report 23-28**

**Statement of Deposits and Investments
As of 8/31/2023
Unaudited**

	General Fund	School Service	Building & Site/CPF	Capital Projects Bond Fund	Debt Service Fund	Total
Summary of Deposits and Investments						
Cash on hand	\$ 887,051	\$ 179,243	\$ 301,153	\$ 959	\$ 313,822	\$ 1,682,228
Investments	9,443,128		3,440,949	316,242	1,421,931	14,622,250
Total Deposits and Investments	\$ 10,330,179	\$ 179,243	\$ 3,742,102	\$ 317,201	\$ 1,735,753	\$ 16,304,478
Detail of Deposits and Investments						
Cash on hand	\$ 887,051	\$ 178,739	\$ 301,153	\$ 959	\$ 313,822	\$ 1,681,724
Petty Cash on hand	-	504	-	-	-	-
Total Cash on hand	\$ 887,051	\$ 179,243	\$ 301,153	\$ 959	\$ 313,822	\$ 1,367,447
Chemical Bank Savings Account	\$ 6,683	\$ -	\$ 108			\$ 6,791
Mich Class Investment	9,436,445	-	3,440,841	316,242	1,421,931	14,615,459
Total Investments	\$ 9,443,128	\$ -	\$ 3,440,949	\$ 316,242	\$ 1,421,931	\$ 14,622,250
Total Deposits and Investments	\$ 10,330,179	\$ 179,243	\$ 3,742,102	\$ 317,201	\$ 1,735,753	\$ 16,304,478

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 September 27, 2023
 Report 23-23

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
 As of 8/31/2023
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund and Cook Family Foundation			Unaudited
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	
REVENUE										
Local sources	4,052,334	191,187	(3,861,147)	59,385	101	(59,284)	1,361,096	45,635	(1,315,461)	3%
State sources	31,414,436	-	(31,414,436)	69,246	-	(69,246)	42,236	-	(42,236)	0%
Federal sources	6,078,446	-	(6,078,446)	1,953,166	23,888	(1,929,260)	-	-	-	0%
Interdistrict sources-RESD	1,049,356	-	(1,049,356)	-	-	-	-	-	-	1%
Interdistrict sources-transfers in and other sources	-	-	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 42,594,572	\$ 191,187	\$ (42,403,385)	\$ 2,081,799	\$ 23,988	\$ (2,057,811)	\$ 1,403,332	\$ 45,635	\$ (1,357,697)	3%
EXPENDITURES										
INSTRUCTION										
BASIC PROGRAMS:										
ELEMENTARY	\$ 8,384,208	\$ 354,323	\$ (8,029,885)	\$ 4%						
MIDDLE SCHOOL	3,757,923	159,238	(3,598,685)	4%						
HIGH SCHOOL	4,857,145	187,278	(4,669,867)	4%						
ALTERNATIVE EDUCATION	470,342	19,715	(450,627)	4%						
PRESCHOOL	213,293	725	(212,568)	0%						
PRESCHOOL (MICHIGAN READINESS/FED.GSRP) GRANT	327,453	14,816	(312,637)	5%						
TOTAL BASIC PROGRAMS	\$ 18,010,364	\$ 735,098	\$ (17,275,266)	4%						
ADDED NEEDS:										
SPECIAL EDUCATION	\$ 4,088,305	\$ 166,264	\$ (3,892,041)	4%						
VOCATIONAL EDUCATION	749,811	23,669	(726,142)	3%						
AT RISK GRANT	1,720,355	59,237	(1,661,118)	3%						
ROBOTICS, PRT and 147CZ ONE TIME DEPOSIT	6,609	904	(5,705)	14%						
EARLY LITERACY GRANT/LITERACY COACH GRANT,	212,176	8,240	(203,936)	4%						
INNOV PROGRAMS, GYO GRANT, DATA COLLECTION	1,065,597	58,473	(1,007,124)	5%						
TITLE I GRANT, TAG FUNDING	4,719,257	134,550	(4,584,707)	3%						
ESSER GRANTS (ESSER II,III,IV, AND 23B FUNDS)	28,254	3	(28,251)	0%						
CHILDCARE GRANTS, HRA GRANT, 310 GRANT	756,676	7,342	(749,336)	1%						
STATE SAFETY,SRO, MENTAL HEALTH GRANTS	13,317,042	458,682	(12,109,024)	3%						
TOTAL ADDED NEEDS	\$ 13,317,042	\$ 458,682	\$ (12,109,024)	3%						
CONTINUING EDUCATION:										
ADULT EDUCATION	205,471	-	(205,471)	0%						
TOTAL CONTINUING EDUCATION	\$ 205,471	\$ -	\$ (205,471)	0%						
TOTAL INSTRUCTION	\$ 31,532,877	\$ 1,193,777	\$ (29,589,764)	4%						
SUPPORTING SERVICES										
PUPIL SERVICES:										
GUIDANCE SERVICES	\$ 394,504	\$ 27,916	\$ (366,588)	7%						
TOTAL PUPIL SERVICES	\$ 394,504	\$ 27,916	\$ (366,588)	7%						
INSTRUCTIONAL SERVICES:										
TITLE II, PART A AND TITLE IV, IDEA GRANT	\$ 286,199	\$ 4,768	\$ (281,441)	2%						
IMPROVEMENT OF INSTRUCTION	420,131	53,563	(366,568)	13%						
MEDIA SERVICES	170,894	7,474	(163,420)	4%						
COORDINATION OF SERVICES	220,034	37,440	(182,594)	17%						
ASSESSMENTS	24,588	-	(24,588)	0%						
TOTAL INSTRUCTIONAL SERVICES	\$ 1,121,846	\$ 103,235	\$ (1,018,611)	9%						
GENERAL ADMINISTRATION:										
BOARD OF EDUCATION	\$ 124,086	\$ 12,691	\$ (111,395)	10%						
EXECUTIVE ADMINISTRATION	457,291	66,793	(370,498)	19%						
TOTAL GENERAL ADMINISTRATION	\$ 581,377	\$ 79,484	\$ (481,893)	17%						
SCHOOL ADMINISTRATION:										
SCHOOL ADMINISTRATION	\$ 2,890,378	\$ 403,097	\$ (2,487,281)	14%						
TOTAL SCHOOL ADMINISTRATION	\$ 2,890,378	\$ 403,097	\$ (2,487,281)	14%						

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 September 27, 2023
 Report 23-28

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 8/31/2023
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund and Cook Family Foundation		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
BUSINESS SERVICES:									
ACCOUNTING/FINANCE	\$ 317,689	\$ 59,477	\$ (258,212)						
PRINTING	\$ 59,576	\$ 6,007	\$ (53,571)						
TOTAL BUSINESS SERVICES	\$ 377,265	\$ 65,484	\$ (311,781)						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 3,847,847	\$ 554,745	\$ (3,293,102)						
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,847,847	\$ 554,745	\$ (3,293,102)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 1,243,427	\$ 136,477	\$ (1,106,950)						
TOTAL PUPIL TRANSPORTATION	\$ 1,243,427	\$ 136,477	\$ (1,106,950)						
CENTRAL SERVICES:									
COMMUNICATION SERVICES	198,984	32,389	(166,595)						
HUMAN RESOURCES	246,299	40,219	(206,080)						
TECHNOLOGY/MANAGEMENT	590,531	79,081	(511,450)						
PUPIL ACCOUNTING	99,146	20,018	(79,128)						
TOTAL CENTRAL SERVICES	\$ 1,134,960	\$ 171,707	\$ (963,253)						
OTHER SERVICES:									
PERFORMING ARTS CENTER	10,000	1,587	(8,413)						
ATHLETICS	543,463	33,177	(510,286)						
TOTAL CENTRAL SERVICES	\$ 553,463	\$ 34,764	\$ (518,699)						
TOTAL SUPPORTING SERVICES	\$ 12,144,889	\$ 1,596,909	\$ (10,547,980)						
COMMUNITY SERVICES									
COMMUNITY EDUCATION	8,290	-	(8,290)						
DAYCARE PROGRAM	373,314	50,915	(322,399)						
TOTAL COMMUNITY SERVICES	\$ 381,604	\$ 50,915	\$ (330,689)						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	100,000	45,015	(54,985)						
TRANSFER TO CAPITAL PROJECT FUND	-	-	-						
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 100,000	\$ 45,015	\$ (54,985)						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES	\$ 44,159,370	\$ 2,886,616	\$ (41,272,754)						
TOTAL EXPENDITURES	\$ 44,159,370	\$ 2,886,616	\$ (41,272,754)						
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,564,798)	\$ (2,695,429)	\$ (1,130,631)						
PRELIMINARY AUDITED FUND BALANCES JULY 1, 2023	7,252,190	7,252,190	-						
PROJECTED FUND BALANCES - June 30, 2024	5,687,392								
				238,283			4,011,807		69,049
							3,673,053		

Bid for Security Film for Windows

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-29

FOR ACTION

Subject:

Awarding of the contract for providing window protection (film) on select windows in the district to enhance safety and security.

Recommendation:

Recommend that the Board authorize the Superintendent to contract with Michigan Glass Coatings in an amount(s) not to exceed \$43,610 for the purchase and installation of security film on identified windows (inclusive of identified windows in specific doors) at Bentley, Bryant, Central, Emerson, OMS/OHS and Lincoln/Washington campus. The alternate option from Michigan Glass Coatings, 3M Ultra, is more durable and an overall better product than the minimum requirement, 8mm film. This bid is not only responsible, but still the lowest compared to all other contractors who submitted bids. Therefore, this is the recommended bid.

Statement of Purpose/Issue:

To award the contract for the above referenced project to enhance the safety and security of the educational facilities in the district.

Facts/Statistics:

The districts facilities have undergone a thorough risk assessment by Critical Incident Management (CIM). Tom Mynsberge, President of CIM was complimentary about the policies, procedures and safety and security infrastructure that Owosso has in place. However, as with any assessment, recommendations regarding opportunities to improve come forth. In that regard, one opportunity that was identified was the installation of additional security film for glass in key interior and exterior locations. To get a better sense of the magnitude of this endeavor, the Director of Operations reviewed the findings from CIM and, in conjunction with other district staff, created a comprehensive request for proposal. The deadline for submission of the bids was September 18th preceded by a mandatory walk-through with prospective bidders. The results of the bid are reflected in the accompanying table. Subsequently, the Director of Operations took due diligence measures to assure that Michigan Glass Coatings was not only the lowest bidder but also met the qualifications of being a “responsible” bidder capable of completing the project, performing quality workmanship, and doing the work on a timely basis to meet the district’s needs.

A thorough post-bid meeting will be conducted with Michigan Glass Coatings to confirm the already thorough understanding of the scope of the work and develop a work schedule to minimize disruption instruction. The safety and security restricted state funding received for the purpose of enhancing school safety will be utilized to fund the project.

Motion

Seconded

Vote – Ayes

Nays

Motion

**AWARDING OF CONTRACT
SECURITY FILM
RESTRICTED STATE FUNDING FOR SAFETY AND SECURITY
BIDS RECEIVED ON 9/18/2023**

CONTRACTOR	CONTRACTOR LOCATION	BID
Michigan Glass Coatings (8mm-as specified)	Auburn Hills, MI	\$37,380
Michigan Glass Coatings (3M ultra-alternate)	Auburn Hills, MI	\$43,610
IES Window Films	Ocala, FL	\$45,830
Five Star Window Coatings	Grand Rapids, MI	\$54,565
Buster's Blinds & Window Film	Traverse City, MI	\$56,970
West Michigan Glass Coatings	Walker, MI	\$69,919
Clearview Tinting	Toledo, OH	\$81,475
Safe Haven Defense	Phoenix, AZ	\$91,723

Revised Policy 2623 -Student Assessment, 1st Reading

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-30

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 include the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). These revisions reflect MDE and State Board of Education rules regarding student assessment and should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	STUDENT ASSESSMENT - REVISED
Code	po2623
Status	Committee Review
Adopted	November 23, 2009
Last Revised	June 26, 2017

2623 - **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 the student's 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) 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 three (3) through eight (8) ~~3-8~~, science in grades four (4) ~~4~~ and seven (7) ~~7~~, and social studies in grades five (5) and eight (8) ~~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.
- 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 work;
- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades one (1) through five (5) ~~1-5~~;
 1. assessment tests;
 2. achievement tests.

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint and individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;

D. establishing channels of communication that allows teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;

E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

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's ~~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.

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 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 ~~eleven (11)+1~~, the District shall administer the complete Michigan Merit Examination to the student in grade ~~twelve (12)+2~~. 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;
- 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

Revised 4/22/13
Revised 6/27/16

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Legal

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

A.C. Rule 340.1101 et seq.

Last Modified by Brooke Barber on September 7, 2023

Revised Policies 3215- Use of Tobacco by Professional Staff, 4215-Use of Tobacco by Support Staff, 5512-Use of Tobacco by Students, 7434- Use of Tobacco on School Premises, 9160-Public Attendance at School Events, 1st Readings

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-31**

FOR ACTION

Subject:

Revised Policies 3215- Use of Tobacco by Professional Staff, 4215-Use of Tobacco by Support Staff, 5512-Use of Tobacco by Students, 7434- Use of Tobacco on School Premises, 9160-Public Attendance at School Events, 1st Readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policies 3215- Use of Tobacco by Professional Staff, 4215-Use of Tobacco by Support Staff, 5512-Use of Tobacco by Students, 7434- Use of Tobacco on School Premises, 9160-Public Attendance at School Events**

Facts / Statistics:

These policies have been revised to provide policy language that is compatible with the Michigan Department of Health and Human Services’ (MDHHS) Tobacco Section Mission and Plan initiative.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	USE OF TOBACCO BY PROFESSIONAL STAFF - REVISED
Code	po3215
Status	Committee Review
Adopted	July 11, 2005
Last Revised	September 26, 2011

3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use of tobacco product by ~~employees professional staff members~~ in District buildings, on District property (owned or leased), in District vehicles, on District grounds, on District buses, and at any District-related event.

It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose.

For purposes of this policy,

A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL," "NJOY," "BREEZE," "PUFF BAR," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.~~

Electronic smoking device includes any component, part or accessory of the device and also includes any substance that may aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;

C. "employees" means any person employed by Owosso Public Schools as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation by Owosso Public Schools, or anyone working on a volunteer basis;

This term includes, but is not limited to faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for Owosso Public Schools.

D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contain tobacco or nicotine including, but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	USE OF TOBACCO BY SUPPORT STAFF - REVISED
Code	po4215
Status	Committee Review
Adopted	July 11, 2005
Last Revised	September 26, 2011

4215 - **USE OF TOBACCO BY SUPPORT STAFF**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use of tobacco product by support staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy,

A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY", "BREEZE", "Puff Bar", etc.), e-cigar, e-pipe, vape pen, or e-hookah;

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances or theatrical productions;

C. "employees" means any person employed by Owosso Public Schools as full-time or part-time, or any position contracted for otherwise employed, with direct or indirect monetary wages or compensation paid by Owosso Public Schools, or anyone working on volunteer basis;

This term includes, but is not limited to faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for Owosso Public Schools.

D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
3. the ~~inhaling or~~ chewing of a tobacco product

4. the placing of a tobacco product within a person's mouth
5. and/or the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Enforcement

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

Exceptions

It shall not be considered a violation of this policy:

A. for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of the indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;

B. for traditional tobacco products to be burned (but not used, inhaled, or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or

C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education, for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

Revised 11/22/10 ©

Neola 2023 ~~2011~~

Legal M.C.L.A. 333.12601 et seq.
 M.C.L.A. 750.473

Last Modified by Brooke Barber on September 7, 2023

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	USE OF TOBACCO BY STUDENTS - REVISED
Code	po5512
Status	Committee Review
Adopted	November 22, 2010
Last Revised	September 26, 2011

5512 - USE OF TOBACCO BY STUDENTS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy,

A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL," "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions; ☺

C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic device an any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
3. the ~~inhaling or~~ chewing of a tobacco product
4. the placing of a tobacco product within a person's mouth;

5. ~~and/or the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

It is allowable for a student to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose, assuming such possession or usage is accompanied by medical authorization and adheres to all District medication protocols.

It is allowable to possess or provide to another person (but not inhale or ingest) a tobacco product (excluding electronic smoking devices) for an Indigenous practice or lawfully recognized religious, spiritual, or cultural ceremony, or practice.

Advertising/Promotion

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

Enforcement

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

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Legal M.C.L.A. 333.12601 et seq.
 M.C.L.A. 750.473

Last Modified by Brooke Barber on September 7, 2023

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	USE OF TOBACCO ON SCHOOL PREMISES - REVISED
Code	po7434
Status	Committee Review
Adopted	July 11, 2005
Last Revised	September 26, 2011

7434 - **USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy,

A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL," "NJOY," "BREEZE," "Puff Bar" etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.~~

Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoke device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act

B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;

C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; 3) or any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes (Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.);

E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the chewing of a tobacco product;
3. the placing of tobacco product within a person's mouth.
4. ~~the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device~~
5. ~~the inhaling or chewing of a tobacco product~~
6. ~~the placing of a tobacco product within a person's mouth~~
7. ~~and/or the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

Advertising/Promotion

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school or District-owned vehicles, or at school or District-sponsored events.

No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

Exceptions

It shall not be considered a violation of this policy:

A. for any person to possess or provide to any other person (but not inhale or ingest) Traditional tobacco products (excluding electronic smoking devices) as part of an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;

B. for Traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to Indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or

C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

Revised 11/22/10 ©

Neola 2023 ~~2011~~

Legal	M.C.L.A. 333.12601 et seq.
	M.C.L.A. 380.1170
	M.C.L.A. 750.473
	20 U.S.C. 6081 et seq.
	U.S.D.O.E. Memorandum, 1995
	MDE Board Policy on 24/7 Tobacco-Free Schools

Last Modified by Brooke Barber on September 7, 2023

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	PUBLIC ATTENDANCE AT SCHOOL EVENTS - REVISED
Code	po9160
Status	Committee Review
Adopted	July 11, 2005
Last Revised	July 28, 2014

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function sponsored by the District and/or at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390)

Smoking and/or the use of tobacco products and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, ~~or~~ leased, or contracted for by the District, and in areas directly or indirectly under the control of the District immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine) in addition to papers use to roll cigarettes, and/or smoking of electronic, "vapor", or other substitute forms of cigarettes, and any other smoking devices for burning tobacco or any other substances. Such prohibition also applies to school grounds and any school-related event.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

Revised 8/9/10
Revised 1/24/11
Revised 6/27/11

Revised 1/16/12

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Legal 28 C.F.R. Part 35

Last Modified by Brooke Barber on July 3, 2023

New Policy 5330.02-Opioid Antagonists, 1st Reading

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-32

FOR ACTION

Subject:

New Policy 5330.02 – Opioid Antagonists, 1st Reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 5330.02 – Opioid Antagonists**

Facts / Statistics:

A school board that requires an employee to be trained in the use and administration of an opioid antagonist shall develop and implement a policy that ensures the following:

- Provisions for the possession of not fewer than one package of an opioid antagonist in each school operated by the school board to be used for administration by a licensed professional nurse who is employed or contracted by the school district or an employee who is trained in the administration of an opioid antagonist and is authorized to administer an opioid antagonist under the policy.
- Requirement that at least two employees at the school have been trained in the appropriate use and administration of an opioid antagonist.
- Authorization for a licensed professional nurse who is employed or contracted by the school district or a school employee who is trained in the administration of an opioid antagonist to administer an opioid antagonist to a pupil or other individual on school grounds who is believed to be having an opioid-related overdose.
- Requirement for school personnel to notify the parent or legal guardian of a pupil to whom an opioid antagonist has been administered.
- Requirement for school personnel to call 9-1-1 or the community’s designated emergency medical services if a pupil is believed to have an opioid-related overdose.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	OPIOID ANTAGONISTS - NEW
Code	po5330.02
Status	Committee Review

5330.02 - **OPIOID ANTAGONISTS**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

[OPTIONAL LANGUAGE]

Each school in the District shall have at least two (2) employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by a licensed registered professional nurse. Only an appropriately trained school employee or agent may possess and administer an opioid antagonist.

Each school in the District shall possess at least one (1) package of an opioid antagonist on site. The opioid antagonist may be administered by a trained school employee or agent to a student or other individual on school grounds who is believed to be having an opioid-related overdose.

[END OF OPTIONAL LANGUAGE]

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify the:

Building Principal who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of the **school nurse** to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The school nurse shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

Legal

Administration of Opioid Antagonists Act

Last Modified by Brooke Barber on September 7, 2023

Revised Policy 6325-Procurement, Federal Grants/Funds, 1st Reading

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-33

FOR ACTION

Subject:

Revised Policy 6325- Procurement – Federal Grants/Funds 1st Readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6325- Procurement – Federal Grants/Funds**

Facts / Statistics:

A minor adjustment has been made to policy 6325, specifically to recognize that not all federal grant contracts are subject to the Davis-Bacon Act (“DBA”). The DBA typically applies to any federally-funded contract in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works, and requires payment of prevailing wages for workers who provide services under the contracts. However, there are some instances in which the DBA does not apply, and the change made to policy 6325 clarifies this. School districts should review the specific terms of federal grants that might be used for construction-related projects and consult with legal counsel before determining whether the DBA applies to a contract or not. This revision reflects the latest provisions issued in the OMB Compliance Supplement and the provisions of Appendix II to 2 C.F.R. Part 200.

This revision reflects current EDGAR provisions and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	PROCUREMENT – FEDERAL GRANTS/FUNDS REVISED
Code	po6325
Status	Committee Review
Adopted	June 27, 2016
Last Revised	March 8, 2023

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) including affirmative steps for small and minority businesses and women's business enterprise for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase **and** ~~And~~, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list continuously.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which is not to exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold established by the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources when the item cost exceeds \$5,000 and their item is not unique or proprietary.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

C. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

E. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one (1) or more of the following circumstances apply:

1. micro-purchases
2. the item is available only from a single source
3. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
4. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
5. after solicitation of a number of sources, competition is determined to be inadequate

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a ~~time-and-materials~~~~time and materials~~ type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A ~~time-and-~~ materials ~~Time and materials~~ type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

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

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

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

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Revised 1/28/19
Revised 10/28/19

Revised 2/22/21

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Last Modified by Brooke Barber on September 7, 2023

**Revised Policies 7540.02-Web Accessibility,
Content, Apps and Services, 7540.03-
Student Technology Acceptable Use and
Safety, 8315-Information Management, 1st
Readings**

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-34**

FOR ACTION

Subject:

Revised Policies 7540.02-Web Accessibility, Content, Apps and Services, 7540.03- Student Technology Acceptable Use and Safety, 8315-Information Management, 1st Readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **7540.02-Web Accessibility, Content, Apps and Services, 7540.03- Student Technology Acceptable Use and Safety, 8315-Information Management**

Facts / Statistics:

These policies have been revised to provide updated terminology, reference to multifactor authentication (MFA), added cyber security procedures, and information related to content and functionality specifications prescribed by the Office for Civil Rights (OCR) for accessibility purposes.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES - REVISED
Code	po7540.02
Status	Committee Review
Adopted	July 11, 2005
Last Revised	May 14, 2018

7540.02 - **WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES**

A. **Creation of Content for Web Pages/~~Websites~~Sites, Apps and Services**

The Board of Education authorizes staff members to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers (i.e., ~~servers the Board pays to use or otherwise sanctions the use of~~) and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (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. Content, apps, and services 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 used with students.

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

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

B. **Purpose of Content of District Web Pages/Sites, Apps and Services**

The purpose of content, apps and services ~~covered by this policy 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 content, apps, and services:

1. **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.

2. **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.

3. **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 ~~interested in and/or~~ 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 personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances ~~are is~~ District-created content, apps, and services, 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/websites (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, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District affiliated servers. ~~School web pages/sites, apps and web services 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, apps and web services by staff and students.

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

In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board. ~~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.~~

Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website. ~~Prior written parent permission is necessary for a student to be identified by name on the Board's website.~~

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

This policy reflects the Board's commitment and ~~The District adopts this policy to fulfill this commitment and affirm its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. Technical Standards

The District will adhere to the technical standards of compliance identified at www.owosso.k12.mi.us. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

2. Web Accessibility Coordinator

The Board designates its Section 504/ADA Compliance Coordinator(s) as the District's Web Accessibility Coordinator(s). That individual(s) is/are responsible for coordinating and implementing this policy. See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website(s), apps, and services ~~that are that is~~ related to the District's programs, benefits and/or services for compliance with this criteria for all new content ~~published on the District's website(s), apps, and services after adoption of this policy.~~ placed on the District's

~~website after adoption of this policy.~~

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites;), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may ~~contain age-appropriate advertisements that are~~ **contain advertisements that are not age-appropriate** ~~not contain age-appropriate advertisements that are~~ consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above. If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II. ~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~

D. Instructional Use of Apps and Web Services

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

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

The Board further requires the use of a Board-issued e-mail address in the login process.

E. Training

The District will provide periodic training for its employees who are responsible for creating or **web content or distributing information online** ~~distributing information with online content~~ so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design **and creation and/or uploading**, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The Board approves the use of its website(s)/web pages ~~The District is authorized to use web pages/sites~~, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/~~websites~~, apps, and web services to be one-way communication, public comments are not solicited or desired, **and the website(s) apps, or services are** ~~he web site, app or web service is~~ to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (~~e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies~~), the District's use of that **app and/or service** ~~apps and web service~~ will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

Revised 12/8/14
Revised 6/26/17
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Last Modified by Brooke Barber on September 7, 2023

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY -REVISED
Code	po7540.03
Status	Committee Review
Adopted	July 11, 2005
Last Revised	December 11, 2017

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology ~~directly affects~~ ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. ~~Educators are expected to continually adapt~~ ~~As a result, educators are continually adapting~~ their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. ~~The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100)~~ to support the educational and professional needs of its students and staff. With respect to students, District ~~Information & Technology Resources~~ afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated ~~limited~~ educational purpose.

The Board regulates the use of District ~~Information & Technology Resources~~ ~~in a manner by principles~~ consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District ~~Information & Technology Resources~~ and students' personal communication devices when they are connected to ~~District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property. the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).~~

~~Students~~ ~~Users~~ are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District ~~Information & Technology Resources~~ (including, but not limited to, privacy in the content of their personal files, ~~messages/e-mails, and records of their online activity).~~ ~~when using the District's computer network and/or Internet connection).~~

~~While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members~~ ~~First, the Board may not be able to technologically limit access through the District's Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity~~ to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) ~~when significant portions of students' education take place online or through the use of online educational services/apps. access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, ~~the Board implements~~ ~~has implemented~~ technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District ~~Information & Technology Resources~~, if such disabling will cease to protect against access to materials that are prohibited under ~~CIPA. the Children's Internet Protection Act.~~ Any student who attempts to disable the technology protection measures will be ~~disciplined. subject to discipline.~~

The Superintendent or **Technology Director** may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been **mistakenly, improperly, or inadvertently** ~~inappropriately~~ blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to **online content and/or services/apps and/or resources on the Internet** that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to **content information and communications** that they and/or their parents may find inappropriate, offensive, objectionable, or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc...) cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors,

Staff members shall provide **guidance and instruction to** ~~for~~ their students regarding the appropriate use of District **Information & Technology Resources** and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

~~Building principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on in chat rooms, and cyberbullying awareness and response.~~ All District **Information & Technology Resources** users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of District Technology Resources that are not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District **Information & Technology Resources** to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District **Information & Technology Resources** that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Network Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District **Information & Technology Resources**.

Revised 1/25/10

Revised 10/24/11

Revised 8/27/12

Revised 12/8/14

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500-54.523

Last Modified by Brooke Barber on September 7, 2023

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	INFORMATION MANAGEMENT - REVISED
Code	po8315
Status	Committee Review
Adopted	January 10, 2010

8315 - INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule". In such situations, a "Litigation Hold" procedure will be ~~used~~ ~~utilized~~ to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule". The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements. Failure to comply with a Litigation Hold notice may result in ~~discipline~~ ~~disciplinary action~~, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" include:

- A. when the Board has specific information and/or written notice from a ~~parent/guardian, student, or another person representing the parent/guardian or student~~ ~~an individual, parent or student~~ of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, ~~Michigan Department of Education Office for Special Education~~, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, ~~Michigan Department of Education Office for Special Education~~, State Personnel Board of Review, or a Civil Service Commission regarding a claim field against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation ~~involving~~ ~~against~~ that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/~~audio~~ recordings, images, ~~video recordings~~, and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet-to-be-created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: emails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools,

word processing documents, spreadsheets, digital photographs/pictures, videos, application programs, and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may be used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational services/apps), electronic records of online activity (e.g. social media postings), and data generated or stored by devices connected to the Internet of Things. ~~"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program, and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.~~

"Electronic media" includes, but is not limited to, computer hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm ~~micro-film~~, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ("PDAs" - including Palm, Blackberry), etc.); pagers, firewalls,; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted in the future. ~~;- laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" - including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.~~

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," the ~~Superintendents/he or the~~ Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in ~~the~~ implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed/~~withdrawn~~ by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" once the "Litigation Hold" is removed/~~withdrawn~~.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold."

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Legal Federal Rules of Civil Procedure 34, 37(f)

Last Modified by Brooke Barber on September 7, 2023

Revised Policy 8390-Animals on District Property,1st Reading

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-35**

FOR ACTION

Subject:

Revised Policy 8390- Animals on District Property, 1st Readings

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Policy 8390- Animals on District Property**

Facts / Statistics:

This policy has been revised to clean up language and provide structured options regarding therapy/comfort animals.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	ANIMALS ON DISTRICT PROPERTY - REVISED
Code	po8390
Status	Committee Review
Adopted	June 24, 2014
Last Revised	June 22, 2015

8390 - ANIMALS ON DISTRICT PROPERTY

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being. ~~includes every vertebrate other than a human.~~
- B. **"Service animal"**: Pursuant ~~pursuant~~ to 28 C.F.R. Section ~~36.10435.104~~, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

~~Animals in Schools and Elsewhere on District Property~~

~~Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.~~

~~Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:-~~

- ~~A. the staff member seeking approval to have non-service animal in his/her classroom shall:~~

- ~~1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal,~~
- ~~2. take precautions deemed necessary to protect the health and safety of students and other staff,~~
- ~~3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained, and,~~
- ~~4. keep the surrounding areas in a clean and sanitary condition at all times,~~

~~B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health related or other concerns.~~

~~Except where required by law, the presence of non service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.~~

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal ~~demonstrates~~ ~~has demonstrated~~ that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and ~~their~~ ~~his/her~~ parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with ~~their~~ ~~his/her~~ service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and ~~their~~ ~~his/her~~ parents, or eligible student, and ~~the handler~~, ~~if s/he~~ is someone other than the student, shall meet with the Principal to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Principal an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and ~~their- his/her~~ parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA--mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by ~~their- his/her~~ service animal in accordance with Policy 9160 - Public Attendance at School Events.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State Law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. provide that the animal is treated humanely, keeping it in a healthy condition and appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
 4. keep the surrounding areas and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

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Legal 28 C.F.R. 35.104
 Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)
 The Americans with Disabilities Act, as amended (ADA)
 The Individuals with Disabilities Education Improvement Act (IDEIA)

Last Modified by Brooke Barber on September 7, 2023

Revised Policy 8400-School Safety Information, 1st Reading

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-36**

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:

This policy has been updated to reflect current state law and best practices regarding school safety. These revisions are consistent with current state law and should be adopted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Policies for the Board, February 2023 Update
Title	SCHOOL SAFETY INFORMATION - REVISED
Code	po8400
Status	Committee Review
Adopted	July 11, 2005
Last Revised	May 24, 2021

8400 - 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) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs 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.

The Shiawassee Regional Educational Service District (SRES) shall ensure continued implementation and compliance with the District's obligations under the Statewide School Safety Information Policy and related law. The SRES may convene meetings to make modifications as deemed necessary and proper to address issues that are unique to the District; discuss additional training that might be needed; and discuss ~~The Shiawassee Regional Service District (SRES) shall convene a meeting for the purpose of conferring regarding 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, the County Prosecutor or their ~~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 or ~~their~~ ~~his/her~~ designee, including a representative of the family division;
- B. representative from the Intermediate School District (SRES);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. Fire Marshal or ~~his/her~~ designee;
- F. representative(s) from emergency medical services;
- G. representative(s) from county emergency management service agency;
- H. School Resource Officer.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions to local policy.

District Contact Person/Liaison

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, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law.

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 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 **local school safety information policy** ~~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.

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 post a report on the District website at least annually, 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, disaggregated by school building, 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~~ **gang-related** acts;
- C. illegal possession of a controlled substance, controlled substance analog 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.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

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).

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis and when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining ~~what~~types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Persistently 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.

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.

Revised 6/26/17
Revised 1/28/19
Revised 6/22/20

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Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

Last Modified by Brooke Barber on July 3, 2023

For Future Action

Altria, Inc. Settlement

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-37

FOR FUTURE ACTION

Subject:

Vape Manufacturers Litigation – Altria, Inc. Final Settlement

Recommendations:

Recommend that the Board authorize and direct the Superintendent or designee to sign the Lawsuit settlement documents pertaining to Altria Defendants on behalf of the District and to take such action regarding the settlement as necessary, subject to review and approval by the District’s legal counsel. This will allow the District to complete its part in the litigation against vape manufacturer Altria, Inc.

Rationale:

The Board authorized the District to become a party to the class action lawsuit against vape manufacturers, led by the Frantz Law Group, on August 9, 2021. On March 22, 2023, the Board approved the settlement proposal from Juul Inc., and was informed the litigation would continue against vape manufacturer Altria, Inc. This is the final entity settlement.

Statement of Purpose/Issue:

The Board is being asked to allow the District to accept the final proposed settlement and must do so prior to November 30, 2023.

Facts/Statistic

- If the District does not accept the Settlement amount by November 30, 2023 it may result in no recovery from Altria Inc.
- The settlement is confidential.
- The settlement amount was based on a variety of factors for calculation of the class action governmental entities. The allocation method relies on student population as the primary allocation factor, with the number of physical schools serving as a secondary factor for school districts. The allocation method also incorporates additional weighting factors and rules establishing a minimum and maximum allocation per entity. The funds are to be used to address the problem of vaping and nicotine addiction without any specific requirements of how the funds are to be used to address the problem.

Motion

Seconded

Vote – Ayes

Nays

Motion

Audit Report

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-38

FOR FUTURE ACTION

Subject:

Audit Report

Recommendation:

Resolve that the Board of Education approve the audit report for the 2022-23 fiscal year

Rationale:

The audit report prepared by Maner Costerisan, P.C. is anticipated to be presented at the October 25, 2023, board meeting with an “unqualified” opinion and therefore will indicate that the financial statements present fairly the financial operations of the District.

Facts/Statistics:

- A representative from Maner Costerisan, P.C. will review the financial statements with the Board at the October 25th meeting and will be able to answer any questions the Board may have regarding the contents.
- The audit of the District’s financial statements is conducted on an annual basis by outside auditors, in this case, Maner Costerisan, P.C.
- The audit is conducted to verify that the financial statements prepared by the District present fairly and in accordance with Generally Accepted Auditing Principles the financial operations of the District.
- The approval of the financial statements is a matter of routine business to the District.

Motion

Seconded

Vote – Ayes

Nays

Motion

Obsolete Materials

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-39

FOR FUTURE ACTION

Subject:

Declaration of Obsolete Material – Free Weights

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s Athletic department to dispose of free weights identified as being duplicates or not suited for the needs for physical education classes or athletics at the secondary campus

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”. The information on the weights (weight and quantity) identified are as follows:

- #75 x2
- #80 x2
- #85 x2
- #90 x2
- #95 x2
- #100 x2

If approved, the free weights identified will be either sold or traded to obtain lower weights that are more suitable for physical education classes and athletic training.

Motion

Seconded

Vote – Ayes

Nays

Motion

OMS Out of State Travel, Washington D.C.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-40

FOR FUTURE ACTION

Subject:

Out-of-State Student Travel – OMS 2024 Washington D.C. trip.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso Middle School students and staff on a Washington D.C. trip, to the Capital of the United States on April 24-26 in the year 2024.

Rationale:

Dr. Dwyer and approximately 60-80 8th grade students will travel by plane to the country's capital. Dr. Dwyer and 6-10 other chaperones (OPS Staff and Parents) have gone on this trip for the past several years. This is an enhancement of the Social Studies curriculum and is the major extracurricular activity for the Social Studies department for 2023-2024 school year.

Statement of Purpose:

The purpose of this trip is to visit our country's capital and view firsthand the monuments, documents, memorials, and sites that our country was founded on.

Facts/Statistics:

This trip is sponsored by Owosso Middle School and the Social Studies department. Students are responsible to earn money for all of the cost. Chaperones and students will leave for the trip before school starts on April 24, 2024. Students will be home April 26 around 11:00 P.M. Two parent meetings will take place before students go on the trip. The cost of the trip this year is estimated at \$1300. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion

For Information

Personnel Update

OWOSSO PUBLIC SCHOOLS
Board of Education
September 27, 2023
Report 23-41

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Caleb Harris has accepted the Monitor position at Bryant.

Kristen Prchlik-Schott has accepted the Paraprofessional position at Bryant.

Carrie Brown has accepted the Paraprofessional position at Central.

Juanita Burke has accepted the Monitor position at Bryant.

EmmaLee Livingston has accepted the Paraprofessional position at Bryant.

Payton Tyrrell has accepted the Paraprofessional position at OMS.

Amanda Howard has accepted the Monitor position at Bryant.

Karen Sawicki has accepted the Bus Driver/Fueler position.

Resignations

John Hertzner, Grounds/Maintenance has resigned effective 8/23/23.

Angela Graham, Elementary Reading Specialist-Early Literacy Coach has resigned effective 9/28/23.

Jerry Benjamin, Plumber has resigned effective 9/25/23.

Juanita Burke, Monitor has resigned effective 9/20/23.

Continuity of Service

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 27, 2023
Report 23-42

FOR INFORMATION

Subject:

Owosso Public Schools – Continuity of Service Plan

Recommendation:

Resolve that the Board reaffirm the Owosso Public Schools Return to Learn plan.

Rationale:

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149 with revisions on September 30, 2020 based on Senate Bill 927. Section 98a states that to receive state aid for 2023-2024, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. It is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups were established by September 15, 2020 and submitted in the Plan to the ISD or Authorizing Body, as applicable, by October 1, 2020 for approval.

The ISD or Authorizing Body approved the Extended COVID-19 Learning Plan no later than October 9, 2020 and transmitted the approved plan to the state superintendent of public instruction and the state treasurer. The approved plan was made accessible through the transparency reporting link located on the district's website by October 12, 2020.

The Extended COVID-19 Learning Plan addresses specific assurances, such as posting the Plan on the Owosso Public Schools website, creating a report including professional development for teachers and training provided to parents/guardians on the use of virtual content, administering benchmark assessments, setting specific learning goals, providing access to technology, cooperating with the health department, prioritizing K-5 learners, guaranteeing students with disabilities have equitable access to learning materials, ensuring 2-way communication occurs for attendance purposes, and outlining grading procedures.

Motion

Seconded

Vote – Ayes

Nays

Motion

Owosso Public Schools
Return to Learn and Continuity of Services Plan
2023-2024

The districts of Shiawassee County will continue to prioritize full, in-person teaching and learning which provides the greatest benefit to students. Ensuring that this can happen both consistently and safely during the upcoming school year, the 2023-24 Return to Learn Plan provides detailed guidance to ensure that COVID-19 prevention and mitigation measures are implemented in a way that fosters optimal learning environments while simultaneously ensuring the health and safety for students and staff in Shiawassee County. This plan was collaboratively developed by all Shiawassee County Superintendents with support from the Mid-Michigan District Health Department to ensure that all Shiawassee County school districts have aligned and detailed a plan for a successful and safe return to school and learning environment.

Please Note: This plan may change and evolve as knowledge changes surrounding current and potential variants or if the risks of severe disease, hospitalizations, or death increase. The plan may also need to vary based on in-school COVID-19 activity and outbreaks. If such changes are necessary, transition time may be needed to allow the district or building to adjust mitigation strategies. Periodically, but not more than every six months during the life of the grant, the plan will be reviewed and updates will be completed, if deemed necessary.

Supporting Documents: [MDE and MDHHS "Managing Communicable Diseases in Schools"](#)
[MDHHS Readiness, Response, Recovery Cycle](#) [CDC Community Levels MI Safe Start Map](#)

The CDC will determine the COVID-19 community level for the county. Based on the community COVID-19 level, as determined by the CDC, Owosso Public Schools, in consultation with MDHHS and MMDHD as necessary, will determine the number of mitigation strategies to implement to foster optimal learning environments while simultaneously ensuring the health and safety of students and staff.

The district will comply with any and all local, state, and federal mandates/orders.

1. In-person instruction will occur unless the local health department mandates a specific classroom, athletic team, or club be moved to temporary remote instruction due to outbreak.
2. Athletic practices and competitions will be permitted and Owosso Public Schools will follow MHSAA requirements for athletic contests. Athletic testing will not be required unless mandated by MHSAA.
3. The district will follow all recommended cleaning and disinfecting procedures.
4. Cohorts or groups of students will be permitted.
5. COVID-19 testing may occur at the request of staff and students while the district is able to obtain free COVID-19 testing kits through MDHSS.
6. Masks are optional and recommended after an individual has COVID-19 on days 6-10 after illness.
7. Normal food service operations will occur.
8. No restrictions on gatherings or facility use.
9. Proper hand hygiene and hand sanitation etiquette is expected. The district will provide opportunities throughout the day for proper hand washing and sanitation.
10. The district will follow MDHSS and CDC requirements for isolation and quarantine status. MCL 380.11a(3) and Rule 325.175(2)
11. Meetings and conferences will be permitted.
12. District and building offices will be open for normal business hours. Visitors and guests are allowed in the building per district policy.
13. The district has a remote virtual option for students in grades 6-12. Applications must be approved in advance and a contract must be signed. Virtual options may be revoked if the student does not maintain attendance and grade requirements.
14. Social distancing is recommended.
15. Transportation operations will occur as normal
16. The district does not require students or staff to be vaccinated. Students and staff should consult with their family physician regarding COVID-19 vaccines.
17. Parents/guardians should conduct a daily student wellness check prior to sending children to school. Owosso Public Schools recommends students NOT attend school if they are sick.
 - Severely ill (lethargic and difficult breathing)
 - Fever (temp over 100.4)
 - Cough, shortness of breath
 - Sore throat
 - Runny or stuffy nose
 - Headache
 - Fatigue
 - Vomiting (two or more times)
 - Diarrhea (two or more loose watery stools)
 - Abdominal pain
 - Rash with fever
 - Skin sores that cannot be covered
 - New loss of taste or smell



OWOSSO PUBLIC SCHOOLS

Ready for the World

NOTICE OF OWOSSO BOARD OF EDUCATION MEETING

The Board of Education of Owosso Public Schools, Shiawassee County, Michigan, will be holding a regularly scheduled meeting. The meeting will be held on Wednesday September 27, 2023 at 5:30p.m. at the Washington Campus Gym, 645 Alger St.

Date of Meeting: Wednesday, September 27, 2023

Hour of Meeting: 5:30p.m.

Place of Meeting: Washington Campus Gym 645
Alger Street Owosso, MI 48867

Purpose of Meetings:

Regular Meeting

Telephone Number of Principal Office
of Board of Education:

(989) 723-8131

Board Minutes are Located at the
Principal Office of the Board of
Education:

645 Alger Street Owosso, Michigan
48867

Dr. Andrea Tuttle, Superintendent
OWOSSO PUBLIC SCHOOLS