



OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda

September 23, 2019

5:30 pm Regular Meeting

Owosso High School Media Center

765 E. North Street

Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

- Celebrate Kids! – Introduction of Foreign Exchange Students
- Recognition of Retirees Chris Conrad and Ed Van Strate, Jr.
- Cayden Whiteherse – Board of Education Student Representative’s Report

4. Board Correspondence:

- Superintendent’s Report
- Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

August 26, 2019 Minutes-----	Report 19-20	Page 1
September 9, 2019 Committee of the Whole Meeting Minutes-----	Report 19-21	Page 6
Current Bills-----	Report 19-22	Page 10
Financials-----	Report 19-23	Page 20
▪ Owosso Middle School Out-of-State Trip-----	Report 19-24	Page 23
▪ Head Start 2019-2020 Contract Agreement-----	Report 19-25	Page 24
▪ Revised Bylaw 0100, First Reading-----	Report 19-26	Page 45
▪ Revised Bylaw 0167.2, First Reading-----	Report 19-27	Page 50
▪ New Policy 1422.01, First Reading-----	Report 19-28	Page 52
▪ Revised Policy 2210, First Reading-----	Report 19-29	Page 54
▪ Revised Policy 2414, First Reading-----	Report 19-30	Page 57
▪ Revised Policies 3120 and 3120.04, First Readings-----	Report 19-31	Page 59
▪ Revised Policies 5113.01 and 5113.02, First Readings-----	Report 19-32	Page 65
▪ Revised Policy 5200, First Reading-----	Report 19-33	Page 68
▪ Revised Policy 6321, First Reading-----	Report 19-34	Page 71
▪ Revised Policy 6325, First Reading-----	Report 19-35	Page 74
▪ Revised Policy 6605, First Reading-----	Report 19-36	Page 80
▪ Revised Policy 8400, First Reading-----	Report 19-37	Page 82
▪ New Policy 8402, First Reading-----	Report 19-38	Page 86
▪ Revised Policy 8500, First Reading-----	Report 19-39	Page 89
▪ Award Bond Work-Secondary Campus Furniture-----	Report 19-40	Page 93
▪ Easement for Consumers-Secondary Campus-----	Report 19-41	Page 98

7. For Future Action

▪ Out-of-State Student Travel for VE Great Lakes Regional Trade Show, Pigeon Forge, TN---	Report 19-42	Page 103
▪ Out-of-State Student Travel for VE Great Lakes Regional Trade Show, Chicago, IL-----	Report 19-43	Page 104

8. For Information

▪ Personnel Update-----	Report 19-44	Page 105
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

- October 14: Board of Education Committee of the Whole Meeting, 5:30 pm
- October 28: Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

- September 27: Half Day for Students and Professional Development in Afternoon
- September 27: Homecoming at Willman Field, 7 pm
- October 2: Pupil Count Day

Continued on next page:

October 2: LHS Parent/Teacher Conferences, 5:30 – 7 pm
October 7: District Marching Band Festival at Willman Field
October 11: OHS Varsity Football Game vs. Corunna at Willman Field, 7 pm
October 14: District Marching Band Festival (Rain Date)
October 14: Bryant 5th Grade Concert, 7 pm
October 16: Central 5th Grade Concert, 7 pm
October 16: OHS Choir Fall Concert at OMS Auditorium, 7 pm
October 17: Half Day for Elementary Students Only
October 17: Elementary Parent/Teacher Conferences, 1-3:30 pm and 5-8 pm
October 18: End of First Marking Period
October 21: Emerson 5th Grade Concert, 7 pm
October 22: OMS Choir Fall Concert, 7 pm
October 23: OMS Parent/Teacher Conferences, 5-8 pm
October 24: OMS & OHS Parent/Teacher Conferences, 5-8 pm

12. 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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

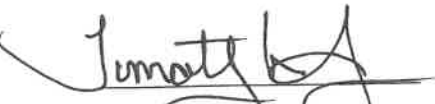
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

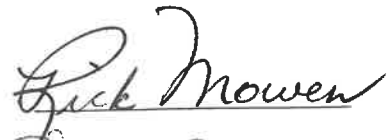
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

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

Timothy Jenc
President



Rick Mowen
Vice-President



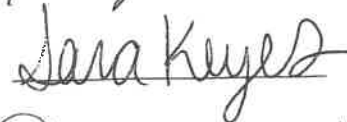
Marlene Webster
Treasurer



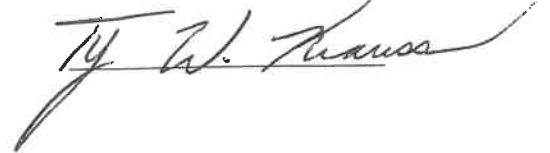
Shelly Ochodnicky
Secretary



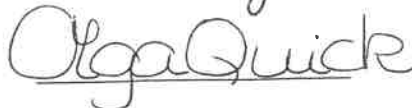
Sara Keyes
Trustee



Ty Krauss
Trustee



Olga Quick
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
Board of Education Minutes
August 26, 2019
Report 19-20

President Jenc called the meeting of the Board of Education to order at 5:30 pm. The meeting was held in the Washington Campus located at 645 Alger Street, Owosso, Michigan.

Present: Jenc, Krauss, Mowen, Ochodnicky, Quick, Webster
 Absent: Keyes (motions of the Board of Education that were unanimous did not include Keyes)

Building Reports

Superintendent Dr. Tuttle reminded the meeting's audience that because of the ongoing construction at the Owosso High School campus, the Board of Education meetings have been held in the Washington Campus. She informed the Board of Education that beginning with the September 23 meeting, the meetings will relocate back to the Owosso High School media center.

Superintendent Dr. Tuttle commented that in addition to kindergarten registration, the introduction of new teachers is one of the most exciting events that occur annually in the District and she is proud to have the new teachers introduced to the Board of Education.

Bryant Elementary Principal Shelly Collison stated that she has four new teachers to start the school year at Bryant. Mrs. Collison announced that Stacey Coleman has been hired to teach first grade; Erica Muehlhauser, kindergarten teacher; Nicole Davis, kindergarten teacher; and Maggie Keech will teach third grade.

Emerson Elementary Principal Jessica Anderson introduced Holly Schultz. Ms. Schultz will teach first grade. Ms. Anderson also introduced Krista Cross who will teach third grade at Emerson.

Central Elementary Principal Bridgit Spielman introduced Stacey Willyerd. Mrs. Willyerd has been hired as a special education teacher in the resource room at Central. Mrs. Spielman also introduced Mrs. Carrie Miculka who will teach first grade.

Owosso Middle School Principal Rich Collins announced that Michael Schiller will teach seventh grade science at OMS and Jessica Askew will teach seventh grade English.

Owosso High School Principal Jeff Phillips introduced new teachers Janine Elbing, special education teacher; Derek Woltjer high school counselor; and Alicia Lonteen who will also teach special education.

Superintendent Dr. Tuttle asked that the Board of Education and those seated at the Board table to introduce themselves to the new hires. The introductions included Ms. Clara Pitt, Administrative Assistant to the Superintendent and Director of Curriculum and Instruction; Mr. Steve Brooks, Director of Curriculum and Instruction; Mrs. Olga Quick, Trustee; Mrs. Shelly Ochodnicky, Secretary; Mr. Rick Mowen, Vice President; Mr. Tim Jenc, President; Mrs. Marlene Webster, Treasurer; Mr. Ty Krauss, Trustee; and Mrs. Julie Omer, Chief Financial Officer. Mrs. Sara Keyes, Trustee was absent.

Superintendent Dr. Tuttle remarked that this is one of the most experienced group of teachers to be hired by the District and she is very excited to have them join the Owosso Public Schools staff.

Vice President Rick Mowen commented that the new teachers are joining a great school district and a great family.

President Tim Jenc thanked the new teachers for attending the meeting and welcomed them to Owosso Public Schools.

Board Correspondence

Superintendent Dr. Andrea Tuttle reported that since the last Board meeting, the administrative workdays have taken place which were outstanding. She commented that every time she works with the administrative team it reminds her of how fortunate the District is to have an amazing group of tenured leaders, especially with their additional workloads that are associated with the bond. She also applauded the great members of the Board of Education.

Superintendent Dr. Tuttle remarked that several members of the Board attended the elementary ribbon cutting ceremonies. She stated that she was very pleased with the attendance and to witness the reactions of community members and students that were seeing the improvements for the first time. Superintendent Dr. Tuttle thanked the elementary principals for organizing the ceremonies in each of their buildings.

Superintendent Dr. Tuttle explained that this year's community pep rally was a little different than those that have been held in the past. She remarked that she has received some positive and negative responses to the changes, which will all be taken into consideration when organizing future events. Overall, attendance was greater than in the past. She stated that it was great to witness the administrative team and Board members working at the event and having fun. Dr. Dallas Linter, Athletic Director and Mrs. Jessica Thompson, Community Education Director were thanked by Superintendent Dr. Tuttle for organizing the event.

Superintendent Dr. Tuttle announced that bond work continues in the District. The elementary punch list was completed the previous week. A final cleaning of construction areas at the high school was accomplished prior to the open house. Owosso High School administrators Jeff Phillips, Karen Van Epps, Dr. Dallas Lintner, and their staff were applauded for their patience and understanding over the summer while their offices were being relocated and remodeled. Superintendent Dr. Tuttle stated that a final inspection of the summer construction work is scheduled for August 27th. Clark Construction was commended for their continued collaboration with the District throughout the construction phases of the bond work. Superintendent Dr. Tuttle forewarned the Board that there may be some unanticipated glitches at the high school during the first days of school. She stated that there is a new front entrance at the high school and traffic will be allowed to use the new access road.

Superintendent Dr. Tuttle reported that the District is always moving forward with the latest in technology. As a result, additional training will be required by staff so they feel comfortable using these tools.

Superintendent Dr. Tuttle informed the Board that the secondary campus is still on schedule to be completed in August of 2020. However, she is saying December 2020 in case there are any unexpected delays in construction.

Superintendent Dr. Tuttle stated that Bus Routes for the 2019-20 school year were recently posted.

Superintendent Dr. Tuttle expressed her sincere gratitude to Young Chevrolet Cadillac Buick GMC of Owosso, Dr. Ayaz and Laura Jafri of Mid-Michigan Dental, Kevin and Janena Kregger from Nelson-House Funeral Home, Keith Maike of Main Beverage, and Clark Construction for their generous donations that allowed the District to hold the opening day activity at Stone House Farm in Bancroft.

Superintendent Dr. Tuttle reported that open houses are scheduled at all school buildings this week. She commented that all of the facilities are looking great, especially with the amount of bond work that has been completed.

Superintendent Dr. Tuttle announced that fall athletics are in full swing. The first official varsity football game of the season will take place on August 29th at Lansing Eastern High School.

Superintendent Dr. Tuttle explained that with the ongoing bond construction at the high school, the Trojan Marching Band has been practicing at Emerson. She remarked that several residents that live near Emerson have expressed how much they love listening to the band practice.

Superintendent Dr. Tuttle thanked Kevin Lenkart, Director of Public Safety for the City of Owosso for providing additional crossing guards at the high school to assist with student pedestrians and traffic flow for the new access road and ongoing construction. She stated that north and south traffic is being allowed on the new access road.

Curriculum Director Steve Brooks reported that 43 students attended summer school at Owosso High School during session's one and two. These students completed 75 classes for a total of 37.5 credits earned. Lincoln High School had 21 students that participated in their summer school program and completed 20 courses with 10 credits being earned. At the elementary level, three two-week sessions of summer school were completed with an average of 80 students participating in each session.

Curriculum Director Steve Brooks praised Bryant Elementary Principal Shelly Collison on the success of the Book's at Bryant summer program. Culver's Restaurant, Baker College of Owosso, and Kiwanis Club of Owosso were thanked for their support and sponsoring the event. Additionally, several OPS teachers volunteered their time over the summer and helped make the weekly event a huge success. Approximately 1,600 books were distributed to children throughout the summer and participation increased significantly from the previous year.

Curriculum Director Steve Brooks announced that a variety of professional development activities have been planned for staff during the opening days. The activities will include Social Emotional activities, Illuminate, writing, math, International Baccalaureate, Trojan Time, flat panel technology training, and Positive Behavior Support Interventions (PBIS),

Curriculum Director Steve Brooks reported that New Teacher Orientation encompassed two days of training. During the training teachers were acclimated to the District and community. Teachers were also introduced to their curriculum, teaching materials, Google drives, and necessities to help them be successful. Mr. Brooks expressed appreciation to Mrs. Karen Michalec for helping organize the event. The District's grade level and department chairs were also thanked for helping lead some of the discussions with new the teachers. Mr. Brooks stated that academically, the District is ready to start the new school year.

Public Participation

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

There were no comments from the meeting's audience.

For Action

- Moved by Mowen, supported by Quick to approve the July 22, 2019 regular meeting minutes, August 12, 2019 committee of the whole minutes, current bills, and financials as presented. Motion carried unanimously.

- Moved by Mowen, supported by Webster to approve the tax levy (L-4029) for 2019 as presented. The tax levy must be approved by the Board of Education prior to October 1, 2019 in order to be included on the December 1 (winter) tax roll. Superintendent Dr. Tuttle explained that the millage requested to be levied on December 1, 2019 is inclusive of 18 mills for operating cost, 2 mills for the sinking fund, and 4.73 mills for the bond. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to approve the hiring of certified staff members Janine Elbing, Owosso High School Special Education Teachers and Holly Schultz, Emerson Elementary First Grade Teacher. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the out-of-state travel for Owosso Middle School students and staff on a Washington, D.C. trip on April 22-24, 2020.
- The Board of Education will be asked to authorize the Superintendent to sign the Head Start Purchase of Service Agreement between Capital Area Community Services (C.A.C.S.) and Owosso Public Schools (OPS).

For Information

Superintendent Dr. Tuttle reported that Rhonda Nations has accepted the Student Facilitator position at Bryant Elementary. Alyse Bleisner has accepted the Paraprofessional position at Emerson Elementary. Chelsea Mishler has accepted the Special Education Paraprofessional position at Bryant Elementary. Jannel Somers has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings. Ashley Woodworth has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings. Linda Skinner has accepted the 6.5-hour Food Service Worker position at Owosso High School. Carrie St. John has accepted the Paraprofessional position at Bryant Elementary. Sandra Smith has accepted the Paraprofessional position at Bryant Elementary. Andrea Savage has accepted the Monitor position at Owosso High School. Tammy Shurlow has accepted the 4.25-hour Bus Driver position. Trudy Schneider, Family and Consumer Science Teacher at Owosso High School has submitted her letter of resignation. Jennifer Thiel, Special Education teacher at Owosso High School has resigned. Jeanne Pahl, Food Service Worker at Bryant Elementary has resigned. Cinthia Salcedo-Aliga, Monitor at Bryant Elementary has submitted her letter of resignation. Alexandra Lenard, First Grade Teacher at Emerson Elementary has resigned.

Public Participation

There were no comments from the meeting's audience.

Board Member Comments/Updates

President Tim Jenc commented that he has spoken to several community members and their feedback about the new access road at the high school has been very supportive. He stated that he also met with alumni from the OHS Class of 1974 and they were very impressed to see the progress that is being made in the District, especially at the secondary campus.

Trustee Ty Krauss stated that he is hearing a lot of great feedback about the improvements being made at the high school. Mr. Krauss stated that he was able to attend the elementary ribbon cuttings and open houses was pleased with the attendance at these events.

Treasurer Marlene Webster thanked the Board for their patience and understanding about her inability to attend all meetings lately. She stated that she was able to attend all of the elementary ribbon cutting ceremonies and the community pep rally. She stated that the format of the pep rally was great and it felt like a big party.

Vice President Rick Mowen commented that the elementary ribbon cutting presentations went very well. He was very pleased with the attendance and support of the community at the ceremonies. Mr. Mowen stated that he also enjoyed the pep rally at Willman Field and thought it was a great evening spent with the kids and students of OPS.

Secretary Shelly Ochodnicki remarked that the elementary ribbon cutting ceremonies were a historical event. She stated that it was great to see this finally come to fruition. Mrs. Ochodnicki commented that she is looking forward to participating in the elementary open houses with her granddaughters.

Trustee Olga Quick echoed the previous comments about the ribbon cutting ceremonies and pep rally. She remarked that the events were fun and she really enjoyed participating in them. Mrs. Quick stated that she also enjoyed having breakfast with the teachers at New Teacher Orientation, but she was especially pleased to learn that the District takes them around the community to tour neighborhoods and see where our students are coming from.

Treasurer Marlene Webster commented that the Pleasant Valley Trailer Park's back to school party was held on Saturday, August 24th. A teacher that has taught at Bryant Elementary School for many years attended the party and commented that it was her first time to visit the trailer park. Mrs. Webster stated that many of the students that live in the trailer park attend Bryant School and it is her personal goal to have every Bryant teacher visit the park.

Upcoming Board Meeting Dates:

September 9: Board of Education Committee of the Whole Meeting, 5:30 pm

September 23: Regular Board Meeting, 5:30 pm

Important Upcoming Dates

August 27: Teacher Work Day

August 27: OHS Open House & Registration Make-up, 4-6 pm

August 27: Bentley Bright Beginnings Open House, 5-7 pm

August 28: Professional Development Day

August 28: OMS Open House, 4-6 pm

August 28: Elementary Open Houses, 5-7 pm

August 28: Bus Garage Open House, 5-7 pm

August 29: Professional Development Day

August 30-September 2: No School-Labor Day Recess

September 3: First Day of School

September 11: LHS Open House, 5-7 pm

Adjournment

Moved by Mowen, supported by Ochodnicki to adjourn at 6:09 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
September 9, 2019
Report 19-21

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:32 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Sara Keyes, Rick Mowen, Shelly Ochodnicky, Olga Quick, Marlene Webster
 Absent: Ty Krauss

Pledge of Allegiance

Public Participation

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

There were no comments from the public.

Opening Days

Superintendent Dr. Tuttle thanked Vice President Rick Mowen, Secretary Shelly Ochodnicky, and Trustee Olga Quick for participating in Opening Day activities. The entire OPS team met at the Stone House Farm in Bancroft for the opening day kick-off and it was a great start to the school year. The event was sponsored by Young Chevrolet Cadillac Buick GMC of Owosso, Dr. Ayaz and Laura Jafri of Mid-Michigan Dental, Kevin and Janena Kregger from Nelson-House Funeral Home, Keith Maike of Main Beverage, and Clark Construction. Superintendent Dr. Tuttle thanked the sponsors for their support of Owosso Public Schools. Every staff member was assigned the task of painting one of five paintings that represent the International Baccalaureate propensities at the opening day. Superintendent Dr. Tuttle commented that it was interesting to view the different results when the paintings were completed even though everyone received the same instructions. Staff members participated in a variety of professional development activities following the opening day event.

The Board took part in an activity that required each of them to place cards in a specific order. Superintendent Dr. Tuttle explained that she wanted to replicate the activity that the OPS staff worked on at Opening Days. She remarked that these type of activities help teachers understand student learning styles and can tell them a lot about their kids. Superintendent Dr. Tuttle remarked that it was interesting to watch how the Board accomplished the activity. She stated that it makes you think about the pressures that are placed on students.

10 Ways to Have a Better Conversation

Superintendent Dr. Tuttle presented a portion of a TED Talk video that focused on conversations. She commented that this is a topic that needs to be addressed in education and is a result of the increasing use of technology. As a District, the administration is really trying to work on communication and how to have respectful discourse, especially since the cell phone ban at Owosso High School.

State Budget

Superintendent Dr. Tuttle reported that she is hearing good news in regards to the state's budget. The republicans and democrats are working with the Governor to have a budget passed by October 1. In a released statement, this essentially brings to an end the demands Whitmer had made to tie road funding to the budget and her vows to veto a budget without a road funding solution.

Board Retreat

A Board retreat has been scheduled for November 11 at 5:30 pm and will be held in the Washington Campus. The retreat will be in place of the November Committee of the Whole meeting. Superintendent Dr. Tuttle remarked that this will be a great opportunity to revisit the Framework for Effective Governance with the entire Board and will benefit the newer members.

Bond Update

In an attempt to recoup some time, the 6-12 campus furniture package will be presented to the Board as a "for action" item at the September 23 Board meeting. Superintendent Dr. Tuttle shared a copy of the bid tabulations and explained that a worst case scenario may be a recommendation for the highest bids. The District is still waiting to receive examples of some prototype furniture. If this furniture is favored, a lower bid may be recommended. There is also a possibility of purchasing new furniture for all but 12 classrooms at the secondary campus. Bids were not received for choir risers and band stands. These items will be put back out for bid. A total of \$826,380 was budgeted for furniture at the secondary campus and the total of the base bids with allowances and previous purchases totaled \$518,461.40.

MASA Conference

Superintendent Dr. Tuttle informed the Board that she will be out of the District on September 18-20 to attend the annual Michigan Association of Superintendents and Administrators conference.

Safety and Security

Superintendent Dr. Tuttle announced that Mr. Tom Mynsberge of Critical Incident Management (CIM) will conduct a crisis management refresher course for all staff during the September 27 professional development day.

As part of the \$160,000 security grant, hammered glass has been installed in several of the District's buildings. Keyless card reader entry systems have been installed in all buildings which allows the administration to control who has access to buildings. Buildings can also be locked down immediately with this new system.

Curriculum Updates

Mr. Steve Brooks, Director of Curriculum and Instruction informed the Board that on September 27 the District will hold a half-day professional development. This will be an opportunity for staff to receive a follow up on many of the initiatives that were introduced during their August PD. Secondary staff members will engage in areas of Social-Emotional, Positive Behavior Intervention & Supports (PBIS) expectations, and Critical Incident Management training. Elementary staff will engage in writing, math, and IB units of instruction, and a refresher course on being prepared for any type of emergency.

Mr. Brooks reported that the District will be sending a team of middle school and high school staff to conduct an analysis of the spring PSAT/SAT data. Additionally, teams will be breaking down data from the 2019 spring assessments in the areas of reading, math, science, and social studies. Mr. Brooks explained that State assessment averages for 2018-19 dipped overall in math and ELA. Owosso Public Schools averages rose 3.6% in ELA for an average score of 52.9%. Math scores also rose 4.6% for an average of 29%. The main focus of the District is to continue working on closing these gaps. Superintendent Dr. Tuttle commented that our younger students do not do as well on standardized tests; however, these trends improve at the secondary level. An excerpt regarding standardized testing from the book "Schools Cannot Do It Alone" was read as follows by Dr. Tuttle:

Standardized Testing: Never before have America's children taken so many standardized tests, and never before have they meant so much. Testing proponents, including many powerful political and corporate leaders, contend that standardized tests objectively quantify student performance as measured against rigorous standards. Critics argue that such testing is a meaningless pseudo-quantification of the learning process, telling us more about household income than student achievement. As long as the champions of testing can convince Americans that the tests are reliable, then the growth of this trend is assured. And as long as proficiency cut scores are arbitrarily set to ensure that millions of children fail, then this trend will continue to erode the public's faith in public schools, which some educators fear is the whole point.

Steve Brooks displayed MISCHOOldata results from the 2018-19 assessments. The eleventh grade ELA SAT scores show statewide student proficiency at 55.3%, the county was at 53.9% and OPS was 49.1%. He explained that the scores are inclusive of Lincoln. Additional scores that compared the District with the state and schools within the county from the previous school year were also shared with the Board. Superintendent Tuttle reminded the Board that even though our scores are low in some areas, we are slowly increasing and improving in these areas. Mr. Brooks stated that scores throughout the state went down in all areas last year when compared to the previous year. He also shared that it is difficult to compare the scores from year to year because it is a different test. Owosso Public Schools out measures all county schools in the growth of a student when you look at their progress from k-12.

Perception Surveys

Steve Brooks reported that perception surveys will be administered to parents during Parent/Teacher conferences in October. Students and staff members will also participate in the annual survey. The information obtained from the survey will help the District with areas that need to be improved upon and in areas that we are doing well. Mr. Brooks commented that our trend data has remained pretty solid. The results from the perception surveys will be shared with the Board at a later date.

Mr. Brooks informed the Board that the District is gearing up for the fall internal data assessments. He remarked that these assessments are an important tool that measures individual student progress over the course of the school year.

Board Comments

Treasurer Marlene Webster informed the Board that she was diagnosed with an autoimmune disease in August. She remarked that her body is responding well to treatment and it is good to be back.

Secretary Shelly Ochodnicky commented that she has been in buildings and she is hearing really good things about the District. She stated that she recently was given a tour of the high school and it looks amazing. She was impressed with the new open ceilings and how clean everything is.

Superintendent Dr. Tuttle stated that if anyone is interested, a tour of the high school will take place after the next Board meeting. She remarked that parents have been very complimentary of the new access drive at the high school. The traffic flow has been great and Kevin Lenkart, Director of Public Safety for the City of Owosso provided two additional crossing guards for the beginning days of school. New signage at the secondary campus will also be installed.

Trustee Olga Quick stated that she has heard a lot of nice things about the new hires at OHS. She stated that she also likes how great the facilities look.

Vice President Rick Mowen commented that he was amazed with the interactions between staff at the opening day activity. He was also impressed with the great attendance at the elementary ribbon cutting ceremonies. Mr. Mowen stated that it has been a great start to the school year.

President Tim Jenc applauded Steve Brooks for his input on the recent Argus Press article that highlighted areas schools record mixed results on the M-STEP.

Trustee Sara Keyes remarked that several teachers from Emerson Elementary asked her to share their appreciation of the new floors that were installed over the summer.

Superintendent Dr. Tuttle presented a video titled “Once Upon a Time in a Coffee Shop” that she also shared with the entire staff during the opening day activity. The point of the video is proof that the littlest things can have the biggest impact on students.

Important Dates:

- September 11: LHS Open House, 5-7 pm
- September 12: Bond Construction Meeting, 1 pm
- September 13: Home football game vs. Goodrich
- September 19: Bond Construction Meeting – CANCELED

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 6:54 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
8/19-9/15/2019
REPORT 19-22

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$597,061.46
SERVICE FUND	\$3,334.75
SINKING FUND	\$135,598.40
CAPITAL PROJECTS - BOND FUND	\$15,563.00
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$78,807.60

CHECK RUN TOTAL \$830,365.21

CREDIT CARD ACTIVITY BY FUND (8/06 - 9/04/2019)

GENERAL FUND	\$ 23,002.18
SERVICE FUND	\$ 632.03
ORGANIZATIONAL FUND	\$ 1,555.31

CREDIT CARD TOTAL \$ 25,189.52

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

NONE

DIRECT DRAW FROM BANK ACCOUNT

	<u>\$ -</u>
PAYROLL (#5) 8/30/2019	
PAYROLL (#6) 9/13/2019	\$ 719,827.38
STABILIZATION PAYMENT - 9/10/2019	\$ 810,437.65
	\$ 192,667.09

PAYROLL TOTAL \$ 1,722,932.12

GRAND TOTAL \$ 2,578,486.85

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 Register for Bank Account ID CHEM1

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100551	08/20/2019	2 Comp	Cleared	08/31/2019 004860 POSTMASTER	BR/COLLISON/MAILING	82.52
100552	08/22/2019	1 Comp	Cleared	08/31/2019 008789 259 HOLDINGS LTD., LLC	OHS/DORMAN/SUPPLIES	171.00
100553	08/22/2019	1 Comp	Cleared	08/31/2019 007694 ANDERSON, JESSICA	EM/ANDERSON/POSTAGE	118.72
100554	08/22/2019	1 Comp	Cleared	08/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100555	08/22/2019	1 Comp	Open	001197 CLEVINGER, DEB	HS/D CLEVINGER/CPR TRAININ	280.00
100556	08/22/2019	1 Comp	Cleared	08/31/2019 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/JULY 2019	23,697.41
100557	08/22/2019	1 Comp	Cleared	08/31/2019 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	45.00
100558	08/22/2019	1 Comp	Cleared	08/31/2019 006588 DAYSTARR COMMUNICATIONS	ADM/PHONE BILL	1,082.82
100559	08/22/2019	1 Comp	Cleared	08/31/2019 008778 DYGERT, STEPHANIE	BB/DYGERT/SUPPILES	11.00
100560	08/22/2019	1 Comp	Cleared	08/31/2019 006861 GRAHAM, ANGELA	EM/GRAHAM/SUPPLIES	25.38
100561	08/22/2019	1 Comp	Cleared	08/31/2019 100065 GRAINGER	OPER/QUICK/AIR FITLERS	942.24
100562	08/22/2019	1 Comp	Open	003852 GRAND TRAVERSE RESORT	ADM/TUTTLE/CONF LODGING	512.70
100563	08/22/2019	1 Comp	Cleared	08/31/2019 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	678.30
100564	08/22/2019	1 Comp	Cleared	08/31/2019 008531 HUBER, CRYSTAL	BB/HUBER/SUPPLIES	14.00
100565	08/22/2019	1 Comp	Cleared	08/31/2019 102408 LANSING SANITARY SUPPLY INC.	OPER/KLPAKO/BATTERIES	831.44
100566	08/22/2019	1 Comp	Cleared	08/31/2019 003600 MARSHALL MUSIC COMPANY INC.	HS/KOWALCZYK/CREDIT	271.00
100567	08/22/2019	1 Comp	Cleared	08/31/2019 100401 MEMSPA	EM/ANDERSON/DUES	555.00
100568	08/22/2019	1 Comp	Cleared	08/31/2019 100107 MHSAA	ATH/SMITH/MEETING	52.00
100569	08/22/2019	1 Comp	Cleared	08/31/2019 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	200.50
100570	08/22/2019	1 Comp	Open	008802 MICHIGAN FARM BUREAU	EM/ANDERSON/SCIENCE LAB	317.50
100571	08/22/2019	1 Comp	Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/BOILER REPAIR	8,568.00
100572	08/22/2019	1 Comp	Cleared	08/31/2019 003890 MSBO	ADM/OMER/19-20 DUES	150.00
100573	08/22/2019	1 Comp	Open	008803 OLIVET HIGH SCHOOL	ATH/SMITH/8-24 VBALL ENTRY	175.00
100574	08/22/2019	1 Comp	Cleared	08/31/2019 007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	47.96
100575	08/22/2019	1 Comp	Open	004553 OWOSSO HITCH & PLOW CENTER INC	OPER/KLAPKO/PLOW PARTS	15.02
100576	08/22/2019	1 Comp	Open	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
100577	08/22/2019	1 Comp	Cleared	08/31/2019 004652 PCMI - WEST	BB STAFF PAYMENT	13,230.75
100578	08/22/2019	1 Comp	Open	008309 PRO COMM INC.	TRANS/SECOR/RADIO EQUIP	359.80
100579	08/22/2019	1 Comp	Cleared	08/31/2019 005090 REEVES WHEEL ALIGNMENT	OPER/KLAPKO/VEHICLE REPAIR	2,289.82
100580	08/22/2019	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	425.79
100581	08/22/2019	1 Comp	Cleared	08/31/2019 101057 STATE OF MICHIGAN	OPER/KLPAKO/LICENSE FEE	600.00
100582	08/22/2019	1 Comp	Cleared	08/31/2019 002623 TASC-CLIENT INVOICES	RENEWAL FEE&9/1-9/30-19 FE	568.52
100583	08/22/2019	1 Comp	Cleared	08/31/2019 007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/ROOF PATCH	326.36
100584	08/22/2019	1 Comp	Cleared	08/31/2019 002948 THOMPSON, JESSICA	ADM/THOMPSON/SUPPLIES	4.00
100585	08/22/2019	1 Comp	Cleared	08/31/2019 004669 VAN EPPS, KAREN	HS/VANEPPS/STAFF REFRESH	30.00
100586	08/22/2019	1 Comp	Cleared	08/31/2019 006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	53.18
100587	08/22/2019	1 Comp	Open	007110 WINDMILL PRO-PAINT	TRANS/SECOR/BUS BODY WORK	380.00
100588	08/29/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	MS/GRAHAM/POSTCARDS	296.67
100589	08/29/2019	1 Comp	Open	008806 ASKEW, JESSICA	MS/ASKEW/SUPPLIES	37.48
100590	08/29/2019	1 Comp	Open	003064 BIRD, CHRIS	MS/BIRD/FEES	120.00
100591	08/29/2019	1 Comp	Open	008719 BOOKS4SCHOOL	BR/LAMAY/SUMMER BOOKS	1,000.70
100592	08/29/2019	1 Comp	Open	006202 BSN SPORTS	ATH/SMITH/FOOTBALL EQUIP	2,992.65
100593	08/29/2019	1 Comp	Open	008794 FLAG HOUSE	BR/TEPFT/GYM SUPPLIES	1,226.00
100594	08/29/2019	1 Comp	Open	004001 FRIEND, MATT	MS/FRIEND/SUPPLIES	49.97
100595	08/29/2019	1 Comp	Open	007064 GLOBAL EQUIPMENT CO.	BR/COLLISON/GATE	150.73
100596	08/29/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	266.20
100597	08/29/2019	1 Comp	Open	008043 HABER, JENNIFER	EM/HABER/SUPPLIES	28.84
100598	08/29/2019	1 Comp	Open	008779 HILGENDORF, HALEY	ADM/HILGENDORF/MILEAGE	107.83
100599	08/29/2019	1 Comp	Open	008292 KONICA MINOLTA BUSINESS SOLUTION	MAINT PAYMENT 7-1/AUG-19	469.93
100600	08/29/2019	1 Comp	Open	008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/AUG PEST CONTR	392.00
100601	08/29/2019	1 Comp	Open	003780 MESSA	SEPT 2019 BILL/NON UNION	13,792.01
100602	08/29/2019	1 Comp	Open	003780 MESSA	SEPT 2019 BILL/ADMIN STAFF	24,979.26
100603	08/29/2019	1 Comp	Open	003780 MESSA	SEPT 2019 BILL/OESPA	46,890.40
100604	08/29/2019	1 Comp	Open	003780 MESSA	SEPT 2019 BILL/TEACHERS	215,110.74

Check Register for Bank Account ID CHEM1

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100605	08/29/2019	1 Comp	Open	002222 MITCA	ATH/SMITH/DUES	35.00
100606	08/29/2019	1 Comp	Open	100984 MSBOA	MS/TOLRUD/MSBOA FEE	375.00
100607	08/29/2019	1 Comp	Open	007540 OCHODNICKY, SHELLY	ADM/OCHODNICKY/CONF REMB	268.49
100608	08/29/2019	1 Comp	Open	100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	58.48
100609	08/29/2019	1 Comp	Open	100135 QUILL CORPORATION	BB/HURLEY/HPINK	156.94
100610	08/29/2019	1 Comp	Cleared 08/31/2019	008705 RIVERS SECURITY SPECIALISTS INC.	SECURITY GRANT WORK	13,672.36
100611	08/29/2019	1 Comp	Open	000273 SCHOLASTIC BOOK CLUBS INC.	ALT/DEWLEY/SUBSCRIPTION	264.27
100612	08/29/2019	1 Comp	Open	002233 SCHOOL OUTFITTERS.COM	BR/COLLISON/TABLES	2,047.04
100613	08/29/2019	1 Comp	Open	100017 SEG WORKERS COMPENSATION FUND	1ST QTR 2019-20 COMP FUND	8,343.00
100614	08/29/2019	1 Comp	Open	100017 SET-SEG	SEPT 2019 BILL/GF STAFF	5,571.15
100615	08/29/2019	1 Comp	Open	005363 SHATTUCK SPECIALTY ADVERTISING	BR/COLLISON/T-SHIRTS	503.94
100616	08/29/2019	1 Comp	Cleared 08/31/2019	005625 SHIAWASSEE RESD	5/5-5/18/2019 EDUSTAFF BIL	19,898.79
100617	08/29/2019	1 Comp	Open	003911 SPIELMAN, BRIDGIT	CE/SPIELMAN/SUPPLIES	54.97
100618	08/29/2019	1 Comp	Cleared 08/31/2019	002948 THOMPSON, JESSICA	ADM/THOMPSON/SUPPLIES	10.00
100619	08/29/2019	1 Comp	Open	008675 TSA CONSULTING GROUP, INC.	JULY 2019 FEE	157.68
100620	08/29/2019	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	52.56
100621	08/29/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2019 BILL/ADMIN STAFF	1,090.31
100622	08/29/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2019 BILL/GF STAFF	1,311.81
100623	08/29/2019	2 Comp	Cleared 08/31/2019	008098 ECKERSON, MICHELE	REISSUE CHECK #100086	20.81
100624	09/05/2019	1 Comp	Open	007694 ANDERSON, JESSICA	EM/ANDERSON/CABLE	19.99
100625	09/05/2019	1 Comp	Open	002557 BOOKLIST	HS/DIGNAN/SUBSCRIPTION	282.50
100626	09/05/2019	1 Comp	Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REFUND	23.00
100627	09/05/2019	1 Comp	Open	007974 CENTRAL ELEMENTARY SCHOOL	ADM/COCA-COLA REFUND	16.50
100628	09/05/2019	1 Comp	Open	008648 CHEMICAL BANK	PROPERTY TRANSFER	56.00
100629	09/05/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	163.30
100630	09/05/2019	1 Comp	Open	003248 CRYSTAL CLEAN WATER	ADM/WATER	69.00
100631	09/05/2019	1 Comp	Open	005924 DELUX TROPHIES	ADM/TUTTLE/ENGRAVING	192.00
100632	09/05/2019	1 Comp	Open	101560 EDWARDS SIGN & SCREEN PRINTING	BR/COLLISON/DOOR SIGNS	150.00
100633	09/05/2019	1 Comp	Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REFUND	27.00
100634	09/05/2019	1 Comp	Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/MONITORNG	880.50
100635	09/05/2019	1 Comp	Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/SAWZALL	159.00
100636	09/05/2019	1 Comp	Open	003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	112.94
100637	09/05/2019	1 Comp	Open	003246 JURHS, SARAH	MS/JURHS/SUPPLIES	59.88
100638	09/05/2019	1 Comp	Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
100639	09/05/2019	1 Comp	Open	101621 KURTZ, PAM	HS/KURTZ/SUPPLIES	105.89
100640	09/05/2019	1 Comp	Open	001459 LAMAY, JENNIFER	BR/LAMAY/SUPPLIES	108.15
100641	09/05/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	1,513.64
100642	09/05/2019	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	BR/COLLISON/BADGES	32.00
100643	09/05/2019	1 Comp	Open	006692 LOGISOFT COMPUTER PRODUCTS LLC	OHS/BROOKS/LICENSING	2,382.00
100644	09/05/2019	1 Comp	Open	000722 MANER COSTERISAN	ADM/2018-19 PROGRESS AUDIT	13,500.00
100645	09/05/2019	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	10.00
100646	09/05/2019	1 Comp	Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	100.40
100647	09/05/2019	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
100648	09/05/2019	1 Comp	Open	100984 MSBOA	HS/KOWALCZYK/REGISTRATION	375.00
100649	09/05/2019	1 Comp	Open	100984 MSBOA DISTRICT V TREASURER	HS/KOWALCZYK/MARCHING FEST	75.00
100650	09/05/2019	1 Comp	Open	008295 MSVMA	MS/ROGERS/MEMBERSHIP	385.00
100651	09/05/2019	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/WRENCH/TOOLS	109.08
100652	09/05/2019	1 Comp	Open	008645 NWEA	ADM/BROOKS/MAP GROWTH	18,147.00
100653	09/05/2019	1 Comp	Open	100001 OFFICE DEPOT INC.	EMER/NIDEFSKI/SUPPLIES	100.72
100654	09/05/2019	1 Comp	Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REFUND	56.10
100655	09/05/2019	1 Comp	Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REFUND	37.25
100656	09/05/2019	1 Comp	Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/GROUNDS SUPPLI	377.92
100657	09/05/2019	1 Comp	Open	100765 PITT, CLARA	ADM/PITT/MILEAGE	45.01
100658	09/05/2019	1 Comp	Open	007024 PROJECT LEAD THE WAY	HS/DORMAN/PLTW SUPPLIES	9,287.75

Check Register for Bank Account ID CHEM1

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100659	09/05/2019	1 Comp	Open	008811 SCHILLER, MIKE	MS/SCHILLER/SUPPLIES	115.36
100660	09/05/2019	1 Comp	Open	006599 SCHOOL INSITES	ADM/MILLER/HOSTING LICENSE	6,200.00
100661	09/05/2019	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	BR/COLLISON/PLANNERS	3,394.02
100662	09/05/2019	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	192.33
100663	09/05/2019	1 Comp	Open	005625 SHIAWASSEE RESD	8-11/8-24-19 EDUSTAFF	100.30
100664	09/05/2019	1 Comp	Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	77.31
100665	09/05/2019	1 Comp	Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/IRRIGATION REP	832.00
100666	09/05/2019	1 Comp	Open	002623 TASC-CLIENT INVOICES	10/1-10/31/2019 ADMIN FEE	333.52
100667	09/05/2019	1 Comp	Open	008810 THE ESTATE OF THOMAS HARKEMA OR	2012 REFUND 941 TAXES	59.10
100668	09/05/2019	1 Comp	Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE	28.00
100669	09/05/2019	1 Comp	Open	001667 UNIVERSITY OF OREGON	BR/HARTNAGLE/SWIS INVOICE	460.00
100670	09/05/2019	1 Comp	Open	006264 VEX ROBOTICS	BR/LADD/ROBOTICS	336.12
100671	09/05/2019	1 Comp	Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/SEPT 2019	2,842.95
100672	09/05/2019	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	199.87
100673	09/05/2019	1 Comp	Open	001063 YOUNG OWOSSO	OPER/KLAPKO/VEHICLE REPAIR	2,953.48
100674	09/12/2019	1 Comp	Open	000275 APPLE COMPUTER, INC.	ADM/CURRICULUM/IPADS	4,410.00
100675	09/12/2019	1 Comp	Open	101178 ARBOR SCIENTIFIC	OHS/MCGRAW/SUPPLIES	154.66
100676	09/12/2019	1 Comp	Open	008792 BELNICK INC.	CE/SPEILMAN/FURNITURE	1,443.59
100677	09/12/2019	1 Comp	Open	100751 CLAPP, KATHY	BR/CLAPP/BOOK BOXES	20.29
100678	09/12/2019	1 Comp	Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	54.97
100679	09/12/2019	1 Comp	Open	007546 CONTRACT PAPER GROUP INC.	ADM/BAILEY/PAPER	22,008.00
100680	09/12/2019	1 Comp	Open	008812 COURTYARD DETROIT	BR/BRUCKMAN/CONF LODGING	353.14
100681	09/12/2019	1 Comp	Open	007973 DANSVILLE HIGH SCHOOL	ATH/SMITH/10-19 V BALL	175.00
100682	09/12/2019	1 Comp	Open	005924 DELUX TROPHIES	ADM/MILLER/LANYARDS	610.00
100683	09/12/2019	1 Comp	Open	002614 GRAHAM, MIKE	TRANS/GRAHAM/DISTILLED WAT	8.90
100684	09/12/2019	1 Comp	Open	003852 GRAND TRAVERSE RESORT	HEATWOLE LODGING (ST PAUL)	164.73
100685	09/12/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	839.10
100686	09/12/2019	1 Comp	Open	008445 HARRIS & SON LLC	ATH/SMITH/PORT-A-JON RENT	82.50
100687	09/12/2019	1 Comp	Open	008726 HEATWOLE, LAURA	MANS ADMIN CONF	332.50
100688	09/12/2019	1 Comp	Open	003051 HUMPHREY ENT.	TRANS/SECOR/TRAINING	1,215.00
100689	09/12/2019	1 Comp	Open	004730 J. W. PEPPER & SON INC.	MS/TOLRUD/MUSIC	370.74
100690	09/12/2019	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	138.77
100691	09/12/2019	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,063.28
100692	09/12/2019	1 Comp	Open	101353 LAPEER COMMUNITY SCHOOLS	MS/DWYER/XC LEAGUE MEET	75.00
100693	09/12/2019	1 Comp	Open	100685 LITTLE, LANCE	MS/LITTLE/POSTAGE	110.00
100694	09/12/2019	1 Comp	Open	003600 MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/REPAIRS	1,903.90
100695	09/12/2019	1 Comp	Open	003740 MASE	ADM/TUTTLE/19-20 MEMBERSHI	5,835.00
100696	09/12/2019	1 Comp	Open	008539 MCGRAW, JUSTIN	HS/MCGRAW/CONF REIMB	660.30
100697	09/12/2019	1 Comp	Open	100401 MEMSPA	CE/SPIELMAN/DUES	555.00
100698	09/12/2019	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	70.89
100699	09/12/2019	1 Comp	Open	100984 MSBOA DISTRICT V	MS/TOLRUD/FESTIVAL REGISTR	260.00
100700	09/12/2019	1 Comp	Open	004583 MT. MORRIS HIGH SCHOOL	ATH/SMITH/9-14 FR VBALL	170.00
100701	09/12/2019	1 Comp	Open	100001 OFFICE DEPOT INC.	OHS/KURTZ/SUPPLIES	2,413.51
100702	09/12/2019	1 Comp	Open	004652 PCMI - WEST	BB STAFF PAYMENT	12,872.90
100703	09/12/2019	1 Comp	Open	100135 QUILL CORPORATION	EM/HANKINS/INK	761.17
100704	09/12/2019	1 Comp	Open	102443 SCHOLASTIC INC.	EM/ANDERSON/BOOKS	202.85
100705	09/12/2019	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	OMS/PHILLIPS/SUPPLIES	617.48
100706	09/12/2019	1 Comp	Open	002661 SHIA. AREA TRANSPORTATION AGENCY	HS/VANEPPS/BAKER STUDENT	7.50
100707	09/12/2019	1 Comp	Open	008752 SONITROL GREAT LAKES	SECURITY GRANT-WASHINGTON	43,865.36
100708	09/12/2019	1 Comp	Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	51.16
100709	09/12/2019	1 Comp	Open	001667 UNIVERSITY OF OREGON	EM/ANDERSON/SWIS LICENSE	1,270.00
100710	09/12/2019	1 Comp	Open	005194 WILLIAMSTON HIGH SCHOOL	ATH/SMITH/9-21 V BALL	190.00
CHECK TOTAL						597,061.46

Check Register for Bank Account ID CHEM1

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
						LESS VOIDS	0.00
						GRAND TOTAL	597,061.46

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	129	517,298.93	Computer	160	597,061.46
Cleared	31	79,762.53	Prepaid		
Void					
Scratch					
TOTAL	160	597,061.46	TOTAL	160	597,061.46

Check Register for Bank Account ID SERVIC

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007566	08/22/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	PS/KLAPKO/MOVE BANNER	390.00
007567	08/22/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	PS/MANNS/PETTY CASH	720.00
007568	08/29/2019	1 Comp	Open	003780 MESSA	SEPT 2019 BILL/FS STAFF	1,687.61
007569	08/29/2019	1 Comp	Open	100017 SET-SEG	SEPT 2019 BILL/FS STAFF	153.70
007570	08/29/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2019 BILL/FS STAFF	45.49
007571	09/12/2019	1 Comp	Open	007802 DRURY, SHERENE	PS/DRURY/MILEAGE	39.44
007572	09/12/2019	1 Comp	Open	007104 KLAPKO, JOHN	PS/KLAPKO/MILEAGE	138.77
007573	09/12/2019	1 Comp	Open	100001 OFFICE DEPOT INC.	PS/MANNS/CARD FILE	159.74
CHECK TOTAL						3,334.75
LESS VOIDS						0.00
GRAND TOTAL						3,334.75

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount		
Open	8	3,334.75	Computer	8	3,334.75		
Cleared			Prepaid				
Void							
Scratch							
TOTAL		8	3,334.75	TOTAL		8	3,334.75

Check Register for Bank Account ID SF#1

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600900	08/22/2019	1	Comp Open	008336 LA CONSTRUCTION	SINKING FUND WORK	135,598.40
CHECK TOTAL						135,598.40
LESS VOIDS						0.00
GRAND TOTAL						135,598.40

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	135,598.40	Computer	1	135,598.40
Cleared			Prepaid		
Void					
Scratch					
TOTAL		1 135,598.40	TOTAL		1 135,598.40

Check Register for Bank Account ID BOND

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900164	08/22/2019	1 Comp	Open	008804 ALLSTEEL	BOND FURNITURE/SECONDARY	11,565.00
900165	08/22/2019	1 Comp	Open	008720 GREAT LAKES FURNITURE SUPPLY, INC	BOND FURNITURE/CENTRAL	3,998.00
CHECK TOTAL						15,563.00
LESS VOIDS						0.00
GRAND TOTAL						15,563.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	2	15,563.00	Computer	2	15,563.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL		2	15,563.00	TOTAL	
				2	15,563.00

Check Register for Bank Account ID CPF#01

From 08/19/2019 to 09/15/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
000408	08/21/2019	2	Comp Open	008717 CONCRETE PLACEMENT, LLC.	COOK FOUNDATION JULY 2019	78,807.60	
						CHECK TOTAL	78,807.60
						LESS VOIDS	0.00
						GRAND TOTAL	78,807.60

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	78,807.60	Computer	1	78,807.60
Cleared			Prepaid		
Void					
Scratch					
TOTAL	1	78,807.60	TOTAL	1	78,807.60

ACCOUNT SUMMARY

OWOSSO PUBLIC SCHOOLS • JULIE OMER • 645 ALGER ST - PO BOX 340 • OWOSSO, MI 48867-4601

* Indicates required field

SEARCH CRITERIA

[Advanced Search](#) >

Reporting Cycle:

Date Range: From: 08/06/2019

To: 09/04/2019

Date Type: Posting Date

Data available starting 09/18/2016

[Search](#)

SEARCH RESULTS

Search for

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Account Name	Account Number *	Transaction Amount	Adjustment Amount	Total Transaction
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	1,005.94	0.00	
MIKE GRAHAM	XXXX-XXXX-0530-1557	316.16	0.00	
FRED LAB	XXXX-XXXX-0532-9202	475.86	0.00	
ED VAN STRATE	XXXX-XXXX-0532-9277	118.92	0.00	
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	264.59	0.00	
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	759.37	0.00	
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	632.03	0.00	
AL HUYCK	XXXX-XXXX-1323-6431	7.74	0.00	
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(18,983.51)	(18,983.51)
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	951.28	0.00	
DAN CLARK	XXXX-XXXX-0188-5846	0.00	0.00	
BEN COBB	XXXX-XXXX-0188-5861	156.44	0.00	
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	3,818.20	0.00	
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	115.29	0.00	
JOHN QUICK	XXXX-XXXX-0274-4836	88.28	0.00	
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,059.90	0.00	
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	898.46	0.00	
OPERATIONS DEPT	XXXX-XXXX-0474-9080	1,048.71	0.00	
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	313.00	0.00	
CENTRAL OFFICE	XXXX-XXXX-6404-7812	10,630.20	0.00	10,630.20
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	1,555.31	0.00	
BRIGHT BEGINNINGS	XXXX-XXXX-8945-7020	973.84	0.00	

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Search for

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2019
Report 19-23

Statement of Deposits and Investments
As of 8/31/2019
Unaudited

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
Summary of Deposits and Investments						
Cash on hand	\$ 351,740	\$ 1,865	\$ 122,475	\$ 785	\$ 202,348	\$ 679,214
Investments	6,308,950		\$ 5,688,054.41	36,314,359	970,059	\$ 49,281,422
Total Deposits and Investments	\$ 6,660,690	\$ 1,865	\$ 5,810,530	\$ 36,315,143	\$ 1,172,407	\$ 49,960,636
 Detail of Deposits and Investments						
Cash on hand	\$ 351,740	\$ 1,865	\$ 122,475	\$ 785	\$ 202,348	\$ 679,214
Petty Cash on hand	-		-	-	-	-
Total Cash on hand	\$ 351,740	\$ 1,865	\$ 122,475	\$ 785	\$ 202,348	\$ 476,081
Chemical Bank Savings Account	\$ 9,694	\$ -	\$ 346,225			\$ 355,920
Mich Class Investment	6,299,255	-	5,341,829	36,314,359	970,059	\$ 48,925,502
Total Investments	\$ 6,308,950	\$ -	\$ 5,688,054	\$ 36,314,359	\$ 970,059	\$ 49,281,422
Total Deposits and Investments	\$ 6,660,690	\$ 1,865	\$ 5,810,530	\$ 36,315,143	\$ 1,172,407	\$ 49,960,636

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2019
Report 19-23

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 8/31/2019
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
REVENUE									
Local sources	3,690,247	20,669	(3,669,578)	145,591	4,866	(140,725)	1,185,130	16,080	(1,169,050)
State sources	25,333,397		(25,333,397)	74,190		(74,190)			
Federal sources	1,466,939	69,754	(1,466,939)	1,632,490		(1,632,490)			
Interdistrict sources-RESD	667,782		(667,782)						
Interdistrict sources-transfers in and other sources	99,253		(99,253)						
Total revenue and other sources	\$ 31,259,618	\$ 90,423	\$ (31,169,195)	\$ 1,852,271	\$ 4,866	\$ (1,847,405)	\$ 1,185,130	\$ 16,080	\$ (1,169,050)
EXPENDITURES									
INSTRUCTION									
BASIC PROGRAMS:									
ELEMENTARY	7,122,896	331,213	(6,791,683)						
MIDDLE SCHOOL	3,606,627	166,818	(3,439,809)						
HIGH SCHOOL	4,044,781	181,093	(3,863,688)						
ALTERNATIVE EDUCATION	622,738	26,090	(596,648)						
PRESCHOOL	139,212	751	(138,461)						
PRESCHOOL (MICHIGAN READINESS) GRANT	185,200	1,382	(183,818)						
TOTAL BASIC PROGRAMS	\$ 15,721,454	\$ 707,347	\$ (15,014,107)						
ADDED NEEDS:									
SPECIAL EDUCATION	3,356,573	140,280	(3,216,293)						
CHILDCARE PROGRAM	296,733	32,292	(264,441)						
TITLE I GRANT	1,053,121	44,833	(1,008,288)						
VOCATIONAL EDUCATION	660,099	20,605	(639,494)						
AT RISK GRANT	1,392,896	28,293	(1,364,603)						
ROBOTICS/ICTE COUNSELOR/ADULT EDITING	110,398		(110,398)						
GRANTS		98,005	98,005						
SAFETY GRANT		17,624	(66,355)						
EARLY LITERACY GRANT/LITERACY COACH GRANT	63,979	17,624	(66,355)						
TOTAL ADDED NEEDS	\$ 6,955,799	\$ 381,932	\$ (6,573,867)						
CONTINUING EDUCATION:									
COMMUNITY EDUCATION	149,671	28,030	(121,641)						
TOTAL CONTINUING EDUCATION	\$ 149,671	\$ 28,030	\$ (121,641)						
TOTAL INSTRUCTION	\$ 22,826,924	\$ 1,117,309	\$ (21,709,615)						
SUPPORTING SERVICES:									
PUPIL SERVICES:									
GUIDANCE SERVICES	432,372	40,955	(391,417)						
TOTAL PUPIL SERVICES	\$ 432,372	\$ 40,955	\$ (391,417)						
INSTRUCTIONAL STAFF:									
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	358,918	16,109	(342,809)						
IMPROVEMENT OF INSTRUCTION	319,824	47,443	(272,381)						
MEDIA SERVICES	202,991	4,911	(198,080)						
TOTAL INSTRUCTIONAL STAFF	\$ 881,733	\$ 68,463	\$ (813,270)						
GENERAL ADMINISTRATION:									
BOARD OF EDUCATION	95,172	2,705	(92,467)						
EXECUTIVE ADMINISTRATION	371,375	70,267	(301,108)						
HUMAN RESOURCES	221,461	44,879	(176,482)						
TOTAL GENERAL ADMINISTRATION	\$ 688,008	\$ 117,851	\$ (570,057)						
SCHOOL ADMINISTRATION:									
SCHOOL ADMINISTRATION	2,519,389	375,101	(2,144,288)						
TOTAL SCHOOL ADMINISTRATION	\$ 2,519,389	\$ 375,101	\$ (2,144,288)						

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2019
Report 19-23

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 8/31/2019
Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 369,064	\$ 73,262	\$ (295,802)	20%								
TECHNOLOGY MANAGEMENT	\$ 496,716	\$ 52,272	\$ (444,443)	10%								
TOTAL BUSINESS SERVICES	\$ 865,780	\$ 125,534	\$ (740,246)	14%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 564,356	\$ (2,470,881)	19%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 564,356	\$ (2,470,881)	19%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 939,911	\$ 39,066	\$ (900,845)	4%								
TOTAL PUPIL TRANSPORTATION	\$ 939,911	\$ 39,066	\$ (900,845)	4%								
OTHER SERVICES:												
COMMUNICATION SERVICES	\$ 63,951	\$ 14	\$ (63,937)	0%								
ATHLETICS	\$ 471,296	\$ 24,363	\$ (446,933)	5%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 38,078	\$ 2,267	\$ (35,811)	6%								
TOTAL OTHER SERVICES	\$ 573,325	\$ 26,644	\$ (546,681)	5%								
TOTAL SUPPORTING SERVICES	\$ 9,937,754	\$ 1,358,070	\$ (8,579,684)	14%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	\$ 84,000	\$ 20,757	\$ (63,243)	22%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 84,000	\$ 20,757	\$ (63,243)	22%								
FOOD SERVICE EXPENDITURES	\$ 32,858,678	\$ 2,486,136	\$ (30,372,542)	8%	\$ 1,852,318	\$ 82,544	\$ (1,769,774)	4%	\$ 2,907,188	\$ 178,356	\$ (2,728,832)	6%
CAPITAL PROJECT EXPENDITURES	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	-
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,599,060)	\$ (2,405,713)	\$ (806,653)		\$ (47)	\$ (77,678)	\$ (77,631)		\$ (1,722,058)	\$ (162,276)	\$ (1,559,782)	
ESTIMATED FUND BALANCE, JULY 1, 2019	\$ 3,721,340	\$ 3,721,340	\$ -		\$ 8,752	\$ 8,752	\$ -		\$ 5,328,149	\$ 5,328,149	\$ -	
PROJECTED FUND BALANCES - June 30, 2020	\$ 2,122,280	\$ 2,122,280	\$ -		\$ 8,705	\$ 8,705	\$ -		\$ 3,606,091	\$ 3,606,091	\$ -	

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019

Report 19-24

FOR ACTION

Subject:

Out-of-State Student Travel – OMS 2020 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 22-24 in the year 2020.

Rationale:

Dr. Dwyer and approximately 50-70 OMS 8th grade students will travel by plane to the countries capital. Dr. Dwyer and 5-8 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 2019-2020.

Statement of Purpose:

The purpose of this trip is to visit our countries capital and view first hand 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 22, 2020. Students will be home April 24 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 \$1100. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019**

Report 19-25

FOR ACTION

Subject:

Head Start Purchase of Service Agreement between Capital Area Community Services (C.A.C.S.) and Owosso Public Schools (OPS)

Recommendation:

Recommend that Board authorize the Superintendent to sign the proposed Purchase of Service Agreement with CACS.

Rationale:

This is a continuation of a service agreement between CACS from prior years and has proven to be a mutually beneficial arrangement for both parties. It should be noted that the contract was just recently received from CACS and therefore requires being put before the Board "For Action".

Facts/Statistics:

The CACS arrangement with OPS to provide preschool services at the Bentley Bright Beginnings location up to a maximum of twelve Head Start eligible students has been an on-going arrangement for the last several years. The arrangement enhances the ability of the school district to provide a full day experience for these students while being fiscally responsible. The partnership allows flexibility for offsetting some administrative costs for the program that cannot be achieved through other funding streams.

The District will continue to look for arrangements like these that are beneficial to the students and create meaningful partnerships.

Motion

Seconded

Vote – Ayes

Nays

Motion

FULL DAY PART YEAR HEAD START PURCHASE OF SERVICE AGREEMENT
BETWEEN
CAPITAL AREA COMMUNITY SERVICES, INC.
AND
OWOSSO PUBLIC SCHOOLS
2019-2020

Original to: CACS Finance Dept.
Provider

Copy to: CACS Executive Director
HS Associate Director
Program Supervisor

**C.A.C.S. HEAD START
CHILD CARE PARTNERSHIP SERVICE AGREEMENT**

THIS AGREEMENT, with the effective date of the 1st day of August, 2019, is entered into by and between **CAPITAL AREA COMMUNITY SERVICES, INC.**, a Community Action Agency, and **Owosso Public Schools** (hereinafter referred to as the "Provider") and together as Parties.

RECITALS:

WHEREAS, Capital Area Community Services (C.A.C.S.) is a recipient of a U.S. Department of Health and Human Services (DHHS) grant for the support of the project entitled "Head Start Full Day Part Year" (hereinafter referred to as "Head Start"). The details of the grant agreement are as follows:

CFDA Number:	93.600
CFDA Title:	HEAD START
Grant Number:	05CH8365

WHEREAS, the C.A.C.S. Head Start is subject to the requirements in the Head Start Act (42 U.S.C. § 9801 *et seq.*), the Head Start Performance Standards (45 C.F.R. Chapter XIII), the Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards (45 CFR Part 75), the HHS Grants Policy Statement and other terms and conditions under the grant;

WHEREAS, the Provider is a child day care provider licensed by the State of Michigan;

WHEREAS, C.A.C.S. Head Start and the Provider desire to collaborate so as to provide comprehensive Head Start Full Day, Part Year services to eligible children and their families;

WHEREAS, C.A.C.S. Head Start has determined that the grant objectives will be best met by entering into a contractor relationship for the services in this Agreement; and

WHEREAS, Provider is eligible to receive a contract of federal funds and desires to contract with C.A.C.S., and understands that federal rules attach to this Agreement as set forth in the Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

ARTICLE I - SCOPE OF SERVICES

- A. The Provider agrees to provide Head Start preschool services, defined as 7 hours per day, 4 days per week, to a maximum of Twelve (12) Head Start eligible children in its facility for a minimum of 128 days. The provider agrees to cooperate with C.A.C.S. Head Start in supporting each child's educational, nutritional and developmental needs as described in Attachment B entitled "Description of Services." Services are subject to the applicable Head Start Performance Standards, rules and regulations governing Head Start. The Provider agrees to comply with and assist C.A.C.S. Head Start in complying with the said terms.

ARTICLE 2 - COMPENSATION FOR ADMINISTRATION OF HEAD START SERVICES

- A. C.A.C.S. Head Start agrees to pay the provider for services specified in Attachment B on a monthly basis in accordance with Attachment A, "Compensation for Services". Provider must document all services provided, and submit an invoice based on documented Enrollment, and C.A.C.S. Head Start will issue payment approximately two weeks after receiving the invoice from the Provider. Checks will be made payable to **Owosso Public Schools**. The total contract amount will not exceed \$ 43,420.59

Provider acknowledges that monetary payments from C.A.C.S. Head Start will be based on the number of children served whose families are eligible for Head Start funding.

Provider acknowledges that funding provided pursuant to this Agreement is provided to enhance the quality of Provider's educational services and is not provided to enable Provider to divert its other funds for other purposes. Provider agrees that funding levels for its education services shall not be diminished and that funding under this Agreement shall not be diverted for profit.

- B. In addition to monetary compensation, C.A.C.S. Head Start agrees to:
1. Loan equipment, if necessary, as outlined in Attachment A. C.A.C.S. Head Start will retain title to all equipment provided under this agreement.
 2. Provide payment for training activities and course work for Provider staff as determined by C.A.C.S. Head Start and in accordance with Attachment A.
- C. Match. The Provider agrees to provide services uncompensated by the payments under this Agreement and funded by non-federal sources with a minimum value of \$ 9,500.00 to be used towards C.A.C.S. Head Start's cost share or match for its Head Start grant as defined by 45 CFR § 75.2.
1. The Provider agrees that the cost of in-kind services used for match must meet the following criteria:
 - a. Are verifiable from the Provider's records;
 - b. Are not included as contributions for any other Federal award;
 - c. Are necessary and reasonable for accomplishment of this project's or program objectives;
 - d. Are allowable under Subpart E of 45 CFR part 75;
 - e. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
 - f. Are provided for in the approved budget of this project; and
 - g. Conform to other provisions of 45 CFR Part 75, as applicable.
 2. For purposes of this Agreement, volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of this project.
 3. Rates for third-party volunteer services must be consistent with those paid for similar work by the Provider. In those instances in which the volunteer does not have the required skills, rates must be consistent with those paid for similar work in the labor market in which the Provider competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

4. Proof of match must include evidentiary documentation sufficient to meet audit requirements as specified by C.A.C.S Head Start. Failure to provide documentation of match will result in delay of monthly payment to the Provider. Failure to meet match requirement may result in financial consequences commensurate with the deficiency and/or termination of the Agreement. Match requirement is on a cumulative basis for the entire contract period.

ARTICLE 3 - LIMITATION OF PAYMENTS

All payments by C.A.C.S. Head Start to the Provider for services performed under this Agreement are subject to availability of funds from Department of Health and Human Services.

In the event that any payments to the Provider under this Agreement are subsequently disallowed by the Federal government as items of costs of this Agreement, the Provider shall repay C.A.C.S. Head Start, on demand, the amount of any such disallowed items. At the discretion of C.A.C.S. Head Start, C.A.C.S. Head Start may deduct such amount from subsequent payments to be made to the Provider hereunder, without prejudice, however, to the Provider's right thereafter to establish the allowance of any such item of cost under the Agreement.

ARTICLE 4 - TERM

The term of this Agreement between C.A.C.S. Head Start and Provider shall be for a ten (10) month period commencing August 1, 2019 and continuing through May 31, 2020, at the end of which period this Agreement shall terminate.

ARTICLE 5 - TERMINATION

Notwithstanding any other provision in this Agreement to the contrary, this Agreement may be terminated in whole or in part by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by Certified Mail, Return Receipt Requested at the C.A.C.S.. Head Start or Provider address.

ARTICLE 6 - PROJECT DIRECTOR

The C.A.C.S. Head Start Project Director is Lucy McClintic. The project director is not authorized to change any element of this Agreement. All changes shall be consummated by formal written amendment.

ARTICLE 7 - PROJECT INVESTIGATOR

The Provider's principal investigator responsible for the conduct of the work to be performed under this agreement is Carrie Chance.

ARTICLE 8 - EQUIPMENT

Equipment owned by C.A.C.S. Head Start and loaned to the Provider shall be properly cared and accounted for by the Provider. C.A.C.S. Head Start will pay for necessary repairs required through no fault of the Provider. Such equipment shall not be disposed of without prior written approval of the C.A.C.S. Head Start. At the termination of this or any successor Agreement, said equipment shall be returned to C.A.C.S. Head Start, unless otherwise disposed of in accordance with this section.

ARTICLE 9 - EVALUATION, REPORTING, AND INFORMATION REQUIREMENTS

- A. The Provider agrees to furnish C.A.C.S. Head Start with additional demographic, programmatic and financial information regarding Head Start enrollees that C.A.C.S. Head Start may require for effective management of services or to respond to funding or regulatory agencies. Such information shall be furnished within a reasonable period by the Provider.
- B. The Provider agrees to maintain enrollment, fiscal, attendance, personnel, daily program plans and other records sufficient to document that the Provider has met the performance requirements of this Agreement. These records shall be subject to review at a co-location site by personnel of C.A.C.S. Head Start staff / agents authorized by Head Start., DHHS representatives and appropriately authorized legal or regulatory authorities.
- C. The Provider agrees to maintain fiscal and program records at its office for three (3) years after the last day of services under this Agreement, provided that C.A.C.S. Head Start may, by furnishing written notice during the term, require continued retention of records to allow completion of an audit by Head Start, regulatory bodies or funding agencies.
- D. C.A.C.S. Head Start may duplicate, use and disclose all information as it pertains to this Agreement.
- E. C.A.C.S. Head Start staff may evaluate the performance of the Provider in regard to the provisions of this Agreement at any time. C.A.C.S. Head Start reserves the right to authorize independent evaluations under this paragraph at its own expense.

ARTICLE 10 - COMPLIANCE WITH THE LAW, REQUIREMENTS, STANDARDS, LICENSES

- A. The Provider agrees to comply with all applicable federal, state, and local laws, regulations, rules, and certifications including, but not limited to, those pertaining to its child care facilities, child care program, staff requirements and all other applicable requirements during the term of this Agreement. These requirements include, but are not limited to, current health, fire and program licenses, certification of staff and staff training when required, and all the applicable laws, regulations, rules and certifications which are or will become effective during the period of this Agreement, including the Head Start Performance Standards.
- B. Failure to maintain health and safety standards and/or endanger a child through negligence or failure to report suspected child abuse/neglect may be cause for immediate suspension or cancellation of this Agreement, notwithstanding any other provision of this Agreement.
- C. Loss of any applicable local or state license by Provider shall be cause for immediate cancellation of this Agreement, notwithstanding any other provision of this Agreement.
- D. If the Provider is cited for failure to comply with any applicable federal, state or local laws, the Provider will report such information to C.A.C.S. Head Start within 24 hours. Any delay in timely reporting may result in termination of this agreement.
- E. C.A.C.S. Head Start shall provide consultation to the Provider regarding program deficiencies or violation of Head Start Performance Standards and, except for deficiencies noted above, shall permit a reasonable period of time for the Provider to achieve compliance with applicable requirements.

ARTICLE 11 - EQUAL EMPLOYMENT OPPORTUNITY

The Provider shall comply with any applicable licensing requirements of the State of Michigan in the operations and staffing of personnel to provide services under this Agreement. No persons shall, on the grounds of race, color, religion, age, sex, sexual preference, disability, marital, public assistance status, creed, national origin, height, weight, marital status, or other protected class, be excluded from full employment rights in, participation in, be denied the benefits or be otherwise subjected to discrimination under any program, service or activity under the provisions of any and all applicable federal and state laws against discrimination including, but not limited to, the Civil Rights Act of 1964. The Provider will furnish all information and reports required by C.A.C.S. Head Start and by the rules and regulations to ascertain compliance with such rules, regulations and orders.

No qualified handicapped person, as defined by DHHS, Title 45 of the Code of Federal Regulations (45 CFR), Part 84.3 (J) and (K), which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C., 704, under Executive Order No. 11914 (41 FR 17871, April 28, 1976) shall be denied access to or opportunity to participate in or receive benefits from any service offered by the Provider under the terms and provisions of this Agreement, nor be subject to discrimination in employment under any program or activity related to the services provided by the Provider.

If during the term of this Agreement, or any extension thereof, it is discovered that the Provider is not in compliance with applicable regulations regarding non-discrimination, or if the Provider engaged in any discriminatory practice as described in this Article, C.A.C.S. Head Start may terminate this Agreement as provided in Article 3.

ARTICLE 12 - DATA PRIVACY

All data collected, created, received, maintained or disseminated for any purpose in the course of the Provider's performance of this Agreement is governed by the Family Educational Right to Privacy Act of 1974, as amended (20 USC 1232g), more commonly known as the "Buckley Amendment", and the laws of the State of Michigan relating to student records including, but not limited to, Section 600.2165 of the Michigan Compiled Laws (MCL 600.2165) and the rules regulations promulgated from each. The Provider agrees to abide by these statutes, rules and regulations. Each party may obtain an appropriate release of information form for each Head Start enrollee that authorizes release of enrollee information between C.A.C.S. Head Start and the Provider. Enrollee information includes the enrolled child, the child's parents, and immediate family members or guardian. Information includes identification, health, developmental, family service or information directly pertinent to determining eligibility for Head Start services and provision, coordination and evaluation of services.

ARTICLE 13 - CONDITIONS OF THE PARTIES' OBLIGATIONS REGARDING FUNDING AND REGULATIONS

In the event that there is a revision or interpretation of federal, state or local regulations or laws governing Head Start or child care funding or other requirements governing either Party which might make this Agreement or any portion thereof ineligible for local, state or federal financial participation, the Parties shall review the Agreement to determine if it is feasible to comply with the federal, state or local regulations or laws. Refusal to re-negotiate this Agreement under such circumstances or to find a mutually acceptable means to meet the requirements of both Parties shall be cause for termination of this Agreement as of the date when this Agreement is ineligible for applicable federal, state, or local financial participation.

When required by the funding or regulatory agency, the Provider shall, at its expense, document

compliance with the regulations of all county, state and federal agencies, and any regulatory agency acting under agencies of the U.S. Department of Health and Human Services, or other public sources of financial assistance.

ARTICLE 14 - INDEPENDENT CONTRACTOR

It is expressly understood and agreed that the Provider is an independent contractor. The employees, servants or agents of the Provider shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of Capital Area Community Services, Inc. and shall not be entitled to any fringe benefits of Capital Area Community Services, Inc., such as, but not limited to, health and accident insurance, life insurance, longevity, or paid sick or vacation leave. The Provider shall be responsible for paying all compensation due its personnel for services they have performed under this Agreement and for withholding and payment of all applicable taxes including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The Provider shall carry workers' disability compensation coverage and pay unemployment compensation coverage for its personnel, as required by law.

ARTICLE 15 - INDEMNIFICATION AND HOLD HARMLESS

The Provider shall, at its own expense, protect, defend, indemnify, save and hold harmless Capital Area Community Services, Inc., its Board members, officers, employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that the Capital Area Community Services, Inc. and its Board members, officers, employees, and agents may incur as a result of any acts, omissions or negligence of the Provider or any of its employees, agents or subcontractors that may arise out of this Agreement.

The Provider's indemnification responsibilities under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the Capital Area Community Services, Inc., its Board members, officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Provider.

ARTICLE 16 - STATEMENT OF ASSURANCE

During the performance of this Agreement, the Provider herein assures C.A.C.S. Head Start that the Provider is in compliance with all applicable laws including, but not limited to:

- A. Title VII of the 1964 Civil Rights Act, as amended, in that the Provider does not, on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against the said Provider's employees or applicants for employment.
- B. In accordance with Executive Orders 12549 and 12689, "Debarment and Suspension," 2 CFR Part 376, Non Procurement Debarment & Suspension, the Provider certifies that it has not been debarred or suspended from participation in any federally-funded contracts. (The debarment and suspension list can be found at www.sam.gov.) The Provider further agrees to promptly notify C.A.C.S. Head Start should either it or its principals become debarred or suspended.
- C. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant,

the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- D. The Provider understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance.

ARTICLE 17 – INSURANCE

The Provider shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to C.A.C.S. Head Start and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).

- A. Workers' Disability Compensation Insurance. Workers' Disability Compensation Insurance including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- B. Professional Liability Insurance. Professional Liability Insurance (Errors and Omissions) covering professionals providing services with limits of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) aggregate.
- C. Commercial General Liability Insurance. Commercial General Liability Insurance on an "occurrence basis" only with limits of liability of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) aggregate, covering personal injury, bodily injury and property damage. Coverage shall include the following: (1) Broad Form General Liability Endorsement or equivalent if not in policy proper; (2) Contractual Liability; and (3) Independent Contractors coverage.
- D. Motor Vehicle Liability. If Provider transports any EHS-CC pupils under this Agreement, it shall procure and maintain, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00) per occurrence and THREE HUNDRED THOUSAND AND NO/100 DOLLARS (\$300,000.00) aggregate, covering bodily injury and property damage. Coverage shall include all owned, non-owned and hired vehicles.
- E. Additional Insured. The Professional Liability Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall list the following as "Additional Insured"; Capital Area Community Services, Inc. and all Capital Area Community Services, Inc.'s Board members, officers, employees and agents.
- F. Cancellation Notice. Workers' Disability Compensation Insurance, Professional Liability Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance as described above, shall include on their certificates of insurance, which are to be submitted to C.A.C.S. Head Start as required below, an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Miguel Rodriguez, Executive Director, Capital Area Community Services, Inc., 101 E. Willow St., Lansing, Michigan 48906.
- G. Proof of Insurance. The Provider shall provide to C.A.C.S. Head Start at the time this Agreement is executed, with certificates of insurance for each of the policies mentioned above. If so requested,

certified copies of policies shall be furnished.

- H. Continuation of Coverage. If any of the above coverage expires during the term of this Agreement, the Provider shall deliver renewal certificates and/or policies to Capital Area Community Services, Inc.'s Executive Director at address noted above, at least ten (10) days prior to the expiration date.

ARTICLE 18 - DEFAULT

- A. Neither Party hereto shall be held responsible for delay or failure to perform when such delay or failure is due to fire, flood, epidemic, strikes, acts of God or the public enemy, unusually severe weather, legal acts of the public authorities, or delays or defaults caused by public carriers, which cannot reasonably be forecast or provided against.
- B. Unless the Provider's fault is excused under the provisions of this Agreement, the Provider, after receipt of notice by C.A.C.S. Head Start of any of the following conditions shall have five (5) working days after receipt of notice from C.A.C.S. Head Start to cure the specified failure:
1. The Provider fails to provide services called for by the Agreement within the time specified herein or any extension thereof; or
 2. The Provider fails to perform any of the other provisions of this Agreement including, but not limited to, a failure to cooperate with any evaluation procedure which may be required, or so fails to prosecute the work to endanger performance of the Agreement in accordance with its terms; or
 3. It is discovered that material representations were untrue when made by the Provider as to conditions relied upon by the C.A.C.S. Head Start grant, which purported to exist by the terms of this Agreement.
- C. If the Provider fails to correct the specified conditions after notice within the prescribed period of time, then C.A.C.S. Head Start may upon written notice, immediately cancel this Agreement.
- D. The rights and remedies of C.A.C.S. Head Start provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

ARTICLE 19 - SPECIAL PROVISIONS

The clauses, certifications and/or regulations and Federal Assurances identified in Attachment D are incorporated by reference into this Agreement. The Provider shall comply with such clauses, certifications, regulations and Federal Assurances.

ARTICLE 20 - NOTICES

Any notice required to be given pursuant to the provisions of this Agreement shall be in writing and shall be sent by first class mail to C.A.C.S. Head Start at:

**Capital Area Community Services, Inc.
101 E. Willow St.
Lansing, Michigan 48906
Attention: Carrie Chance
Ph (517) 482-1504 Ext. 136
Fax (517) 482-1448**

**And to the Provider:
Owosso Public Schools
Attn: Dr. Andrea Tuttle
645 Alger St.
Owosso, MI. 48867
Ph (989) 729-5667**

ARTICLE 21 - WAIVERS

No failure or delay on the part of either of the Parties in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

In no event shall the making by C.A.C.S. Head Start of any payment due to the Provider constitute or be construed as a waiver by C.A.C.S. Head Start of any breach of a provision of this Agreement, or any default which may exist, on the part of the Provider, and the making of any such payment by C.A.C.S. Head Start while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to C.A.C.S. Head Start in respect to such breach or default.

ARTICLE 22 - AMENDMENTS OR MODIFICATIONS

All modifications, amendments or waivers of any provision of this Agreement or the services to be performed hereunder, shall be made only by the written mutual consent of the parties hereto.

ARTICLE 23 - ASSIGNMENT OR SUBCONTRACTING

The Provider shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without the prior written consent of C.A.C.S. Head Start.

ARTICLE 24 - APPLICABLE LAW AND VENUE

This Agreement shall be construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against C.A.C.S. Head Start, or C.A.C.S. Head Start is made a party thereof, C.A.C.S. Head Start and the Provider acknowledge and agree that the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in a Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

ARTICLE 25 - TITLES

The titles of the articles and sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

ARTICLE 26 - COMPLETE AGREEMENT

This Agreement and the attached Attachment A - Compensation for Services, Attachment B - Description of Services, Attachment C - Head Start Performance Standards and Rules and Regulations Governing Head Start Operation, Attachment D - Special Provisions and Attachment E - Standards of Conduct, contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either of the Parties.

ARTICLE 27 - SEVERABILITY

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the

validity or unenforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable provision of this Agreement results in the illegality or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision became invalid or unenforceable.

ARTICLE 28 - CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

The persons signing on behalf of the Parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties and that this Agreement has been authorized by the Parties.

CAPITAL AREA COMMUNITY SERVICES, INC.:

FOR THE PROVIDER:

By: _____
Miguel Rodriguez
Executive Director

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

Date: _____

ATTACHMENT A
COMPENSATION FOR SERVICES

Cash Compensation:

C.A.C.S. agrees to pay the provider for all agreed upon services provided on the following pay schedule:

September 2019	\$ 4,824.51
October 2019	\$ 4,824.51
November 2019	\$ 4,824.51
December 2019	\$ 4,824.51
January 2020	\$ 4,824.51
February 2020	\$ 4,824.51
March 2020	\$ 4,824.51
April 2020	\$ 4,824.51
May 2020	\$ 4,824.51

Each payment will be invoiced to C.A.C.S. prior to payment. Checks will be made payable to **Owosso Public Schools**. Checks are on an approximate two week turn around. The total contract amount will not exceed **\$ 43,420.59**. The total contract amount includes a 1.77% cost-of-living adjustment in the amount of **\$ 755.18** for salary and fringe benefit enhancement. This amount will be a permanent adjustment to your per child rate.

Non-Cash:

- C.A.C.S. Head Start will make available for loan a variety of approved and necessary resources and classroom equipment. If said equipment is valued at over \$100.00, it will remain the property of C.A.C.S. Head Start. Any supplies or equipment purchased using the classroom supplies allowance will remain the property of the provider.
- Access to the Head Start resource room library(s) and resource equipment.
- Consultation from C.A.C.S. Head Start support staff including, but not limited to, nurses, nutritionist, mental health specialists, oral health coordinator, dual language support coordinator, and special needs staff will be provided as needed.
- C.A.C.S. is committed to professional development. If funds are available, there are opportunities for teaching staff, working directly with Head Start children, to pursue higher education and certifications as they relate to providing high quality services to children and families. All professional development requests must be made in writing to the C.A.C.S. and have prior approval. Reimbursement requests must be submitted to C.A.C.S. upon validation and completion of coursework.

Non-Federal Share/In-kind Match:

Provider shall submit documentation regarding the Non-Federal Share/ Match in accordance with Article 2 of this agreement. Such documentation shall include but not be limited to the following:

- Parent sign-in sheets for any related volunteer activities,
- Documentation for any donations related to Head Start services including but not limited to books, supplies, time for speakers and field trips
- LINKS sheets and/or Steps to Success sheets
- Director/Owner time directly related to Head Start activities such as staff supervision, site meetings, C.A.C.S. Head Start Provider meetings, etc.

ATTACHMENT B
DESCRIPTION OF SERVICES

The Provider Agrees:

- 1.) To maintain a current Michigan Child Day Care license.
- 2.) To participate in a child nutrition food program sponsored by the US Department of Agriculture and to meet all requirements.
- 3.) To cooperate and coordinate with C.A.C.S. Head Start staff to maintain compliance with the Head Start Performance Standards.
- 4.) To provide consistent, high quality, preschool experience which is focused to the developmental stages of each enrolled child.
- 5.) To provide 128 days of services to enrolled families and to document absences as directed.
- 6.) To assist C.A.C.S. Head Start staff in recruiting eligible families by communicating with eligible parents to gather required documents and other information for enrollment.
- 7.) To assist C.A.C.S. Head Start staff in assuring provider staff working with Head Start children meet the education requirements.
- 8.) To adhere to the minimum Standards of Conduct in Attachment E
- 9.) To train its teachers to implement an approved valid and reliable curriculum and philosophy appropriate to the age of each child.
- 10.) The provider will provide at no cost the Head Start families, the following:
 - At least 1/2 to 2/3 of the enrolled children's daily nutritional needs in the form of meals and snacks, per the Head Start Performance Standards.
 - The provider will not charge Head Start parents any application or materials fees.
- 11.) To allow access to, and cooperate with, authorized C.A.C.S. Head Start staff, contractors and consultants in the observation and evaluation of the child care program C.A.C.S. Head Start will conduct scheduled or unannounced visits during Provider's posted hours of operation. Contractors will have, at a minimum, a Department of Health and Human Services Central Registry Clearance if visiting a site without a Head Start staff member.
- 11.) Make its staff available at mutually agreed upon times to meet with C.A.C.S. Head Start staff to discuss each child's progress and overall needs of the Head Start grant and to participate in all reviews requested by C.A.C.S. Head Start funding source.
- 12.) To ensure staff practice Active Supervision Strategies so that children are supervised at all times and never left unattended.
- 13.) The provider must not expel or exclude a child based on behavior. The CACS Positive Guidance Approach Plan must be followed.
- 14.) Provider must follow Michigan Department of Education guidelines in regards to seclusion and restraint policies for preschool children.

- 15.) To complete and provide the following documentation for anyone who has contact with children (provider, assistant and substitutes) and to keep a record on site:
- Comprehensive background check (fingerprinting)
 - Signed Confidentiality Statement
 - Physical and TB
- 16.) To attend required Head Start meetings and trainings.
- 17.) To ensure the lead teacher has a Bachelor's degree in Child Development or related field.
- 18.) To maintain and/or complete the following documentation as required for each Head Start child's file:
- Screenings and Assessments
 - Physical and Immunizations
 - Family Contacts as necessary
- 19.) To submit the following documentation as directed:
- Lesson Plans
 - Weekly Program Attendance
 - Monthly In-kind Documentation
 - Monthly menus
 - Home Visit reports
 - Parent Teacher Conference forms
 - Ongoing Child Assessment information at least three (3) times per year
 - Monthly billing.
- 20.) To complete two (2) home visits annually with each enrolled Head Start child, and at least two (2) parent/teacher conferences, in accordance with Head Start Performance Standards.
- 21.) To encourage families to have their children in attendance on a regular basis. C.A.C.S reserves the right to withhold reimbursement for children with inconsistent attendance.
- 22.) If abuse of any child is suspected, Provider shall report in compliance with the laws of the State of Michigan. Also, Provider shall notify C.A.C.S. Head Start in writing of all actions taken by Provider or by others to Provider's knowledge concerning Child Abuse and Neglect.
- 23.) To notify C.A.C.S. Head Start Child Care Provider Supervisor within 24 hours of any reports made by the Provider or parent to the licenser or to Child Protective Services regarding allegations of child abuse or neglect. This will include any reports involving the provider or other individuals having access to the Provider's site.
- 24.) Use, at Provider's cost, the C.A.C.S. Head Start logo in its literature, signage and advertisements. Upon the termination of this Agreement, Provider shall remove and discontinue use of the C.A.C.S. Head Start logo and any reference to an affiliation, past or present, with Head Start.
- 25.) Give C.A.C.S. Head Start written notice, at least thirty (30) days in advance, of any changes in the curriculum or program that will affect the quality, extent, timeliness, or frequency of service delivered under the terms of this Agreement. Provider further agrees that no such changes shall be implemented without the prior written consent of C.A.C.S. Head Start. C.A.C.S. is not required to make payment for services rendered unless C.A.C.S. Head start has given written approval of such changes.

C.A.C.S. HEAD START RESPONSIBILITIES

C.A.C.S. Head Start agrees:

- 1.) To coordinate and ensure that each partner has the necessary training, resources, and support to assist C.A.C.S. Head Start staff to ensure compliance with maintaining the Head Start Guidelines and the Head Start program design. C.A.C.S. Head Start staff will monitor compliance with the Head Start Performance Standards.
- 2.) To provide ongoing training, support and evaluation which includes, but is not limited to, bi-monthly visits both scheduled and unannounced during hours of operation to ensure quality of services and compliance with contracts, Head Start Performance Standards, and Head Start program design.
- 3.) To recruit and enroll eligible families.
- 4.) To provide information to parents that explains Head Start services, requirements and expectations.
- 5.) To support the provider to ensure the following:
 - Developmental screening and follow-up.
 - On-going assessment and follow-up.
 - Special needs referral and follow-up.
 - Parent involvement and enrichment activities including Head Start Governance opportunities.
 - Linking families to community supports and resources.
 - Social services to families including Family Partnership Agreements.
 - Mental health consultation.
 - Nutrition and health consultation.
- 6.) To loan equipment as available to the provider.

**ATTACHMENT C
HEAD START PERFORMANCE STANDARDS
AND
RULES AND REGULATIONS GOVERNING
HEAD START OPERATION**

Name of Provider: _____.

The Head Start Program Manual is available online at www.cacsheadstart.org/

Instructions: Please go to the bottom of the web page and click on Staff Login

User Name: Head Start

Password: cacs1234

Proceed to "Employees" and click. The program manual will be listed.

I understand that I am responsible for reading and understanding the above document

Provider Signature

Date

**ATTACHMENT D
SPECIAL PROVISIONS
DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)**

STANDARD TERMS AND CONDITIONS - DISCRETIONARY GRANTS

The attached Head Start Child Care Partnership Service Agreement is subject to Federal legislation and to DHHS and ACF regulations and policies. These include, but are not limited to, the following:

1. Title 45 of the Code of Federal Regulations Part 75 Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards.
2. Other DHHS regulations codified in Title 45 of the Code of Federal Regulations [<http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html>]
 - Part 46 - Protection of Human Subjects
 - Part 76 - Governmentwide Debarment and Suspension (Non-Procurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)
 - Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the DHHS Effectuation of Title VI of the Civil Rights Act of 1964
 - Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title
 - Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
 - Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefitting From Federal Financial Assistance
 - Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
 - Part 93 - New Restrictions on Lobbying

For Head Start Programs [<http://www2.acf.dhhs.gov/programs/hsb/html/regulations.html>]

 - Part 1304 - Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies
 - Part 1305 - Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
 - Part 1306 - Head Start Staffing Requirements and Program Operations
 - Part 1308 - Head Start Program Performance Standards on Services for Children with Disabilities
3. 37 CFR Part 401 - Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements. [<http://www.access.gpo.gov/nara/cfr/waisidx/37cfr401.html>]
4. The DHHS Inspector General maintains a toll free number, **800-HHS-TIPS** (800-447-8477), for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to

give their names if they choose to remain anonymous.
[\[http://www.dhhs.gov/progorg/oei/hotline/hhshot.html\]](http://www.dhhs.gov/progorg/oei/hotline/hhshot.html)

5. The Provider will take all necessary affirmative steps to ensure that small, minority and woman-owned business firms are utilized when possible as sources of supplies, services, equipment and construction. To the extent practicable, all equipment and products purchased with funds made available through this award should be American-made.
6. Failure to submit reports (i.e., financial, progress, or other required reports) on time may be the basis for withholding financial assistance payments, suspension, termination or denial of refunding. A history of such unsatisfactory performance may result in designation of "high risk" status for the recipient organization and may jeopardize potential future funding from DHHS.
7. Under Section 508 of Public Law 103-333, the following condition is applicable to all Federal awards:

"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds including, but not limited to, State and local governments and recipients of Federal research grants shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be refinanced by nongovernmental sources."
8. Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.
[\[http://www.ed.gov/legislation/GOALS2000/TheAct/sec1043.html\]](http://www.ed.gov/legislation/GOALS2000/TheAct/sec1043.html)
9. The Provider shall provide C.A.C.S. Head Start with access to records and such cooperation as necessary for C.A.C.S. Head Start to comply with all provisions of 45 CFR Part 75, Subpart F.

ATTACHMENT E
Capital Area Community Services, Inc.
Head Start and Early Childhood Programs
Standards of Conduct

The following Standards of Conduct help guide professional behavior and ensure staff, consultants and volunteers are supporting the families and children we serve in accordance with the core values of CACS, Inc. Head Start and Early Childhood Programs.

The CACS, Inc. Personnel Policies and Procedures include provisions for appropriate penalties for violating the following Standards of Conduct. Please note that any violation of the following Standards of Conduct will result in disciplinary action, up to and including termination.

Responsibility to Children

We have the responsibility to provide care and education in a setting that is safe and free from harm. We are committed to supporting children's development and committed to recognizing each child as a unique individual for whom self-worth and resiliency is essential for success in school and life.

As such, staff, contractors, consultants and volunteers must:

- Create a positive environment for children.
- Implement positive methods of child guidance to support children's well-being and prevent and address challenging behaviors.
- Not maltreat or endanger the health and safety of children including, at a minimum, staff will not:
 - Use corporal punishment including: hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment or harm
 - Use isolation to discipline a child
 - Bind or tie a child to restrict movement or tape a child's mouth
 - Use or withhold food as a punishment or reward
 - Use toilet learning/training methods that punish, demean, or humiliate a child
 - Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child
 - Physically abuse a child
 - Use any form of verbal abuse, including screaming, shouting, profane language, sarcastic language, threats, or derogatory remarks about the child or child's family
 - Use physical activity or outdoor time as a punishment or reward
- Respect and promote the unique identify of each child and not stereotype or discriminate on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies.
- Ensure no child is left alone or unsupervised.
- Ensure no child is left alone or unsupervised with a volunteer(s).
- Never release a child to someone who is not listed on the emergency card. Picture identification must always be checked. Always know the count of the number of children in their care. Including how many children are supposed to be present and how many children are actually present.
- Immediately report incidents of observed child abuse and/or neglect or suspected child abuse and/or neglect by way of verbal report with Protective Services (855) 444-3911.

Responsibility to Families

We have the responsibility to provide support and guidance to families in our program in a nurturing and positive manner. CACS, Inc. Head Start and Early Childhood Programs is committed to supporting the child's guardian as the first and most important teacher in a child's life.

As such, staff, contractors, consultants and volunteers must:

- Respect and promote the unique identify of each family and not stereotype or discriminate on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies.
- Not deny a guardian access to a child's classroom unless access is denied by court order or other legal restriction.
- Inform guardians of injuries involving their child.
- Not engage in relationships with families that might impair the effectiveness of their work with the family and/or child(ren).
- Not use any form of verbal abuse, including screaming, shouting, profane language, sarcastic language, threats, or derogatory remarks about the child or child's family.

Responsibility to Colleagues

We have the responsibility to our colleagues to promote cooperation and collaboration that are based on respectful relationships. We are committed to productivity and effectiveness to support families and prepare children for success in school and life.

As such, staff, contractors, consultants and volunteers must:

- Respect and promote the unique identify of each staff member and not stereotype or discriminate on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
- Comply with program confidentiality policies.
- Adhere to program policies including (but not limited to) the CACS, Inc. Personnel Policies and Procedures and the CACS, Inc. Program Manual.
- Not violate federal, state or local law designed to protect children.
- Share agency resources to ensure the best possible education program is provided.
- Promote safe and healthy working conditions.
- Not use any form of verbal abuse, including screaming, shouting, profane language, sarcastic language, threats, or derogatory remarks.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-26

FOR ACTION

Subject:

Revised Bylaw 0100 – Definitions, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0100 – Definitions**

Facts / Statistics:

The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

The proposed policy and its revision reflect the current state of the law and is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised DEFINITIONS
Code	po0100
Status	From Neola
Adopted	July 11, 2005
Last Revised	February 27, 2017

0100 - **DEFINITIONS**

Whenever the following items are used in these () bylaws and policies () bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), () and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District, responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty. Board members must be physically present to have their vote officially recorded in the Board minutes. () **[OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.**

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-27

FOR ACTION

Subject:

Revised Bylaw 0167.2 – Closed Sessions, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0167.2 – Closed Sessions**

Facts / Statistics:

This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

The proposed policy and its revision reflect the current state of the law and is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CLOSED SESSION
Code	po0167.2
Status	
Adopted	July 11, 2005

0167.2 - **CLOSED SESSION**

The Board may meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider material such as written opinions of counsel which are exempt from discussion by State or Federal statute **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**
- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff **(a majority vote is required)**
- I. However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

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Legal M.C.L.A. 15.267, 15.268

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-28

FOR ACTION

Subject:

New Policy 1422.01 – Drug-Free Workplace, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 1422.01 – Drug-Free Workplace**

Facts / Statistics:

This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01/4122.01 for other employees.

This new policy reflects the current state of Federal law and is recommended for adoption by NEOLA to be consistent with policy requirements of other District employees.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual
 Section Board Policies Volume 33.2
 Title Vol. 33, No. 2 - February 2019 New DRUG-FREE WORKPLACE
 Code po1422.01
 Status

1422.01 - **DRUG-FREE WORKPLACE**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

[OPTION #1 (needed only if Federal funds come directly from Washington)]

meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.

[OPTION #2 (applies to most schools)]

is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

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Legal P.L. 101-126
 Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
 20 U.S.C. 3224A

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-29

FOR ACTION

Subject:

Revised Policy 2210 – Curriculum Development, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2210 – Curriculum Development**

Facts / Statistics:

On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This policy revision reflects the current state of the law and is recommended for adoption by NEOLA to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	July 11, 2005

2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the mission of the District;
- C. all courses approved by the Board shall include descriptions, objectives, learning activities and benchmark assessments in core curricular areas. The teaching and testing of students shall align with approved course objectives. Instructional strategies shall, whenever practical, take into consideration each student's potential, learning style and special needs.

The Board directs that the curriculum of this District:

- A. **(X)** provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; [DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]
- B. provides instruction in courses required by statute and State Department of Education regulations;
- C. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- E. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- F. utilizes a variety of learning resources to accomplish the educational goals;
- G. encourages students to utilize guidance and counseling services in their academic and career planning.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board annually.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.
NEOLA 2019

Legal

M.C.L.A. 380.1282

Last Modified by Clara Pitt on June 12, 2019

FOR ACTION

Subject:

Revised Policy 2414 – Reproductive Health and Family Planning, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 2414 – Reproductive Health and Family Planning**

Facts / Statistics:

This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

The proposed policy revision is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	July 11, 2005
Last Revised	December 11, 2017

2414 - **REPRODUCTIVE HEALTH AND FAMILY PLANNING**

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal M.C.L. 380.1169, 380.1507, 388.1766
A.C. Rule 388.273 et seq.

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-31

FOR ACTION

Subject:

Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Policy 3120 – Employment of Professional Staff and Revised Policy 3120.04 – Employment of Substitutes**

Facts / Statistics:

The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

The proposed policy revision is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	July 11, 2005
Last Revised	May 11, 2015

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Human Resources Department.

All professional staff are subject to a criminal history record check. See Policy 3121.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

NEPOTISM

No District employee shall be placed in a position in which s/he would be in a direct supervisory relationship with a member of his/her immediate family.

For purposes of supervision, members of the immediate family shall be defined as husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, sister-in-law and brother-in-law.

All employees hired prior to January 2001 shall be exempt from this policy while in their current position.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching as a substitute teacher, on a day-to-day basis certificate as a substitute teacher, on a day-to-day basis, if the person has at least ninety (90) semester hours of college credit from a college or university or for a full school year if the person has at least a bachelor's or higher degree from a college or university, and has met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker, or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 1. at least a bachelor's degree;
 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 1. at least a bachelor's degree, and
 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

Revised 2/13/06

Revised 4/06

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Legal M.C.L.A. 380.1229 – 1231, 380.1233, 380.1237, 380.1531d, 380.623
 20 U.S.C. 6319 & 7801
 R 390.1105

Last Modified by Clara Pitt on June 12, 2019

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

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

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

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

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

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university. The sixty (60) semester hours do not need to be from the same college, university or community college

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

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

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

Revised 4/1/06

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Legal

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

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

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

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-32

FOR ACTION

Subject:

Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 5113.01 – Schools of Choice (Intra-District) and Revised Policy 5113.02 – School of Choice Options Provided by Federal Law**

Facts / Statistics:

These policies have been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

The proposed policy revisions reflect current Federal law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Vol. 33, No. 2 - February 2019
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOLS OF CHOICE (Intra-District)
Code	po5113.01
Status	From Neola

5113.01 - **SCHOOLS OF CHOICE (Intra-District)**

The Board of Education supports the concept of providing parents with the choice of which () elementary () middle () high school their child may attend in the District.

The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.

See also, Policy 5113.02 - School Choice Options Provided by Federal Law ~~the No Child Left Behind Act~~

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Last Modified by Clara Pitt on June 12, 2019

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of SCHOOL CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT
Code	po5113.02
Status	
Adopted	July 11, 2005

5113.02 - **SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW THE NO CHILD LEFT BEHIND ACT**

The Board of Education acknowledges that the Federal ~~No Child Left Behind Act of 2001 ("NCLBA")~~ Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Legal	Title I, Section 1116(b)(1)(E) of the No Child Left Behind Act of 2001
	Title I, Section 1116(e) of the No Child Left Behind Act of 2001
	Title IX, Section 9532 of the No Child Left Behind Act of 2001

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-33

FOR ACTION

Subject:

Revised Policy 5200 – Attendance, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 5200 – Attendance**

Facts / Statistics:

This revision modifies the mandatory attendance age provided by law.

The proposed policy revisions reflect current state of the law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	July 11, 2005

5200 - **ATTENDANCE**

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or phone call of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

- A. The Board considers the following factors to be reasonable excuses for time missed at school:
 - 1. illness
 - 2. recovery from accident
 - 3. required court attendance
 - 4. professional appointments
 - 5. death in the immediate family
 - 6. observation or celebration of a bona fide religious holiday
 - 7. such other good cause as may be acceptable to the Superintendent
- B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.
- C. The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to

such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Legal M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-34

FOR ACTION

Subject:

Revised Policy 6321 – New School Construction, Renovation, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6321 – New School Construction, Renovation**

Facts / Statistics:

This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

The proposed policy revisions reflect current state of the law and have been recommended for adoption by NEOLA in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	
Adopted	April 1, 2006
Last Revised	January 10, 2010

6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit.

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 1. specify the date and time by which all bids must be received by the Board at a designated location;
 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
 4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.

- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.
- G. The competitive bid threshold amount specified in this policy is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve(12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

Legal

M.C.L.A. 380.1267

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-35

FOR ACTION

Subject:

Revised Policy 6325 – Procurement – Federal Grants/Funds, 1st reading

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

The proposed policy revisions have been recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	June 27, 2016

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 maintain 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 a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

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, 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 shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. 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 contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;

- E. 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
- F. 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.

Solicitation Language

The District shall 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 utilize the following methods of procurement:

A. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid 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 there item is not unique or proprietary.

B. 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.

C. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is 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.

D. Noncompetitive Proposals

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

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

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 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. 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 maintains 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).

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Legal 2 C.F.R. 200.317 - .326

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-36

FOR ACTION

Subject:

Revised Policy 6605 - Crowdfunding, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6605 – Crowd Funding**

Facts / Statistics:

Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

The proposed policy revisions have been recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of CROWD FUNDING
Code	po6605
Status	
Adopted	February 27, 2017

6605 - **CROWD FUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

"Crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

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Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-37

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 revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

NEOLA has proposed revisions to this policy to reflect Federal and State regulations and therefore recommends that the revision be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

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

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

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

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

- A. Chief Judge of Circuit and/or District Courts his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. Fire Marshall or his/her designee;
- E. representative(s) from emergency medical services;
- F. representative(s) from county emergency management service agency;
- G. representatives from other school districts within Shiawassee county.

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

District Contact Person

Furthermore, in accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for _____ shall be provided to the Michigan State Police in the manner and frequency required by law. **DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.** ~~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 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 *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 submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

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

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

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).

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 4/1/06

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

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-38

FOR ACTION

Subject:

New Policy 8402 – Emergency Operations Plan, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New Policy 8402 – Emergency Operations Plan**

Facts / Statistics:

This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

The proposed new policy is recommended for adoption by NEOLA.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Vol. 33, No. 2 - February 2019 New EMERGENCY OPERATIONS PLAN
Code	po8402
Status	

8402 - **EMERGENCY OPERATIONS PLAN**

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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Legal M.C.L. 380.1308b

Last Modified by Clara Pitt on June 12, 2019

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OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-39

FOR ACTION

Subject:

Revised Policy 8500 – Food Services, 1st reading

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

NEOLA has proposed revisions to this policy to reflect the current USDA requirements and therefore recommends that the revision be adopted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Volume 33.2
Title	Copy of FOOD SERVICES
Code	po8500
Status	
Adopted	July 11, 2005
Last Revised	June 26, 2017

8500 - **FOOD SERVICES**

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

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

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

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

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. 15(b). To qualify for such substitutions the medical certification must identify:

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

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

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

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

A periodic review of the food-service accounts shall be made by the Chief Financial Officer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account.

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

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

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

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with the USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

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

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

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

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Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. 210, Parts 15b, 127,215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

Last Modified by Clara Pitt on June 12, 2019

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
Report 19-40

FOR ACTION

Subject:

Allocation of the funds to purchase furniture for the secondary campus for the area that will be occupied starting in December of 2019. Additional approvals will be forthcoming to the Board once additional review and comparison to budgets are solidified.

Recommendation:

Recommend that the Board authorize district personnel to proceed with furniture purchases in an amount not to exceed \$135,564.36.

Statement of Purpose/Issue:

To allocate funds to purchase furniture on a timely basis for areas that will be occupied by staff and students starting in January of 2020.

Facts/Statistics:

As part of the prequalification application for the bond approved by the voters, there was an allocation for furnishings and equipment (note: this is not inclusive of technology equipment which is contained in a different budget) for the 6-12 campus of a base amount of \$826,380. This allocation was to cover any furnishings necessary to provide the programming for which the 6-12 campus is designed. A small portion of this budget (approximately \$26,000) has already been allocated for the high school office furniture and room signage). In order to facilitate bidding and purchasing the correct furnishings, the following process was followed:

- The architects, Kingscott, began the furniture selection process with the administration team for Owosso 6-12 Campus in early May of 2019. There was a review of the needs of the entire campus so that there would be consistency throughout and so that the budget could be tested understanding the full needs of the facility. The team went on tours and reviewed many furniture options/samples for quantity, value, function, and design. The goal was to find furniture that would be the best fit for the new & existing classrooms, remodeled office areas, specialty classrooms, media center, and common areas. Where the existing furniture from the High School and/or the Middle School was in good condition and met the needs of the staff & students, those items will be re-used. A good example of this are the cafeteria tables. The furniture bid was written based on the needs identified and product preferred by the staff, students, and the administration team.
- The full furniture bid was received on August 13, 2019. Seven (7) bids were received. The bids have been carefully reviewed by Kingscott and the Administration team. The lowest, responsible bidders have been identified for each item. At this time, Kingscott recommends that bids be awarded to the following vendors for the December 2019 delivery with reserve being put on items that require a sample to be delivered prior to a purchase order being issued (the detail of items being recommended for purchase accompany this report):

Dew-El Corp of Holland, MI	\$54,934.70
Great Lakes Furniture Supply of Holland, MI	\$57,983.00
Interstate Office Interiors of Portage, MI	\$11,391.00
NBS of Lansing, MI	\$ 8,344.70
	<u>\$ 135,564.36</u>

By authorizing the district to proceed with the purchase of the December furniture package will allow the timely delivery (typically a twelve week lead time) of the needed furniture for use by staff and students in the areas that will be occupied in January which is why this item is going directly "For Action". The additional furniture items that have been bid will receive additional review to assure that all items needed are able to be purchased within the confines of the budget particularly given that some items did not receive bids in August (refer to "Kingscott FF&E Summary" provided "at place" for a preliminary budget to actual assessment").

Motion

Seconded

Vote – Ayes

Nays

Motion

DECEMBER PROPOSED INSTAG

**Owosso 6-12 Campus FF&E
Bid Tabulation - Award Per Bidder**

All Furniture to install August 2020 except where noted in December Install Column

OVERALL REVIEW							DECEMBER DELIVERY TOTAL	
Tag Number	Description	Manufacturer	Model	Qty	SELECTED	NOTES	QTY DEC. 2019 INSTALL	DEC. TOTALS
BIDDER: DEW-EL CORP Bid Award Group B: Bookshelves	Bookshelves & Related Ottomans. Tags: B-1, B-2, B-3, LN-4	Media Technologies	Per Bid		\$23,336.00	Bookshelves Colors - Citadel Warp & metallic silver Vinyl Color		
Bid Award Group C: Booths	Booth Seating Tags: CS-4, CS-5, LN-6				\$23,028.00	Low Bid - Per Spec Hold on booths for Cafeteria Tags: CS-4, CS-5 (\$15,808)		
CS-1	Stool w/o Back 22" Seat Height	National Public Seating	Elephant Stool Per Bid	47	\$3,990.30	Hard Surface Glides	(3) CS-1	\$254.70
PT-1	Lab Table, Phenolic Top, Adjustable Height	WB Manufacturing	LOBO Table	8			(8) PT-1	\$3,680.00
SD-1	Student Desk - Diamond Shape Adj. Height	MIEN	Per Bid with Custom Size to match Spec 30" x 34" x Adj Height	375	\$3,680.00	Revise to add locking casters. Added allowance of \$50 each until we have final quote. Laminate - Wilsonart High Rise Edge - Charcoal Frame - Metallic Silver Hard surface glides		
SD-1 ALT	Student Desk - Diamond Shape Adj. Height	MIEN	Per Bid with Custom Size to match Spec 30" x 34" x Adj Height	960	\$51,000.00	*Physical Sample Required before Final Order Laminate - Wilsonart High Rise Edge - Charcoal Frame - Metallic Silver Hard surface glides	(375) SD-1	\$51,000.00
SD-1 ALT	Student Desk - Diamond Shape Adj. Height	MIEN	Per Bid with Custom Size to match Spec 30" x 34" x Adj Height	60	\$130,560.00	*Physical Sample Required before Final Order ACCEPTED ALTERNATE		
ADD ALT. 6 SD-1 BF	Barrier Free Student Table 36" x 20" x Adjustable Height	MIEN	Per Bid	15	\$8,160.00	Laminate - Wilsonart High Rise Edge - Charcoal Frame - Metallic Silver Hard surface glides Revise Qty to 15		
							OVERALL SUBTOTAL DEW-EL	54,934.70
							\$231,756.30	

9/18/2019

BID TAB PER BIDDER

SUBTOTAL ON HOLD
(Cafeteria Benches)

\$15,808.00

BIDDER: GREAT LAKES FURNITURE SUPPLY

SC-1	Student Chair - Active Poly Cantilever	V/S Jumper Air	Per Spec 20 year warranty	447	Hard Surface Glides Revised colors to Dark Blue, Light Blue, Red & Light Green	(447) SC-1	\$46,041.00	\$46,041.00
TD-1	Teacher Desk 60" x 30" Double Pedestal Desk	Academia	Per Spec	18	Laminate - Grey Base - Charcoal	(16) TD-1	\$12,132.00	\$10,784.00
TD-2	Teacher Desk 48" x 30" Single Pedestal Desk	Academia	Per Spec	3	Laminate - Grey Base - Charcoal	(2) TD-2	\$1,737.00	\$1,158.00
ADD ALT. 2 TD-1 ALT	Teacher Desk 60" x 30" Double Pedestal Desk	Academia	Per Spec	49	Laminate - Grey Base - Charcoal ACCEPTED ALTERNATE		\$33,026.00	
SC-1 ALT	Student Chair - Active Poly Cantilever	V/S Jumper Air	Per Spec 20 year warranty	960	Hard Surface Glides Revised colors to Dark Blue, Light Blue, Red & Light Green ACCEPTED ALTERNATE		\$98,880.00	
SC-1 ALT	Student Chair - Active Poly Cantilever	V/S Jumper Air	Per Spec 20 year warranty	60	Hard Surface Glides. Revised colors to Dark Blue, Light Blue, Red & Light Green ACCEPTED ALTERNATE Qty. 60 (Qty. for 4 classroom of 15 instead of 14)		\$6,180.00	

\$197,996.00 OVERALL SUBTOTAL GLFS

DEC. 2019 SUBTOTAL

\$57,983.00

BIDDER: INTERSTATE OFFICE INTERIORS

Bid Award Group A: Administration Desks	Administration Desks at MS Main Office & Office 1H2B. Tags: ADMIN-1, RD-1, RD-2	Allsteel	Per Spec		Finishes Per Spec. Furniture Vendor to access existing wall conditions. Notify District of any additional installation cost prior to install.	(1) ADMIN-1	\$4,726.00	
Bid Award Group E: Lounge Furniture 1	Media Center Lounge Furniture Group. Tags: LN-1 & LN-3	Allsteel	Per Spec		Review glide types after Media Center flooring is confirmed.			
GC-2	Stacking / Nesting Guest Chair, all poly	Allsteel	Per Spec	24	Revise Qty from 28 to 24. Omit 4 from HS Princ. Office	(4) GC-2	\$6,360.00	\$1,060.00
LT-3	Library Bistro Table With Power @ Center	HLF	Per Spec	1	Laminate: Citadel Warp		\$1,652.00	
SV-1	Industrial Shelving Units 64"H	Borroughs	Per Spec	24			\$12,000.00	

9/18/2019

BID TAB PER BIDDER

TC-1	Teacher Chair w/ Adjustable Arms	Allsteel	Quip Chair per Bid	23		Allsteel Quip Chair Black mesh back / Charcoal seat All hard surface casters except at Office 1H28 and Media 1J37			
ADD ALT. 1 TC-1 ALT	Teacher Chair w/ Adjustable Arms	Allsteel	Quip Chair per Bid	49	\$6,785.00	Allsteel Quip Chair Black mesh back / Charcoal seat All hard surface casters		(19) TC-1	\$5,605.00
ALT-5 DESK	Administration Desks at Private Offices	Allsteel	Per Spec	3	\$14,455.00	Finishes Per Spec. Furniture Vendor to access existing wall conditions. Notify District of any additional installation cost prior to install.			
					\$12,735.00				

\$86,907.00 OVERALL SUBTOTAL INTERSTATE OFFICE **DEC. 2019 SUBTOTAL** **\$11,391.00**

BIDDER: KI

LB-1	Lobby Bench	KI		8	\$10,331.04	Hold for Review			
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\$10,331.04 SUBTOTAL KI / ON HOLD

BIDDER: NBS

Bid Award Group D: Computer Tables	Computer Tables Tags: CT-1, CT-2, CT-3, CT-4, CT-5, CT-6	Smith Systems	Per Spec			Added 0.056 percent per total shipping cost at end of bid. Hard Surface Glides		(24) CT-3	\$7,628.04
Bid Award Group E: Lounge Furniture 2	Media Center Lounge Furniture Group. Tags: LC-1, LC-2, LM-2, LT- 4, LT-7, RT-1	Steelcase & Turnstone	Per Spec		\$17,953.15	Review glide types after Media Center flooring is confirmed. Colors - Stool in Media Center (20) Flash/Yellow, all other stools & chairs - Jazz /Navy			
Bid Award Group H: Stool - Chairs	Stool & Chair Group for Cafeteria & Media Center. Tags: CS-2, CS-3, LC-3	Steelcase	Per Spec		\$22,656.52	Review glide types after Media Center flooring is confirmed			
Bid Award Group I: Tables	Tables Tags: AT-1, CS-6, LT-1, LT- 5, LT-6, LT-8, LT-9	Turnstone & Primeway	Per Bid		\$13,496.08	Revise laminate at the Media Center to be Citadel Warp. LT-1, LT-5, LT-6, LT-8, LT-9		(1) AT-1	\$430.30
GC-1	Guest Chair, armless, all poly	Sit On It	Per Spec	16	\$2,290.88	Revise Qty from 10 to 16 to add 6 to HS Office Hard surface glides, except (2) at Office 1H28.		(2) GC-1	\$286.36
INFO	Information Desk in Media Center	Primeway	Custom, Per Spec	1	\$4,602.27	Laminate - Citadel Warp Finishes per spec. Keyed Alike			
LF-1	Lateral File - MS Office	Great Openings	Per Bid	5	\$3,451.40	Front to back filing bars			

9/18/2019

BID TAB PER BIDDER

LN-5	Mediascape Lounge with ledge	Steelcase	Per Spec	1	\$9,931.89	Select grey vinyl seat from standard fabrics. Metal ledge color to be selected.
VF-1	Vertical File	Doane Keys	Tera Series, Per Bid	34		Keyed Alike
WL-1	Privacy Desk with Extension	Steelcase	Brody Per Spec	3	\$12,585.44	Legal File Size Color - Dark Grey
WS-1	Computer station grouping	Enwork	Per Bid	4	\$8,129.19	Colors- Grey at top & Navy lower Selected from standards. Spec notes qty of 12. Bid is qty of 4 because they are grouped 3 per pod.
GC-1 ALT	Guest Chair, armless, all poly	Sit On It	Per Spec	6	\$19,104.72	Laminate top - Citadel Warp
					\$835.92	Carpet Glides
					324.24	NBS - Tariff Surcharge for Sit On It Seating (Include in base bid)

DEC. 2019 SUBTOTAL \$8,344.70

\$143,857.70 OVERALL SUBTOTAL - NBS

BIDDER: SCHOOL SPECIALTY

ATL-1	Active seating stool	Classroom Select	NeoRok Per Bid	8	\$535.92	Color - Dark Grey
SC-2	Student Computer Chair	Classroom Select	Per Bid	170	\$20,653.30	Color Selected - Marine Hard Surface Casters
SC-2G	Student Computer Chair	Classroom Select	Per Bid	27	\$3,280.23	Color Selected - Slate Hard Surface Casters

DEC. 2019 SUBTOTAL 2,910.96

\$74,469.45 OVERALL SUBTOTAL - SCHOOL SPECIALTY

135,564.36

OVERALL DEC TOTAL

\$711,125.49 (Includes Add Alternates & \$26,139.04 items on hold)

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 23, 2019
19-41

FOR ACTION

Subject:

Easement for Consumers Energy at the secondary campus located at 765 E. North St. (Owosso High School) for the new access road

Recommendation:

Resolve that the Board of Education (grantor) authorize the Superintendent to sign off on the easement to allow Consumers Energy to route a new overhead electrical service on the access road of the secondary campus to allow for lighting of the road.

Facts/Statistics:

Consumers Energy has requested a permanent easement on the property described in “Exhibit A” and depicted in “Exhibit B” in the accompanying proposed “Easement for Electrical Facilities”. This easement is necessary in order to facilitate electrical service to the new access road on the secondary campus for lighting along the roadway. Although there are construction and planting restrictions placed on the District in conjunction with this easement, at this time, the District does not foresee this to be an issue and the lighting of the road is considered to be a safety necessity. There will be a cost associated with this installation however, of the three options that have been reviewed by Spicer and Consumers, this is the least expensive alternative.

In order for the access road lighting project to proceed on schedule this easement has been put before the Board as a “For Action” item.

Motion

Seconded

Vote – Ayes

Nays

Motion

EASEMENT FOR ELECTRIC FACILITIES

Master Tract# ROW000916058409
 SAP# 1049033887
 Design# 11076561
 Agreement# MI#00000045985

OWOSSO PUBLIC SCHOOLS, a Michigan municipal corporation, whose address is PO Box 340, Owosso, Michigan 48867 (hereinafter "Owner")

for \$1.00 and other good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent easement to enter Owner's land (hereinafter "Owner's Land") located in the Township of Caledonia, County of Shiawassee, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity. Consumers may attach additional lines outside the Easement Area, running laterally from a line within the Easement Area to the South and West edges of Owner's Land, in which event the Easement Area shall include a 12 foot-wide strip of land, being 6 feet on each side of each such lateral line.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, or other vegetation located outside of the Easement Area which are of such a height or are of such a species whose mature height that in falling directly to the ground could come into contact with or land directly above Consumers' facilities.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or

any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____

Owner: OWOSSO PUBLIC SCHOOLS, a Michigan municipal corporation

By: Darrick Huff
Its: _____

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, Michigan, on _____ by Darrick Huff, _____, of Owosso Public Schools, a Michigan municipal corporation, on behalf of the corporation.
Date

Notary Public

County, Michigan
Acting in _____ County
My Commission expires: _____

**PROPERTY OWNERS MAIL
SIGNED EASEMENT TO:**

Ashley Shoup #128-24
Consumers Energy Company
530 W Willow Street
Ashley Shoup #128-24

Prepared By:
Cristi Banks 9/17/2019
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

REGISTER OF DEEDS OFFICE USE ONLY

Return recorded instrument to:
Carrie J. Main, EP7-287
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT AOwner's Land

Land situated in the Township of Caledonia, County of Shiawassee, State of Michigan:

Part of the Southeast 1/4 of the Southwest 1/4 of Section 7, Town 7 North, Range 3 East, described as: Commencing at a point on the South section line South 89 degrees 01 minutes 29 seconds West 33.00 feet from the South 1/4 post of said section, South 89 degrees 01 minutes 29 seconds West 316.00 feet, North 00 degrees 01 minutes 04 seconds East 1807.32 feet, South 89 degrees 01 minutes 29 seconds West 964.21 feet to the West 1/8 line, North 00 degrees 01 minutes 04 seconds East 798.18 feet to the East and West 1/4 line, North 89 degrees 49 minutes 26 seconds East 1260.91 feet, South 00 degrees 24 minutes 31 seconds East 2587.69 feet to Beginning.

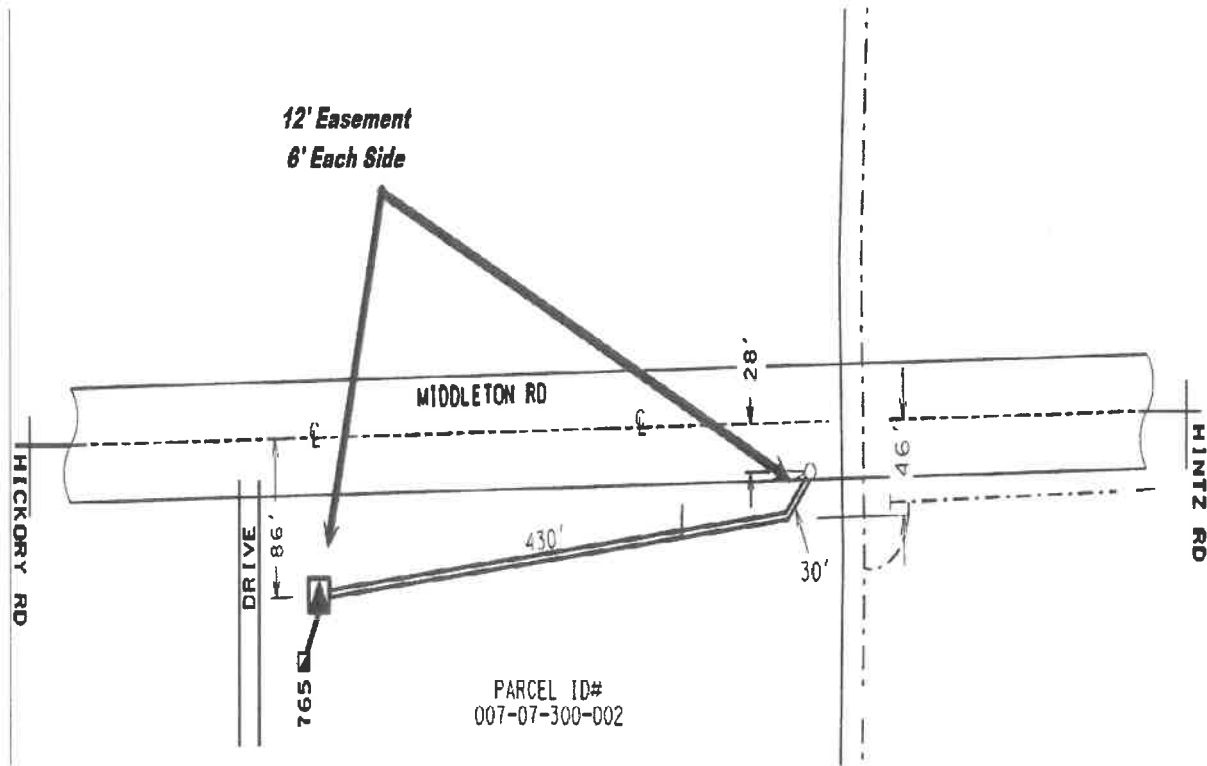
Parcel ID: 007-07-300-002

Also known as Middleton Road, Owosso, Michigan 48867

EXHIBIT B

Easement Area

A 12.00 foot-wide strip of land, being 6.00 feet on each side of the centerline of the line constructed on Owner's Land, the centerline to be located approximately as shown in the attached drawing.



**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting**

Report 19-42

FOR FUTURE ACTION

Subject:

VE Southern Regional Trade Show, Pigeon Forge, TN – Out-of-State Student Travel

Recommendation:

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Southern Regional Trade Show, November 16-19, 2019.

Rationale:

Second-year entrepreneurship students are enrolled in our Entrepreneurship and Innovation class, in which the students form, plan and manage a virtual business. Owosso High School was the first high school in Michigan to join the Virtual Enterprises, International program through which students transact virtual business with thousands of students both in the United States and 17 foreign countries. The VE program includes on-line curriculum where students work in various departments completing all the functions necessary to successfully operate a profitable business.

This trade show brings together more than 1500 students in a real world trade show setting, where each virtual company sets up their own booth and makes sales presentations to all visitors. In addition to the actual trade show where salesmanship and booth design are evaluated by industry professionals, students will also compete in other business-related events such as brochure design, business card design, video commercial production, newsletter production, business plan and marketing plan presentation and website design. We will be traveling with students from other Michigan VE schools in a tour bus. Both VE classes will be earning money through various fund raisers to keep the cost per student at \$300. This includes travel, 2 nights lodging, booth rental and registration fees. Students will be expected to pay for their own meals and any shopping costs.

Statement of Purpose:

These trade shows provide the real world opportunity for our students to openly compete for business. The entire experience will provide multiple opportunities for competition, networking, problem-solving, sales promotion and public speaking for each individual involved. Teamwork, personal responsibility and goal-setting will also be required. By virtue of these activities, each student will gain valuable experience that should foster a growth in self-confidence and poise under pressure. The networking with students from all parts of the South and Midwest will also provide a real world study of different cultures and racial diversity.

Facts/Statistics:

The cost of the trip will be covered by each individual student, along with funds earned by the VEI classes through fund raisers and proceeds from The Trojan Horse, our school store.

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
Report 19-43

FOR FUTURE ACTION

Subject:

VE Great Lakes Regional Trade Show, Chicago, IL – Out-of-State Student Travel

Recommendation:

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Great Lakes Regional Trade Show, February 18-20, 2020.

Rationale:

Second-year entrepreneurship students are enrolled in our Entrepreneurship and Innovation class, in which the students form, plan and manage a virtual business. Owosso High School was the first high school in Michigan to join the Virtual Enterprises, International program through which students transact virtual business with thousands of students both in the United States and 17 foreign countries. The VE program includes on-line curriculum where students work in various departments completing all the functions necessary to successfully operate a profitable business.

This trade show brings together more than 700 students in a real world trade show setting, where each virtual company sets up their own booth and makes sales presentations to all visitors. In addition to the actual trade show where salesmanship and booth design are evaluated by industry professionals, students will also compete in other business-related events such as brochure design, business card design, video commercial production, newsletter production, business plan and marketing plan presentation and website design. We will be traveling with students from other Michigan VE schools in a tour bus. Both VE classes will be earning money through various fund raisers to keep the cost per student at \$250. This includes travel, 2 nights lodging, booth rental and registration fees. Students will be expected to pay for their own meals and any shopping costs.

Statement of Purpose:

These trade shows provide the real world opportunity for our students to openly compete for business. The entire experience will provide multiple opportunities for competition, networking, problem-solving, sales promotion and public speaking for each individual involved. Teamwork, personal responsibility and goal-setting will also be required. By virtue of these activities, each student will gain valuable experience that should foster a growth in self-confidence and poise under pressure. The networking with students from all parts of the Midwest will also provide a real world study of different cultures and racial diversity.

Facts/Statistics:

The cost of the trip will be covered by each individual student, along with funds earned by the VEI classes through fund raisers and proceeds from The Trojan Horse, our school store.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education
September 23, 2019**

Report 19-44

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Pauline Fernette has accepted the 1.75-hour Monitor position at Bryant Elementary.

Charlene Porubsky has accepted the 2.75 hour Monitor position at Central Elementary.

Retirements

Edward Van Strate, Skilled Trades Plumber has submitted his letter of retirement effective September 30, 2019 after 25 years of service with the District.

Chris Conrad, Custodian at Washington Campus has submitted his letter of retirement effective October 19, 2019 after 23 years of service with the District.