



**OWOSSO PUBLIC SCHOOLS**  
Ready for the World

**Board of Education Agenda**  
**April 24, 2024**  
**5:30 pm**

Washington Campus Gymnasium  
645 Alger St  
Owosso, Michigan 48867

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Building Reports**

Celebrate Kids! – OHS/LHS Recognition of Highest Honors and Top Ten Graduates & SkillsUSA Recognition  
Student Representative Report – Kate Lee

**4. Venture, Inc. Presentation – Brad Michaud**

**5. Board Correspondence:**

Superintendent/Curriculum Director’s Report

**6. Public Participation**

**7. For Action**

▪ **Consent Agenda:**

March 20, 2024 Regular Meeting Minutes-----	Report 23-140	Page 1
April 1, 2024 Special Meeting Minutes-----	Report 23-141	Page 12
April 10, 2024 Committee Meeting Minutes-----	Report 23-142	Page 16
Current Bills-----	Report 23-143	Page 25
Financials-----	Report 23-144	Page 33
▪ Budget Amendment Revision #1-----	Report 23-145	Page 37
▪ CTE – Out of State Travel BPA National Leadership Conference-----	Report 23-146	Page 41
▪ CTE – Out of State Travel SkillsUSA National Leadership Conference-----	Report 23-147	Page 43
▪ CTE Purchase of New Textbooks – Construction Trades-----	Report 23-148	Page 45
▪ CTE Purchase of New Textbooks – Woodworking-----	Report 23-149	Page 47
▪ Administrator New Hire-----	Report 23-150	Page 49
▪ New Policy 1540, Administrative Staff Reductions/Recalls, 1 <sup>st</sup> Reading-----	Report 23-151	Page 51
▪ Revised policy 1240, Evaluation of Superintendent, 1 <sup>st</sup> Reading-----	Report 23-152	Page 54
▪ Revised policy 2370.01, On-line/Blended Learning Program, 1 <sup>st</sup> Reading-----	Report 23-153	Page 59
▪ Revised policy 2414, Reproductive Health and Family Planning, 1 <sup>st</sup> Reading-----	Report 23-154	Page 65
▪ Revised policy 2418, Sex Education, 1 <sup>st</sup> Reading-----	Report 23-155	Page 69
▪ Revised policy 6320, Purchasing, 1 <sup>st</sup> Reading-----	Report 23-156	Page 73
▪ Revised policy 6321, New School Construction, Renovation, 1 <sup>st</sup> Reading-----	Report 23-157	Page 78
▪ Revised policy 6325, Procurement – Federal Grants/Funds, 1 <sup>st</sup> Reading-----	Report 23-158	Page 82
▪ New policy 6350, Prevailing Wage, 1 <sup>st</sup> Reading-----	Report 23-159	Page 90
▪ Revised policy 7217, Weapons, 1 <sup>st</sup> Reading-----	Report 23-160	Page 94
▪ Revised policy 7540.03, Student Technology Acceptable Use and Safety, 1 <sup>st</sup> Reading-----	Report 23-161	Page 98
▪ Revised policy 8321, Criminal Justice Information, 1 <sup>st</sup> Reading-----	Report 23-162	Page 104
▪ Revised policy 8390, Animal on District Property, 1 <sup>st</sup> Reading-----	Report 23-163	Page 116
▪ Revised policy 8531, Free and Reduced-Price Meals, 1 <sup>st</sup> Reading-----	Report 23-164	Page 123
▪ Revised policy 8800, Religious/Patriotic Ceremonies and Observances, 1 <sup>st</sup> Reading-----	Report 23-165	Page 127
▪ Revised policy 1100.01, Organizational Chart, 1 <sup>st</sup> Reading-----	Report 23-166	Page 131

**8. For Future Action**

▪ ESS Midwest 2024-2025 Contract Renewal-----	Report 23-167	Page 136
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**9. For Information**

▪ Personnel Update-----	Report 23-168	Page 151
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**10. Public Participation**

**11. Board Comments:** Board Member Comments/ Updates

**12. Upcoming Board Meeting Dates:**

**May 8:** Board of Education Committee of the Whole, 5:30PM, Washington Campus Gymnasium

**May 22:** Board of Education Regular Meeting 5:30PM, Washington Campus Gymnasium

**Important Upcoming Dates:**

**May 3 & 4:** Cabaret, 7:00PM, PAC

**May 5:** OHS Art Show, 11:00-1:00, PAC

**May 5** Cabaret, 2:00PM PAC

**May 6:** Bryant 4<sup>th</sup> Grade Concert, 7:00PM, PAC

**May 7:** Emerson 4<sup>th</sup> grade Recorder/Art Show, 7:00PM, PAC

**May 8:** Central 4<sup>th</sup> Grade Art Show/Recorder Concert, 7:00PM, PAC

**May 9:** Bryant and Central 5<sup>th</sup> Grade Band Concert, 7:00 PM, PAC

**May 11:** OHS Prom, 7:00 (Bancroft)

**May 13:** OHS Athletic Awards, 7:30PM, PAC

**May 14:** OHS Honors Convocation, 7:00PM, PAC

**May 16:** OHS Graduation, 7:00PM, Willman Field, May 17<sup>th</sup> rain date

**May 21:** OMS Choir Concert, 7:00PM, PAC

**13. Closed Session – Contract Negotiations**

**14. Adjournment**

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

## BOARD GUARANTEE (Adopted May 2006)

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

**Therefore**, we guarantee that:

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

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

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

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

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

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

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

Rick Mowen  
President



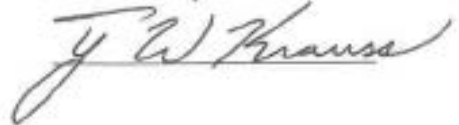
Marlene Webster  
Vice President



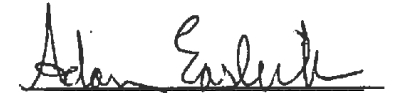
Olga Quick  
Treasurer



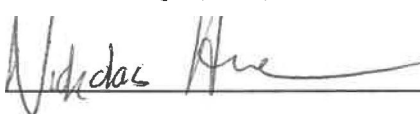
Ty Krauss  
Secretary



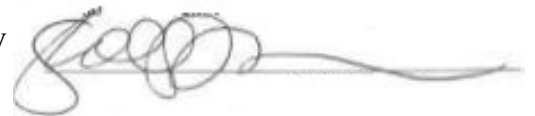
Adam Easlick  
Trustee



Nicholas Henne  
Trustee



Shelly Ochodnický  
Trustee



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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

# BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meetings Statement**

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

**For Action**

# **March 20, 2024 Board of Education Regular Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**Regular Board Meeting Minutes**  
**March 20, 2024**  
**Report 23-140**

Present: Krauss, Mowen, Ochodnicky, Quick, Webster  
Absent: Henne, Easlick (Webster left at 6:35pm)

President Rick Mowen called the board of Education Meeting to order at 5:30 p.m. The meeting was held at the Washington Campus Administration Building, 645 Alger St, Owosso MI 48867.

**Pledge of Allegiance**

**Building Reports**

Mr. Brooks introduced Principal Bridgit Spielman and her group as they will present on Peer to Peer. Central Elementary Social Worker Mrs. Olivia Satkowiak, teachers Sarah Bahm, Stacey Willyerd, and students Jase Becker and Carter Marcum.

Social Worker, Mrs. Satkowiak reported, once a month at Central, staff meet with students and do an ice breaker activity, a lesson, video and a group activity for teamwork, social and friendship skills. The program focuses on students with autism, but we also we have a fair number of students who do not have Autism, but can benefit on social and friendship skills. This year we have a total of 42 students in our Peer to Peer program. Mrs. Willyerd stated this year they applied for a project unified grant. Project Unified is for Special Olympics Unified to help foster community and school inclusion for respect and to get students involved in sports. This year we chose bowling. Mrs. Bahm reported with the grant we were able to purchase Peer to Peer t-shirts for staff and the students, Peer Autism books, and added an inclusive basketball league that was a huge success. At Central, every April to celebrate Autism acceptance month, we provide teachers with resources and books to share with students for acceptance of children with autism. Students, Carter Marcum and Jase Becker reported on the Peer to Peer group.

Carter Marcum stated he is in third grade and his favorite part of Peer to Peer is participating in activities. This year we have decorated cookies, watched movies, played fun games.

Jase Becker reported, Peer to Peer has given me confidence and I use to be very shy. Peer to Peer has given me the confidence to stand right here in front of you. Peer to Peer teaches you that everyone is different; we are all different, but we are all special, Peer to Peer teaches you that. We get to do fun games, make so many new friends, it teaches kindness, acceptance and we make so many friends.

Mrs. Willyerd expressed how proud she is of the Peer to Peer group.



Treasurer Quick congratulated the students, excellent job gentlemen. I give you credit for it is not easy talking before a group of people.

Mr. Stephen Brooks introduced Athletic Director, Mr. Steve Irelan to celebrate athletic successes; Zach Rye, Wrestling All-State Honors and Metro Coach of the Year Mrs. Marcy Binger. Thank you for having us here. I am starting with Zach Rye, Wrestling All-State Honors and Coach Poyner, Wrestling Coach, will be presenting. Coach Poyner stated, Zach Rye is not only head captain, but he has shown diligence and true leadership in that position. He takes that with pride and develops both male and female wrestlers. He is all state this year taking 6th place at States. He also made states, division 2 as well, which is a huge honor. He is a dedicated three (3) sport athlete and dives in and also aims at academics. He is looking at attending IT. He represents what Owosso is and should be. We Honor Zach Rye, a great student kid and citizen. Zach Rye stated he is here with his family and commented Coach Poyner gives all the tools he needs to be successful. Secretary Krauss asked Zach, being a leader and a great leader do you plan on coaching some day? Zach responded, he will probably fall into that, coaching. Trustee Ochodnický congratulated Zach on his hard work. Mr. Brooks acknowledged the nice Owosso shirt Zach was wearing at states commenting, way to represent Owosso.

Mr. Irelan introduced Coach Marcy Binger, Coach Binger is well-known at Owosso Public Schools. Three years ago, she stepped up when we were in a pretty tough spot to be the Boys Head Swim/Dive Coach. Recently, Coach Binger was announced Flint Metro League coach of the year. Under Coach Binger's leadership she has guided our team to great success. Under our team, she has guided her team to an undefeated all season and are the new Flint Metro League Champs. Not only this achievement but also her dedication to our program. Coach Binger has developed student athletes through her guidance and leadership excellence in her team. What is possible of athletes and ambassadorship to Owosso Athletics. Athletes of the swim program stood and were recognized along with swim parents and grandparents. Acknowledged the dedication of the swim group of parents and grandparents that cheer, make food, travel and are essential for a true support system for a team. The culture Coach Binger has created, makes this team stronger.

Coach Binger responded, I am honored they chose me to be the representative. Every single coach is in it and they put all the pieces of the puzzle together. We have the honor of our league championship but also districts. Coach Binger expressed her gratitude to all the kids, athletes and parents, stating we had some fabulous community members this year. We have a team of people behind us. This title was received in 2015 but it is the first time in the Flint Metro League, which is a huge accomplishment.

### **Amend Agenda**

President Mowen informed the board of a request to amend the agenda to add the Superintendent Contract (at place) as the next agenda item prior to Board Correspondence and add Teacher New Hire (at place) to For Action on the agenda and move #7 Obsolete Materials – 2 buses from for Future Action to Action because of a necessary deadline. Moved by Vice-President Webster to approve the agenda as amended and supported by Quick. Trustee Ochodnický explained she did not have time to review the Superintendent contract and ask questions since it was just received.

President Mowen conducted a roll call vote: Webster, Mowen and Krauss, Ochodnický and Quick voted aye. Motion carried unanimously.

Student Representative Kate Lee informed the Board of happenings at Owosso High School.

### **Public Participation**

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

The following participants addressed the board:

None

### **Superintendent Contract Discussion**

President Mowen referenced the Superintendent Contract at place and a copy was also sent to the Board of Education in an email.

Interim Superintendent Schulte informed the board the at place document, Superintendent Contract Draft 2 is the same as what was sent to the Board on Monday, March 18<sup>th</sup> with the technical correction made to adjust the numbering in Section 8. Interim Superintendent Schulte asked if there were any financial questions.

Secretary Krauss has been doing research on contracts and various contracts in Shiawassee and Genesee counties and asked how does this contract compare?

Interim Superintendent Schulte responded, we looked at contracts in county and out of county, worked with MASA and MASB and multiple entities for comparison.

Vice-President Webster shared, the Executive Committee had all of the data of other district superintendent salaries and MASB salary recommendation. Based upon the data, a salary amount was presented to Mr. Brooks. The amount we agreed upon is quite a bit under the range of what MASB recommends. Vice-President Webster explained, the amount is very much in line with what superintendents are being paid in this county based upon per student data and this contract represents very much the low end.

Treasurer Quick expressed her concern with where we started and how the increase in future years is incorporated in the contract. She would be more comfortable with having the raise reflect the same as the district bargaining units.

Trustee Ochodnický expressed her concerns with the process and how things progressed upon the resignation of former Superintendent Dr. Tuttle at the December board meeting. She expressed her concern with not having more information and having the at place contract in a timelier manner

to have an opportunity to review and ask questions. She commented she went through the at place contract today and how it compares to Dr. Tuttle's first year contract as Superintendent, which is where her questions arose from. Trustee Ochodnický asked what the ORS reimbursement is?

Interim Superintendent Schulte responded, because there is a pending ORS litigation where they denied administrators pension and that money belongs to the employee.

Vice President Webster spoke to the process and explained it is the same as it has been in the past. The Executive Committee has done this work and we had input from the attorney. Vice-President Webster explained the reasoning for the communication, is the Superintendent contract has always been negotiated with the Executive Committee. There were times when only the Board President met with the Superintendent and presented the contract to the Executive Committee. The process could not begin until former Superintendent Dr. Tuttle was officially gone. The process has been followed as in the past. The process has been very forthcoming, as both Interim Superintendent Schulte and MASB representative Mr. Dave Moore have made sure the board was informed and communicating all of the details. Vice-President Webster stated, she did not want this Board to be mis-represented as we did not do our work and follow this process, as the Board has followed the process.

President Mowen spoke to the process that has occurred, we had a board retreat January 10<sup>th</sup> with a presentation from the attorney. The board continued to meet at special board meetings to discuss the next steps and options. The board was provided with three options. President Mowen expressed he felt the board did follow the proper procedure. Dave Moore of MASB conducted the Superintendent internal search and was the moderator at the special board meetings during the process. A survey was sent out to the community for input. The Superintendent contract was sent to attorney Mr. Ray Davis of Thrun for review. The contract was drafted exclusively by Mr. Ray Davis of Thrun. Once the contract was finalized by Mr. Davis, the contract negotiations involved the Executive Committee, Interim Superintendent Mr. Dave Schulte and Mr. Stephen Brooks. Salary information was compiled from MASB, Interim Superintendent Schulte looked up salaries based upon the student size and budget. Based upon salary information compiled, the recommendation was a starting salary of \$180,000 to \$200,000, which the original offer to Mr. Brooks was considerably lower than the recommended salary.

Trustee Ochodnický expressed the importance of the processes and communication.

### **For Action**

- Moved by Webster, supported by Krauss to approve the Superintendent Contract as presented at place. Secretary Krauss conducted roll call vote; Webster, Krauss, Mowen voted aye, Ochodnický and Quick voted nay, Henne and Easlick were absent. Motion did not pass as four aye votes are required for the motion to pass.

President Mowen shared, even though two of our board members are not here, he received support from them in favor of the Superintendent Contract.

Interim Superintendent Schulte informed the board we have a contract in place for two months as Interim Superintendent and we are two weeks past that.

### **Board Correspondence**

Mr. Brooks reported on happenings in the District. We have had 56 staff members trained in CPR in the past month. Additionally, I would like to tack on what Kate Lee said on the superior ratings of our bands receiving straight 1's at the band festival and give a big shout out to our band directors, NHS, staff volunteers, students, facilities, administrators and Mike McClung, who does all the magic behind the scenes. Our Owosso band program continues over a decade both on the stage and marching field. As the previous report on our elementary unified basketball league, I would like to read a short Facebook post from a parent; *"I am so proud that my kids go to Owosso Public Schools, where inclusion and diversity are celebrated. My student signed up for what I thought was just a regular basketball team through his elementary school. While watching yesterday and today, I learned that, while this was a basketball team with the opportunity for each elementary school to play against each other, this was also the schools' effort in promoting inclusion for students with special needs. During these two games I was able to watch many kiddos (including my own) forfeit their chance at having the ball or making a basket to instead offer the ball to a student with special needs. Owosso Public Schools truly embody values of empathy and compassion and to see them actively fostering inclusion was nothing short of beautiful. Kudos to these elementary schools for setting the bar high for our future generations."* One of the things we are organizing, we are creating a signing day for our CTE students that are going to attend a trade school on May 7, 2024 in an effort to create the same atmosphere for them as signing for sports. Eleven students attended the Business professionals of America State Leadership Conference in Grand Rapids, March 7-10. A special thank you to teachers Greg Klapko and Carrie Warning. The 2024-2025 Professional Development (PD) planning has begun to provide our staff top notch PD.

The Kindergarten numbers are great and spaces are filling up fast. Our Pre-School spaces are very limited as well.

March is reading month and is concluding this week with teachers planning some very exciting events to promote reading. Spring assessments are ready to go at all levels.

Our spring assessments are ready to go at all levels. Secondary students will be doing the bulk of assessments on April 10-11 with some altered schedules. Communication is going out to parents in mail form this week and a School Messenger after spring break outlining all of the changes.

Also, I wanted to mention to you that our district has been dealt some very devastating news over the past month; a staff member whose child passed away earlier this month was a student in the district, a recent OHS grad 2015 tragically passed away at the end of February and we had an OHS student involved in a serious car accident last week. Our staff, students and community have shown an outpouring of support to our school family member as they deal with some very difficult time. A special thank you to RESD Superintendent, Dave Schulte for arranging additional social work services for those who have been really struggling.

Bingo for books at Emerson last week as part of March's Reading celebration. The 5<sup>th</sup> grade students at Emerson are wrapping up their 5<sup>th</sup> Grade Exhibition projects.

We had our first certified handler training for Charlie, the Central therapy dog. She will begin the week of April first three days a week, and will be placed with Mrs. April Schwab, Student Success Coach, and her family in June. Central 5<sup>th</sup> graders are working on their PYP exhibition project. A shout out to the area business support for our March is Reading Month celebrations.

The Shiawassee Scholars Banquet was last week, nine OMS Shiawassee Scholars scored in the top 47 in the county. Peer to Peer did an Easter Egg Hunt for their monthly activity. Mr. Wright did a "Food Truck" competition during his Culinary Foods class during Trojan Time. Quiz Bowl completed their season with a second-place finish behind Fenton.

The OHS CTE program held its 2nd annual Etiquette Dinner on March 19<sup>th</sup>, dinner occurred last night. Spring sports athletics have started, March 11<sup>th</sup> and rosters were set. I would like to give a special thank you to building and grounds for all prep of field work. I would also like to announce Mallory Irelan was selected as girls Varsity Swim coach.

### **For Action**

President Mowen reported a couple of corrections are needed on the February 21, 2024 regular meeting minutes and closed session minutes to reflect the Board of Education returned to open session to read the decision of the closed session. The minutes will be corrected.

Moved by Krauss, supported by Ochodnicky to approve the February 21, 2024 regular meeting minutes (as corrected), the February 21, 2024 Closed Session Meeting Minutes (as corrected), the current bills and financials as presented. Secretary Krauss conducted a roll call vote; Ochodnicky, Krauss, Quick and Mowen voted aye, No nay votes. Motion carried unanimously.

Moved by Quick, supported by Ochodnicky to authorize the district to purchase 2 used 77 passenger buses and lease 1 additional bus. Motion carried unanimously.

Moved by Quick, supported by Ochodnicky to authorize the Owosso Public School's Transportation department to sell two obsolete buses. Motion carried unanimously. Mr. Brooks reported one bus did not pass inspection because of rust, breaking system and other issues. The second bus was a 2005 and had over 225,000 miles with a cracked frame and the muffler was not in great shape. These buses did not pass inspection.

Moved by Quick, supported by Ochodnicky to authorize the Superintendent to contract with Technical Building Automation in an amount(s) not to exceed \$216,194.07 for the purchase and installation of building controls at Bryant and Central. Motion carried unanimously.

Moved by Quick supported by Krauss to approve the hiring of Bryant/STEM teacher Keegan Neitzke. Motion carried unanimously.

**For Future Action**

- The Board will be asked to adopt the Budget Revision #1 resolutions for the 2023-24 appropriations for the General Fund and School Service as presented. Mr. Brooks expressed special gratitude to Dr. Cathy Dwyer, as she is working in the business department and put together the budget amendment. Mr. Brooks informed the Board, the budget amendment outlines all revenue and expenses and we are on par for a great budget. Budget amendment was reviewed by our consultant Shebi Fryer and she gave a great recommendation, Dr. Dwyer is doing a fantastic job. Moved by Ochodnicki, support by Quick to move Budget Revision #1 to For Action at the April 24, 2024 Regular Board of Education meeting. Motion carried unanimously.
- The Board will be asked to approve the out-of-state travel for Owosso High BPA students, teacher (tbd) and parent chaperones on a trip to Chicago, May 10-14, 2024. Mr. Brooks informed the board, this is a trip that has been completed in the past. The trip is funded using grant funds, CTE fundraising and students have to pay a portion. Superintendent recommended to approve the trip. Moved by Krauss, supported by Quick to move CTE – Out of State Travel BPA National Leadership Conference to For Action at the April 24, 2024 regular Board of Education meeting. Motion carried unanimously.
- The Board will be asked to approve the out-of-state travel for Owosso High School SkillsUSA students, teacher (tbd) and parent chaperones on a trip to Atlanta, Georgia June 23-29, 2024. Mr. Brooks informed the Board that one of our students is looking to become a National Officer for the 2024-2025 school year. Will also be looking at state officers. The trip is funded using grant funds, CTE fundraising and students will pay a portion. Moved by Krauss, support by Ochodnicki to move CTE – out of State Travel SkillsUsa National Leadership Conference to For Action at the April 24, 2024 regular Board of Education meeting. Motion carried unanimously.
- The Board will be asked to approve the purchase of 60 Career Connections Project Book 2 and 60 Math for the Trades workbooks, ISBN: 978-1-63776-704 and accompanying workbook, and Instructor online curriculum suite offered by the Carpenters International Training Fund. Mr. Brooks reported the new books have been available to the Board to review. Mr. Brooks commented, in construction there is a ton of math and one of the books highlights the math and teaches the student math skills to be successful. The total cost is \$1,838.00 and these books will be used over multiple years. If purchased before May 1, 2024, will be able to use this year’s 61a grant funds. No general fund dollars are used to purchase the books. Moved by Ochodnicki, support by Quick to move CTE Purchase of New Textbooks – Construction Trades to For Action at the April 24, 2024 regular Board of Education meeting. Motion passed unanimously.
- The Board will be asked to approve the purchase of 30 Exploring Woodworking textbooks by Zimmerman. McWard, and Blazek ISBN: 978-1-63776-704 and accompanying workbook, and online curriculum access from G-W Publishers. Mr. Brooks informed the board there is a discount if the textbooks are purchased early and will be able to use this year’s 61a grant funds. Moved by Ochodnicki, support by Quick to move to For Action at the April 24, 2024 regular Board of Education meeting. Motion passed unanimously.

## **For Information**

Interim Superintendent Schulte announced the following personnel changes:

### **Accepted Positions**

- Shannen Acord has accepted the Sub Custodian position.
- Andrea Hileman has accepted the Sub Food Service Worker position.
- Taylor Ladd has accepted the Sub Monitor and Sub Custodian position.

### **Resignations**

- Caleb Harris, Sub Custodian resigned effective January 19, 2024
- Vickie Petitti, Bus Driver resigned effective February 14, 2024.
- Brooke Barber, Administrative Assistant resigned effective March 8, 2024.
- Ryley Turk, OMS Aide resigned effective March 4, 2024.
- Brionna Sarnik, OMS Aide resigned effective March 5, 2024.

### **CTE Perkins Allocation Purchase – 2024 John Deere Gator TE**

Mr. Brooks reported, our CTE program received additional funding of \$12,000 to purchase local district CTE equipment for program improvements from a recent surplus allocation of Perkins Grant Funding which had to be secured by April 5<sup>th</sup>. A John Deere Gator was purchased to be used for several CTE programs. All of our CTE programs will be utilizing the Gator. Bids were secured for the purchase and the lowest bid selected.

### **Owosso Public Schools – Continuity of Learning Plan**

Mr. Brooks informed the Board this is an item that has been presented to the board several times, as it is a requirement to be discussed every six months. The plan includes all of the professional development, benchmark assessments and all of those funds used for ESSER. The ESSR funds will end in September.

### **Arbiter Sports Pay**

Mr. Brooks informed the board that the payment of district sports officials takes an enormous amount of time for the business department. Arbiter is a service that takes care of all of our payments directly to officials through a third party. With this service, the district will no longer need to worry about W9 or 1099 at the end of the year. A of quote for \$2200 for a year was initially received and we were able to negotiate down to \$1500 a year for a 5-year contract. This will save the business office time and energy and will be a big savings to the district. Almost every district uses this for ref pay with the exception of two that I am aware of. This contract starts July 1, 2024 and they allowed us to try for free for this spring season.

## **Public Participation**

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

The following participants addressed the board:

None

## **Board Comments**

Trustee Ochodnicky congratulated Zach Rye and the swim team and commented, as a swim mom, back in the day beating Fenton was nearly impossible. Trustee Ochodnicky expressed her concern on the superintendent contract in regard to the pay out of certain benefits for our now Superintendent and questioned if it was done when Dr. Tuttle moved from Principal to Superintendent back in 2011. She expressed her total support for Mr. Brooks, as she has always supported him. Trustee Ochodnicky commented on the MASB recommendation, stating unfortunately we are not a private sector we are a public entity, this is our budget and we are accountable to the tax payers. There is still a need to hire a CFO and possibly an accountant. I am looking forward to working with Mr. Brooks next year and seeing where we can go.

President Mowen reported one correction, we do not have a superintendent at this time.

Treasurer Quick commented, Mr. Brooks mentioned earlier about the Band Festival, there were 15 different schools and all of our Middle School and High School bands received ones, which is a huge accomplishment. Specifically, the site reading of the symphony band and the Owosso Band is known state wide. That young man today said it all, the Peer to Peer and the Unified basketball; those kind of things in our district will make a huge impact and will affect our kids for years to come. Treasurer Quick expressed her gratitude to everyone.

Secretary Krauss agreed with all, with one addition, he wanted to wish Mr. Little a great season on the Quiz Bowl.

Mr. Brooks shared the Quiz Bowl team went up against the teachers and the teachers won.

President Mowen agreed with what Treasurer Quick mentioned about the band. He was able to set through the 7th grade performance, the pieces they have to perform, they sound wonderful and after they do the performance and they go back to their site reading and they have five minutes to turn over and look at it. You are awesome you are great. They start in 5th grade. He was amazed they still start in 5th grade. The kids were excited. all of our bands did well. President Mowen attended the CTE Etiquette Banquet. It was set up as a stylish restaurant. It was very interesting and a presentation on proper etiquette was given. It was great meal and interaction with students



and staff. President Mowen congratulated the athletes and Mrs. Binger for her honor as coach of the year.

### **Upcoming Dates**

- April 10: Board of Education Committee of the Whole, 5:30 p.m. Washington Campus
- April 24: Board of Education Regular Meeting, 5:30 p.m. Washington Campus
- March 22-29: Spring Break Recess
- April 3-5: Emerson's 5<sup>th</sup> Graders to Hartley
- April 17: Owosso High School Starfish Awards, 7:00 p.m. in the PAC

### **Adjournment**

Moved by Quick, supported Ochodnicki, to adjourn at 7:11 p.m. Motion carried unanimously.

Minutes recorded by Bev White

Respectfully submitted,

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Ty Krauss, Secretary

# **April 1, 2024 Board of Education Special Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS  
Board of Education  
Special Board Meeting Minutes  
April 1, 2024  
Report 23-141**

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

President Rick Mowen called the board of Education Meeting to order at 5:30 p.m. The meeting was held at the Washington Campus Administration Building, 645 Alger St, Owosso MI 48867.

**Pledge of Allegiance**

**Public Participation**

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

The following participants addressed the board:

None

**For Action**

President Mowen stated the purpose of the meeting is for the Superintendent Contract, which is at place.

Interim Superintendent Schulte explained the only change to the contract at place is today's date, April 1, 2024 and the calculations based upon an April 1<sup>st</sup> start date instead of March 20<sup>th</sup>. The contract was prepared by attorney Ray Davis on behalf of the Board of Education.

There was discussion in regard to the process of the negotiation of the Superintendent contract and board members had an opportunity to ask questions and express any concerns.

Moved by Easlick, supported by Henne to approve the proposed contract with Mr. Stephen Brooks to fulfill the responsibilities of the Owosso Public Schools Superintendent for a term of three (3)

years commencing April 1, 2024 and expiring on June 30, 2027. A roll call vote was conducted by Secretary Krauss: Henne, Webster, Krauss, Easlick, and Mowen voted aye, Ochodnicki and Quick voted nay. Motion passed with five in support and two against.

President Mowen expressed his gratitude to Mr. Brooks. Superintendent Brooks responded he is very excited.

Interim Superintendent Schulte stated with the approval of Superintendent Brooks, he is no longer the Interim Superintendent and left the meeting at 5:44 p.m.

### **Public Participation**

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

The following participants addressed the board:

None

### **Board Comments**

Trustee Henne expressed his gratitude on the passing of the Superintendent contract this evening. He commented, what we are seeing in the market, everything has gone up, including salaries. To acquire and retain good people you have to pay a competitive wage. Owosso does a good job with this with our teachers and staff and again expressed his appreciation.

Trustee Ochodnicki commented, Mr. Brooks I look forward to working with you and your plan for the district and move forward.

Trustee Easlick expressed his gratitude to the board for having a special meeting today and thanked Mr. Schulte and the Board and looking forward to hiring the CFO position.

Treasurer Quick agreed with other board members and commented we need to start working together and move forward.

Secretary Krauss expressed appreciation for everyone's thoughts and expression. It is important to share those thoughts and he respects every one of you for that. Congratulations to Superintendent Brooks.

President Mowen commented he is very appreciative of the Board and appreciates input. Not only did we hire someone that met all of the criteria, we also hired an individual that has been with the district 30 plus years and I do not know how to put a dollar value on that. Again, congratulations to Superintendent Mr. Stephen Brooks.

**Adjournment**

Moved by Krauss, supported by Easlick to adjourn at 5:47 pm.

Minutes recorded by Bev White

Respectfully submitted,

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Ty Krauss, Secretary

# **April 10, 2024 Board of Education Committee Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**Committee Meeting Minutes**  
**April 10, 2024**  
**Report 23-142**

Present: Easlick, Krauss, Mowen, Ochodnicky, Quick, Webster (arrival 6:00pm), Henne  
Absent:

President Rick Mowen called the board of Education Meeting to order at 5:30 p.m. The meeting was held at the Washington Campus Administration Building, 645 Alger St, Owosso MI 48867.

**Pledge of Allegiance**

**Public Participation**

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

The following participants addressed the board:

None

**NEOLA Policy**

Superintendent Brooks introduced Mr. Wayne Wright from NEOLA who will review the policy updates and changes. The policies will come before the Board for action at the regular meeting in April for the first reading and in May for the second reading and adoption.

- New Policy 1540 Administrative Staff Reductions/Recalls: Mr. Wright explained this policy has been added to address existing administrative staff reduction/recalls. In the event of a layoff of an administrator, it is not done by seniority, rather, all of the qualifications and administrator accomplishments in the district are to be considered. There may be a situation where someone with higher seniority does not have the same qualifications as someone with lower seniority. There are no choices to make, it is written as law.
- New Policy 6350 Prevailing Wage: This policy came into effect February 13, 2024. There was a flaw that was added. Prevailing used to be required for the state when we did bond

and sinking fund projects. Therefore, back in 2013 that law was removed. It has since been reestablished, which means you need to have a prevailing wage as we move forward. If you have bond and sinking fund projects approved prior to February 13, 2024, you do not have to worry about prevailing wage. Any bond projects or sinking funds approved after this date, prevailing wage is required. There are some choices you need to make in this, the first being “The Superintendent shall designate a Prevailing Wage Coordinator for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate”, most districts are not taking this option. The next choice being “The Superintendent or Prevailing Wage Coordinator shall oversee the District’s obligations including, but not limited to, ensuring the following:”, if you did not choose the first option of Prevailing Wage Coordinator, you will choose Superintendent and also in paragraph B. Everything else in the policy is law. Superintendent Brooks asked for clarification, the district had sinking fund projects approved last summer that we will be finishing up this summer and that does not fall under prevailing wage. Mr. Wright confirmed it does not fall under prevailing wage.

- Revised policy 1100.01 Organizational Chart: Mr. Wright explained this is district specific that you are putting into policy. Superintendent Brooks explained this came about when Trustee Easlick asked about this and Brooke Barber put this together prior to her departure. There are some items that need to be updated on this and this is just a template. The previous organizational chart had not been updated in several years. The areas in light blue are positions that have been eliminated through attrition and not replaced. This is an active document, so that if you hover over Building Principals, it will list all of the building principals. There was discussion of updating the top line (Stakeholders, Students, Parents, Teachers, Business, and Community Leaders). It will read Stakeholders and then underneath; Students, Parents, Teachers, Business and Community Leaders.
- Revised Policy 8321 Criminal Justice Information Security (Non-Criminal Justice Agency)- Mr. Wright explained, this is the first time he has seen the most recent update. NEOLA works closely with the Michigan State Police (MSP) in regard to this policy. The last update he has seen was in 2021. It is anticipated the updated will be in the fall update. This policy is being presented based upon an MSP Audit conducted in March. At that time, it was indicated by MSP the policy update was required for compliance.
- Revised Policy 1240 Evaluation of the Superintendent – This is a change and mirrors the teacher evaluation. The policy takes effect July 1, 2024. Beginning July 1<sup>st</sup> there are only three ratings; effective, developing and needing support. Also, effective July 1<sup>st</sup>, 20% of the year end evaluation will be based upon student growth and objectives and the remaining 80% of the Superintendent evaluation shall be based on objective criteria. It is also now required the superintendent evaluation include a mid-year progress report, which does not replace the year end evaluation. Administrators may now appeal and go to arbitration. As we move forward, all superintendent contracts must include this provision. The Board will need to be retrained in the evaluation.
- Revised policy 2370.01 On-line/Blended Learning Program. This policy has been revised to reflect the changes in the law and the legislature, including MCL 388.1621f(14) which allows a district to switch to online learning in certain circumstances for the not more than



fifteen (15) days for pupil count purposes. This has to be declared at the beginning of the school year prior to the start of school. Superintendent Brooks commented the district has no intention of applying for virtual days for our district at this time.

- Revised policy 2414 Reproductive Health and Family Planning. The former language has been replaced with what is currently in the law.
- Revised Policy 2418 Sex Education – A sentence was added directly for what is written in the law, MCL 380.1507b to ensure all curriculum requirements are noted.
- Revised policy 6320 Purchasing – This is a technical change. A technical correction is being made to include a cross reference to Policy 6350 Prevailing wage. It also includes miscellaneous grammar/punctuation corrections.
- Revised policy 6321 New School Construction, Renovation – This was also a technical change adding a reference to Policy 6350 Prevailing Wage. It also includes miscellaneous grammar/punctuation corrections.
- Revised policy 6325 Procurement Federal Grants/Funds – This is a technical change adding a reference to Policy 6350 Prevailing Wage and one word was changed.
- Revised policy 7217 Weapons – There was a need to add a reference at the end of the policy relating to two court cases that are at the opposite decision. One is Michigan Gun Owners and Michigan open carry. The Clio case, an individual if you had a CPL you could open carry and they did not want any weapons in the school. An individual was going in every day with an open carry and the district said this is causing a lot of disruption. Genesee county courts decision, the district could post outside of door weapons free zone, if that is posted cannot have an open carry. In Washtenaw County they ruled a 2nd amendment right. Conflicts, Federal law conflicts state law. State law says you can have a weapon in the parking lot. Michigan law takes precedence. The main thing they reference these two court cases.
- Revised policy 7540.03 – Student Technology Acceptable Use and Safety: The policy has been revised to include optional language addressing artificial intelligence. Superintendent Brooks recommends adding this option.
- Revised Policy 8390 Animals on District Property: Mr. Wright explained, there are two main categories in this policy; emotional support animals and therapy dogs. The definitions are provided and you may choose from those options. An emotional support animal can be anything, i.e. rabbit, turtle, etc., there is no training requirements, therefore it is recommended not to choose that option. Therapy dog is an option that has been recommended, as the district currently has six therapy dogs. In the policy there are requirements of what must take place for the animal to be a therapy dog. It has to be trained through a certain organization, it has to have a veterinary certificate that it has been tested, insurance is required in case something happened, the handler has completed a background check consistently with Board policy and an agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds. All of these things have to be accomplished for the animal to be a therapy dog.
- Revised Policy 8531 – Free and Reduced-Price Meals: Mr. Wright explained for the last few years, for the most part, the state has provided meals for every student. Last year was not, causing students to pay for their meal if they were not free and reduced.

This may cause debt for the student. The state allowed for districts to apply for a grant to remove the debt if shaming rules are prohibited as part of policy. Federal funding is based upon free and reduced. There is an option requiring parents or guardians be required to fill out the relevant information to determine eligibility. It is recommended to choose this option. Mr. Brooks commented, the district has had free and reduced district wide so the shaming has not been an issue. The Food Service department has done a great job in having parents complete the required paper work and the district has an electronic option to do this.

- Revised Policy 8800 – Mr. Wright explained there are a lot of strikeouts and new language in this policy, which are very similar. The reason for the changes is a Supreme Court Ruling in Kennedy v. Bremerton School District. What took place was a football coach in another state and after every game he went to the 50-yard line for a prayer and the students, staff and parents would follow him. The district was very concerned of the separation between church and state, doing a prayer after an athletic event. The district asked the coach several times to stop and he refused. After several times the district said if you do not stop, your employment will be terminated with the district. The coach did not stop and the district terminated his employment. It was taken to court and the lower court agreed with the district that they can terminate his employment, he took it to the next level and the court of appeals agreed with the district. It elevated all the way to the U.S. Supreme Court. The U.S. Supreme court decision, said you cannot terminate his employment as you are violating his first amendment rights. He is not doing it during work time, the game is over. He is not requiring others to join in, he is going by himself. Explaining you can pray as long as you are not requiring others to do so and it is not during work time. The district had to re-employ him. The language is part of the Supreme Court decision. There is only one piece of optional language that is recommended, “The district may offer students and staff a Moment of Silence to commemorate a significant event that has a significant impact on the community. The decision to offer a moment of silence shall be the building principal’s and/or the Superintendent’s decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity.” Most schools already do this.
- It is recommended the above policies move forward to the April 24, 2024 Board of Education meeting for the first reading.

## **Grants**

Superintendent Brooks gave an update on the 35j and 27k grants received by the district. He expressed his gratitude to Dr. Dwyer and the Title I team for their assistance in preparing the 35j literacy grant. The amount received (\$440,000) was more than anticipated and was based on a per pupil basis. The notification letter was shared with the Board in the Friday letter.

The 27k Grant is a loan forgiveness grant for any staff that work directly with students. If they had a direct student loan debt, the staff member completed information to see if they qualify and a third-party vendor determined if they were eligible. The district had 19 staff apply. This was a partnership with the RESD. The third-party vendor was paid by the RESD. The loan forgiveness was an amount up to \$200 a month. It was a collaborative effort with the OEA and

OESPA to encourage staff to apply and this is also a retention benefit for new staff as it is an ongoing grant.

### **Arbiter**

Superintendent Brooks reported Arbiter is an online system that pays sports officials. Owosso was one of the only districts that was still paying officials with a check. This will save time for the Business Department. Dr. Dwyer has been working closely with Arbiter to set this up and they have given it to us to use for free for the remainder of the school year. The district has secured a 5-year contract with Arbiter.

Superintendent Brooks commented another streamlining process for the business office is to pay recurring bills with ACH instead of issuing paper checks. This saves a tremendous amount of time for our business department.

Trustee Henne commented, there is a level of security when writing paper checks and cautioned there have been a couple districts that have been hacked and some fraud when using ACH and direct deposit. This occurred when information comes from a certain email and someone will pay someone and it goes off to overseas. This is a scam email that appears to be real, but is not. Superintendent Brooks commented our goal is to start slow utilizing ACH.

### **Barn**

Superintendent Brooks reported the CTE and Agri Science departments have written a couple of grants and have received designated funds for a barn as the next layer of the program and looking to share your thoughts and concerns before we move forward. Superintendent Brooks shared the scenarios with the Board that are being considered. Superintendent Brooks has also had discussion with Derrick Huff of Spicer Engineering with his recommendations being taken into consideration. There was also discussion as the district looks to the future of a maintenance/bus garage.

### **ESCE Room**

Superintendent Brooks informed the Board of needs and opportunities of the ESCE special education classroom and GSRP in collaboration with the RESD looking at itinerant staff to ensure all services are taken care of.

### **Spring Testing**

Superintendent Brooks reported today was the first day of PSAT and SAT digital testing. Everyone has been very pleased in the process and tomorrow is day two. A positive of the digital testing is our special education students are able to have the questions read to them. All of the virtual students were required to come in person to be tested. Superintendent Brooks expressed gratitude to Lance Little, Carrie Warning and Gizelle Ross who have played key roles in the process.

### **Sinking Fund**

Superintendent Brooks shared all of the gyms have been completed with the exception of Bryant. Bryant will be under construction this summer after school is out. The Owosso High School

doors have been installed and Superintendent Brooks shared photos of the completed project. All leftover projects from last summer are being finished. An RFP is going out for interior doors and this is paid by a Safety and Security grant. The heating control panels for Central and Bryant have been ordered and it is anticipated six weeks for delivery.

### **Budget Amendment Presentation**

Dr. Dwyer provided an overview of the budget amendment that will go before the board at the April 24<sup>th</sup> meeting. Dr. Dwyer explained where the numbers were pulled from, the March 24<sup>th</sup> State Aid report and SchoolsOpen. SchoolsOpen, the district software that is used for the school, it is like QuickBooks. Everything is logged in there and the budget is entered from the beginning of the year. Former CFO, Julie Omer had inputted the budget from the beginning of the school year and it tracks those numbers for you. Some changes that you are seeing in the budget amendment, the foundation allowance came in at \$9,608 which is what exactly we projected. The next thing that affects our school budget is student count. Typically, we budget for a loss of 50 students, on the state aid report we came in with 33 more than the original budget, so a total loss of 17. The state in general is losing students across the board, birth rates, people moving out of state. The state in general lost .4% of the student population and we are right on target with that. There is an increase in our interest revenue. One of the things we are being creative with is transferring money into the Michigan Class account because we get a higher interest rate, earning approximately 5%. Generating quite a bit of interest on a monthly basis. MPSERS is retirement costs and we are a pass through. The state gives us money for it but then the district has to pay the bill. You are going to see an increase in the revenue, but you are also going to see an increase in the expenses. There are a lot of grants coming in. Everything that we receive that is recurring, Title I, Title II, Title IV, all of those numbers came in higher than expected, providing an increase in revenue. On the expense side, one of the benefits we have going into budget, our contracts were settled. The salaries were set as they are. MPSERS stabilization increases with the revenue increases and is a net wash. The same thing with the grants, as they are tied to specific things. The budget is on track. Looked at all of the expenditures and did not see any need to increase the expenditures anywhere. This is attributed to the great procedures that we have in place and the great supervisors we have watching their budget and tracking the spending to ensure they are not overspending. A couple thoughts moving forward, ESSR and COVID funds is going to come to an end. All ESSR must be spent by September 30, 2024. We were very creative in how we used the ESSR funds and did not create any new positions with those funds. Funds were used for one-time off schedule stipends and programming for students. The district will continue to budget conservatively. The district has collected all of the sinking fund money for now, currently \$3.8 million to date which is sitting in Michigan Class accruing interest of approximately \$18,000 - 19,000 a month. Dr. Dwyer reported the district is earning approximately a total of \$45,000 a month interest, which is a benefit. We are continuing to secure grants as they become available. The SchoolsOpen software has the feature to project the next year's budget and has parameters you can set, which is a helpful tool to the CFO.

President Mowen expressed his gratitude to Dr. Dwyer for stepping up in the absence of a CFO.

### **Venture, Inc. Project**

There will be a representative from Venture, Inc. at the April 24<sup>th</sup> board meeting to present on the progress and next steps of the project. Treasurer Quick asked if the district is still paying expenses on the old middle school. Superintendent Brooks responded, yes, but very minimal.

Vice President Webster commented the Senior Center has been in conversation with Venture, Inc. for several months.

### **Staffing Update**

Superintendent Brooks reported another CFO candidate was interviewed, Tim Dame an accountant for Ionia County with 10 years' experience and also worked for Social Security. Treasurer Quick commented his interview was very impressive. As part of the interview, Mr. Dame was asked to pull the district budget and tell us what he saw. Mr. Dame's response was very impressive. His reference check was absolutely phenomenal and they had no hesitation in his ability to learn school finance. He is leaving his current position, as his boss is moving to the upper peninsula and he does not want to move to the upper peninsula. His brother is a detective for the Owosso Police Department and Central Teacher, Liz Dame is his sister-in-law. His wife is a current teacher at Bath and has elementary children. He will be attending the MSBO conference at the end of the month and his scheduled start date is May 6, 2024.

Interviewed for the Administrative Assistant position and two candidates are coming back on Friday for testing. One of the tests is a brief recording of board minutes for them to dictate. Lisa Pilon is retiring so we are also thinking of that position.

Superintendent Brooks cautioned the Board to be aware of scam emails. He shared the district received several FOIA requests that was a scam.

Superintendent Brooks has Pontoon tickets if anyone needs one.

The board inquired as to the status of the OHS student that was in the car accident. Superintendent Brooks shared, Mom puts messages on Facebook and he is holding his own.

### **Public Participation**

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

The following participants addressed the board:

None

**Meeting Updates**

**April 24:** Board of Education Regular Meeting, 5:30 PM, Washington Campus Gymnasium

**May 8:** Board of Education Committee of the Whole, 5:30PM, Washington Campus Gymnasium

**May 22:** Board of Education, Regular Meeting, 5:30 PM, Washington Campus

Moved by Quick supported by Easlick to adjourn at 7:36 p.m. Motion Carried Unanimously.

Minutes recorded by Bev White

Respectfully submitted,

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Ty Krauss, Secretary

## **Current Bills**

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
3/9-4/12/24  
REPORT 23-143

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$829,069.16
SERVICE FUND	\$99,526.51
SINKING FUND	\$176,486.29
BOND FUND	\$0.00
CAPITAL PROJECTS	\$0.00
<b>CHECK RUN TOTAL</b>	<b>\$1,105,081.96</b>

**DRAW FROM ACCOUNT**

GORDON FOOD SERVICE PAYMENT (3/11/2024)	\$ 14,002.52
GORDON FOOD SERVICE PAYMENT (3/18/2024)	\$ 11,275.04
GORDON FOOD SERVICE PAYMENT (3/25/2024)	\$ 11,908.50
CONSUMERS ENERGY PAYMENT (3/11/2024)	\$ 57,173.62
	<u>\$ 94,359.68</u>

**CREDIT CARD ACTIVITY BY FUND (2/5-3/4/24)**

GENERAL FUND	\$ 32,889.55
SERVICE FUND	\$ 2,853.22
ORGANIZATIONAL FUND	\$ 7,534.61
<b>CREDIT CARD TOTAL</b>	<b>\$ 43,277.38</b>

**PAYROLL AND STABILIZATION DRAWS**

PAYROLL (#19) 3/15/2024	\$ 1,018,998.37
PAYROLL (#20) 3/29/2024	\$ 931,350.46
PAYROLL (#21) 4/12/2024	\$ 891,334.11
	<u>\$ 2,841,682.94</u>

**GRAND TOTAL**

**\$ 4,084,401.96**

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Check # / Date	Run	Status	Vendor	Invoice Description	Amount
108604 03/14/2024	1	Clr 04/03/2024	ANDERSON PROCESS	O-Rings	179.60
108605 03/14/2024	1	Clr 04/03/2024	APPLEBEE OIL COMPANY	FUEL FOR BUS #8	34.93
108606 03/14/2024	1	Clr 04/03/2024	CAPITOL VARSITY SPORTS INC	FOOTBALL RECONDITIONING	4,842.68
108607 03/14/2024	1	Clr 04/03/2024	DALTON ELEVATOR	OPER/HENDRICKSON/SUPPLIES	50.00
108608 03/14/2024	1	Clr 04/03/2024	ERIC ARMIN INC	EM/ELKINS/SUPPLIES	55.85
108609 03/14/2024	1	Clr 04/03/2024	ESS MIDWEST INC	OMS/YOHO/BASKETBALL	3,531.90
108610 03/14/2024	1	Clr 04/03/2024	ETE FITNESS EQUIPMENT	OHS/IRELAN/WEIGHTS	1,496.68
108611 03/14/2024	1	Clr 04/03/2024	GOPHER SPORTS	OHS/GYM SUPPLIES	290.29
108612 03/14/2024	1	Clr 04/03/2024	HOLLAND BUS COMPANY	TRAN/SECOR/BUS PARTS	484.73
108613 03/14/2024	1	Clr 04/03/2024	INDEPENDENT NEWSPAPERS/I60 ME	ADMIN/THOMPSON/KREG AD, CARD, MARK M	3,645.75
108614 03/14/2024	1	Clr 04/03/2024	J & H OIL CO.	TRAN/SECOR/BUS FUEL	10,866.07
108615 03/14/2024	1	Clr 04/03/2024	KLAPKO, GREG	OHS/KLAPKO/AMWAY TRIP REIMBURSEMENT	304.20
108616 03/14/2024	1	Clr 04/03/2024	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	222.45
108617 03/14/2024	1	Clr 04/03/2024	LINTNER, DALLAS	OHS/LINTNER/MILEAGE	54.27
108618 03/14/2024	1	Clr 04/03/2024	MASB	ADMIN/DWYER/EXECUTIVE SEARCH SERVIC	1,652.38
108619 03/14/2024	1	Clr 04/03/2024	MOMAR, INCORPORATED	OPER/KLAPKO/SERVICE AGREEMENT	405.00
108620 03/14/2024	1	Opn	OWOSSO PUBLIC SCHOOLS	ADMIN/WHITE/BOARD MEETING REFRESHME	61.99
108621 03/14/2024	1	Clr 04/03/2024	OWOSSO PUBLIC SCHOOLS FOUNDA	ADMIN/THOMPSON/FOOD DRIVE DONATIONS	3,191.76
108622 03/14/2024	1	Clr 04/03/2024	PARADISE DOG TRAINING LLC	ADMIN/DWYER/DOG TRAINING FEES	11,000.00
108623 03/14/2024	1	Clr 04/03/2024	PARSONS, AMY	OHS/PARSONS/MILEAGE	36.01
108624 03/14/2024	1	Clr 04/03/2024	PRESIDIO NETWORKED SOLUTIONS	ADM/WATSON/CHROMEBOOK	2,883.00
108625 03/14/2024	1	Clr 04/03/2024	SCHOOL SPECIALTY LLC.	BRY/GENERAL/WALDORF	584.99
108626 03/14/2024	1	Opn	SHIA. AREA TRANSPORTATION AGEN	OHS/VANEPPS/SATA TICKETS	85.50
108627 03/14/2024	1	Clr 04/03/2024	SHIAWASSEE RESD	ADMIN/BROOKS/PD	37,770.30
108628 03/14/2024	1	Clr 04/03/2024	THOMPSON, JESSICA	ADMIN/THOMPSON/MILEAGE	61.89
108629 03/14/2024	1	Clr 04/03/2024	WIN'S CORPORATE OFFICE	OPER/HENDRICKSON/AMP	92.55
108630 03/18/2024	2	Clr 04/03/2024	POSTMASTER	ADMIN/THOMPSON/POSTAGE TESTING LETT	265.00
108631 03/21/2024	1	Opn	ARGUS PRESS	ADMIN/DWYER/PUBLIC NOTICE	18.80
108632 03/21/2024	1	Clr 04/03/2024	B & H PHOTO VIDEO	TECH/STINSON/QUOTE 904940547	536.99
108633 03/21/2024	1	Clr 04/03/2024	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	68.72
108634 03/21/2024	1	Clr 04/03/2024	DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	405.11
108635 03/21/2024	1	Opn	DUSO, ERICA	BRY/SERGEANT/MILEAGE REIMBURSEMENT	36.18
108636 03/21/2024	1	Clr 04/03/2024	ESS MIDWEST INC	OHS/YOHO/OHS WINTER COACHES	40,649.77
108637 03/21/2024	1	Clr 04/03/2024	FELDPASCH, CYNTHIA	CTE/FELDPASCH/AMWAY TRIP	333.28
108638 03/21/2024	1	Clr 04/03/2024	GENESEE INTER.SCHOOL DISTRICT	ADMIN/SPECK/GENNET ONLINE FEES	830.00
108639 03/21/2024	1	Opn	H. K. ALLEN PAPER COMPANY	ADMIN/HILL/TISSUES	28.00
108640 03/21/2024	1	Clr 04/03/2024	HENDRICKSON, MICHAEL	ADMIN/HENDRICKSON/MILEAGE	220.43
108641 03/21/2024	1	Opn	HYDE, TRACY	LHS/MEYER/TEACH APPREC GIFTS	100.00
108642 03/21/2024	1	Clr 04/03/2024	INDUSTRIAL SUPPLY OF OWOSSO IN	OPER/HENDRICKSON/TOOL KIT	129.95
108643 03/21/2024	1	Opn	INVANCU, RODICA	TRAN/SECOR/FINGERPRINT REIMBURSE	65.00
108644 03/21/2024	1	Clr 04/03/2024	JOHNSON'S WORKBENCH	OHS/SUPPLIES FOR MARK	171.55
108645 03/21/2024	1	Opn	JUNIOR LIBRARY GUILD	OMS/WALWORTH/LIBRARY BOOKS	2,868.86
108646 03/21/2024	1	Opn	KETCHUM, HEATHER	OMS/WALWORTH/SPED CLASS SUPPLIES	28.75
108647 03/21/2024	1	Opn	KOLACZ, RICHARD	OHS CULINARY/PARSONS/ETIQUETTE DINNE	39.95
108648 03/21/2024	1	Clr 04/03/2024	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	1,167.50
108649 03/21/2024	1	Clr 04/03/2024	MARSHALL MUSIC COMPANY INC.	OHS/TOLRUD/BAND SUPPLIES	724.99
108650 03/21/2024	1	Opn	MERIDIAN WINDS, LLC	OHS/TOLRUD/BAND INSTRUMENTS	4,050.00
108651 03/21/2024	1	Opn	MICHIGAN STATE UNIVERSITY - FFA	OHS CTSO/CLARK/SPRING SKILLS CONTEST	375.00
108652 03/21/2024	1	Opn	MOORE, ERIN	OHS/BROOKS/REIM MEALS MACUL CONF	53.50
108653 03/21/2024	1	Opn	MURRAY, ANDREW	OMS/WALWORTH/SCIENCE SUPPLIES	37.21

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
108654 03/21/2024	1	Clr 04/03/2024	NWEA	CURRIC/BROOKS/MAP GROWTH OVERAGE	374.00
108655 03/21/2024	1	Vod 04/12/2024	OREILLY AUTOMOTIVE INC	OPER/HENDRICKSON/SUPPLIES	29.45
108656 03/21/2024	1	Clr 04/03/2024	OWL BRAND DISCOVERY KITS	CE/KLAPKO/OWL PELLETS 3RD GRADE DISS	574.82
108657 03/21/2024	1	Opn	OWOSSO PUBLIC SCHOOLS	LHS/MEYER/BASKETBALL LUNCHEON	195.00
108658 03/21/2024	1	Opn	PITNEY BOWES	OHS/PARSONS/POSTAGE	1,000.00
108659 03/21/2024	1	Opn	POSTMASTER	OMS/WALWORTH/POSTAGE	476.00
108660 03/21/2024	1	Clr 04/03/2024	QUADIENT FINANCE USA, INC.	ADMIN/HILL/POSTAGE METER LEASE APR-JU	89.97
108661 03/21/2024	1	Opn	REGION IV FFA CAMP	OHS/PARSONS/BASE CAMP APR 22	175.00
108662 03/21/2024	1	Opn	ROTARY CLUB OF OWOSSO	OHS/LINTNER/MARCH MEALS & DUES	56.00
108663 03/21/2024	1	Clr 04/03/2024	SCHOOL SPECIALTY LLC.	Cumulative folders/cards	327.35
108664 03/21/2024	1	Clr 04/03/2024	SHATTUCK SPECIALTY ADVERTISING	OHS/PARSONS/OHS AWARDS	900.00
108665 03/21/2024	1	Clr 04/03/2024	SHERWIN-WILLIAMS COMPANY	OPER/HENDRICKSON/PAINT	49.14
108666 03/21/2024	1	Clr 04/03/2024	SONITROL GREAT LAKES - MICHIGAN	TECH/WATSON/BADGES	2,015.00
108667 03/21/2024	1	Clr 04/03/2024	SPECTRUM REACH LLC	COMMED/THOMPSON/KREG ADS	4,975.20
108668 03/21/2024	1	Opn	SUMMERLAND, LORI	OMS/SUMMERLAND/SPED REWARDS	101.34
108669 03/21/2024	1	Clr 04/03/2024	TOWN & COUNTRY POOLS	OPER/HENDRICKSON/POOL CHEMICALS	818.75
108670 03/21/2024	1	Clr 04/03/2024	VERIZON WIRELESS	TECH/WATSON/JETPACKS FOR STUDENTS	180.66
108671 03/21/2024	1	Clr 04/03/2024	WILLOUGHBY, MARK R	OHS/MARK/WOODWORKING SUPPLIES	342.93
108672 03/21/2024	1	Clr 04/03/2024	WOLVERINE HARDWOODS, INC.	OHS/SUPPLIES FOR WOOD SHOP	2,465.65
108673 04/04/2024	1	Opn	ADVANCED TECHNOLOGIES CONSUL	OHS/WARNING/3D PRINT MATERIALS	1,499.00
108674 04/04/2024	1	Opn	AZEE BUSINESS SOLUTIONS	OHS/WARNING/ADVERTISING	4,999.70
108675 04/04/2024	1	Opn	BAKER COLLEGE	ADMIN/BAKER/ADULT ED	33,995.12
108676 04/04/2024	1	Opn	BASGALL, JAKE	TECH/MILEAGE	133.24
108677 04/04/2024	1	Opn	BROOKS, STEPHEN	ADMIN/BROOKS/SUPPLIES FOR REMODEL	228.36
108678 04/04/2024	1	Opn	BSN SPORTS LLC	Volleyball Jerseys	2,283.75
108679 04/04/2024	1	Opn	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	151.19
108680 04/04/2024	1	Opn	CITY OF OWOSSO	UTIL/WATER & SEWAGE DEC-MAR 2024	24,144.97
108681 04/04/2024	1	Opn	CLEVENGER, DEB	ADMIN/BROOKS/CPR TRAINING	1,400.00
108682 04/04/2024	1	Opn	CULLIGAN OF OWOSSO	OHS/PARSONS/WATER	30.75
108683 04/04/2024	1	Opn	DIGNAN, THOMAS	TECH/MILEAGE	128.49
108684 04/04/2024	1	Opn	ELLSWORTH, HEIDI	OHS/ELLSWORTH/MACUL CONF REIMBURSE	156.56
108685 04/04/2024	1	Opn	EPS SECURITY	OPER/HENDRICKSON/SERVICE CALL	101.85
108686 04/04/2024	1	Opn	ESS MIDWEST INC	OHS/YOHO/WINTER COACHES	3,917.42
108687 04/04/2024	1	Opn	FENTON HIGH SCHOOL	OMS/DWYER/SWIM RELAY MEET	100.00
108688 04/04/2024	1	Opn	GUTE, REBEKAH	BR/WALDORF/PARENT ENGAGEMENT REIMB	38.56
108689 04/04/2024	1	Opn	HUTSON INC	OPER/HENDRICKSON/VEHICLE REPAIR PART	61.66
108690 04/04/2024	1	Opn	IMAGELINE PRODUCTIONS	ADMIN/THOMPSON/T-SHIRTS FOR PRE/ELE	3,097.50
108691 04/04/2024	1	Opn	IRELAN, STEVE	ATH/IRELAN/MIAAA REIMBURSEMENT	426.00
108692 04/04/2024	1	Opn	KINECT ENERGY INC.	OPER/HENDRICKSON/MANAGEMENT FEE AP	315.00
108693 04/04/2024	1	Opn	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/ELECTRICAL SUPPLIES	81.33
108694 04/04/2024	1	Opn	LENTZ, MIA	COMMED/THOMPSON/LIFEGUARD	115.50
108695 04/04/2024	1	Opn	LEPLEY & SONS TOWING	OPER/HENDRICKSON/TOWING	75.00
108696 04/04/2024	1	Opn	LEPLEY, CORY	OPER/MILEAGE	156.06
108697 04/04/2024	1	Opn	MASSP	LHS/MEYER/MEMBERSHIP DUES	350.00
108698 04/04/2024	1	Opn	MEDLER ELECTRIC COMPANY	OPER/HENDRICKSON/ELECTRICAL SUPPLIES	37.12
108699 04/04/2024	1	Opn	MESSA	APR 2024 BILL/TEACHERS	245,548.84
108700 04/04/2024	1	Opn	MESSA	APR 2024 BILL/ADMIN STAFF	28,249.39
108701 04/04/2024	1	Opn	MESSA	APR 2024 BILL/NON-UNION	53,971.71
108702 04/04/2024	1	Opn	NAPA AUTO PARTS	OPER/HENDRICKSON/FUEL FILTER	75.72
108703 04/04/2024	1	Opn	PICS WITH PROPS	OMS/WALWORTH/SPRING FLING PICS	399.00

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
108704 04/04/2024	1	Opn	PIONEER MANUFACTURING COMPAN	OPER/HENDRICKSON/FIELD PAINT	1,376.42
108705 04/04/2024	1	Opn	POYNER, AARON	OHS/POYNER/ETIQUETTE DINNER REIMBURS	233.33
108706 04/04/2024	1	Opn	PUMFORD, LILLIAN	COMMED/THOMPSON/LIFEGUARD	77.00
108707 04/04/2024	1	Opn	REPUBLIC SERVICES #237	UTIL/TRASH SVCS - MAR 2024	2,552.78
108708 04/04/2024	1	Opn	ROB LEPLEY	OPER/HENDRICKSON/REPAIR CHEVY VAN	675.69
108709 04/04/2024	1	Opn	SCHOOL SPECIALTY LLC.	Trash Cans for Secondary Campus	1,118.01
108710 04/04/2024	1	Opn	SET SEG	APR 2024 BILL/GF STAFF	5,490.67
108711 04/04/2024	1	Opn	SHIAWASSEE RESD	ADMIN/SPECK/FALL 2023 EC/DE	100,667.50
108712 04/04/2024	1	Opn	STINSON, GUNNAR	TECH/CONF REIMBURSEMENT	353.06
108713 04/04/2024	1	Opn	TASC-CLIENT INVOICES	ADMIN/HILL PLAN ADMIN FEE APR 24	646.50
108714 04/04/2024	1	Opn	TECHNICAL BUILDING AUTOMATION I	OPER/HENDRICKSON/REPAIR EQUIP	4,500.00
108715 04/04/2024	1	Opn	THRUN LAW FIRM, P.C.	ADMIN/DWYER/LEGAL SERVICES	1,220.00
108716 04/04/2024	1	Opn	UNUM LIFE INSURANCE	APR 2024 BILL/ADMIN STAFF	3,246.99
108717 04/04/2024	1	Opn	US POSTAL SERVICE	ADMIN/HILL/PO BOX RENEWAL FEE	436.00
108718 04/04/2024	1	Opn	USHER, MADELYN	COMMED/THOMPSON/LIFEGUARD	38.50
108719 04/04/2024	1	Opn	VIC BOND SALES	OPER/HENDRICKSON/PLUMBING SUPPLIES	7.61
108720 04/04/2024	1	Opn	WATSON, JOE	TECH/MILEAGE	364.36
108721 04/05/2024	2	Vod 04/11/2024	ARBITER PAY TRUST ACCOUNT	OHSATHLETICS/HILL/ARBITER PAY FUNDING	12,000.00
108722 04/11/2024	1	Opn	ADVANCED EDUCATION CONSULTAN	OHS/GILLETT/CONF AP PSYCHLOGY	800.00
108723 04/11/2024	1	Opn	AMWAY GRAND PLAZA	BBB/WINKE/HOTEL FOR AEYC CONF	474.00
108724 04/11/2024	1	Opn	AMWAY GRAND PLAZA	BBB/WINKE/AEYC CONF HOTEL	316.00
108725 04/11/2024	1	Opn	ATKINSON, AMANDA	OHS/ATKINSON/CONF REIMBURSEMENT	40.00
108726 04/11/2024	1	Opn	BP ENERGY RETAIL COMPANY LLC	UTIL/NAT GAS MAR 2024	21,127.73
108727 04/11/2024	1	Vod 04/11/2024	CACHE VALLEY BANK TRUSTEE	ATH/HILL/ARBITER PAY FUNDING	12,000.00
108728 04/11/2024	1	Opn	CATHY NORTH	ATH/SMITH/EXECUTIVE DIRECTOR	825.00
108729 04/11/2024	1	Opn	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	137.44
108730 04/11/2024	1	Opn	CONTROLNET LLC	OPER/HENDRICKSON/TEMP CTRL WORK	4,296.00
108731 04/11/2024	1	Opn	CSH ELECTRIC MOTOR SUPPLY	OPER/HENDRICKSON/HVAC SUPPLIES	324.08
108732 04/11/2024	1	Opn	CULLIGAN OF OWOSSO	ADMIN/HILL/WATER	56.00
108733 04/11/2024	1	Opn	DALTON ELEVATOR	OPER/HENDRICKSON/WELDING SUPPLIES	50.00
108734 04/11/2024	1	Opn	DIGITAL AGE TECHNOLOGIES INC.	BR/WALWORTH/MIMIPRO REPLACEMENTS	33.00
108735 04/11/2024	1	Opn	DRENOVSKY, DEBBIE	ADMIN/SPECK/MCKINNEY VENTO TRANS	525.00
108736 04/11/2024	1	Opn	EPS SECURITY	OPER/HENDRICKSON/ALARM SYSTEM MONIT	426.63
108737 04/11/2024	1	Opn	ESS MIDWEST INC	BBB/WINKE/STAFF PMT	35,890.04
108738 04/11/2024	1	Opn	GILBERT'S DO IT BEST HARDWARE	OHS/TOOLS FOR JOE MILLER	6,775.84
108739 04/11/2024	1	Opn	HANDCRAFTED CULINARY	OHS/POYNER/ETIQUETTE DINNER	1,125.00
108740 04/11/2024	1	Opn	HANKINS, MARY	EM/HANKINS/MEAL REIMBURSEMENT CONF	42.13
108741 04/11/2024	1	Opn	INTERKAL, LLC	OPER/HENDRICKSON/BLEACHER INSPECTIO	8,929.00
108742 04/11/2024	1	Opn	J & H OIL CO.	TRANS/SECOR/FUEL FOR BUS	9,447.61
108743 04/11/2024	1	Opn	J. W. PEPPER & SON INC.	OMS/TOLRUD/BAND SUPPLIES	274.99
108744 04/11/2024	1	Opn	KETCHUM, HEATHER	OMS/KETCHUM/CLASSROOM SUPPLIES	66.65
108745 04/11/2024	1	Opn	KONICA MINOLTA BUSINESS SOLUTI	QRTLY MAINT PMT 1/1-3/31/24	5,984.41
108746 04/11/2024	1	Opn	LANSING SANITARY SUPPLY INC.	OPER/HENDRICKSON/CUSTODIAL SUPPLIES	13,057.21
108747 04/11/2024	1	Vod 04/11/2024	LIBBY, ALFRED	OHS/DWYER/TRANSLATION SERVICES	30.00
108748 04/11/2024	1	Opn	MANTIS PEST MANAGEMENT SVC LL	OPER/HENDRICKSON/PEST MGMT APR 2024	390.00
108749 04/11/2024	1	Opn	MAUCK INDUSTRIES	OHS/CLARK/AG SCI BARN	12,000.00
108750 04/11/2024	1	Opn	MCGRAW, JUSTIN	OHS/MCGRAW/CONF REIMBURSEMENT	621.74
108751 04/11/2024	1	Opn	METRO AIR	OHS/AIR COMPRESSOR	4,600.00
108752 04/11/2024	1	Opn	NAPA AUTO PARTS	OPER/HENDRICKSON/FUEL FILTER & PARTS	122.65
108753 04/11/2024	1	Opn	OREILLY AUTOMOTIVE INC	OPER/HENDRICKSON/SUPPLIES FOR SEWER	9.66

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
108754 04/11/2024	1	Opn	OWOSSO PUBLIC SCHOOLS	BBB/WINKE/CACFP	551.50
108755 04/11/2024	1	Opn	POMP'S TIRE SERVICE	TRANS/SECOR/BUS TIRES	1,123.00
108756 04/11/2024	1	Opn	POSTMASTER	OMS/WALWORTH/POSTAGE	476.00
108757 04/11/2024	1	Opn	ROTARY CLUB OF OWOSSO	OHS/LINTNER/APRIL MEALS & FEES	56.00
108758 04/11/2024	1	Opn	SCHOOL FIX	Stool Caps for Cafeteria Tables	599.78
108759 04/11/2024	1	Opn	SCHOOL SPECIALTY LLC.	OMS/ART/HORN	132.06
108760 04/11/2024	1	Opn	SHERWIN-WILLIAMS COMPANY	OPER/HENDRICKSON/PAINT FOR SUP OFFIC	127.98
108761 04/11/2024	1	Opn	SHIA. AREA TRANSPORTATION AGEN	CE/SPECK/ONE-WAY TRIPS	46.50
108762 04/11/2024	1	Opn	STUDIO 24 DESIGNS, LLC	OHS/PARSONS/AWARDS FOR STARFISH REC	240.00
108763 04/11/2024	1	Opn	ULLIANCE INC	HR/YOHO/EAP Q2 2024	2,677.32
108764 04/11/2024	1	Opn	VAN EPPS, KAREN	OHS/VAN EPPS/CANDY REWARDS	32.58
108765 04/11/2024	1	Opn	VIC BOND SALES	OPER/HENDRICKSON/SUPPLIES	10.85
108766 04/11/2024	1	Opn	WAKELAND OIL	OPER/HENDRICKSON/GAS MAR 24	708.96
108767 04/11/2024	1	Opn	WIN'S CORPORATE OFFICE	OPER/HENDRICKSON/ELECTRICAL SUPPLES	9.49
108768 04/11/2024	2	Opn	LIAISON LINGUISTICS	OHS/DWYER/TRANSLATION SERVICES	30.00
108769 04/11/2024	1	Opn	CACHE VALLEY BANK TRUSTEE	ATH/HILL/ARBITER PAY FUNDING	12,000.00
<b>Total of All Checks</b>					853,128.61
<b>Less Voids</b>					24,059.45
<b>Grand Total</b>					829,069.16

### Check Summary

Check Status	Count	Amount
Open	114	686,715.12
Cleared	48	142,354.04
Void	4	24,059.45
<b>Total</b>	<b>166</b>	<b>853,128.61</b>

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
008556 03/14/2024	1	Clr 04/03/2024	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD	4,474.54
008557 03/14/2024	1	Clr 04/03/2024	VAN EERDEN FOOD SERVICE COMPA	FS/PRINCE/FOOD	26,353.21
008558 03/21/2024	1	Clr 04/03/2024	GREAT LAKES COCA-COLA DISTRIBU	FS/PRINCE/FOOD	377.26
008559 03/21/2024	1	Clr 04/03/2024	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD	3,509.35
008560 03/21/2024	1	Clr 04/03/2024	VAN EERDEN FOOD SERVICE COMPA	FS/PRINCE/FOOD & PAPER	23,369.16
008561 04/04/2024	1	Opn	IMAGELINE PRODUCTIONS	FS/THOMPSON/TROJAN NATION SHIRTS	274.00
008562 04/04/2024	1	Opn	LANSING SANITARY SUPPLY INC.	FS/DWYER/CLEANING SUPPLIES	663.98
008563 04/04/2024	1	Opn	MESSA	APR 2024 BILL/FS STAFF	2,136.18
008564 04/04/2024	1	Opn	SET SEG	APR 2024 BILL/FS STAFF	154.27
008565 04/04/2024	1	Opn	UNUM LIFE INSURANCE	APR 2024 BILL/FS STAFF	45.50
008566 04/11/2024	1	Opn	AMERICAN SPEEDY PRINTING CENTE	FS/PRINCE/SUPPLIES	291.00
008567 04/11/2024	1	Opn	FLINT FRESH MOBILE MARKET	FS/PRINCE/FOOD	945.00
008568 04/11/2024	1	Opn	PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD	2,880.59
008569 04/11/2024	1	Opn	STAFFORD-SMITH INC.	FS/Hartman/Heated Cabinet	4,153.00
008570 04/11/2024	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/PRINCE/FOOD	29,661.53
008571 04/11/2024	1	Opn	WAKELAND OIL	FS/HILL/GAS MAR 24	237.94
<b>Total of All Checks</b>					99,526.51
<b>Less Voids</b>					0.00
<b>Grand Total</b>					99,526.51

### Check Summary

Check Status	Count	Amount
Open	11	41,442.99
Cleared	5	58,083.52
Void	0	0.00
<b>Total</b>	16	99,526.51

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
601033 04/04/2024	1	Opn	TECHNICAL BUILDING AUTOMATION I	OPERATIONS/BUILDING CONTROLS BR & CE	98,766.50
601034 04/11/2024	1	Opn	PERRIN CONSTRUCTION CO. INC.	SF/DWYER/APP#10 - NEW DOOR WORK	77,719.79
<b>Total of All Checks</b>					176,486.29
<b>Less Voids</b>					0.00
<b>Grand Total</b>					176,486.29

### Check Summary

Check Status	Count	Amount
Open	2	176,486.29
Cleared	0	0.00
Void	0	0.00
<b>Total</b>	2	176,486.29

# Financials

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 April 24, 2024  
 Report 23-144

**Statement of Deposits and Investments**  
 As of 3/31/24  
 Unaudited

	General Fund	School Service	Sinking Fund and CPF	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 686,390	\$ 24,326	\$ 19,010	\$ 0	\$ 499,041	\$ 1,228,767
Investments	11,461,950		\$ 4,098,787	7	3,068,136	\$ 18,628,881
Total Deposits and Investments	\$ 12,148,340	\$ 24,326	\$ 4,117,797	\$ 7	\$ 3,567,177	\$ 19,857,648

**Detail of Deposits and Investments**

Cash on hand	\$ 686,390	\$ 24,326	\$ 19,010	\$ 0	\$ 499,041	\$ 1,228,767
Petty Cash on hand	-	504	-	-	-	-
Total Cash on hand	\$ 686,390	\$ 24,830	\$ 19,010	\$ 0	\$ 499,041	\$ 730,230
Huntington Bank Savings Account	\$ 7,058	-	\$ 108			\$ 7,166
Mich Class Investment	7,609,437	-	4,098,787	7	3,068,136	\$ 14,776,368
Total Investments	\$ 7,616,495	\$ -	\$ 4,098,896	\$ 7	\$ 3,068,136	\$ 14,783,534
Total Deposits and Investments	\$ 8,302,885	\$ 24,830	\$ 4,117,906	\$ 7	\$ 3,567,177	\$ 16,012,805

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**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 April 24, 2024  
 Report 23-144

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Funds**  
 As of 3/31/24  
 Unaudited

	General Fund				School Service Fund				Sinking fund and Capital Projects 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
<b>REVENUE</b>												
Local sources	4,052,334	3,921,066	(131,268)	97%	59,385	82,645	23,260	139%	1,361,096	1,422,530	61,434	105%
State sources	31,414,436	18,675,208	(12,739,228)	59%	69,246	162,397	93,151	235%	42,236	-	(42,236)	0%
Federal sources	6,078,446	182,965	(5,895,481)	3%	1,953,168	307,204	(1,646,964)	16%	-	-	-	-
Interdistrict source-RESD	1,049,356	436,336	(613,020)	42%	-	-	-	-	-	-	-	-
Interdistrict source-transfers in and other sources	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 42,594,572	\$ 9,709,568	\$ (19,378,987)	23%	\$ 2,081,799	\$ 451,806	\$ (1,629,993)	22%	\$ 1,403,332	\$ 246,497	\$ (1,156,835)	18%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
<b>BASIC PROGRAMS:</b>												
ELEMENTARY	\$ 8,384,208	\$ 4,986,000	\$ (3,398,208)	59%								
MIDDLE SCHOOL	3,757,923	2,197,285	(1,560,628)	58%								
HIGH SCHOOL	4,897,145	2,655,102	(2,202,043)	55%								
ALTERNATIVE EDUCATION	470,342	344,034	(126,308)	73%								
PRESCHOOL	213,293	116,573	(96,720)	55%								
PRESCHOOL (MICHIGAN READINESS/START UP) GR.	327,453	379,112	51,659	116%								
<b>TOTAL BASIC PROGRAMS</b>	\$ 18,070,364	\$ 10,680,117	\$ (7,330,247)	59%								
<b>ADDED NEEDS:</b>												
SPECIAL EDUCATION	\$ 4,058,305	\$ 2,408,272	\$ (1,650,033)	59%								
VOCATIONAL EDUCATION	749,811	373,776	(376,035)	50%								
AT RISK GRANT	1,720,355	938,963	(781,392)	55%								
ROBOTICS	6,808	1,323	(5,485)	20%								
EARLY LITERACY GRANT/LITERACY COACH												
GRANT, DATA COLLECTION	212,176	65,391	(146,785)	31%								
TITLE I GRANT, TAG FUNDING	1,065,597	474,564	(591,033)	45%								
ESSER GRANTS (ESSER III/II/RP HOMELESS, AND												
238 FUNDS)	4,719,257	934,757	(3,784,500)	20%								
CHILD CARE GRANTS, HRA GRANT, 310 GRANT	28,254	49	(28,205)	0%								
STATE SAFETY, SRQ, MENTAL HEALTH GRANTS	756,678	342,810	(413,868)	45%								
<b>TOTAL ADDED NEEDS</b>	\$ 13,317,042	\$ 5,539,906	\$ (7,383,288)	42%								
<b>CONTINUING EDUCATION:</b>												
ADULT EDUCATION	\$ 205,471	\$ 80,099	\$ (125,372)	39%								
<b>TOTAL CONTINUING EDUCATION</b>	\$ 205,471	\$ 80,099	\$ (125,372)	39%								
<b>TOTAL INSTRUCTION</b>	\$ 31,532,877	\$ 16,300,122	\$ (14,818,887)	52%								
<b>SUPPORTING SERVICES:</b>												
<b>PUPIL SERVICES:</b>												
GUIDANCE SERVICES	\$ 384,504	\$ 242,586	\$ (141,918)	61%								
<b>TOTAL PUPIL SERVICES</b>	\$ 384,504	\$ 242,586	\$ (141,918)	61%								
<b>INSTRUCTIONAL SERVICES:</b>												
TITLE II, PART A AND TITLE IV, IDEA GRANT	\$ 286,189	\$ 51,724	\$ (234,475)	18%								
IMPROVEMENT OF INSTRUCTION	420,131	238,151	(181,980)	57%								
MEDIA SERVICES	170,894	121,738	(49,156)	71%								
COORDINATION OF SERVICES	220,034	144,202	(75,832)	66%								
ASSESSMENTS	24,588	374	(24,214)	2%								
<b>TOTAL INSTRUCTIONAL SERVICES</b>	\$ 1,121,846	\$ 596,189	\$ (565,657)	50%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	\$ 124,086	\$ 147,787	\$ 23,701	119%								
EXECUTIVE ADMINISTRATION	457,291	316,955	(140,336)	69%								
<b>TOTAL GENERAL ADMINISTRATION</b>	\$ 581,377	\$ 464,742	\$ (116,635)	80%								
<b>SCHOOL ADMINISTRATION:</b>												
SCHOOL ADMINISTRATION	\$ 2,890,378	\$ 2,057,004	\$ (833,374)	71%								
<b>TOTAL SCHOOL ADMINISTRATION</b>	\$ 2,890,378	\$ 2,057,004	\$ (833,374)	71%								

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 April 24, 2024  
 Report 23-144

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
 General, School Service, and Capital Project Funds  
 As of 3/31/24  
 Unaudited

	General Fund			School Service Fund			Striking Fund and Capital Projects Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
BUSINESS SERVICES:									
ACCOUNTING/FINANCE	\$ 317,589	\$ 201,224	\$ (116,365)						
PRINTING	\$ 59,578	\$ 36,428	\$ (23,150)						
<b>TOTAL BUSINESS SERVICES</b>	\$ 377,167	\$ 237,652	\$ (139,515)						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 3,847,847	\$ 2,331,672	\$ (1,516,175)						
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	\$ 3,847,847	\$ 2,331,672	\$ (1,516,175)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 1,243,427	\$ 785,678	\$ (457,749)						
<b>TOTAL PUPIL TRANSPORTATION</b>	\$ 1,243,427	\$ 785,678	\$ (457,749)						
CENTRAL SERVICES:									
COMMUNICATION SERVICES	198,984	147,148	(51,736)						
HUMAN RESOURCES	246,299	145,506	(102,793)						
TECHNOLOGY MANAGEMENT	590,531	366,564	(223,967)						
PUPIL ACCOUNTING	99,146	65,956	(33,190)						
<b>TOTAL CENTRAL SERVICES</b>	\$ 1,134,960	\$ 714,174	\$ (420,786)						
OTHER SERVICES:									
PERFORMING ARTS CENTER	10,000	14,301	4,301						
ATHLETICS	543,483	243,759	(299,724)						
<b>TOTAL CENTRAL SERVICES</b>	\$ 553,483	\$ 258,059	\$ (295,424)						
<b>TOTAL SUPPORTING SERVICES</b>	\$ 12,144,889	\$ 7,647,758	\$ (4,497,131)						
COMMUNITY SERVICES									
COMMUNITY EDUCATION	8,290	3,698	(4,592)						
DAYCARE PROGRAM	373,314	178,667	(194,647)						
<b>TOTAL COMMUNITY SERVICES</b>	\$ 381,604	\$ 182,365	\$ (199,239)						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	100,000	45,015	(54,985)						
TRANSFER TO OTHER FUNDS	-	-	-						
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	\$ 100,000	\$ 45,015	\$ (54,985)						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES									
<b>TOTAL EXPENDITURES</b>	\$ 44,159,370	\$ 24,175,260	\$ (19,984,110)						
REVENUE OVER OR (UNDER) EXPENDITURES	\$ (1,564,798)	\$ (14,465,662)	\$ (12,900,864)						
<b>AUDITED FUND BALANCES JULY 1, 2023</b>	7,252,190	7,252,190	-						
<b>PROJECTED FUND BALANCES - June 30, 2024</b>	5,687,392	5,687,392	-						
				238,283			4,011,807	4,011,807	
							3,673,053		
									453,577
									(434,379)
									(434,379)
									75%
									75%

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# **Budget Amendment Revision #1**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-145**

**FOR ACTION**

Subject:

2023-24 General and School Service Fund Appropriations Revision #1

Recommendations:

Resolve that the Board adopt the Budget Revision #1 resolutions for the 2023-24 appropriations for the General and School Service as presented.

Rationale:

The purpose of budget amendments is to provide a more accurate picture of what is anticipated for the financial year to look like for the district than was originally anticipated during the June 2023 budget process. This is then utilized for completion of the planning process for the current fiscal year as well as for the budgeting process for the coming fiscal year.

Statement of Purpose/Issue:

The Board is being asked to adopt the amendments to the budgets to incorporate projected revenues and expenditures to comply with statutory requirements.

Facts/Statistics:

- Revisions to the budget are always necessary to reflect changes in expenditures and revenues based on the best information available at the time of revision.
- Revised budgeted expenditures can be used for comparative purposes in the 2024-25 budgeting process with more validity.
- The major changes in the budget revisions stem from somewhat better estimates for revenue and expenses including staffing, particularly given the significant changes to the revenue sources that have taken place due to the pandemic.
- An executive summary of the major changes that have taken place since the June 2023 adoption will be provided to provide a more detailed picture of the changes that have occurred.
- Another budget revision, at a minimum, will be adopted in June 2024 as a final.
- It also should be noted that the budget, by law, is required to be posted on the district's website. After the potential adoption by the Board at the next regular meeting, the budget resolutions for the funds indicated will be posted by the Technology department.

Motion

Seconded

Vote – Ayes

Nays

Motion

**2023-24 GENERAL FUND BUDGET REVISION #1  
APPROPRIATION RESOLUTION  
FOR ADOPTION BY THE BOARD OF EDUCATION  
OF OWOSSO PUBLIC SCHOOLS AT A MEETING  
ON APRIL 24, 2024**

RESOLVED, that this resolution shall be the General Appropriations of Owosso Public Schools for the fiscal year ending June 30, 2024: A resolution to make appropriations; to provide for the expenditures of the appropriations; and to provide for the disposition of income received by Owosso Public Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Owosso Public Schools for fiscal year ending June 30, 2024 is as follows:

Revenue:	
Local	\$ 4,352,815
State	33,131,947
Federal	3,611,961
Incoming Transfers & Other Transactions	<u>1,049,356</u>
Total Revenue	<u>\$42,115,078</u>
Audited Fund Balance, July 1, 2023	\$ 7,252,188
Less Appropriated Fund Balance	
Fund Balance Available to Appropriate	<u>\$ 7,252,188</u>
Total Available to Appropriate	<u>\$49,367,266</u>

BE IT FURTHER RESOLVED, that \$43,906,103 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
Instruction:	
Basic Programs	\$18,464,802
Added Needs	11,160,610
Continuing Education	61,064
Support Services:	
Pupil	408,750
Instructional Staff	1,780,094
General Administration	631,377
School Administration	2,916,190
Business Services	389,494
Operation and Maintenance	4,220,306
Pupil Transportation	1,270,690
Central Services	1,435,498
Other Services	591,773
Community Services	398,387
Outgoing Transfers and Other Transactions	<u>177,068</u>
Total Appropriated	<u>\$43,906,103</u>
Estimated Ending Fund Balance, June 30, 2024	<u>\$ 5,461,163</u>

FURTHER RESOLVED, that 18 ad valorem mills shall be levied in 2023 on the taxable non-homestead and non-agricultural property located within the Owosso Public School District. The 18 mills shall be used for the appropriations itemized in this resolution.

FURTHER RESOLVED, that no Board of Education member or employee of the Owosso Public Schools shall expend any funds or obligate the expenditures of any funds except pursuant to appropriations made by the Board of Education keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount unappropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

BE IT FURTHER RESOLVED that, for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the Superintendent per Board of Education Policy. In addition, the Superintendent or his/her designee authorize budget transfers between accounts specifically included in the individual building budget allocations provided the total amount allocated to a specific building does not exceed the allocation included in the Appropriations Act. When the Superintendent makes a transfer of appropriations as permitted by this resolution, except transfers within the building budget allocations, such transfer shall be presented to the Board of Education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the Board of Education at such meeting.

This appropriation resolution is to take effect on immediately after adoption.

Ayes:

Nays:

Absent:

Motion Declared:

# **CTE – Out of State Travel BPA National Leadership Conference**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-146**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OHS 2024 BPA National Leadership Conference – Chicago, IL

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High BPA students, teacher(tbd) and parent chaperones on a trip to Chicago, May 10 - 14, 2024

Rationale:

1-5 business students will travel by automobile or train for the BPA National Leadership Conference in Chicago, IL. Students will be accompanied by parent chaperones and possibly one teacher. This is an enhancement to the CTE curriculum and is leadership building opportunity for the students.

Statement of Purpose:

The purpose of this trip is to provide our students with an opportunity for extended leadership training outside the classroom and to compete in national leadership skills contests. Students will be provided the opportunity to attend the national leadership conference from May 10-14, 2024. The conference will allow students to experience networking opportunities with other students and industry professionals as well as learn more about all of the programs and opportunities BPA has to offer. This will allow students to reflect on what they personally are capable of and the many options for their future. Students will also have the opportunity to visit some city attractions and landmarks as well as spend time exploring the city.

Facts/Statistics:

This trip is sponsored by OHS Career Technical Education (CTE) department. BPA Michigan is offering a package price for travel, hotel, registration and potentially other bonus activities and meals. Students will be responsible \$250 (maximum) for package price, plus any additional for food and entertainment costs not covered by the trip package. Funding for the trip is being covered by 61a CTE added costs and CTE fundraising. According to the current itinerary, chaperones and students will leave for the trip on May 10th and will return May 14th, 2024. A parent letter will be sent home after the State conference, March 7-10, 2024 with trip details to each qualifying student.

Motion

Seconded

Vote – Ayes

Nays

Motion



# **CTE – Out of State Travel Skills USA National Leadership**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-147**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OHS 2024 SkillsUSA National Leadership and Skills Conference – Atlanta, GA

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School SkillsUSA students, teacher(tbd) and parent chaperones on a trip to Atlanta, GA, June 23 - 29, 2024

Rationale:

1-5 engineering, culinary and/or construction students will travel by plane for the SkillsUSA National Leadership and Skills Conference in Atlanta, GA. Students will be accompanied by parent chaperones and possibly one teacher. This is an enhancement to the CTE curriculum and is leadership building opportunity for the students.

Statement of Purpose:

The purpose of this trip is to provide our students with a an opportunity for extended leadership training outside the classroom and to compete in national leadership skills contests. Students will be provided the opportunity to attend the national leadership conference from June 23-29, 2024. The conference will allow students to experience networking opportunities with other students and industry professionals as well as learn more about all of the programs and opportunities SkillsUSA has to offer. This will allow students to reflect on what they personally are capable of and the many options for their future. Students will also have the opportunity to visit some city attractions and landmarks as well as spend time exploring the city.

**Note: Wyatt Boggs is running to become a National Officer for the 2024/25 school year, three other students are hoping to become state officers and represent Michigan as national delegates, and we hope to have at least one national qualifying student in contests.**

Facts/Statistics:

This trip is sponsored by OHS Career Technical Education (CTE) department. SkillsUSA Michigan is offering a package price for travel, hotel, registration and potentially other bonus activities and meals. Students will be responsible \$250 (maximum) for package price, plus any additional for food and entertainment costs not covered by the trip package. Funding for the trip is being covered by 61a CTE added costs and CTE fundraising. According to the current itinerary, chaperones and students will leave for the trip on June 23rd and will return June 29th, 2024. A parent letter will be sent home after the State conference, April 12-14, 2024 with trip details to each qualifying student.

# **CTE Purchase of New Textbooks – Construction Trades**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-148**

**FOR ACTION**

Subject:

Purchase of new curriculum and workbooks for the CTE Construction Trades classroom.

Recommendation:

Resolve that the Board of Education approve the purchase of 60 Career Connections Project Book 2 and 60 Math for the Trades workbooks. ISBN: 978-1-63776-704-and accompanying workbook, and Instructor online curriculum suite offered by The Carpenters International Training Fund.

Rationale:

The CTE Construction Trades program is in need of a up to date curriculum and workbooks that help lead to state mandated industry credentials. Our program already uses 3 of the workbooks: Project Book 1, One Trade / Many Careers and Project Book 3, of which we are purchasing updated classroom sets. The proposed textbook was reviewed and recommended by Michigan Construction Teachers Association and the current course instructor.

- Each workbook leads to a Career Connections Completion Certification
- Project Book 1 and One Trade/Many Careers leads to Career Connects Soft Skill Certification
- Project Book 2 and 3 leads to required State of Michigan Industry Credential: United Brotherhood of Carpenters Pre-Apprenticeship Certification

Statement of Purpose:

The purpose is to give our CTE Construction Trades instructor and students resources for learning and curriculum development that can be used throughout the 4 year program that leads to state mandated industry credentials. . We recommend purchasing the following items for from Career Connections:

New books to purchase:

- Project Book 2 – ISBN 978-0-692-20772-7 - 30 copies
- M Math for the Trades -ISBN 978-0-692-22136-5– 30 copies
- LMS Instructor Suite (1 year)

Cost Breakdown:

Qty	Description	Unit price	Total price
30	Project Book 2	\$16.24	\$487.20
60	Math for the Trades	\$19.15	\$1149.00
2	LMS for Instructor (1 year)	\$101.00	202.00
<b>Total Purchase Price</b>		<b>est.</b>	<b>\$920.80</b>

Funding:

If we are able to purchase before May 1, 2024 – we will be able to use this year’s 61a Added Cost funds.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **CTE Purchase of New Textbooks - Woodworking**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-149**

**FOR ACTION**

Subject:

Purchase of new textbook for CTE Woodworking classroom.

Recommendation:

Resolve that the Board of Education approve the purchase of 30 Exploring Woodworking textbooks by Zimmerman, McWard, and Blazek ISBN: 978-1-63776-704-and accompanying workbook, and online curriculum access from G-W Publishers.

Rationale:

The CTE Woodworking program is in need of a up to date textbook that can be used in all levels of the 4 year program. The proposed textbook was reviewed and recommended by the current course instructor.

Statement of Purpose:

The purpose is to give our CTE Woodworking instructor and students a resource for learning and curriculum development that can be used throughout the 4 year program. We recommend purchasing the following items for the textbook Exploring

Woodworking:

- 30 copies for a classroom set of textbook bundled with 30 online access points of the online textbook (six year license)
- 30 copies for a classroom set of workbook
- 6 year license of the teacher online instructor resources

Cost Breakdown:

Qty	Description	Unit price	Total price
30	Textbook/Online (6 yr) Bundle (-25% discount)	\$139.50	\$4185
30	Workbooks (-25% discount)	\$24	\$720
1	Teacher Online Curriculum (6 yr)	\$0	\$0
<b>Total Purchase Price</b>			<b>\$4905</b>

Funding:

If we are able to purchase before May 1, 2024 – we will be able to use this year’s 61a Added Cost funds.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **Administrator New Hire**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-150**

**FOR ACTION**

Subject:

New Administrator Hire

Recommendation:

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

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Timothy Dame	Chief Financial Officer	Superintendent Steve Brooks	Step 10- \$120,548

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



# **New Policy 1540, Administrative Staff Reduction/Recalls, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-151**

**FOR ACTION**

Subject:

**New Policy 1540 – Administrative Staff Reductions/Recalls, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **New Policy 1540 – Administrative Staff Reductions/Recalls.**

Facts / Statistics:

This policy has been added to address administrative reductions/recalls.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	(NEW) Administrative Staff Reductions/Recalls
Code	po1540
Status	First Reading

### **1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS**

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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**Last Modified by Beverly White on April 15, 2024**

# **Revised Policy 1240, Evaluation of Superintendent, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-152**

**FOR ACTION**

Subject:

**Revised Policy 1240 – Evaluation of Superintendent, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 1240 – Evaluation of Superintendent.**

Facts / Statistics:

Senate Bill 395 and 396 were recently signed into law by Governor Whitmer. These bills change the evaluation system effective July 1, 2024. The revised policy incorporates those changes as they apply to evaluating the superintendent.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	First Reading
Adopted	May 11, 2015
Last Revised	June 27, 2016

#### 1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the Superintendent's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

A Superintendent rated highly effective **prior to July 1, 2024 and/or effective after July 1, 2024** on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.

- C. Evaluates the Superintendent's job performance **prior to July, 2024** as highly effective, effective, minimally effective or ineffective, **and after July 1, 2024 as effective, developing, or needing support using multiple rating categories that take into account student growth and assessment data**. ~~Before the 2024-2025 school year. For the 2015—2016, 2016—2017 and 2017—2018 school years twenty five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018—2019 school year, forty (40) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2024-2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.~~

For the Superintendent, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. The effectiveness of the Superintendent, so that **the Superintendent s/he** is given ample opportunities for improvement.
2. Retention, and development of the Superintendent including providing relevant coaching, instruction support, or professional development.
3. Removing an ineffective Superintendent after **the Superintendent s/he** has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

- E. **Prior to July 1, 2024, the** ~~The~~ portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:

1. The Superintendent's training and proficiency in conducting teacher performance evaluations if **the Superintendent s/he** does so or **the his/her** designee's proficiency and training if the Superintendent designates such duties.

2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
3. Student attendance.
4. Student, parent and teacher feedback and other information considered pertinent by the Board.

5. Beginning July 1, 2024, the portion of the evaluation that is not based on student growth or student learning objectives must be based on objective criteria.

F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.

G. ~~The Beginning with the 2016-2017 school year, the~~ District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

H. ~~The District shall Beginning with the 2016-2017 school year:~~

1. ~~The District shall~~ provide training to the Superintendent on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a district or ~~by a~~ consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.
2. ~~The District shall~~ ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide ~~the~~ training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

Beginning July 1, 2024, the evaluation system must include a mid-year progress report for the Superintendent in each year that they are evaluated. This mid-year progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective, ~~prior to July 1, 2024 or needing support or developing after July 1, 2024~~ the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on ~~the Superintendent's~~ his/her next annual year-end evaluation. A Superintendent rated as ~~ineffective prior to July 1, 2024~~

and/or needing support after July 1, 2024 "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to the administrator's his/her performance which are to be placed in the personnel file.

All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals;
- D. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

M.C.L. 380.1249b

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Last Modified by Beverly White on April 15, 2024



# **Revised policy 2370.01 On-line/Blended Learning Program, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-153**

**FOR ACTION**

Subject:

**Revised Policy 2370.01 – Online/Blended Learning Program, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 2370.01 – Online Blended Learning Program.**

Facts / Statistics:

This policy has been revised to reflect current online and blended learning rules and requirements, including M.C.L. 388.1621f(14), which allows a district to switch to online learning in certain circumstances for not more than fifteen (15) days. The provision now found at D.2 reflects that M.C.L. 388.1621f(14) specifically permits districts to exempt a fifteen (15) day or less switch from the parental consent requirement.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of ON-LINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	First Reading
Adopted	April 22, 2013
Last Revised	December 8, 2014

### 2370.01 - **ON-LINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

#### **A. Definitions**

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

#### **B. Program Eligibility**

The District shall offer a program for students in Grades 6-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

#### **C. Student Eligibility**

1. ~~Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:~~
  - a. ~~The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
  - b. ~~The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~
2. ~~Only students enrolled in grades 6 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.~~

#### **D. Course Availability and Access**

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide On-line Learning, pursuant to

the requirements set forth in Pupil Accounting Manual 5-O-D.

2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), ~~except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.~~
3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met
  - a. The District has determined that it is in the best interest of a student.
  - b. The student agrees with the recommendation of the District.
4. ~~The District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.~~
5. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan ~~V~~irtual ~~U~~niversity.
6. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
  - a. ~~The student is enrolled in any of grades K to five (5)~~
  - b. The student has previously gained the credits provided from the completion of the on-line course.
  - c. The on-line course is not capable of generating academic credit.
  - d. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
  - e. ~~The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content. does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.~~
  - f. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
  - g. ~~The cost of the virtual course causes the District to exceed the target foundation allowance percentage.~~
  - h. ~~The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.~~
  - i. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.
 

The Superintendent shall respond to the appeal within five (5) days after it is received. If the Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in ~~this subsection 4(E)-vi~~, the District shall allow the student to enroll in the on-line course.
7. An on-line learning student shall have the same rights and access to technology in his or her District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
9. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent students under this act.

### E. **Nonresident Applicants**

1. ~~The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.~~
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.
4. **The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.**

### F. **Requirements Specific to ~~On-Line~~ Online Learning Courses**

To offer an on-line course, the District must:

1. Provide the Michigan **Virtual University** ~~virtual university~~ with the course syllabus in a form and method prescribed by the Michigan **Virtual University** ~~virtual university~~ for inclusion in a statewide **online** ~~on-line~~ course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, ~~as described in section 9,~~ and a link to the statewide catalog of on-line courses maintained by the Michigan **Virtual University** ~~virtual university~~.
3. **Assign to each student a teacher of record.**
4. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

### G. **Online ~~On-line~~ Course Syllabus**

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. **An alignment document showing how the course meets applicable State academic standards.** ~~addressed in an on-line course.~~
2. **Online** ~~On-line~~ course content outline.
3. **Online** ~~On-line~~ course required assessments.
4. **Online** ~~On-line~~ course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support available to the on-line learning student.
7. **Online** ~~On-line~~ course learning outcomes and objectives.
8. Name of the institution or organization providing the **online content.** ~~on-line instructor.~~
9. **Name of the institution or organization providing the teacher of record.**
10. **The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.**
11. **Number of eligible nonresident students that will be accepted by the District in the ~~online~~ on-line course. This may include limiting enrollment to students enrolled in the district.**
12. Results of the ~~online~~ on-line course quality review using the guidelines and model review process published by the Michigan **Virtual University** ~~virtual university~~.

M.C.L.388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 3881621f

Revised 11/25/13

Revised 7/28/14

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M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in

M.C.L. 388.1622f

**Last Modified by Beverly White on April 15, 2024**

# **Revised policy 2414, Reproductive Health and Family Planning, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-154**

**FOR ACTION**

Subject:

**Revised Policy 2414 – Reproductive Health and Family Planning, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy has been updated to replace the former language with what is currently in the law. Provisions have been modified to track more closely with the parental notice language that is still in effect in M.C.L. 380.1507.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	First Reading
Adopted	July 11, 2005
Last Revised	June 22, 2020

#### 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 school official, member of the Board, or employee of the Board who is not the parent of the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

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.

For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction.

~~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.

#### MCL 388.1766

Revised 12/11/17  
Revised 10/28/19  
Revised 2/24/20

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



# **Revised policy 2418, Sex Education, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-155**

**FOR ACTION**

Subject:

**Revised Policy 2418 – Sex Education, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 2418 – Sex Education.**

Facts / Statistics:

This policy was updated to add language for what is written in the law, MCL 380.1507b to ensure all curriculum requirements are noted.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of SEX EDUCATION
Code	po2418
Status	First Reading
Adopted	December 11, 2017
Last Revised	February 24, 2020

### 2418 - SEX EDUCATION

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of ~~the parent's/guardian's~~ **his or her** right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. **Material and instruction in a sex education curriculum shall be age-appropriate, not medically inaccurate, and shall comply with the statutory requirements of M.C.L. 380.1507b.**

The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and

harassment.

- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, 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. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

MCL 380.1507b, MCL 388.1766

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Legal M.C.L 380.1507, 380.1169, 388.1766

**Last Modified by Beverly White on April 15, 2024**

# **Revised policy 6320, Purchasing, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-156**

**FOR ACTION**

Subject:

**Revised Policy 6320 Purchasing (Technical correction), 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **6320 Purchasing (Technical correction).**

Facts / Statistics:

A technical correction is being made to include a cross reference to Policy 6350 - Prevailing Wage with the intent of encouraging districts to review all related content during implementation. Also includes miscellaneous grammar/punctuation corrections.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion



Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of PURCHASING
Code	po6320
Status	First Reading
Adopted	July 11, 2005
Last Revised	December 14, 2015

### 6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each year, year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Bids shall be sealed and shall be opened by the Chief Financial Officer in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the vendor.

[ ] In addition to the factors above, the Board may consider and provide a preference to bidders **[CHOOSE OPTION]** (X) which use a Michigan-based business as the primary contractor. (X) which use one (1) or more Michigan-based ~~businesses~~ business as subcontractors. **[END OF OPTIONS]**

**[END OF OPTIONS]**

**For purposes of this preference, preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the business certifies that, ~~businesses certify that~~ since inception or during the last twelve (12)**

**months, months it has done one (1) one of the following:**

- A. **have filed a Michigan business tax return showing an allocation of income tax base to Michigan**
- B. **have filed a Michigan income tax return showing income generated in or attributed to Michigan**
- C. **withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury**

**This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.**

The Board reserves the right to reject any and all bids.

- A. Contracts can be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the State bid threshold. All other contracts require Board approval prior to purchase.
- B. The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

### **Bid Protest**

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request for Proposals (RFP) or the individual bid specifications ~~package~~ ~~package~~, for resolution. Bid protests must be filed in writing with the Office of 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.

### **General Provisions**

The Superintendent is authorized to purchase all items within budget allocations.

- A. The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase **[CHOOSE FROM FOLLOWING OPTIONS]** (  ) was not contemplated during the budgeting process. (  ) exceeds the (  ) line item ( ) function **[END OF OPTIONS]** by \$ \_\_\_\_\_ or  100  percent (  100  %). ~~was not contemplated during the budgeting process.~~
- B. The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be ~~shipped, shipped~~ but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

### **Procurement – Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 C.F.R. 80.36) for the administration and management of Federal grants and Federally funded federally-funded programs. The District shall maintain a compliance 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 this policy and administrative guidelines (AG 6320A).

**[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required required]**

**[Cross References:  
po6350]**

Revised 2/25/13

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Legal M.C.L. 380.1267, 380.1274 et seq.

**Last Modified by Beverly White on April 18, 2024**

# **Revised policy 6321, New School Construction, Renovation, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-157**

**FOR ACTION**

Subject:

**Revised Policy 6321 – New School Construction, Renovation (Technical Correction), 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **6321 – New School Construction, Renovation (Technical Correction).**

Facts / Statistics:

A technical correction is being made to include a cross reference to Policy 6350 - Prevailing Wage with the intent of encouraging districts to review all related content during implementation. Also includes miscellaneous grammar/punctuation corrections.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	First Reading
Adopted	April 1, 2006
Last Revised	October 28, 2019

### 6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board of Education 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, 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, 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 the 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, policy, to file with the Board security in an amount not less than one-twentieth (1/20) 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.

[ ] The Board may consider and provide a preference to bidders **[CHOOSE AN OPTION]** (~~X~~) which use a Michigan-based business as the primary contractor. (  ) which use one (1) or more Michigan-based business(es) as subcontractors **[END OF OPTIONS]**

For purposes of this preference, preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the business certifies that, ~~businesses certify that~~ since inception or during the last twelve (12) months, ~~months~~ the business it has done one (1) one of the following:

have filed a Michigan business tax return showing an allocation of income tax base to Michigan

have filed a Michigan income tax return showing income generated in or attributed to Michigan

withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- 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.

**[Cross References:  
po6350]**

Revised 1/10/10

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Legal M.C.L. 380.1267  
M.C.L. 380.1264

**Last Modified by Beverly White on April 17, 2024**

# **Revised policy 6325, Procurement – Federal Grants/Funds, 1<sup>st</sup> Reading**



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-158**

**FOR ACTION**

Subject:

**Revised Policy 6325 – Procurement Federal Grants/Funds (Technical Correction), 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **6325 – Procurement Federal Grants/Funds (Technical Correction).**

Facts / Statistics:

A technical correction is being made to include a cross reference to Policy 6350 - Prevailing Wage with the intent of encouraging districts to review all related content during implementation. Also includes miscellaneous grammar/punctuation corrections.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	First Reading
Adopted	June 27, 2016
Last Revised	October 25, 2023

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

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

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

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

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

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

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

### **Competition**

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

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

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;

- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

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

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

**DRAFTING NOTE:**~~rafting Note:~~ **The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]**

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

#### **Solicitation Language (Purchasing Procedures)**

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

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

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

#### **Procurement Methods**

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

##### **A. Informal Procurement Methods**

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

##### **1. Micro-purchases**

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

[ ] Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro purchase threshold up to \$\_\_\_\_\_ [SEE DRAFTING NOTE].. An eligible District may self certify the micro purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above. [DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold, however, the Revised School Code provides for a lower amount (\$26,046 for the 2021-22 year). While this authority is allowed for an entity qualified as a low risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.] **Not Recommended**

## 2. Small Purchases

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

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

### B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

## 3. Sealed Bids (Note this should be numbered 1, but I am unable to make change)

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:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. 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:

- a. 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.
- b. 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.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- d. 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.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

## 2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method **DRAFTING NOTE Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2021-22 year is \$26,046, effective October 7, 2021. (See Policy 6320.)]**

If this method is used, the following requirements apply:

- a. 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.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

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

## E. Noncompetitive Procurement

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

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

## Domestic Preference for Procurement

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

## Contract/Price Analysis

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

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

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

### **Time and Materials Contracts**

The District uses a time-and-materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials 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](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

### **Bid Protest**

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

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

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

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

### **Maintenance of Procurement Records**

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

#### **[Cross References: po6350]**

Revised 1/28/19

Revised 10/28/19

Revised 2/22/21

Revised 3/8/23

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Legal                      2 C.F.R. 200.317 - .326, Appendix II to Part 200  
                                    2 C.F.R. 200.520

**Last Modified by Beverly White on April 17, 2024**

# **New policy 6350, Prevailing Wage, 1<sup>st</sup> Reading**



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-159**

**FOR ACTION**

Subject:

**New Policy 6350 – Prevailing Wage, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **New Policy 6350 – Prevailing Wage.**

Facts / Statistics:

This policy has been added because Michigan's Prevailing Wage Act has been restored and will take effect in March of 2024.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Policy Manual  
 Section BOARD POLICIES UNDER CONSIDERATION  
 Title (NEW) PREVAILING WAGE  
 Code po6350  
 Status First Reading

### **6350 - PREVAILING WAGE**

[ ] The Superintendent shall designate a Prevailing Wage Coordinator for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate.

**[END OF OPTION]**

**[DRAFTING NOTE: If a District selects the above option, the District should also select "Prevailing Wage Coordinator" in the two (2) options below. If the District did not select the above option, select "Superintendent" in the two (2) options below. As a reminder, Superintendent includes the Superintendent's designee by definition. See po0100.]**

The (x) Superintendent ( ) Prevailing Wage Coordinator [END OF OPTION] shall oversee the District's obligations under M.C.L. 480.1101, et seq. including, but not limited to, ensuring the following:

- A. A contract for a State Project, entered into pursuant to advertisement and invitation to bid, which requires or involves the employment of Construction Mechanics shall not be approved unless the wage and fringe benefits rate in the contract are not less than the prevailing rates in the Locality in which the work is to be performed.
- B. Before advertising for bids on a State Project, the (X ) Superintendent ( ) Prevailing Wage Coordinator [END OF OPTION] shall ask the Commissioner to determine the prevailing rates of wages and fringe benefits for all classes of Construction Mechanics called for in the contract.
- C. A schedule of these rates shall be made part of the specifications for the work to be performed and shall be printed on the bidding forms.
- D. If a contract is not awarded or construction is not undertaken within ninety (90) days of the date of the Commissioner's determination of prevailing rates, the Commissioner must make a redetermination before the contract is awarded.
- E. Every contractor and subcontractor must fulfill its obligations under the statute relating to prevailing wages on State Projects.
- F. Every contract for a State Project must contain the statutory language providing that Construction Mechanics are intended beneficiaries of the contractual prevailing wage, fringe benefit, and non-discrimination, non-retaliation requirements, and provide that any Construction Mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified in the contract or retaliation associated therewith, may bring an action in a court of competent jurisdiction against the contractor or subcontractor for damages or injunctive relief along with other remedies prescribed by statute.
- G. The District shall maintain certified payroll records and other records required by law for a minimum of three (3) years.

Contracts on State Projects which contain provisions regarding payment of prevailing wages as determined by the United States Secretary of Labor or which contain minimum wage schedules which are the same as prevailing wages in the Locality as determined by collective bargaining agreements or understandings between bona fide organizations of Construction Mechanics and their employers are exempt from the above requirements.

Additionally, the above requirements do not apply to a State Project if it was paid for, in whole or in part, from revenues from a millage that was authorized under the revised school code, if the millage was authorized before February 13, 2024.

## Definitions

*Commissioner* means the Department of Labor and Economic Opportunity.

*Construction Mechanic* means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a State Project but shall not include executive, administrative, professional, office, or custodial employees.

*Locality* means the county, city, village, township, or school district in which the physical work on a State Project is to be performed.

*State Project* means new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, schools, works, bridges, highways, or roads authorized by a contracting agent.

M.C.L. 480.1101, et seq.

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Last Modified by Beverly White on April 15, 2024

# **Revised policy 7217, Weapons, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-160**

**FOR ACTION**

Subject:

**Revised Policy 7217 - Weapons, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 7217 – Weapons.**

Facts / Statistics:

This policy has been revised to include references to Michigan Supreme Court decisions establishing that schools are not expressly restricted by existing legislature from regulating firearms

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of WEAPONS
Code	po7217
Status	First Reading
Adopted	July 11, 2005
Last Revised	October 26, 2009

### 7217 - **WEAPONS**

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered ~~guns~~ (whether loaded or unloaded), ~~that will expel a BB, pellet, or paintball~~, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events;
- E. firearms that are lawfully stored inside a locked vehicle in school parking areas, if the District adopts appropriate safeguards to provide for student safety. This does not apply to student vehicles.

These restrictions shall not apply in the following circumstances to persons who are properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school ~~property~~ ~~property~~, if ~~the parent or legal guardian~~ ~~s/he~~ is dropping the student off at the school or picking up the child from the school.
- B. A county corrections officer, a member of a Sheriff's posse, a police or ~~sheriff~~ ~~sheriffs~~ reserve or auxiliary officer, ~~or~~ a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises.
- C. A retired police or law enforcement officer or a retired State court judge.

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141 (g)

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

Revised 4/06

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Legal

18 U.S.C. 922

M.C.L.A. 28.425o

20 U.S.C. 4141(g)

**Last Modified by Beverly White on April 15, 2024**

**Revised policy 7540.03, Student Technology  
Acceptable Use and Safety, 1<sup>st</sup> Reading**



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-161**

**FOR ACTION**

Subject:

**Revised Policy 7540.03 - Student Technology Acceptable Use and Safety, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 7540.03 - Student Technology Acceptable Use and Safety.**

Facts / Statistics:

This policy has been revised to include optional language addressing artificial intelligence and to include a cross reference to Policy 5500 - Student Conduct.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	First Reading
Adopted	July 11, 2005
Last Revised	October 25, 2023

### 7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

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

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

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

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online education services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps,

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

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

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

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

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

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

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

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

All District Information & Technology Resources users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

### **X ] Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

#### [END OF OPTION]

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

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

Revised 1/25/10

Revised 10/24/11

Revised 8/27/12

Revised 12/8/14

Revised 12/11/17

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Legal

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

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

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

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

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

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

47 C.F.R. 54.500-54.523

**Last Modified by Beverly White on April 15, 2024**

# **Revised policy 8321, Criminal Justice Information, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-162**

**FOR ACTION**

Subject:

**Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency),**  
1<sup>st</sup>- reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)**

Facts / Statistics:

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Police (MSP). These revisions are being recommended due to the need to reflect the current state of federal and state regulations pursuant to a Michigan State Policy (MSP) audit conducted in March to ensure district compliance.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	Board Policies Under Consideration
Title	CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	Committee Review
Adopted	February 25, 2013
Last Revised	May 24, 2021



## 8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI the following standards are established:

### A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

### B. Local Agency Security Officer (LASO)

The Human Resources Coordinator shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the CSA incident response reporting procedures;
4. ensuring the CSA ISO is promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.
7. Review and update information security policy/procedures annually or after security incidents involving CHRI
8. Employ one or more of the following techniques to increase the security and privacy awareness of system users: displaying posters; offering supplies inscribed with security and privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; conducting awareness events.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

### C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement") required, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

### D. Personnel Security

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is

subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination.

2. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
3. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
4. **Termination of Employment/Access** - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as closing the individual's account and/or blocking access to any systems containing such information at the District.
5. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information.

## E. Media Protection

Access to electronic and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access electronic and physical media containing CHRI.

1. **Media Storage and Access** – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted. Electronic media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of electronic media must conform to the requirements in AG 8321.
2. **Media Transport** – Electronic and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. [Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in digital format.

- a. **Electronic Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
  - b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of. All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of or unauthorized access to the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)
4. **Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices through a Mobile Device Management (MDM) system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

#### **F. CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

#### **G. Controlled Area/Physical Protections**

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the Human Resource office area, which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

#### **H. Passwords (Standard Authentication) <sup>1</sup>**

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)

5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

### **I. Security Awareness Training**

All user with authorized access to CJI should be made aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI. All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training for new users prior to accessing CJI within six (6) months of initial assignment/authorization and annually every two (2) years thereafter, and when required by system changes or within 30 days of any security event for individuals involved in the event. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

### **J. Secondary Dissemination of Information**

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency to which the information was released;
6. the name of the individual recipient at the agency; and
7. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

### **Incident Handling and Responses**

Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. At a minimum, the following will be implemented:

	<b>Physical - Hard Copy CHRI</b>	<b>Digital - Digitally Saved CHRI</b>
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present.	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.

2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

- A. All personnel are to report suspected incidents to the LASO immediately but not to exceed one (1) hour after discovery, if an incident is confirmed the LASO shall then report the incident to MSP ISO. The LASO shall be notified immediately.

1. Incident response includes a process to determine if notification to individuals is needed, assessment to determine the extent of the harm, and identification of applicable privacy requirements when a breach has occurred.

2. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency appropriate tests.

- B. The breach shall be assessed and steps taken to correct the situation:

1. access shall be stopped for any unauthorized user;
2. media shall be secured;
3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

- C. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.

- D. The LASO shall be responsible for filing the incident report with the MSP.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

- E. Mobile Device - Incident Handling and Response

1. The LASO shall be notified immediately.
2. The breach shall be assessed and steps taken to correct the situations:
  - a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
  - b. media shall be secured and steps taken to identify how the incident occurred and what systems or

- c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
  - d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
  4. Steps shall be taken to restore the device and media to a safe environment.
  5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

- a. for a lost device, report if the owner:
  1. believed the device was locked;
  2. believed the device was unlocked;
  3. could not validate the device's locked state.
- b. for a total loss of a device, report if:
  1. CHRI was stored on the device;
  2. the device was locked or unlocked;
  3. capable of remote tracking or wiping of device.
- c. report any compromise of a device when the intrusion occurs while still in the owner's possession
- d. report any compromise outside of the United States

#### F. Collection of Evidence

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s).

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<sup>1</sup>Applicable to districts that maintain CHRI within an electronic system of records, such as an electronic database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

Revised 3/24/14  
Revised 1/25/16  
Revised 5/14/18

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Legal

Criminal Justice Information Services - Security Policy (Version 5.2, 2013)

U.S. Dept. of Justice and Federal Bureau of Investigation

Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section

Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center







# **Revised policy 8390, Animal on District Property, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-163**

**FOR ACTION**

Subject:

**Revised Policy 8390 – Animals on District Property (Technical Correction), 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 8390 – Animals on District Property (Technical Correction).**

Facts / Statistics:

A technical correction is being made to correct grammatical errors. This policy has a recommended option for Therapy Dogs which specifies the requirements for allowing certified Therapy Dogs on district property.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	First Reading
Adopted	June 24, 2014
Last Revised	October 25, 2023

## 8390 - ANIMALS ON DISTRICT PROPERTY

### Technical Correction Policy - Vol. 38, No. 2

**[DRAFTING NOTE: Optional language regarding therapy/comfort animals is included in this template. Note: Neola does not recommend including such animals, due to the liabilities and complexities of such authorization. However, given the widespread nature of such practice, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such action be thoroughly explored with the district's legal counsel and approval sought from the Board.]**

#### Introduction

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

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

#### Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: Pursuant to 28 C.F.R. Section 36.104 "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

**C. ( ) "Emotional Support Animal": Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104.**

**D. (X) "Therapy Dog": Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting serves services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).**

### **X ] [OPTION 1]**

**[NOTE: The following section should be included in the policy only if the District intends to require this of any animal brought onto District property for official purposes or on a regular/recurring basis.]**

#### **Vaccination, Licensing and/or Veterinary Requirements**

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

#### **[END OF OPTION 1]**

#### **Service Animals for Students**

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

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

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

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

#### **Removing and/or Excluding a Student's Service Animal**

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

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

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

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

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

### **Eligibility of a Student's Service Animal for Transportation**

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

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

At the discretion of the  **Principal**  **Transportation Supervisor**  \_\_\_\_\_ **[END OF OPTIONS]**, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

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

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

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

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

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

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the  Transportation Supervisor  Principal  \_\_\_\_\_ **[END OF OPTIONS]**. Principal.

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

### **Service Animals for Employees**

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

### **Service Animals for Parents, Vendors, Visitors, and Others**

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

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

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

### **Non-Service Animals in Schools and Elsewhere on District Property**

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

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

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

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

[OPTIONAL LANGUAGE] **Not recommended**

#### **Emotional Support Animals for Students**

~~An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ( ) The Superintendent may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students. [END OF OPTION]~~

~~Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the ( ) Superintendent ( ) [OTHER] \_\_\_\_\_ [END OF OPTION]. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.~~

[END OF OPTIONAL LANGUAGE]

[OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]

#### **Therapy Dogs**

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the (X) Superintendent ( ) building principal ( ) [OTHER] \_\_\_\_\_ [END OF OPTIONS], provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.

- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the (  ) Superintendent ( ) [OTHER] \_\_\_\_\_. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

[END OF OPTIONS]

Revised 6/22/15

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Legal

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

Last Modified by Beverly White on April 17, 2024



# **Revised policy 8531, Free and Reduced-Price Meals, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-164**

**FOR ACTION**

Subject:

**Revised Policy 8531 – Free and Reduced-Price Meals, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 8531 – Free and Reduced-Price Meals.**

Facts / Statistics:

This policy has been revised to address the free meal money allocation statutory policy reference (M.C.L. 388.1630d) that states the district must, to be eligible for the funding, take “all efforts to maximize and implement policies that require parents or guardians to fill out relevant family information...” to determine if they qualify for federal free or reduced cost meal reimbursement. In addition, the policy has been revised to include the stigma language moved from AG 8500d - Procedure for the Collection and Payment for Charged Meals.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	First Reading
Adopted	July 11, 2005

### 8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

**[ DRAFTING NOTE: M.C.L. 388.1630d requires districts who receive funding to provide free school lunch and breakfast under that statute to implement a policy relating to the following. Therefore, the following option is recommended for districts that intend to apply for such funds. ]**

**[ X ]** Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the Superintendent to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

**[ DRAFTING NOTE: This section is NOT optional for districts who receive funding under M.C.L. 388.1631k ]**

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A. the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B. the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C. the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D. communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E. discussing a negative meal payment balance with a student in the presence of other students.

M.C.L. 388.1630d  
M.C.L. 388.1631k

Legal

M.C.L.A. 380.1272 et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

**Last Modified by Beverly White on April 15, 2024**

## **Revised policy 8800, Religious/Patriotic Ceremonies and Observances, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-165**

**FOR ACTION**

Subject:

**Revised Policy 8800, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 8800 – Religious/Patriotic Ceremonies and Observances.**

Facts / Statistics:

This policy is revised to reflect the recent U.S. Supreme Court decision in Kennedy v Bremerton School District in which the Court clarified the equal importance of and the interaction between the Constitution’s two (2) First Amendment clauses pertaining to religious rights. The Bremerton decision reinforced employees rights to the free exercise of religion such that a First Amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members’ free exercise rights. As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the Establishment Clause. Revisions are recommended and if they are not adopted to articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	BOARD POLICIES UNDER CONSIDERATION
Title	Copy of RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	First Reading
Adopted	July 11, 2005
Last Revised	October 28, 2013

## 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

### RELIGIOUS CEREMONIES AND OBSERVANCES

**The Board of Education acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to free exercise of religion enjoyed by all persons. Within the confines of this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.**

~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.~~

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy. ~~The District shall not function as a disseminating agent for any person or outside agency for any religious or anti religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy and Administrative Guidelines 7510 – Use of District Facilities and 9700 – Relations with Special Interest Groups.~~

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~Students are not prohibited by this~~ **The Board acknowledges that it is prohibited from adopting any policy or any guideline promulgated pursuant to this policy, from engaging in rule respecting or promoting an establishment of religion or prohibiting any person from** the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate, **or on an individual basis in a manner that does not disrupt the educational process.**

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

### **PATRIOTIC ACTIVITIES AND OBSERVANCES**~~The United States Flag and Pledge of Allegiance~~

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least ~~four (4)~~4 feet ~~two (2)~~2 inches by ~~eight (8)~~8 feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

~~X ] The District may offer students and staff a Moment of Silence to commemorate a significant event that has a significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the Superintendent's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. [END OF OPTION]~~

M.C.L. 2.91,  
29 C.F.R. 1910.1030

[Cross Reference  
po8805]

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Legal M.C.L. 380.1347, 380.1347a, 380.1565  
20 U.S.C. 4071 et seq.  
Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)  
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

**Last Modified by Beverly White on April 17, 2024**



# **Revised policy 1100.01, Organizational Chart, 1<sup>st</sup> Reading**

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 24, 2024  
Report 23-166**

**FOR ACTION**

Subject:

**Revised Policy 1100.01, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1<sup>st</sup> reading: **Revised Policy 1100.01, District Organizational Chart.**

Facts / Statistics:

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan. Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent. The District Organizational chart was last adopted July 11, 2005 and has not been updated to reflect current staffing. Since 2005, there have been several positions eliminated through attrition. This District Organizational Chart reflects current staffing and eliminated positions.

District Goal Addressed:

Routine Business

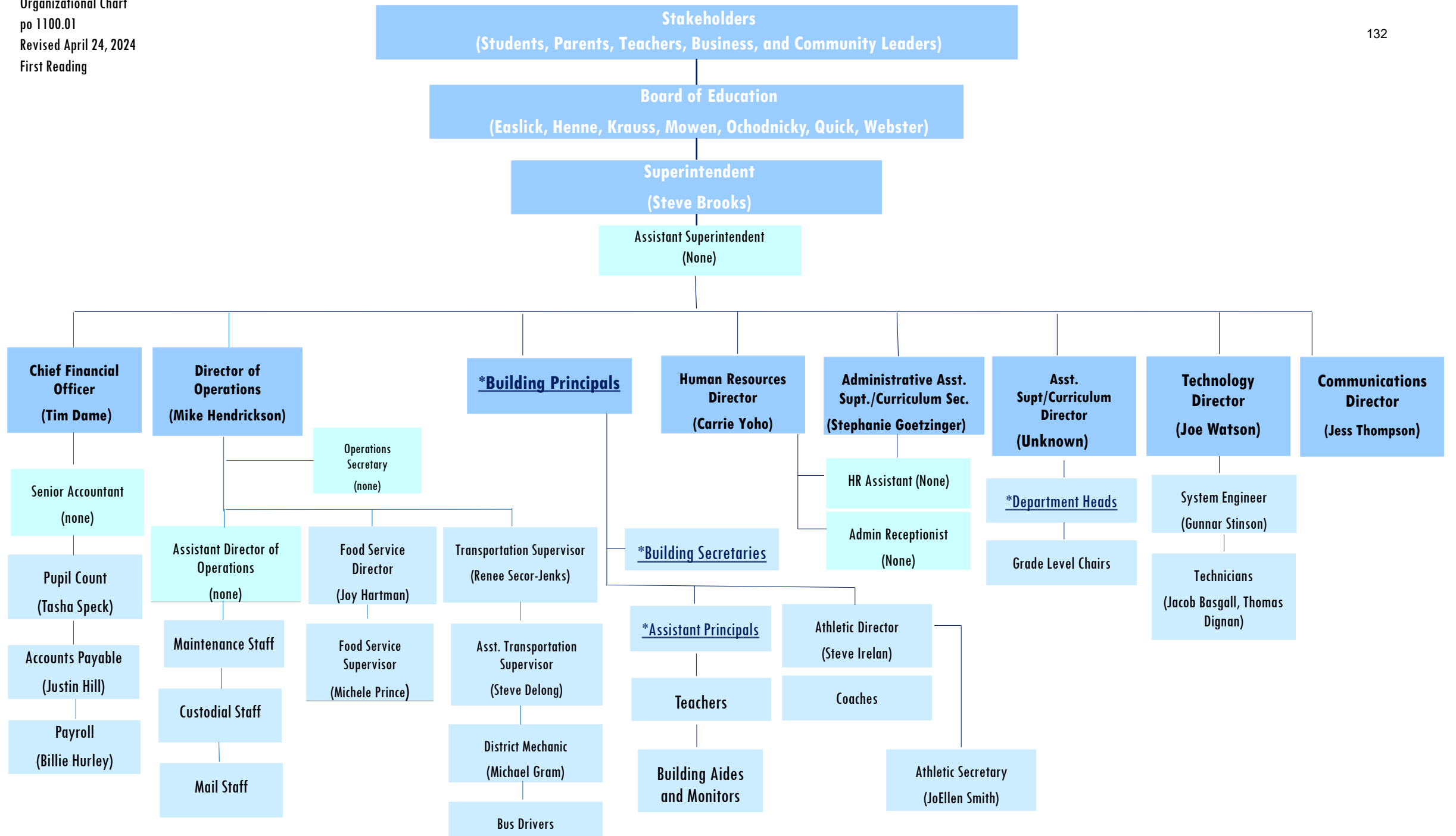
Motion

Seconded

Vote – Ayes

Nays

Motion



## **For Future Action**

# **ESS Midwest 2024-2025 Contract Renewal**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 24, 2024**  
**Report 23-167**

**FOR FUTURE ACTION**

Subject:

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

Recommendation:

Resolve that the Board of Education authorize the Superintendent to sign the proposed contract with ESS Midwest (formerly PCMI/Willsub) for the contract for the 2024-2025 fiscal year.

Facts /Statistics:

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

- Provide a mechanism to reduce the costs associated with providing Childcare and preschool services while trying to preserve the programming
- Reduce the costs for coaches in the Athletic area while trying to preserve the programming
- Contract for non-primary educational services in order to satisfy the push from the State to contract for services
- No change in Fees at the current rate of 22.00% effective, if this agreement is approved. The fees for this agreement have been kept consistent and, although, this represents an increase in the cost, it still considered a valuable and viable partnership.

The contracted relationship between ESS Midwest (formerly PCMI/Willsub) for these services has been ongoing since 2011. The services have been deemed to be satisfactory during this time period and beneficial to the District in meeting the goals outlined above. Other opportunities have been reviewed since 2011 and ESS Midwest (formerly PCMI/Willsub) has continued to be determined to be the best fit for the District’s needs. All terms remain of the agreement remain unchanged including rates. The Administrative fee has remained steady over the last several years and ESS has provided assurances that they have attempted to keep the increase to a minimum. Given the uncertainty of the current employment environment, it is considered prudent for the District to continue its relationship with ESS that is known and reliable partner through the last 14 years.

Motion

Seconded

Vote – Ayes

Nays

Motion

## ESS Midwest, LLC

### HUMAN RESOURCE STAFF PLACEMENT AGREEMENT

This is an Agreement, entered into as of July 1, 2024, by and between **ESS Midwest, Inc.** (the “Company”) located at 212 Kent St, Suite 12, P.O. Box 516, Portland, MI 48875 and the **Owosso Public Schools** located at 645 Alger St., Owosso, MI 48867 (hereinafter referred to as “LEA” for Local Education Agency).

#### Background

The Company is in the business of providing school staff for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

**1. Provision of Staff.** The Company shall be the exclusive provider of staff listed in Exhibit “A” (hereinafter “Staff”) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be the exclusive contract provider of Staff to the LEA. All or any placement of Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff who the LEA has employed prior to the Agreement and whom the LEA desires to remain in the pool of Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Staff of the LEA meet the state requirements to serve as Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Staff will be ineligible to accept assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company’s responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Staff from local, state or federal law enforcement or other governmental authorities.

**2. Treatment of Staff as Employees of the Company** All Staff provided by the Company

will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Staff.

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Staff; the Company shall withhold applicable taxes from the wages of the Staff, and shall be responsible for any payroll tax liabilities of an “employer” with respect to the Staff;

2.3 The Company shall provide applicable workers’ compensation insurance coverage for the Staff in such amounts as may be required by law; and

2.4 Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA’s employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Staff’s credentials to the county or state department of education office to obtain the Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

### **3. The Company’s Obligations**

3.1 The Company will act in good faith to provide Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company’s fees, to be agreed to in advance, writing by the LEA.

3.3 The Company seeks to provide Staff that are trained for the requested positions. The Company will provide Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and other



pertinent matters prior to any assignment of said Staff. For existing LEA staff, the Company shall provide training as requested by the LEA for a fee equal to the Company's actual cost.

3.4 The Company expects that the **Staff** assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific **Staff**. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

**4. The LEA's Obligations.** In connection with **Staff** provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Staff as needed to allow the Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students, as allowed by applicable law), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;

4.7 If Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate password security and backup copies of all data;

4.8 Maintain appropriate written internal control policies and procedures to ensure

the confidentiality of all student records and appropriately limit the access of Staff to such records;

4.9 Not promise any Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Staff, including but not limited to, sign in and out procedures and related records;

4.14 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;

4.15 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.16 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;

4.17 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.

4.18 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services.

4.19 In the event of a complaint concerning Staff, LEA shall provide Company with a written incident report. Company and LEA agree to cooperate, exchange information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

## **5. Indemnification and Limitations of Liability.**

5.1 **Indemnification of the LEA by the Company.** The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately

caused by the acts or omissions of the Company, Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

**5.2 Indemnification of the Company by the LEA.** The LEA shall indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement; or (ii) arise from any injury to Staff or other persons on the premises of the LEA or while performing services on behalf of the LEA and not caused by the acts or omissions of the Company, Staff, or other employees or authorized agents of the Company.

**5.3 Notification; Right to Defend.** A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

**5.4 Limitation of Damages.** Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

**5.5 Complete Agreement.** The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

## **6. Fees and Payment.**

**6.1. The Company's Pricing Plan,** attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Staff, not scheduled time. Company will comply with any federal, state or local laws, if any, requiring paid leave. If federal, state or local laws require paid leave, LEA will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.

**6.2 Changes to Pricing Plan.** In the event that the LEA requests to increase the established pay rate for Staff from that specifically listed on Exhibit A, or if the LEA requests to establish a new Staff classification or new pay rate to be paid to some or all of the Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Staff classification and pay rate.

The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the lesser of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

**6.3 Use or Employment of Staff by the LEA Directly.** Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the services of any Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the daily or hourly markup used on Exhibit A. Failure of the LEA to promptly notify the Company that it has employed Staff may result in the Company continuing to pay wages to the Staff for assignments which are not worked. In such event, the LEA shall be liable to Company for all costs, including wages paid to the Staff, lost markup, and reasonable collection costs.

If LEA hires Staff as a full-time employee of the LEA during the term of this Agreement, LEA shall pay to Company the sum of \$2,500.00. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Staff was a “district original”, i.e. previously working for the LEA at the start of this Agreement, or if the Staff has worked ninety (90) or more days of assignments as Staff for the LEA.

**6.4 Non-Solicitation of Company Corporate Staff.** LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the Company (i.e. employee working for Company in a role other than as “Staff”) with whom the LEA had contact or who became known to the LEA in connection with this Agreement. For the purposes of this section, “Company” also includes Source 4 Solutions LLC.

**6.5 Payment.** The LEA shall pay the Company upon receipt of invoice via an ACH Debit initiated by Company. If the LEA is unable to provide an ACH initiated by Company, the LEA can elect to provide an ACH or wire transfer. Payment not received within fifteen (15) business days after receipt of invoice will be subject to a \$25.00 late fee and 1% per month service charge. Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied

to the following invoice. LEA shall be liable for all of the Company's reasonable costs of collection, including reasonable attorneys' fees.

**6.6 Sales and Use Tax.** The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

**7. Term.** The term of this Agreement shall begin on July 1, 2024 and shall remain in effect through June 30, 2025. After the initial term the parties may agree to extend or renew this contract for additional terms of three (3) terms of one (1) year each; however either party shall have the right to propose a new or modified agreement for the new contract term. Each renewal or extension of this contract must occur at least ninety (90) days prior to the expiration of the current term of this agreement. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company's employee, and the LEA does not respond to the incident to the Company's satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

**8. Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers' compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

**9. Confidentiality & Non-Disparagement.** During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems ("Confidential Information"). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

**10. Absentee Management System; Data and Intellectual Property.** To provide Staff, Company may utilize its own or the LEA's absentee management system (hereinafter "System") as it is agreed between the parties. Under either method, the Company owns all employee and absence management information data related to Staff. If the Company utilizes the LEA's System, the LEA shall allow and authorize the Company full access to the System (sometimes referred to as "Super User" status) throughout the term of the Agreement and for thirty days after termination. In the event this Agreement is terminated, Company shall have thirty (30) days to remove Company data from the System. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

## **11. Miscellaneous**

**11.1 Amendments; Waivers.** This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

**11.2 Notices.** Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company's president at the regular business address of the Company.

**11.3 Governing Law.** This Agreement shall be governed by the internal laws of the LEA's state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA's County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

**11.4 Language Construction.** The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

**11.5 Payment of Fees.** In the event of a dispute arising under this Agreement finally

resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

**11.6 Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

**11.7 Signature in Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

**11.8 Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

**11.9 Assignment.** No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business. Company may also assign e-learning solutions for distance instruction to Proximity Learning, Inc., and special education related services to Academic Staffing, Inc., both ESS wholly owned companies.

**11.10 No Third Party Beneficiaries.** Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

**11.11 Binding Effect.** This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

**11.12 Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

**11.13 Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

**11.14 Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

**[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]**



IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

**ESS Midwest, Inc.**

By \_\_\_\_\_  
Steve Gritzuk, Chief Operating Officer

Date \_\_\_\_\_

**Owosso Public Schools**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**EXHIBIT A****PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY**

<b>Position Title or Service</b>	<b>Type of Employment</b>	<b>Administrative Fee</b>
Sea Turtles	PT/FT	22.0%
Bright Beginnings	PT/FT	22.0%
Coach	Seasonal	22.0%
Instructional Aides	PT/FT	20.0%

ESS will require that the LEA has an employee who has obtained willSub® administrator training. If said willSub® administrator is no longer able to serve as such, the LEA will promptly and at the LEA's expense have a new employee trained as a willSub® administrator.

**ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between **ESS Midwest, Inc.**, (the “Company”) located at 212 Kent St., Suite 12, P.O. Box 516, Portland, MI 48875, and the **Owosso Public Schools** (hereinafter referred to as “LEA” for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide staffing to fill positions at the request of the LEA for a period ending June 30, 2024;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2025 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement is hereby extended from July 1, 2024 through June 30, 2025;
2. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
3. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

**Owosso Public Schools**

**ESS Midwest, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Executive V.P., ESS Midwest, Inc.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **For Information**

## **Personnel Update**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**April 24, 2024**  
**Report 23-168**

**FOR INFORMATION**

Subject:

Personnel Update

**Accepted Positions**

Rodica Ivancu has accepted the Bus Driver position.

Tara Morin has accepted the Aide position at Owosso Middle School.

Stephanie Goetzing has accepted the Administrative Assistant to the Superintendent position.

**Resignations**

Madison Eldridge, Food Service Worker resigned effective April 1, 2024.

Hannah Kinnard-Steffen, GSRP Associate Teacher resigned effective March 21, 2024.

John Bradford, Custodian resigned effective April 12, 2024.

Danielle Combs, Custodian resigned effective April 26, 2024.