



**Board of Education Agenda
September 28, 2020**

5:30 pm Regular Meeting

Washington Campus
645 Alger Street
Owosso, Michigan 48867

Note: Due to Governor Whitmer's Executive Orders 2020-154 and 2020-176, this meeting will be held virtually

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Tyler Hoag – Board of Education Student Representative’s Report
Recognition of Retirees Debbie Desser and Lorraine Pelikan

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

August 24, 2020 Regular Board Meeting Minutes-----	Report 20-22	Page 1
September 16, 2020 Committee of the Whole Meeting Minutes-----	Report 20-23	Page 6
Current Bills-----	Report 20-24	Page 14
Financials-----	Report 20-25	Page 25
▪ Head Start 2020-2021 Contract Agreement-----	Report 20-26	Page 28
▪ Review/Reaffirmation of the Extended COVID-19 Learning Plan-----	Report 20-27	Page 49
▪ New Teacher Hire-----	Report 20-28	Page 73
▪ Revised Policy 5200 – Attendance, 1 st Reading-----	Report 20-29	Page 74

7. For Future Action

▪ Approval of Course Listings-----	Report 20-30	Page 78
▪ Approval of the 2019-2020 Audit report-----	Report 20-31	Page 80

8. For Information

▪ Personnel Update-----	Report 20-32	Page 82
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

October 12: Board of Education Committee of the Whole Meeting, 5:30 pm
October 19: Regular Board Meeting, 5:30 pm (note date change)

Important Upcoming Dates:

October 06: LHS Parent/Teacher Conferences, 5:30 – 7:00 pm
October 13: Trojan Marching Band Showcase at Willman Field, 7:00 pm
October 22: Half Day for Elementary Students Only
October 22: Elementary Parent/Teacher Conferences

12. Adjournment

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



On September 28, 2020 at 5:30 pm, the Owosso Public Schools will be holding its regularly scheduled Board Meeting. Due to Governor Whitmer's current Executive Order, this meeting will be held virtually. The public may join the meeting with the following Zoom link:

Join Zoom Meeting

<https://owosso-k12-mi-us.zoom.us/j/88560006223?pwd=VmpjWmdrU1JKdUxQT1RoclZWYWUyUT09>

Meeting ID: 885 6000 6223

Passcode: 120308

One tap mobile

+16465588656,,88560006223#,,,,,0#,,120308# US (New York)

+13017158592,,88560006223#,,,,,0#,,120308# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 885 6000 6223

Passcode: 120308

Find your local number: <https://owosso-k12-mi-us.zoom.us/j/88560006223?pwd=VmpjWmdrU1JKdUxQT1RoclZWYWUyUT09>

There will be a time for public participation but interested individuals must notify Ms. Alexa Stechschulte at 989-729-5678 from 12:30-4:30 p.m. on Monday, September 28, 2020 prior to the meeting to sign up for a time to speak. Reminder that the Board does not respond to public comments.

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.

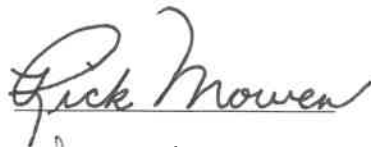
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

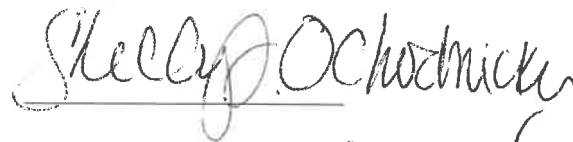
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

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



Shelly Ochoznicky
Vice President




Sara Keyes
Treasurer



Marlene Webster
Secretary



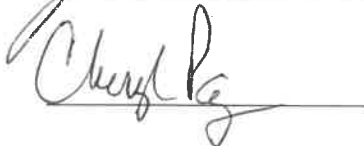
Ty Krauss
Trustee



Olga Quick
Trustee



Cheryl Paez
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

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
August 24, 2020
Report 20-22

Present: Keyes, Krauss, Mowen, Ochodnicky, Quick, Webster, Paez (members were present via Zoom video conferencing)

Absent: None

As the host of the District's virtual school Board Meeting, Superintendent Dr. Tuttle provided the participants with a few guidelines and procedures.

President Mowen called the Special meeting of the Board of Education to order at 5:32 p.m. Due to Governor Whitmer's current Executive Order 2020-75, the meeting was held virtually using Zoom video conferencing from the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Pledge of Allegiance

Board Correspondence

Superintendent Dr. Tuttle shared an array of gratitude for the following: All of the parents that submitted the survey and questionnaire, the Admin team and supervisors, the Phase 3 & 4 planning teams, the SRESA team, the many teachers preparing for technology training, Dr. Lintner and the athletic staff; the Technology team, the Transportation Supervisor, the City of Owosso, the OEA Leadership team, teams that have interviewed possible new hires, the OESPA leadership team, and the entire OPS team! CFO Omer and Mr. John Klapko were also thanked for their hard work as they continue working on the bond project. Special thanks to all the team members that have picked up extra duties during this time. Superintendent Dr. Tuttle also expressed thanks to the Board of Education. Superintendent Dr. Tuttle shared how all teams are preparing for the start of school and taking measures to ensure staff and student safety.

Curriculum Director Mr. Brooks shared that new teacher orientation is taking place this week along with training for staff that are in new roles. The ILC and Department heads are working on the opening of school. September 1st and 2nd will be district wide Professional Development(PD). Teachers will be given time to prepare their Google classroom, ensure they have the necessary technology, and engage in Safe Schools training. Title I teachers are working on assessments. Yearly planning is occurring to prepare for future PD. Additional resources for secondary math teachers have been provided along with new OHS online science text books. The District is offering 79 sessions of Tech training for staff. OMS English teachers are working on curriculum updates/changes. The Bryant golf outing was this last weekend and \$6,400 was raised for scholarships for Bryant students. Curriculum Director Mr. Brooks also thanked all of the golf sponsors.

Public Participation

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

Public comment was heard from the following individuals:

Kristen Bratschi, teacher
 Jackie Burzmor, teacher
 Tom Manke, community member
 Eric Locker, former student
 Evan Ritter, former student

For Action

- Moved by Secretary Webster, supported by Trustee Krauss to approve the July 27, 2020 regular board meeting minutes, August 10, 2020 special board meeting minutes, current bills and financials as presented. Motion carried unanimously.
- Moved by Trustee Paez, support by Vice President Ochodnicky to adopt as a second and final reading, Policy 2266 and deletion of Policy 5517.02. President Mowen requested Secretary Webster to take a roll call vote:
 Trustee Krauss: Aye
 Treasurer Keyes: Aye
 Secretary Webster: Aye
 Trustee Quick: Aye
 Vice President Ochodnicky: Aye
 Trustee Paez: Aye
 President Mowen: Aye
 Motion carried unanimously.
- Moved by Trustee Quick, supported by Trustee Krauss to declare the furniture at the high school presented in the Board report as obsolete. Motion carried unanimously.
- Moved by Secretary Webster, supported by Vice President Ochodnicky to approve the 2020 tax levy as presented. President Mowen requested Secretary Webster to take a roll call vote:
 Trustee Quick: Aye
 Vice President Ochodnicky: Aye
 Trustee Paez: Aye
 President Mowen: Aye
 Trustee Krauss: Aye
 Treasurer Keyes: Aye
 Secretary Webster: Aye
 Motion carried unanimously.
- Trustee Quick moved to accept Superintendent Tuttle's recommendation for hiring the following certified staff: Makala Brown, OHS English teacher; Kellie VanderMolen, Emerson Kindergarten teacher; Scott Buddy, OMS Science teacher; and Jerrica VanderKarr, OHS Special Education. Motion supported by Trustee Krauss. President Mowen requested Secretary Webster to take a roll call vote:
 Vice President Ochodnicky: Aye
 Trustee Quick: Aye
 Trustee Krauss: Aye
 Treasurer Keyes: Aye
 Secretary Webster: Aye
 Trustee Paez: Aye
 Vice President Mowen: Aye
 Motion carried unanimously.

For Future Action

- Dr. Tuttle indicated that the 2020-21 Head Start contract contained in the Board packet would be presented for approval at the next regular Board meeting. The contract is a continuation of the contract from previous years with very few changes.

For Information

- Superintendent Dr. Tuttle reported the following personnel changes:
 - Accepted Positions
 - April Schwab has accepted the Student Facilitator position at Central Elementary.
 - James Mullens has accepted the Paraprofessional position at Owosso Middle School.
 - Resignations
 - Lana Orrison, Paraprofessional at Emerson Elementary has submitted her letter of resignation.
 - Kim Fauth, Paraprofessional at Bryant Elementary has submitted her letter of resignation.
 - Caitlin Stansell-Greig, Owosso High School Teacher has submitted her letter of resignation.
 - Retirements
 - Jeff Rowland, Bryant Elementary Teacher has submitted his letter of retirement effective immediately after 24 years of service with the District.
 - Sue Harkema, Title I Teacher at Bryant Elementary has submitted her letter of retirement effective in September after 31 years of service with the District.
 - Jane Sawyer, Kindergarten Teacher at Emerson Elementary has submitted her letter of retirement effective immediately after 34 years of service with the District.
- Superintendent Dr. Tuttle made comments regarding the Return to Learn Plan highlighting some items from the plan that have been discussed since the last Board meeting on August 10th giving the example of the formulation of the cleaning checklists. Superintendent Dr. Tuttle also noted that the as a result of new requirements, The Return to Learn Plan will be reviewed on a monthly basis by the Board. This will occur again at the regularly scheduled Board meeting on September 28th since the Board just formally adopted the Plan at the last meeting on August 10th.

Public Participation

Public comment was heard from the following individuals:

Tom Manke, community member

Board Member Comments/Updates

Treasurer Keyes:

- She has been listening to teacher and parents that have shared concerns and positive comments with her. She understands both views. She has thought about the families and their children. Parents are concerned with their children's mental state as well. It's hard for both sides and she understands. These things keep her up at night when she has to vote for other people's families. She commented that she understands where they are coming from. Everyone has a different state of mind right now. Parents have shared concerns that they see teachers doing one thing on social media but then sharing concerns

about returning in person. There are a lot of different opinions right now and it seems to be 50/50 on what people want. Everyone's feelings are justifiable. She commented that the Board does have the staffs back. The Board will watch the other districts, learn from them and move forward. She finished by thanking the administrative team and staff.

Trustee Krauss:

- Expressed gratitude to those that spoke during the public participation and for sharing their thoughts and concerns. Stressed it is very important to hear from them. Thanked the retirees for their service and expressed well wishes. Thanked Mr. Brooks and all that have helped with the Bryant golf outing. Finished by thanking everyone who has helped prepare for the return to school.

Trustee Paez:

- She commented that she, like everyone else, is very concerned about the return of in-person learning. Believes we do have an excellent plan in place and we will try the best that we can in these days of uncertainty. Explained she works in large physical therapy office and they have been following procedures and guidelines and so far there haven't been any cases. She is hopeful that the guidelines set in place will work. The Plan will be reviewed in another month and it will be adjusted as needed. She is looking forward to a great start to the school year.

Trustee Quick:

- Expressed congratulations and thanks to retirees and let them know they will be missed. Encouraged and welcomed public/community members to continue to participate in upcoming board meetings when we return to face-face. She is troubled that meetings are not yet face-face but we expect our teachers to be face-face very soon. Expressed concerns for staff and students. She stated that two of the three districts that returned to school last week have COVID 19 cases. She believes the administration team at those districts developed the best plan they could but her concern is despite the best plan, we may not be able to keep our staff and students safe. The Board will meet in a month but within that time hopes there is open and ongoing dialogue. She feels that the Board owes it to everyone to keep them safe.

Secretary Webster:

- She wanted to echo what everyone has said. She commented "We are in a very tough time and certainly we are thinking about our educators and it is difficult to know how to open school and take all the factors into consideration and no matter what you do it's going to look like you have ignored someone's consideration. A month is a long time to wait to review, we won't wait a month to review as it will be monitored on a daily basis. We will do a formal check-in in a month and I have confidence in our administrators that they will do the right thing. We will make swift decisions if necessary." She feels our community in good shape right now and feels like the community has done well. She observed that at some point the District has to go back at some point of risk and asked the question: "How long do we wait before it's safe?" She feels we are there now, hope she's not wrong but could be. Hears the teachers and wishes she could guarantee their safety. Online is an option but doesn't necessarily think it guarantees their safety. She feels that the District has put the best resources forth and together, the District will get through it. Thanked teachers for willingness to return in spite of their fears. Understands teachers not wanting to return. Stated "Please know we are monitoring carefully to keep you as safe as possible".

Vice President Ochodnicky:

- Stated that the retirees will definitely be missed; sad her granddaughter won't have Mrs. Sawyer this year. Sent best wishes to all in their retirement. She has two grandchildren in district this year and has been going through the process with them. Feels that there are a lot of challenge and worries about the up and downs right now. She feels that the District has taken a lot of great measures to do the best with what it has been given. Appreciates everyone and thanked staff and administrators who have worked hard over the summer preparing for the school year. She extended her best wishes for September 8th and hopes things go as planned.

President Mowen:

- Extended a warm welcome to new hires indicating that he is proud to have them as part of the OPS team. Looking forward to meeting the new hires in person in the future. He thanked and expressed gratitude to retirees for their service and dedication over the years and best wishes as they move forward. He discussed how when people go around town every business/store/restaurant states masks are required, but not everyone buys into it. Same goes for the school. "We have a plan and everyone has to buy into if we want it to work".

Upcoming Board Meeting Dates.

Correction: OHS Trojan days will not be held on August 26th. Materials were mailed to students.
 September 8, 2020- First day of school
 September 14, 2020- Board of Education Committee of the Whole, 5:30 pm
 September 28, 2020: Regular Board Meeting, 5:30 pm held via Zoom per EO unless that changes.

Adjournment

Moved by Secretary Webster, supported by Vice President Ochodnicky to adjourn. Motion carried unanimously. Meeting adjourned at 6:41 p.m.

Minutes recorded by Carrie Yoho

Respectfully submitted,

Marlene Webster, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
September 16, 2020
Report 20-23

President Rick Mowen called the Board of Education Committee of the Whole Meeting to order at 5:40pm. Due to Governor Whitmer's current Executive Orders 2020-154 and 2020-176, the meeting was held virtually using video conferencing from the Washington Campus, 645 Alger Street, Owosso MI 48867.

Present: Keyes, Krauss, Mowen, Ochodnicky, Paez, Quick, Webster
 Absent: None

Pledge of Allegiance

Public Participation

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

Gregory Brodeur, Owosso resident and former Board member, commented that he was in attendance to speak about Owosso for Change. Mr. Brodeur expressed his opposition to the group's demands regarding certain changes in the curriculum to address social issues. He stated that his opposition lies not in favor of racism, sexism, bigotry, etc. but in lack of time to teach social activism in schools. He further noted his belief that Owosso Public Schools (OPS) is not equipped to teach these social issues and that the substance on what to teach would be impossible to agree upon. He strongly urged the Board not to make any changes based on Owosso for Change's demands. Mr. Brodeur expressed his belief that children cannot fully digest social issues and should not be made to feel guilty of things that occurred years ago. Mr. Brodeur questioned the motivations of groups such as Owosso for Change and stated they "march under a banner of anti-racism" to define society into groups. He stated, "this is the antithesis of what we should be doing," and "the antithesis of individuality of freedom." Finally, Mr. Brodeur reinforced his opinion that Owosso for Change's demands are a "terrible idea" and that adults must discuss social issues without bringing children into the discussion.

There were no additional comments from the public.

Beginning of School Year

Superintendent Dr. Tuttle commended everyone in the district for a strong start to the school year, especially considering the circumstances the OPS team and families were faced with. It was noted that there have been minimal discipline issues, and everyone has been social distancing as best as possible. Dr. Tuttle shared that teachers are role modeling lifelong learners

by adapting to new technology and teaching in a new fashion. Dr. Tuttle thanked the team for their planning and leadership in the start of an unprecedented school year.

COVID-19

Dr. Tuttle shared that one Emerson Elementary student tested positive for COVID-19. With a team effort, public communication regarding the positive case was sent out. Communication was sent out to teachers, parents of students who needed to quarantine, the Shiawassee County Health Department, families of students at Emerson Elementary, the entire district, the press, and the Board of Education. Dr. Tuttle shared the importance of ensuring all communication was accurate. The time from the moment the Shiawassee County Health Department confirmed the positive case to communication being sent to the district totaled 30 minutes. Dr. Tuttle thanked the technology department for their assistance in sending out timely communication. She also commended the OPS team and the Shiawassee County Health Department, particularly Director Larry Johnson and his team. Dr. Tuttle noted the Shiawassee County Health Department provided great assistance in preparing for a COVID-19 positive case in the schools and provided significant support in carrying out the plan. The Shiawassee County Health Department was complimentary of the way in which the district handled the situation. Dr. Tuttle will call the Shiawassee County Health Department whenever there is a positive COVID-19 case within OPS.

Trustee Ty Krauss asked if Dr. Tuttle found the biggest hurdle to be communication between all the entities involved. Dr. Tuttle confirmed that timely communication, accurate communication, and determining with whom to communicate with first were the biggest challenges. She explained that the situation was further complicated in that Emerson Elementary Principal, Jessica Aue, had to be quarantined after coming in direct contact with the COVID-19 positive student. Steve Brooks is serving as the interim Emerson Elementary Principal. Dr. Tuttle wants to share as much information as possible whenever there is a COVID-19 positive case in the district while also protecting any COVID-19 positive student and their rights.

In Person Versus Online Students

Superintendent Dr. Tuttle shared the district has had requests from parents/guardians for their online learners to return to in person instruction, especially at the elementary level. She noted that at the secondary level, there is an equal balance of students wanting to switch from online learning to in person instruction and vice versa. Dr. Tuttle informed the Board that on Friday, September 18th, a letter will go out to all district families and will be shared on social media regarding when students may switch from online instruction to in person learning. Dr. Tuttle shared the letter with the Board. Schools must be notified by September 30th if a student wishes to return to school. These students will return to in person instruction on Monday, October 5th. If a student would like to switch from in person to online instruction, they must notify the school as well but can do so at any time. If the school is not notified by September 30th that a student would like to return in person, that student will need to remain online until Christmas break. Additionally, Dr. Tuttle stated that if a student wishes to remain online or in person, they do not need to communicate this with their school. Dr. Tuttle noted the families of students returning to in person instruction will need to notify transportation if needed. Dr. Tuttle explained that online instruction is going as well as possible, but there are cases of students missing some instruction, and there have been challenges to online learning. Dr. Tuttle brought

to the Board's attention that the 1:10-3:25pm extended day option for in person instruction at the elementary level is full. All available space and staff have been utilized.

Bond Update

Dr. Tuttle informed the Board that Brendon Pollard's son passed away. The district expresses their deepest condolences to Mr. Pollard's family.

Dr. Tuttle noted that, overall, bond construction is going well, but slower than anticipated. Clark Construction notified Dr. Tuttle that the project will be completed by the end of March 2021. The building is in good shape right now, and the few technology glitches present at the beginning of the school year have been resolved. Dr. Tuttle commended high school staff who have adjusted to many changes including COVID-19 response, moving classrooms, and adapting to new technology. Dr. Tuttle hopes the first Board meeting that is back in person will include a tour of the new high school campus.

Vice President Shelly Ochodnicky asked if Nick Henne from Clark Construction is still leading the OPS Bond Project.

Dr. Tuttle explained that Mr. Henne is no longer leading the project. Karen Middleton began leading the project before Mr. Henne came onboard. Mr. Henne has since been promoted and is working on a project at Kettering University; however, he is still vested in the OPS Bond Project and responsive to any of Dr. Tuttle's questions or concerns. Dave Schultz has been serving for almost three months as the Project Manager for the OPS Bond Project. Dr. Tuttle shared that Mr. Schultz has a wealth of experience and has been doing a nice job. Dr. Tuttle also stated that Gary Steller and Mike Fillinger from Clark Construction have been stable forces and extremely helpful in the OPS Bond Project.

Extended Learning Plan

Dr. Tuttle noted the Extended COVID-19 Learning Plan will be reviewed monthly by the Board at regular Board meetings.

Curriculum Director Steve Brooks shared Owosso Public Schools' Reporting "Timeline and Information for Extended COVID-19 Learning Plan Implementation." Mr. Brooks made comments regarding the Extended COVID-19 Learning Plan, highlighting some items from the plan including recaptured assurances put forth by the Board. He also pointed out survey information gathered in May and July, goals based off recommendations by the Shiawassee RESD, as well as notes on NWEA assessment. Mr. Brooks explained that NWEA is a national assessment OPS administrators and teachers are well-versed in. Students will be assessed whether they are learning online or in person. Mr. Brooks brought to the Board's attention further components of the Extended COVID-19 Learning Plan including the Early Warning System (EWS), school schedules, data to monitor student success, utilization of PowerSchool, technology resources provided to students, two-way communication strategies, and more. The "Timeline and Information for Extended COVID-19 Learning Plan Implementation" will be submitted to the State of Michigan.

Secretary Marlene Webster commented on the plan's inclusion of special education. She asked how Owosso Public Schools are communicating with families of special education students regarding the resources that are available to them.

Mr. Brooks responded that new special education guidance was provided by the state and the RESD on Friday, September 11th. OPS special education teachers and administrators are working to communicate with and address the needs of families of special education students regarding technology, Wi-Fi access, and more. Teachers are communicating with the families to ensure they have all needed support.

Dr. Tuttle shared that the plan will be published on the OPS website after Board approval.

Mrs. Ochodnicky asked how teachers will be assisted with the NWEA assessments.

Mr. Brooks noted that he is working directly with the NWEA on guidance for administering assessments to online students. He has also been in contact with the administrative team to provide additional support to teachers during testing times, such as substitute teacher coverage when necessary. Mr. Brooks shared with the Instructional Leadership Council that the administration is here to support teachers and ensure assessments are provided in a timely and quality manner.

Dr. Tuttle explained the assessments are a requirement of the schools instituted by the federal government.

Trustee Cheryl Paez inquired about the percentage of students completing online learning.

Dr. Tuttle shared that OPS started the school year as expected, with 65% of students attending in person instruction and 35% of students completing their classes online.

Mrs. Paez asked if most online learners are attending and completing their schoolwork.

Dr. Tuttle replied that most online learners are participating online and doing very well. OPS police officers completed well check home visits when concerns were raised about a small number of students not completing their online work. Dr. Tuttle shared that online learning requires a lot of self-motivation and is not ideal, but OPS teachers and families are doing the best they can to keep students learning and safe.

Mrs. Paez commended online students and parents/guardians for their online learning efforts.

Mr. Brooks shared that OPS is tracking two-way communication between online learners and their teachers. To date, after only six days of school, there have been almost 6,500 contacts from OPS staff to online learners. This is a great testament to how hard OPS teachers and staff are working.

Football Game

Dr. Tuttle shared that Michigan Governor Gretchen Whitmer and the Michigan High School Athletic Association are allowing sports to resume. For Owosso Football games, each player and coach will be given two tickets to distribute to family/friends. Everyone who attends a game must wear masks, and the band will not be playing at football games. Tennis, swimming, and cross country are the only sports in which players are not required to wear masks during competition. Owosso Public Schools will be Facebook Live streaming the September 18th, 2020 varsity football game from Willman field. There will be two commentators announcing the game on the live stream. Dr Tuttle noted that if this live stream goes well, the streaming will be expanded to other sporting events. She also stated that the new Pixellot video production system is scheduled to be ready in late October. Once this system is activated in the gymnasium and at Willman Field, Pixellot cameras will be used to stream live sporting events.

Dr. Tuttle explained the district is not currently charging admission fees for sporting events. While this does result in a financial loss to the athletic department, Dr. Tuttle shared that in response to COVID-19, she wants to make things easier for the district. In addition, free admission will aid social distancing efforts and decrease contact at sporting events.

Trojan Spectacular

Dr. Tuttle announced the Trojan Marching Band Showcase is tentatively occurring at 7pm on Tuesday, October 13th at Willman Field. This event will occur in place of Trojan Spectacular. Each band member will be allotted two tickets for family/friends to attend.

Budget

Dr. Tuttle stated that a conservative budget was presented to the Board because the foundation allowance for this school year was unknown. Significant cuts were predicted, but funding may hold steady. Dr. Tuttle shared optimism for a positive 2020-2021 budget. It is presumed that the legislatures will finalize the budget at the end of the month. After the budget is finalized, Dr. Tuttle noted that negotiations and contracts can be set.

Chief Financial Officer Julie Omer reminded the Board that at the October Board meeting an auditor will be presenting the audited financial statement. The budget for 2020-2021 is looking positive at this time. Mrs. Omer shared that the legislature will take formal action to finalize the budget by September 24, 2020.

Dr. Tuttle shared that many Michiganders spent stimulus funds on new cars this year, increasing Michigan's revenue. This may be a reason the state's revenue was unexpectedly high.

Changing October Board Meeting

Dr. Tuttle proposed moving the October 26, 2020 Board meeting to October 19, 2020. Board members were asked to email Dr. Tuttle if the new proposed date does not work for them.

Bus Drivers

Dr. Tuttle brought to the Board's attention that school districts in Michigan, including OPS, are struggling with a bus driver shortage. She explained that the district needs a minimum of thirteen bus drivers and is having to combine a route with the current shortage. Dr. Tuttle shared a plan to

incentivize bus drivers to join OPS and stay with OPS. Dr. Tuttle commended Renee Secor-Jenks, OPS Transportation Supervisor, as OPS drivers enjoy working with her and are complimentary of her leadership.

Ty Krauss asked if Dr. Tuttle needs any help marketing for bus driver openings.

Dr. Tuttle responded that she would happily accept assistance in the recruitment effort. She will share the bus driver job description with Board members.

Dr. Tuttle noted the schools are accepting new trip drivers as well. Trip drivers may drive for athletic events, band events, etc. and do not need to complete a daily route.

Technology

Dr. Tuttle shared that OPS will be increasing the technology department by one person. With increased online learning and new technology from the Owosso Bond Project, this hire is necessary.

Board Questions

Superintendent Dr. Tuttle welcomed Ms. Alexa Stechschulte as the new Board Correspondent and Administrative Assistant to the Superintendent.

Treasurer Sara Keyes welcomed Alexa to OPS. She noted that her children are happy to be back in school with friends. She shared that a teacher had contacted her sharing concerns about a parent's discontent with students watching CNN 10 in the classroom. Mrs. Keyes also shared a parent complaint regarding only cold lunches being served at school.

Dr. Tuttle explained that CNN 10 is an on-demand digital news show specifically designed to be age appropriate for kids and to be shared in the classroom. Dr. Tuttle stated that she is passionate about teaching current events to OPS students and encouraged the Board to watch a few CNN 10 episodes. She noted that CNN can be viewed as politically biased, but CNN 10 does not deliver news in a biased way. Teachers have not been told to use CNN 10 in the classroom but have been asked to teach current events. Dr. Tuttle supports the use of CNN10 and other methods to deliver this content. In response to Mrs. Keyes' note on school lunches, Dr. Tuttle shared that beginning October 5, 2020, OPS will be serving three hot lunches per week.

Mr. Brooks stated that he recently watched five episodes of CNN 10, and the episodes covered a variety of topics ranging from wildfires across Western states to the chemical composition of Venus and different inventions made by the U.S. military. Mr. Brooks shared that the episodes were apolitical and presented the facts. He shared his belief that the program was very age appropriate and encourages parents/guardians to watch it with their children. Additionally, Mr. Brooks explained that if parents/guardians do not want their child watching CNN 10, they may have their child watch news of their choice and complete current events assignments using a different news source.

Shelly Ochodnicki asked if CNN 10 is age appropriate for eight-years old students. She also inquired if teachers preview the episodes before they are shown in the classroom and if there are assignments that accompany watching CNN 10 in the classroom.

Mr. Brooks replied that it is an expectation that teachers preview the CNN 10 episodes before showing them in their classrooms. He also explained that teachers can easily fast forward through any section of a CNN 10 episode if they do not find it appropriate for their class. Mr. Brooks said teachers do have assignments that accompany the viewing.

Ty Krauss welcomed Alexa and thanked everyone for their strong efforts in the beginning of a new school year.

Trustee Cheryl Paez welcomed Alexa and commented on the band currently practicing indoors. Mrs. Paez asked what the plan is for bands and choirs once the weather turns colder and they are no longer able to practice outdoors.

Dr. Tuttle responded that the situation is challenging, but there is a plan in place for band and choir to adapt to the situation. Some adaptations may include teaching music history in the classroom and practicing playing instruments at home. She shared that students will continue to practice outside when the weather is nice and wear their masks whenever they are not playing their instruments.

Cheryl Paez asked if food service is feeling overwhelmed at this time.

Dr. Tuttle responded that food service is experiencing rapid changes and is having some difficulty in packing lunches. She shared that breakfast is going well, but lunch requires a quick turnaround. John Klapko, OPS Food Service Director, is aware of the challenge and is working to provide more support to food service.

Cheryl Paez inquired about touring the new 6th-12th grade campus.

Dr. Tuttle stated that she will take the Board on a tour the next time a Board meeting can occur in person.

Trustee Olga Quick inquired about the maximum number of people allowed in the stadium for the Trojan Marching Band Showcase. She also congratulated OPS staff on a successful start to the school year.

Dr. Tuttle responded that there will be a maximum of two attendees per band student in the stadium. Everyone will be social distanced at the event. Dr. Tuttle also mentioned the date for the event is tentative to ensure Michigan's most recent Executive Orders are followed.

Secretary Marlene Webster welcomed Alexa back to OPS.

Trustee Olga Quick welcomed Alexa and thanked everyone for a successful start to the school year.

Dr. Tuttle shared the sad news with Board members that probation officer Michael Walker suddenly passed away. The OPS team expresses their deepest sympathies to Mr. Walker's family and friends.

Shelly Ochodnicki welcomed Alexa and shared that she received positive feedback on the first week of school. She noted that OPS staff members have gone above and beyond to make sure OPS students feel welcomed and comfortable.

President Rick Mowen welcomed Alexa and commended students and staff for a successful first week of school. He also thanked the Emerson Elementary staff and the Administrative Team for their quick response and transparency regarding the one positive COVID-19 case.

Upcoming Board Meeting Dates.

September 28: Board of Education Meeting, 5:30 pm

October 12: Board of Education Committee of the Whole Meeting, 5:30 pm

October 19: Board of Education Meeting, 5:30 pm (note date change)

Adjournment

Moved by Ty Krauss supported by Shelly Ochodnicki to adjourn at 7:08 pm. Motion carried unanimously.

Minutes recorded by Alexa Stechschulte

Respectfully submitted,

Marlene Webster, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
8/17-9/20/2020
REPORT 20-24

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$679,568.48
SERVICE FUND	\$41,808.21
SINKING FUND	\$171,694.75
CAPITAL PROJECTS - BOND FUND	\$4,320,131.80
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$18,225.00

CHECK RUN TOTAL \$5,231,428.24

CREDIT CARD ACTIVITY BY FUND (8/05-9/04/2020 posting date)

GENERAL FUND	\$ 18,098.97
SERVICE FUND	\$ 241.49
ORGANIZATIONAL FUND	\$ 267.92

CREDIT CARD TOTAL \$ 18,608.38

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

TRANSACTION 9/03/2020	\$ 4,546.27
TRANSACTION 9/04/2020	\$ 1,208.39
TRANSACTION 9/11/2020	\$ 20,649.13
TRANSACTION 9/18/2020	\$ 9,640.36

DIRECT DRAW FROM BANK ACCOUNT

\$ 36,044.15

PAYROLL (#5) 9/03/2020	\$ 727,076.77
PAYROLL (#6) 9/18/2020	\$ 753,733.86
STABILIZATION - 8/24/2020 (AUGUST)	\$ 184,412.53
	<u>\$ 1,665,223.16</u>

GRAND TOTAL

\$ 6,951,303.93

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From 08/17/2020 to 09/20/2020

From Check First to Last

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102140	08/20/2020	1 Comp	Cleared	08/31/2020 008960 ALL THINGS ALGEBRA	ADM/BROOKS/MATH CURRICULUM	2,665.50
102141	08/20/2020	1 Comp	Cleared	08/31/2020 000300 ARGUS-PRESS CO.	ADM/OBSOLETE MATERIAL AD	16.00
102142	08/20/2020	1 Comp	Cleared	08/31/2020 005935 BP CANADA ENERGY MARKETING GROUP	NATURAL GAS PURCHASE	287.37
102143	08/20/2020	1 Comp	Open	000825 CARROT-TOP INDUSTRIES INC.	OPER/KLAPKO/FLAGS	253.42
102144	08/20/2020	1 Comp	Cleared	08/31/2020 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	244.95
102145	08/20/2020	1 Comp	Cleared	08/31/2020 008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	47.78
102146	08/20/2020	1 Comp	Cleared	08/31/2020 008635 COLONY HARDWARE CORP.	HS/MALLORY/WOODS SUPPLIES	826.14
102147	08/20/2020	1 Comp	Cleared	08/31/2020 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/JULY 2020	25,351.33
102148	08/20/2020	1 Comp	Cleared	08/31/2020 003248 CRYSTAL CLEAN WATER	ADM/WATER	55.00
102149	08/20/2020	1 Comp	Cleared	08/31/2020 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	35.00
102150	08/20/2020	1 Comp	Cleared	08/31/2020 006588 DAYSTARR COMMUNICATIONS	OPER/PHONE BILL	1,081.85
102151	08/20/2020	1 Comp	Cleared	08/31/2020 008961 DECKER EQUIPMENT	OPER/KLAPKO/CHAIR GLIDES	38.71
102152	08/20/2020	1 Comp	Cleared	08/31/2020 005924 DELUX TROPHIES	ATH/SMITH/SIGNS	2,260.00
102153	08/20/2020	1 Comp	Cleared	08/31/2020 008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM MONITORI	590.88
102154	08/20/2020	1 Comp	Cleared	08/31/2020 008823 FITZPATRICK, STEVE	HS/FITZPATRICK/DUES	40.00
102155	08/20/2020	1 Comp	Cleared	08/31/2020 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	1,063.68
102156	08/20/2020	1 Comp	Cleared	08/31/2020 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	5,388.70
102157	08/20/2020	1 Comp	Cleared	08/31/2020 008531 HUBER, CRYSTAL	BB/HUBER/MILAGE	199.32
102158	08/20/2020	1 Comp	Cleared	08/31/2020 008910 HURLEY OCCUPATIONAL HEALTH PROG	MDOT PHYSICAL/WILL	75.00
102159	08/20/2020	1 Comp	Cleared	08/31/2020 002959 INDEPENDENT NEWSPAPERS/I60 MEDIA	ADM/THOMPSON/VISITOR GUIDE	385.00
102160	08/20/2020	1 Comp	Cleared	08/31/2020 005463 JOSTENS	ALT/PARSONS/DIPLOMAS	92.97
102161	08/20/2020	1 Comp	Cleared	08/31/2020 008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 8/21-9/20/20	3,067.59
102162	08/20/2020	1 Comp	Cleared	08/31/2020 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	6,707.65
102163	08/20/2020	1 Comp	Open	100400 MASSP	ALT/IRELAN/DUES	400.00
102164	08/20/2020	1 Comp	Open	100343 MCGRAW-HILL SCHOOL EDUCATION	ADM/BROOKS/BOOKS	32,375.34
102165	08/20/2020	1 Comp	Open	008643 MEI TOTAL ELEVATOR SOLUTIONS	OPER/KLAPKO/AGREEMENT	619.04
102166	08/20/2020	1 Comp	Cleared	08/31/2020 008158 MICHIGAN COLLEGE ACCESS NETWORK	HS/DIGNAN/20-21 ADVISE PRO	15,000.00
102167	08/20/2020	1 Comp	Cleared	08/31/2020 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	562.88
102168	08/20/2020	1 Comp	Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/GASKET	45.00
102169	08/20/2020	1 Comp	Cleared	08/31/2020 003890 MSBO	ADM/HILL/MEMBERSHIP	150.00
102170	08/20/2020	1 Comp	Cleared	08/31/2020 004121 NAPA AUTO PARTS	OPER/KLAPKO/STEERING FLUID	22.36
102171	08/20/2020	1 Comp	Cleared	08/31/2020 100001 OFFICE DEPOT INC.	ADM/SMITH/LABELS	77.62
102172	08/20/2020	1 Comp	Open	004650 OWOSSO SAFE & LOCK COMPANY	OPER/KLAPKO/KEYS	13.00
102173	08/20/2020	1 Comp	Cleared	08/31/2020 004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	22,630.70
102174	08/20/2020	1 Comp	Open	004790 PITNEY BOWES	HS/DIGAN/METER RENTAL	174.66
102175	08/20/2020	1 Comp	Open	008962 R & D SEPTIC TANK CLEANING	ATH/SMITH/PORTAJON RENTAL	200.00
102176	08/20/2020	1 Comp	Open	008963 ROGUE	ATH/SMITH/WEIGHT EQUIP	510.00
102177	08/20/2020	1 Comp	Cleared	08/31/2020 005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	425.20
102178	08/20/2020	1 Comp	Cleared	08/31/2020 001119 UNITED PARCEL SERVICE	HS/POSTAGE	16.41
102179	08/20/2020	1 Comp	Cleared	08/31/2020 008450 VECTOR TECH GROUP	ADM/WATSON/PO 000042	1,130.00
102180	08/20/2020	1 Comp	Cleared	08/31/2020 007788 WAKELAND OIL	OPER/KLAPKO/FUEL	703.81
102181	08/27/2020	1 Comp	Open	004860 POSTMASTER	EMERSON/NIDEFSKI/POSTAGE	231.02
102182	09/03/2020	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	HS/DIGNAN/MAILING	112.00
102183	09/03/2020	1 Comp	Open	008459 ATHERTON ROAD SALES, INC.	OPER/KLAPKO/GENERATOR REP	400.95
102184	09/03/2020	1 Comp	Open	008901 BASGALL, JAKE	ADM/BASGALL/MILEAGE	64.09
102185	09/03/2020	1 Comp	Open	006202 BSN SPORTS	ATH/SMITH/FOOTBALLS/MOUTH	998.26
102186	09/03/2020	1 Comp	Open	008366 CATHY NORTH	ATH/SMITH/SCHEDULES	825.00
102187	09/03/2020	1 Comp	Open	003302 CDW GOVERNMENT, INC.	ADM/WATSON/SUPPLIES	11,153.65
102188	09/03/2020	1 Comp	Open	007228 CENTRAL SCHOOL	CE/KLAPKO/POSTAGE	74.22
102189	09/03/2020	1 Comp	Open	008913 CLUTCH SOLUTIONS LLC	ADM/WATSON/WEBCAMS	13,551.90
102190	09/03/2020	1 Comp	Open	100794 COLLINS, RICHARD	MS/COLLINS/OPENING DAY	120.00
102191	09/03/2020	1 Comp	Open	005924 DELUX TROPHIES	OPER/KLAPKO/SOCIAL DISTAN	299.50
102192	09/03/2020	1 Comp	Open	008293 FLINT METRO LEAGUE	ATH/SMITH/LEAGUE DUES	3,000.00
102193	09/03/2020	1 Comp	Open	002330 GENESEE INTER.SCHOOL DISTRICT	GENNET ONLINE FEES	138.00

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From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102194	09/03/2020	1	Comp Open	102363 GRAHAM, TERESA	MS/GRAHAM/POSTAGE	806.46
102195	09/03/2020	1	Comp Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC SUPPLIES	127.80
102196	09/03/2020	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	70.00
102197	09/03/2020	1	Comp Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT SEPT	315.00
102198	09/03/2020	1	Comp Open	008959 KSS ENTERPRISES	ADM/TUTTLE/MASKS/SANITIZER	19,297.95
102199	09/03/2020	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	615.46
102200	09/03/2020	1	Comp Open	008964 MAKE MUSIC	OMS/TOLRUD/SUBSCRIPTION	250.00
102201	09/03/2020	1	Comp Open	000722 MANER COSTERISAN	2019-20 AUDIT SERVICES	7,500.00
102202	09/03/2020	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/REBATE	617.51
102203	09/03/2020	1	Comp Open	100401 MEMSPA	BR/COLLISON/MEMBERSHIP	555.00
102204	09/03/2020	1	Comp Open	003780 MESSA	SEPT 2020 BILL/ADMIN	22,826.79
102205	09/03/2020	1	Comp Open	003780 MESSA	SEPT 2020 BILL/OESPA STAFF	43,435.09
102206	09/03/2020	1	Comp Open	003780 MESSA	SEPT 2020 BILL/NON-UNION	13,998.91
102207	09/03/2020	1	Comp Open	003780 MESSA	SEPT 2020 BILL/TEACHERS	220,745.70
102208	09/03/2020	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	91.90
102209	09/03/2020	1	Comp Open	004553 OWOSSO HITCH & PLOW CENTER INC	OPER/KLAPKO/WIRING REPAIR	45.00
102210	09/03/2020	1	Comp Open	003692 RESERVE ACCOUNT	HS/DIGNAN/POSTAGE	2,900.00
102211	09/03/2020	1	Comp Open	007873 ROWLEYS WHOLESALE	TRANS/GRAHAM/GREASE	337.57
102212	09/03/2020	1	Comp Open	007989 SCHOOL DATEBOOKS	HS/DIGNAN/HANDBOOKS	2,500.00
102213	09/03/2020	1	Comp Open	005420 SCHOOL SPECIALTY INC.	BB/HURLEY/SUPPLIES	265.59
102214	09/03/2020	1	Comp Open	004568 SECOR-JENKS, RENEE	TRANS/SECOR/SUPPLIES	103.25
102215	09/03/2020	1	Comp Open	100017 SET-SEG	SEPT 2020 BILL/ADMIN	593.24
102216	09/03/2020	1	Comp Open	100017 SET-SEG	SEPT 2020 BILL/GF STAFF	5,765.74
102217	09/03/2020	1	Comp Open	006585 SIGNATURE FORD	OPER/KLAPKO/OIL CHANGE	172.67
102218	09/03/2020	1	Comp Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	89.64
102219	09/03/2020	1	Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/IRRIGATION REP	6,688.00
102220	09/03/2020	1	Comp Open	002623 TASC-CLIENT INVOICES	10/1-10/31/2020 ADMIN FEE	335.40
102221	09/03/2020	1	Comp Open	008675 TSA CONSULTING GROUP, INC.	JULY 2020 ADMIN FEE	132.86
102222	09/03/2020	1	Comp Open	100267 UNUM LIFE INSURANCE	SEPT 2020 BILL/GF STAFF	1,324.76
102223	09/03/2020	1	Comp Open	100267 UNUM LIFE INSURANCE	SEPT 2020 BILL/ADMIN	1,087.47
102224	09/03/2020	1	Comp Open	008854 VAN EERDEN FOOD SERVICE COMPANY	OPER/KALPKO/GLOVES	483.20
102225	09/03/2020	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	206.01
102226	09/10/2020	1	Comp Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	OPER/KLAPKO/DECALS	7,672.00
102227	09/10/2020	1	Comp Open	008378 BOLES, MEGAN	BB/BOLES/SUPPLIES	34.44
102228	09/10/2020	1	Comp Open	004542 BRINK WOOD PRODUCTS, INC.	OPER/KLAPKO/MULCH	9,660.00
102229	09/10/2020	1	Comp Open	003794 BRYANT ELEMENTARY	BR/HARTNAGLE/STAMPS	78.18
102230	09/10/2020	1	Comp Open	008968 BUDGET CHALLENGE	ADM/BROOKS/SUPPLIES	925.00
102231	09/10/2020	1	Comp Open	008973 BUKOVICK, ELIZABETH	BB/ROWELL/TUITION REIMBURS	106.62
102232	09/10/2020	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	145.94
102233	09/10/2020	1	Comp Open	008913 CLUTCH SOLUTIONS LLC	ADM/WATSON/EARBUDS	3,600.00
102234	09/10/2020	1	Comp Open	005924 DELUX TROPHIES	OPER/KLAPKO/DECALS	957.89
102235	09/10/2020	1	Comp Open	100199 DISCOUNT SCHOOL SUPPLY	BB/HURLEY/SUPPLIES	783.57
102236	09/10/2020	1	Comp Open	003386 DWYER, CATHY	MS/DWYER/SANATIZER	77.99
102237	09/10/2020	1	Comp Open	100065 GRAINGER	OPER/KLAPKO/HVAC SUPPLIES	1,294.32
102238	09/10/2020	1	Comp Open	008971 GREIG, JEFF	BB/ROWELL/TUITION REIMBURS	50.00
102239	09/10/2020	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/ROLL TOWELS	1,042.00
102240	09/10/2020	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/PLEXIGLAS	217.99
102241	09/10/2020	1	Comp Open	008970 JOI FRIENDZY	ADM/ST PAUL CONF REGISTRAT	1,200.00
102242	09/10/2020	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,643.98
102243	09/10/2020	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	163.80
102244	09/10/2020	1	Comp Open	100343 MCGRAW-HILL SCHOOL EDUCATION	ADM/BROOKS/BOOKS	8,419.63
102245	09/10/2020	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	213.14
102246	09/10/2020	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER AGREEME	327.00
102247	09/10/2020	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	860.06

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102248	09/10/2020	1	Comp Open	007024 PROJECT LEAD THE WAY	OHS/KRUEGER/SUPPLIES	245.00
102249	09/10/2020	1	Comp Open	005420 SCHOOL SPECIALTY INC.	BB/ROWELL/GAMES	44.40
102250	09/10/2020	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	ADM/WATSON/CHROMEBOOKS	18,020.00
102251	09/10/2020	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	ADM/WATSON/CHROMEBOOKS	20,060.00
102252	09/10/2020	1	Comp Open	101057 STATE OF MICHIGAN	2020-21 ANNUAL REPORT FILI	20.00
102253	09/10/2020	1	Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/HERBICIDE TREA	2,500.00
102254	09/10/2020	1	Comp Open	007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/ROOF PATCH	329.16
102255	09/10/2020	1	Comp Open	006230 THRUN LAW FIRM, P.C.	ADM/FILING FEE STATE AID	7,828.00
102256	09/10/2020	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE	176.75
102257	09/10/2020	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	17.69
102258	09/10/2020	1	Comp Open	008974 VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPPL	231.66
102259	09/10/2020	1	Comp Open	007788 WAKELAND OIL	OPER/KLAPKO/FUEL	919.09
102260	09/10/2020	1	Comp Open	008972 WATKINS, TRAVIS & AMBER	BB/ROWELL/TUITION REIMBURS	90.00
102261	09/10/2020	1	Comp Open	007435 ZIP MEDICAL SUPPLIES LLC	OPER/KLAPKO/WIPES	3,843.32
102262	09/17/2020	1	Comp Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	ATH/LINTNER/DECALS	165.00
102263	09/17/2020	1	Comp Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	23.12
102264	09/17/2020	1	Comp Open	007974 CENTRAL ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	22.00
102265	09/17/2020	1	Comp Open	100751 CLAPP, KATHY	BR/CLAPP/SUPPLIES	95.56
102266	09/17/2020	1	Comp Open	008849 COHOON, TAMMY	OPER/COHOON/MILEAGE	26.05
102267	09/17/2020	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/AUG 2020	25,919.49
102268	09/17/2020	1	Comp Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER REPAIR	282.78
102269	09/17/2020	1	Comp Open	101546 DEW-EL LLC	HS/WATER DAMANGE FURNITURE	3,536.00
102270	09/17/2020	1	Comp Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	36.12
102271	09/17/2020	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	522.50
102272	09/17/2020	1	Comp Open	008540 FORESIGHT SUPERSIGN	EM/NIDEFSKI/STAMP	85.90
102273	09/17/2020	1	Comp Open	008720 GREAT LAKES FURNITURE SUPPLY, INC	WATER DAMAGED FURNITURE	722.00
102274	09/17/2020	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/PLEX BARRIERS	2,569.32
102275	09/17/2020	1	Comp Open	005929 IRELAN, STEVE	ALT/IRELAN/PD LUNCH	80.68
102276	09/17/2020	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/KOWALCZYK/MUSIC	87.99
102277	09/17/2020	1	Comp Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	161.61
102278	09/17/2020	1	Comp Open	008292 KONICA MINOLTA BUSINESS SOLUTION	LEASE PMT 9/21-10/20/2020	3,067.59
102279	09/17/2020	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,279.06
102280	09/17/2020	1	Comp Open	001841 LINTNER, DALLAS	ATH/LINTNER/ZOOM	29.98
102281	09/17/2020	1	Comp Open	006692 LOGISOFT COMPUTER PRODUCTS LLC	OHS/WATSON/LICENSE	2,382.00
102282	09/17/2020	1	Comp Open	008805 MANTIS PEST MANAGEMENT SVC LLC	OPER/KLAPKO/SEPT 20 PEST	392.00
102283	09/17/2020	1	Comp Open	100400 MASSP	MS/COLLINS/DUES	1,300.00
102284	09/17/2020	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	29.71
102285	09/17/2020	1	Comp Open	005517 MICHIGAN CHAMBER SERVICES, INC.	ADM/WHITE/LABOR LAW POSTER	315.00
102286	09/17/2020	1	Comp Open	004578 MPAAA (MI PUPIL ACCTG & ATT ASC)	ADM/YOHO/20-21 DUES	85.00
102287	09/17/2020	1	Comp Open	100001 OFFICE DEPOT INC.	OHS/KRUEGER/SUPPLIES	119.70
102288	09/17/2020	1	Comp Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/9-26 CROSS COUNT	100.00
102289	09/17/2020	1	Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	91.58
102290	09/17/2020	1	Comp Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	24.50
102291	09/17/2020	1	Comp Open	008976 PAJTAS, CASANDRA	EM/PAJTAS/SUPPLIES	38.97
102292	09/17/2020	1	Comp Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	22,034.82
102293	09/17/2020	1	Comp Open	101833 PERRY PUBLIC SCHOOLS	ATH/SMITH/10-17 VBALL	180.00
102294	09/17/2020	1	Comp Open	002107 PETERSEN, SUSAN	EM/PETERSEN/SUPPLIES	163.07
102295	09/17/2020	1	Comp Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/STRIPING MACHI	3,651.64
102296	09/17/2020	1	Comp Open	002452 ROCHESTER 100 INC.	BR/HARTNAGLE/NICKY FOLDERS	1,586.25
102297	09/17/2020	1	Comp Open	000323 ROTARY CLUB OF OWOSSO	ADM/TUTTLE/AUG DUES	40.00
102298	09/17/2020	1	Comp Open	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	552.59
102299	09/17/2020	1	Comp Open	008978 SIEBEL, KATHLEEN	EM/SIEBEL/SUPPLIES	89.99
102300	09/17/2020	1	Comp Open	006585 SIGNATURE FORD	OPER/KLAPKO/HEAD LIGHT	167.05
102301	09/17/2020	1	Comp Open	008977 VAN DYKEN MECHANICAL	OPER/KLAPKO/HVAC REPAIR	2,478.56

Check Register for Bank Account ID CHEM1

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
102302	09/17/2020	1	Comp Open	007858 VERLINDE, JENNIPER	EM/VERLINDE/SUPPLIES	85.26
102303	09/17/2020	1	Comp Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	67.00
CHECK TOTAL						679,568.48
LESS VOIDS						0.00
GRAND TOTAL						679,568.48

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	132	588,329.08	Computer	164	679,568.48
Cleared	32	91,239.40	Prepaid		
Void					
Scratch					
TOTAL		164 679,568.48	TOTAL		164 679,568.48

Check Register for Bank Account ID SERVIC

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007742	08/20/2020	1 Comp	Cleared 08/31/2020	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/SUMMER FOOD	2,535.06
007743	08/20/2020	1 Comp	Cleared 08/31/2020	007788 WAKELAND OIL	FS/KLAPKO/SUMMER FUEL	34.66
007744	09/03/2020	1 Comp	Open	003780 MESSA	SEPT 2020 BILL/FS STAFF	1,671.79
007745	09/03/2020	1 Comp	Open	100017 SET-SEG	SEPT 2020 BILL/FS STAFF	279.47
007746	09/03/2020	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2020 BILL/FS STAFF	47.86
007747	09/03/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD&PAPER PROD	3,245.66
007748	09/10/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,702.00
007749	09/10/2020	1 Comp	Open	004621 PERFECTION BAKERIES INC.	FS/MANNS/FOOD PURCHASE	631.84
007750	09/10/2020	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	3,596.21
007751	09/10/2020	1 Comp	Open	003981 TOOLS FOR SCHOOLS	FS/MANNS/FOOD PURCHASE	3,625.00
007752	09/10/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	1,053.34
007753	09/10/2020	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	40.56
007754	09/17/2020	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,036.50
007755	09/17/2020	1 Comp	Open	002652 HOBART SALES & SERVICE	FS/MANNS/EQUIP REPAIR	446.85
007756	09/17/2020	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	1,864.19
007757	09/17/2020	1 Comp	Open	008854 VAN EERDEN FOOD SERVICE COMPANY	FS/MANNS/FOOD PURCHASE	11,997.22
CHECK TOTAL						41,808.21
LESS VOIDS						0.00
GRAND TOTAL						41,808.21

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	14	39,238.49	Computer	16	41,808.21
Cleared	2	2,569.72	Prepaid		
Void					
Scratch					
TOTAL		16	41,808.21	TOTAL 16 41,808.21	

Check Register for Bank Account ID SF#1

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600920	08/21/2020	1 Comp	Cleared	08/31/2020 005142 CLARK CONSTRUCTION	SINKING FUND ARCHITECT SVC	8,458.18
600921	08/21/2020	1 Comp	Cleared	08/31/2020 008865 ROYAL WEST ROOFING & SHEET METAL	OHS ROOF CONST THRU 7-31	10,584.00
600922	08/21/2020	1 Comp	Cleared	08/31/2020 001274 SPICER GROUP INC.	SINKING FUND ARCHITECT SVC	6,441.25
600923	09/17/2020	1 Comp	Open	005142 CLARK CONSTRUCTION	JULY PROF SERVICES SINKING	8,518.36
600924	09/17/2020	1 Comp	Open	008336 LA CONSTRUCTION	ACCESS ROAD THRU 8-24-20	112,810.01
600925	09/17/2020	1 Comp	Open	008865 ROYAL WEST ROOFING & SHEET METAL	SINKING FUND THRU 8-31-202	13,214.70
600926	09/17/2020	1 Comp	Open	001274 SPICER GROUP INC.	JULY PROF. SERVICES	11,668.25
CHECK TOTAL						171,694.75
LESS VOIDS						0.00
GRAND TOTAL						171,694.75

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	4	146,211.32	Computer	7	171,694.75
Cleared	3	25,483.43	Prepaid		
Void					
Scratch					
TOTAL		7	171,694.75	TOTAL 7 171,694.75	

Check Register for Bank Account ID BOND

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900399	08/21/2020	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	CONST SVCS THRU 7-31-2020	2,562.00
900400	08/21/2020	1 Comp	Cleared 08/31/2020	008815 ARCHITECTURAL METALS INC.	CONST THRU 7-31-2020	41,760.00
900401	08/21/2020	1 Comp	Cleared 08/31/2020	100180 ASBESTOS ABATEMENT INC.	CONST THRU 7-31-2020	9,216.00
900402	08/21/2020	1 Comp	Cleared 08/31/2020	008919 BRAINARD ENTERPRISE, INC.	CONST THRU 7-31-2020	62,381.00
900403	08/21/2020	1 Comp	Cleared 08/31/2020	005142 CLARK CONSTRUCTION	CONST MGT FEES JULY 2020	91,871.47
900404	08/21/2020	1 Comp	Cleared 08/31/2020	008632 DICKERSON MECHANICAL, INC.	CONST THRU 7-31-2020	131,358.60
900405	08/21/2020	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 7-31-2020	163,401.45
900406	08/21/2020	1 Comp	Cleared 08/31/2020	008685 GREAT LAKES WEST, INC.	CONST THRU 7-31-2020	12,879.90
900407	08/21/2020	1 Comp	Cleared 08/31/2020	008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 7-31-2020	34,043.40
900408	08/21/2020	1 Comp	Cleared 08/31/2020	008864 KERKSTRA PRECAST, INC.	CONST THRU 7-31-2020	1,345.25
900409	08/21/2020	1 Comp	Cleared 08/31/2020	008336 LA CONSTRUCTION	CONST THRU 7-31-2020	27,211.14
900410	08/21/2020	1 Comp	Open	008816 MIKE & SON ASPHALT, INC.	CONST THRU 7-31-2020	25,696.54
900411	08/21/2020	1 Comp	Cleared 08/31/2020	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 8-19-2020	130,030.65
900412	08/21/2020	1 Comp	Cleared 08/31/2020	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 7-31-2020	11,561.39
900413	08/21/2020	1 Comp	Cleared 08/31/2020	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THR 7-31-2020	289,195.60
900414	08/21/2020	1 Comp	Cleared 08/31/2020	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 7-31-2020	51,930.00
900415	08/21/2020	1 Comp	Cleared 08/31/2020	008865 ROYAL WEST ROOFING & SHEET METAL	CONST THRU 7-31-2020	13,781.07
900416	08/21/2020	1 Comp	Cleared 08/31/2020	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 7-31-2020	176,985.90
900417	08/21/2020	1 Comp	Cleared 08/31/2020	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 7-31-2020	397,554.48
900418	08/21/2020	1 Comp	Open	008751 THE DATACOM GROUP	CONST THRU 7-31-2020	6,548.17
900419	08/21/2020	1 Comp	Cleared 08/31/2020	008817 TRAVERSE CITY GLASS	CONST THRU 7-31-2020	92,906.10
900420	08/21/2020	1 Comp	Cleared 08/31/2020	008784 WILLIAM C REICHENBACH COMPANY	CONST THRU 7-31-2020	122,936.40
900421	09/17/2020	1 Comp	Open	008804 ALLSTEEL	FURNITURE SECONDARY CAMPUS	62,319.30
900422	09/17/2020	1 Comp	Open	008815 ARCHITECTURAL METALS INC.	CONST THRU 8-31-2020	24,271.20
900423	09/17/2020	1 Comp	Open	008979 BLUEWATER TECHNOLOGIES GROUP INC	CONST THRU 8-31-2020	336,996.77
900424	09/17/2020	1 Comp	Open	005142 CLARK CONSTRUCTION	CONST MGT FEES 8-2020	94,423.31
900425	09/17/2020	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 8-31-2020	1,427.40
900426	09/17/2020	1 Comp	Open	008780 DELTA STEEL	CONST THRU 8-31-2020	44,676.90
900427	09/17/2020	1 Comp	Open	101546 DEW-EL LLC	FURNITURE SECONDARY CAMPUS	77,065.20
900428	09/17/2020	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 8-31-2020	45,919.80
900429	09/17/2020	1 Comp	Open	007334 DIGITAL AGE TECHNOLOGIES INC.	TECHNOLOGY SECONDARY CAMPU	253,066.95
900430	09/17/2020	1 Comp	Open	008892 FLAIRWOOD	CONST THRU 8-31-2020	73,492.20
900431	09/17/2020	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 8-31-2020	55,442.21
900432	09/17/2020	1 Comp	Open	008820 INTERSTATE OFFICE INTERIORS	OFFICE EQUIP OHS	12,506.80
900433	09/17/2020	1 Comp	Open	008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 8-31-2020	44,739.90
900434	09/17/2020	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 8-31-2020	117,151.47
900435	09/17/2020	1 Comp	Open	008821 NBS	FURNITURE SECONDARY CAMPUS	84,099.32
900436	09/17/2020	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 8-31-2020	12,149.28
900437	09/17/2020	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 8-31-2020	164,220.48
900438	09/17/2020	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 8-31-2020	157,490.10
900439	09/17/2020	1 Comp	Open	008865 ROYAL WEST ROOFING & SHEET METAL	CONST THRU 8-31-2020	8,730.00
900440	09/17/2020	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 8-31-2020	477,686.79
900441	09/17/2020	1 Comp	Open	005363 SHATTUCK SPECIALTY ADVERTISING	SECONDARY CAMPUS SIGNAGE	1,032.87
900442	09/17/2020	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 8-31-2020	146,627.64
900443	09/17/2020	1 Comp	Open	008751 THE DATACOM GROUP	MASTER CLOCK SECONDARY	4,417.14
900444	09/17/2020	1 Comp	Open	008817 TRAVERSE CITY GLASS	CONST THRU 8-31-2020	98,445.60
900445	09/17/2020	1 Comp	Open	008784 WILLIAM C REICHENBACH COMPANY	CONST THRU 8-31-2020	24,576.66
					CHECK TOTAL	4,320,131.80
					LESS VOIDS	0.00
					GRAND TOTAL	4,320,131.80

Check Register for Bank Account ID BOND

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
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Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	29	2,621,183.45	Computer	47	4,320,131.80
Cleared	18	1,698,948.35	Prepaid		
Void					
Scratch					
TOTAL	47	4,320,131.80	TOTAL	47	4,320,131.80

Check Register for Bank Account ID CFF#01

From 08/17/2020 to 09/20/2020

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
000411	09/17/2020	1	Comp Open	008979 BLUEWATER TECHNOLOGIES GROUP INC	COOK FAMILY FOUNDATION AUG	18,225.00
						CHECK TOTAL 18,225.00
						LESS VOIDS 0.00
						GRAND TOTAL 18,225.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	18,225.00	Computer	1	18,225.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL	1	18,225.00	TOTAL	1	18,225.00

ACCOUNT SUMMARY

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

* Indicates required field

SEARCH CRITERIA

[Advanced Search >](#)

Reporting Cycle:

Date Range: From: 08/05/2020

To: 09/04/2020

Date Type: Posting Date

Data available starting 09/21/2017

Search

SEARCH RESULTS

Search Title

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Account Name	Account Number ^	Transaction Amount	Adjustment Amount	Total Transaction
EMERSON ELEMENTARY	[REDACTED]	642.61	0.00	
FRED LAB	[REDACTED]	156.75	0.00	
LINCOLN HIGH SCHOOL	[REDACTED]	348.00	0.00	
BRIGHT BEGINNINGS OFFICE	[REDACTED]	527.43	0.00	
OWOSSO SCHOOLS	[REDACTED]	241.49	0.00	
AL HUYCK	[REDACTED]	234.79	0.00	
OWOSSO PUBLIC SCHOOLS	[REDACTED]	0.00	(5,647.12)	(?)
BRYANT ELEMENTARY	X [REDACTED]	575.38	0.00	
DAN CLARK	[REDACTED]	554.45	0.00	
BEN COBB	[REDACTED]	652.19	0.00	
OWOSSO HIGH SCHOOL	[REDACTED]	2,646.53	0.00	
TECHNOLOGY DEPT	[REDACTED]	161.94	0.00	
JOHN QUICK	X [REDACTED]	177.98	0.00	
OWOSSO MIDDLE SCHOOL	X [REDACTED]	1,519.62	0.00	
CENTRAL ELEMENTARY	X [REDACTED]	727.71	0.00	
OPERATIONS DEPT	[REDACTED]	1,194.92	0.00	
DISTRICT TRAVEL	[REDACTED]	500.00	0.00	
CENTRAL OFFICE	X [REDACTED]	4,243.70	0.00	
CENTRAL OFFICE	X [REDACTED]	2,142.60	0.00	
OWOSSO HIGH SCHOOL 2	X [REDACTED]	267.92	0.00	
BRIGHT BEGINNINGS	X [REDACTED]	1,092.37	0.00	

18,608.38

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Search Title

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 August 31, 2020
 Report 20-25

Statement of Deposits and Investments
As of 8/31/2020
Unaudited

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
Summary of Deposits and Investments						
Cash on hand	\$ 159,887	\$ 2,801	\$ 5,348	\$ 28,423	\$ 199,612	\$ 396,071
Investments	9,937,153		\$ 6,433,080.38	12,899,365	1,021,650	\$ 30,291,249
Total Deposits and Investments	<u>\$ 10,097,040</u>	<u>\$ 2,801</u>	<u>\$ 6,438,428</u>	<u>\$ 12,927,788</u>	<u>\$ 1,221,262</u>	<u>\$ 30,687,320</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 159,887	\$ 2,801	\$ 5,348	\$ 28,423	\$ 199,612	\$ 396,071
Petty Cash on hand	-		-	-	-	
Total Cash on hand	<u>\$ 159,887</u>	<u>\$ 2,801</u>	<u>\$ 5,348</u>	<u>\$ 28,423</u>	<u>\$ 199,612</u>	<u>\$ 168,036</u>
Chemical Bank Savings Account	\$ 5,030	\$ -	\$ 1,769			\$ 6,799
Mich Class Investment	9,932,123	-	6,431,312	12,899,365	1,021,650	\$ 30,284,450
Total Investments	<u>\$ 9,937,153</u>	<u>\$ -</u>	<u>\$ 6,433,080</u>	<u>\$ 12,899,365</u>	<u>\$ 1,021,650</u>	<u>\$ 30,291,249</u>
Total Deposits and Investments	<u>\$ 10,097,040</u>	<u>\$ 2,801</u>	<u>\$ 6,438,428</u>	<u>\$ 12,927,788</u>	<u>\$ 1,221,262</u>	<u>\$ 30,687,320</u>

**Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 8/31/2020
Unaudited**

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used
REVENUE												
Local sources	3,738,762	53,426	(3,685,336)	1%	141,603	-	(141,603)	0%	1,232,473	2,793	(1,229,680)	0%
State sources	23,764,924	-	(23,764,924)	0%	71,714	-	(71,714)	0%	-	-	-	-
Federal sources	2,661,952	1,123,220	(1,538,732)	42%	1,609,155	28,541	(1,580,614)	2%	-	-	-	-
Interdistrict sources-RESD	725,549	-	(725,549)	0%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	75,856	-	(75,856)	0%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 30,967,043	\$ 1,176,646	\$ (29,790,397)	4%	1,822,472	28,541	(1,793,931)	2%	1,232,473	2,793	(1,229,680)	0%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	\$ 6,917,101	\$ 1,328	(6,915,775)	0%								
MIDDLE SCHOOL	3,206,096	11,616	(3,194,480)	0%								
HIGH SCHOOL	3,934,412	57,190	(3,877,222)	1%								
ALTERNATIVE EDUCATION	482,545	(108)	(482,653)	0%								
PRESCHOOL	138,706	2,204	(136,502)	2%								
PRESCHOOL (MICHIGAN READINESS) GRANT	186,210	52	(186,158)	0%								
TOTAL BASIC PROGRAMS	\$ 14,865,070	\$ 72,280	\$ (14,792,790)	0%								
ADDED NEEDS:												
SPECIAL EDUCATION	\$ 3,101,004	\$ 8,170	(3,092,834)	0%								
CHILDCARE PROGRAM	296,734	27,850	(268,884)	9%								
TITLE I GRANT	918,280	1,550	(916,730)	0%								
VOCATIONAL EDUCATION	579,879	1,464	(578,415)	0%								
AT RISK GRANT	1,364,267	35,350	(1,328,917)	3%								
ROBOTICS AND ADAPTIVE TECH GRANTS	22,740	-	(22,740)	0%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	120,707	129	(120,578)	0%								
COVID COST GRANT	-	3,420	3,420	0%								
TOTAL ADDED NEEDS	\$ 6,403,611	\$ 77,933	\$ (6,205,100)	1%								
CONTINUING EDUCATION:												
ADULT EDUCATION	166,725	-	(166,725)	0%								
COMMUNITY EDUCATION	142,981	11,019	(131,962)	8%								
TOTAL CONTINUING EDUCATION	\$ 309,706	\$ 11,019	\$ (298,687)	4%								
TOTAL INSTRUCTION	\$ 21,578,387	\$ 161,232	\$ (21,296,577)	1%								
SUPPORTING SERVICES												
PUPIL SERVICES:												
GUIDANCE SERVICES	\$ 294,076	\$ 7,945	(286,131)	3%								
TOTAL PUPIL SERVICES	\$ 294,076	\$ 7,945	\$ (286,131)	3%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	\$ 384,611	\$ 466	(384,145)	0%								
IMPROVEMENT OF INSTRUCTION	291,127	29,588	(261,539)	10%								
MEDIA SERVICES	120,925	1,289	(119,636)	1%								
TOTAL INSTRUCTIONAL STAFF	\$ 796,663	\$ 31,343	\$ (765,320)	4%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	\$ 98,538	\$ 10,301	(88,237)	10%								
EXECUTIVE ADMINISTRATION	323,089	58,949	(264,140)	18%								
HUMAN RESOURCES	218,001	35,863	(182,138)	16%								
TOTAL GENERAL ADMINISTRATION	\$ 639,628	\$ 105,113	\$ (534,515)	16%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	\$ 2,391,780	\$ 253,332	(2,138,448)	11%								

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 August 31, 2020
 Report 20-25

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
As of 8/31/2020
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET ORIGINAL	YTD Actual	Over (Under) Budget	% Rec'd/ Used
TOTAL SCHOOL ADMINISTRATION	\$ 2,391,780	\$ 253,332	\$ (2,138,448)	11%								
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 353,009	\$ 53,183	\$ (299,826)	15%								
TECHNOLOGY MANAGEMENT	492,778	28,880	(463,898)	6%								
TOTAL BUSINESS SERVICES	\$ 845,785	\$ 82,063	\$ (763,722)	10%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,066,831	\$ 359,331	\$ (2,707,500)	12%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,066,831	\$ 359,331	\$ (2,707,500)	12%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 923,698	\$ 26,635	\$ (897,063)	3%								
TOTAL PUPIL TRANSPORTATION	\$ 923,698	\$ 26,635	\$ (897,063)	3%								
OTHER SERVICES:												
COMMUNICATION SERVICES	55,117	385	(54,732)	1%								
ATHLETICS	412,824	821	(412,003)	0%								
PRINTING AND OTHER SUPPORT SERVICES	45,669	3,747	(41,922)	8%								
TOTAL OTHER SERVICES	\$ 513,610	\$ 4,953	\$ (508,657)	1%								
TOTAL SUPPORTING SERVICES	\$ 9,472,071	\$ 870,715	\$ (8,601,356)	9%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	94,000	7,523	(86,477)	8%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 94,000	\$ 7,523	\$ (86,477)	8%								
FOOD SERVICE EXPENDITURES					\$ 1,822,678	\$ 40,159	\$ (1,782,519)	2%				
CAPITAL PROJECT EXPENDITURES									\$ 1,826,062	\$ 45,313	\$ (1,780,749)	2%
TOTAL EXPENDITURES	\$ 31,144,458	\$ 1,039,470	\$ (29,984,410)	3%	\$ 1,822,678	\$ 40,159	\$ (1,782,519)	2%	\$ 1,826,062	\$ 45,313	\$ (1,780,749)	2%
REVENUE OVER or (UNDER) EXPENDITURES	\$ (177,415)	\$ 137,176	\$ 314,591		\$ (206)	\$ (11,618)	\$ (11,412)		\$ (593,589)	\$ (42,520)	\$ 551,069	
UNAUDITED FUND BALANCE, JULY 1, 2020	4,655,108	4,655,108	-		20,556	20,556	-		6,481,052	6,481,052	-	
PROJECTED FUND BALANCES - June 30, 2021	4,477,693				20,350				5,867,463			

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020

Report 20-26

FOR ACTION

Subject:

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

Recommendation:

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

Rationale:

This is a continuation of a service agreement between CACS from prior years and has proven to be a mutually beneficial arrangement for both parties.

Facts/Statistics:

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

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

Motion

Seconded

Vote – Ayes

Nays

Motion

FULL DAY PART YEAR HEAD START PURCHASE OF SERVICE AGREEMENT
BETWEEN
CAPITAL AREA COMMUNITY SERVICES, INC.
AND
OWOSSO PUBLIC SCHOOLS
2020-2021

Original to: CACS Finance Dept.
Provider

Copy to: CACS Executive Director
HS Associate Director
Program Supervisor

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

THIS AGREEMENT, with the effective date of the 1st day of August, 2020, is entered into by and between **CAPITAL AREA COMMUNITY SERVICES, INC.**, a Community Action Agency, and **Owosso Public Schools** (hereinafter referred to as the "Provider") and together as Parties.

RECITALS:

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

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

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

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

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

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

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

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

ARTICLE I - SCOPE OF SERVICES

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

ARTICLE 2 - COMPENSATION FOR ADMINISTRATION OF HEAD START SERVICES

- A. C.A.C.S. Head Start agrees to pay the provider for services specified in Attachment B on a monthly basis in accordance with Attachment A, "Compensation for Services". Provider must document all services provided, and submit an invoice based on documented Enrollment, and C.A.C.S. Head Start will issue payment approximately two weeks after receiving the invoice from the Provider. Checks will be made payable to Owosso Public Schools. The total contract amount will not exceed \$ 44,286.75

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

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

- B. In addition to monetary compensation, C.A.C.S. Head Start agrees to:
1. Loan equipment, if necessary, as outlined in Attachment A. C.A.C.S. Head Start will retain title to all equipment provided under this agreement.
 2. Provide payment for training activities and course work for Provider staff as determined by C.A.C.S. Head Start and in accordance with Attachment A.
- C. Match. The Provider agrees to provide services uncompensated by the payments under this Agreement and funded by non-federal sources with a minimum value of \$ 9,600.00 to be used towards C.A.C.S. Head Start's cost share or match for its Head Start grant as defined by 45 CFR § 75.2.
1. The Provider agrees that the cost of in-kind services used for match must meet the following criteria:
 - a. Are verifiable from the Provider's records;
 - b. Are not included as contributions for any other Federal award;
 - c. Are necessary and reasonable for accomplishment of this project's or program objectives;
 - d. Are allowable under Subpart E of 45 CFR part 75;
 - e. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
 - f. Are provided for in the approved budget of this project; and
 - g. Conform to other provisions of 45 CFR Part 75, as applicable.
 2. For purposes of this Agreement, volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of this project.
 3. Rates for third-party volunteer services must be consistent with those paid for similar work by the Provider. In those instances in which the volunteer does not have the required skills, rates must be consistent with those paid for similar work in the labor market in which the Provider competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

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

ARTICLE 3 - LIMITATION OF PAYMENTS

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

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

ARTICLE 4 - TERM

The term of this Agreement between C.A.C.S. Head Start and Provider shall be for a ten (10) month period commencing August 1, 2020 and continuing through May 31, 2021, at the end of which period this Agreement shall terminate.

ARTICLE 5 - TERMINATION

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

ARTICLE 6 - PROJECT DIRECTOR

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

ARTICLE 7 - PROJECT INVESTIGATOR

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

ARTICLE 8 - EQUIPMENT

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

ARTICLE 9 - EVALUATION, REPORTING, AND INFORMATION REQUIREMENTS

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

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

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

ARTICLE 11 - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ARTICLE 12 - DATA PRIVACY

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

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

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

When required by the funding or regulatory agency, the Provider shall, at its expense, document compliance with the regulations of all county, state and federal agencies, and any regulatory agency acting under agencies of the U.S. Department of Health and Human Services, or other public sources of financial assistance.

ARTICLE 14 - INDEPENDENT CONTRACTOR

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

ARTICLE 15 - INDEMNIFICATION AND HOLD HARMLESS

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

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

ARTICLE 16 - STATEMENT OF ASSURANCE

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

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

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

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

ARTICLE 17 – INSURANCE

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

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

- G. Proof of Insurance. The Provider shall provide to C.A.C.S. Head Start at the time this Agreement is executed, with certificates of insurance for each of the policies mentioned above. If so requested, certified copies of policies shall be furnished.
- H. Continuation of Coverage. If any of the above coverage expires during the term of this Agreement, the Provider shall deliver renewal certificates and/or policies to Capital Area Community Services, Inc.'s Executive Director at address noted above, at least ten (10) days prior to the expiration date.

ARTICLE 18 - DEFAULT

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

ARTICLE 19 - SPECIAL PROVISIONS

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

ARTICLE 20 - NOTICES

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

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

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

ARTICLE 21 - WAIVERS

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

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

ARTICLE 22 - AMENDMENTS OR MODIFICATIONS

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

ARTICLE 23 - ASSIGNMENT OR SUBCONTRACTING

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

ARTICLE 24 - APPLICABLE LAW AND VENUE

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

ARTICLE 25 - TITLES

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

ARTICLE 26 - COMPLETE AGREEMENT

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

ARTICLE 27 - SEVERABILITY

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or unenforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable provision of this Agreement results in the illegality or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision became invalid or unenforceable.

ARTICLE 28 - CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

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

CAPITAL AREA COMMUNITY SERVICES, INC.:

By: _____
Miguel Rodriguez
Executive Director

Date: _____

FOR THE PROVIDER:

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

ATTACHMENT A
COMPENSATION FOR SERVICES

Cash Compensation:

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

September 2020	\$ 4,920.75
October 2020	\$ 4,920.75
November 2020	\$ 4,920.75
December 2020	\$ 4,920.75
January 2021	\$ 4,920.75
February 2021	\$ 4,920.75
March 2021	\$ 4,920.75
April 2021	\$ 4,920.75
May 2021	\$ 4,920.75

Each payment will be invoiced to C.A.C.S. prior to payment. Checks will be made payable to **Owosso Public Schools**. Checks are on an approximate two week turn around. The total contract amount will not exceed **\$ 44,286.75**. The total contract amount includes a 2.0% cost-of-living adjustment in the amount of **\$ 886.16** for salary and fringe benefit enhancement. This amount will be a permanent adjustment to your per child rate.

Non-Cash:

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

Non-Federal Share/In-kind Match:

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

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

ATTACHMENT B
DESCRIPTION OF SERVICES

The Provider Agrees:

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

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

C.A.C.S. HEAD START RESPONSIBILITIES

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

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

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

Name of Provider: _____.

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

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

User Name: Head Start

Password: cacs1234

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

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

Provider Signature

Date

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

STANDARD TERMS AND CONDITIONS - DISCRETIONARY GRANTS

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

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

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

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

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

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

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

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

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

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

Responsibility to Children

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

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

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

Responsibility to Families

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

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

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

Responsibility to Colleagues

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

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

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

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020
20-27

FOR ACTION

Subject:

Owosso Public Schools – Extended COVID-19 Learning Plan.

Recommendation:

Resolve that the Board adopt the Owosso Public Schools Extended COVID-19 Learning Plan, as required by Governor Whitmer’s Executive Order 2020-149.

Rationale:

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan. It is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. ISDs and PSAs will transmit the approved plan to the superintendent of public instruction and the state treasurer.

The Extended COVID-19 Learning Plan addresses specific assurances, such as posting the Plan on the Owosso Public Schools website, administering benchmark assessments, setting specific learning goals, providing access to technology, cooperating with the health department, prioritizing K-5 learners, guaranteeing students with disabilities have equitable access to learning materials, ensuring 2-way communication occurs for attendance purposes, and outlining grading procedures.

Motion

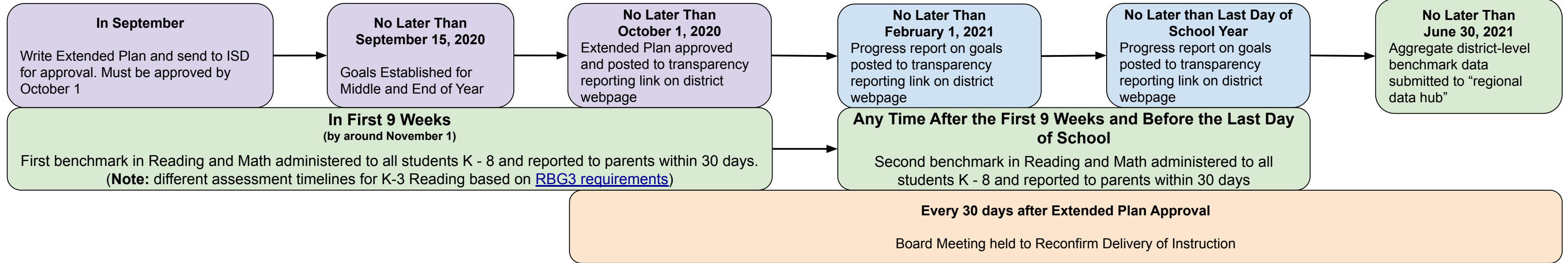
Seconded

Vote – Ayes

Nays

Motion

Reporting Timeline and Information for Extended COVID-19 Learning Plan Implementation



Extended COVID-19 Learning Plan

- Educational goals that will be included in plan must be established by September 15, 2020
- Must be approved and posted to transparency reporting link on district webpage by October 1, 2020
- Must contain *achievement* or *growth* goals that will be measured by benchmark testing in reading and math for the middle of the year and the end of the year

Recommended: [Owosso Public Schools Extended Covid-19 Learning Plan](#)

Benchmark Testing

- Reading and math must be administered to all students K - 8 two times throughout the year
- Results must be reported to parents within 30 days
- First benchmark: first 9 weeks. Second benchmark: any time outside of the first 9 weeks
- Approved Providers and Assessments:
 - NWEA - MAP
 - Curriculum Associates - iReady
 - Renaissance Learning - STAR
 - Data Recognition Corp. - Smarter Balanced and MDE K-2 Early Literacy Assessments (free option)
 - "Local Benchmark Assessments"
- **Approved Assessment Providers:** Data submitted to regional data hub by June 30, 2021
- **Local Benchmark Assessments:** Do not submit data, but additional reporting required to CEPI

Progress Reports

- Two required: By February 1, 2021 and "before the last day of the 20/21 school year"
- Must be posted to transparency reporting link on the district webpage
- Must report progress on benchmark assessments using *achievement* or *growth* for K-8 in reading and math in the aggregate and for all subgroups

Recommended: [Owosso Public Schools Progress Report](#)

Reconfirmation Meeting

- Held every 30 days with school board after approval of the Extended Plan
- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Solicit public comment on how instruction is going to be delivered
- Publicly announce weekly 2-way interaction rates at the meeting and post to transparency reporting link

Recommended: [Owosso Public Schools Reconfirmation Meeting](#)



Owosso Public Schools

Extended COVID-19 Learning Plan

as Described in [Public Act 149](#), Section 98a

August 27, 2020

On August 20, 2020 Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020 and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020 for approval. ISDs and PSAs will transmit the approved plan to the superintendent of public instruction and the state treasurer.

This is a Review Only document. Please download it as a Microsoft Word document to add your own District/PSA logo and Extended Covid-19 Learning Plan.

District/PSA Extended COVID-19 Learning Plans should be submitted to the ISD or Authorizing Body as a PDF file.



Owosso Public Schools Extended COVID-19 Learning Plan

Owosso Public Schools
645 Alger Street
Owosso MI 48867

District number- 78110

District Website- www.owosso.k12.mi.us

Superintendent-Dr. Andrea Tuttle
tuttle@owosso.k12.mi.us

Shiawassee Regional Educational School District

Date of Approval by ISD/Authorizing Body:

Assurances

1. The Owosso Public Schools will make their Shiawassee Regional Education School District approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the Owosso Public Schools website no later than October 1, 2020.
2. The Owosso Public Schools will create and make available on its transparency reporting link located on the Owosso Public Schools website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan not later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals the Owosso Public Schools expected would be achieved by the end of the school year.
3. Benchmark Assessments: The Owosso Public Schools will:
 - select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
 - administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the of the 2020-2021 school year.
4. If delivering pupil instruction virtually, the Owosso Public Schools will:
 - provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
 - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as the Owosso Public Schools had planned for that exposure to occur for in-person instruction.
5. The Owosso Public Schools, in consultation with a Shiawassee Health Department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that are based on local data that are based on key metrics.
Note: A determination concerning the method for delivering pupil instruction shall remain

at the Owosso Public Schools Board's discretion. Key metrics that the Owosso Public Schools will consider shall include at least all of the following:

- COVID-19 Cases or Positive COVID-19 tests
 - Hospitalizations due to COVID-19
 - Number of deaths resulting from COVID-19 over a 14-day period
 - COVID-19 cases for each day for each 1 million individuals
 - The percentage of positive COVID-19 tests over a 4-week period
 - Health capacity strength
 - Testing, tracing, and containment infrastructure with regard to COVID-19
6. If the Owosso Public Schools determine that it is safe to provide in-person instruction to pupils, the Owosso Public Schools will prioritize providing in-person instruction to pupils in grades PreK - 5 who are enrolled in the Owosso Public Schools.
7. The Owosso Public Schools assures that
- instruction will be delivered as described in this plan and approved by the Owosso Public School Board,
 - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
 - the Owosso Public Schools will reconfirm how instruction will be delivered during the 2020-2021 school year thirty days after the approval of the plan, and every 30 days thereafter at a meeting of the Board, and
 - public comment will be solicited from the parents or legal guardians of the pupils enrolled in the Owosso Public Schools during a public meeting described in PA-149.
8. The Owosso Public Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.
9. The Owosso Public Schools will ensure that two (2), 2-way interactions occur between a pupil enrolled in the Owosso Public Schools and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the Owosso Public Schools. The Owosso Public Schools will publicly announce its weekly interaction rates at each Owosso Public Schools Board meeting where it re-confirms how instruction is being delivered. The Owosso Public Schools will make those rates available through the transparency reporting link located on the Owosso Public Schools website each month for the 2020-2021 school year.

President of the Board of Education/Directors

Date

Learning Plan Narrative

Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

Owosso Public Schools understand that during a world-wide pandemic, it is necessary to provide learning opportunities to meet the needs of all students. In our Owosso community, we have varying degrees of parent beliefs and thoughts regarding COVID-19 which include student and staff safety.

In the conclusion of the 2019-2020 school year, Owosso Public Schools conducted a survey on the online experience of our Owosso Public School families. This information is based on a 5 point scale.

50.4% rated their quality of learning a 4 or 5 in the spring 2020.

35.4% rated communication with teachers a 4 or 5 in spring 2020.

30.5% rated a 4 or 5 that they had enough assistance to complete work.

35.3% rated a 4 or 5 of their overall experience.

This data fueled many summer discussions with small groups of support staff, teachers and administrators to make necessary adjustment and improvements to in-person and on-line options for parents. Several meetings took place during the summer to look at all options with schedule, safety, curriculum, technology, district values and beliefs, expectations and communication.

Once several options were decided, the district conducted another survey during the summer of 2020. The July 2020 survey had almost 1700 completed responses. The results showed that 72% of parents and staff wanted some type of in-person instruction while 28% wanted on-line only. 53% of parents were concerned about their social emotional well being of their student. 69% of parents were not concerned about school meals at this time. 28% of parents would utilize district transportation when we return to school in the fall. The groups came back together to continue planning and adjust options.

Once the plans were finalized with administration and board approval In August 2020, the district presented all options to families with in-person and on-line options and

results were 64% in-person and 36% on-line only. This survey had almost 3100 completed responses.

The survey indicated that the majority of our parents wanted in-person instruction however almost a third of our families wanted on-line options. Owosso Public Schools felt that it is necessary to provide options to our families to meet the needs of all learners and circumstances.

The Owosso Public Schools has well educated teachers that make incredible connections with their students each year. It was decided that Owosso teachers would teach both in-person and on-line students. In order to accommodate this and give teachers planning time, the in-person school day needed to be shortened to allow teachers to connect with on-line students each day too.

Our district has always placed a high value on student engagement and has been a goal for many years. Teaching relevant topics such as current events while making our curriculum meaningful. Students should be engaged and have a real world connection of current topics while understanding the “why” we are learning. Parents and teachers wanted much more accountability for work completed, communication, singular platform of curriculum delivery. Attendance procedures have been developed along with parent communication using PowerSchool to communicate work completion and grades.

Owosso Public Schools understands that students will be behind and have processes and procedures in place to close the COVID-19 slide.

- Owosso Public Schools has focused on the K-5 elementary educational experience by providing an extended day program for an additional 2 hours and 15 minutes of instruction for almost 300 students.
- Owosso Public Schools has hired additional staff and increased hours to assist with the transition back to school for teachers, students, and families.
- Owosso Public Schools has provided over 79 technology training sessions since August that staff could take to increase technology skills.
- Owosso Public Schools has focused on learning platforms such as Google Classroom for the delivery of curriculum.

Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The Owosso Public Schools must establish all of its goals no later than September 15, 2020.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The Owosso Public Schools benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the Owosso Public Schools educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that it administered to pupils in previous years.

Goals

The NWEA assessments in reading and mathematics will be administered to all students three times yearly: once in the first nine weeks of the school year, mid-year, and again prior to the last day of school. Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February 2021 and June 2021.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the formative assessment process. All teachers will conduct data meetings three times during the year to review, strategize, and set new targets for all learners.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on NWEA results. This will be available through the Illuminate Data Management System.

Goal 1 - All students (K-8) will improve performance in Reading/ELA from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments including DRA (Developmental Reading Assessment), and formative assessment will be continuously discussed and analyzed by staff.

Goal 2 - All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by NWEA.

- All teachers will use the formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

The Owosso Public Schools will use one of the MDE pre approved benchmark assessment vendors to monitor student progress. The NWEA results are also part of the teacher evaluation process as teachers monitor benchmark growth in all ELA and math sections. Teachers will administer to all students including online students within the first nine weeks of school. Administrators, Title I teachers, SRES staff will have data meetings at least three times throughout the year to monitor progress using NWEA data.

Owosso Public Schools will administer benchmark assessments in reading and mathematics within the first 9 weeks of school. The district will administer NWEA (NorthWest Educational Assessment) within the first 9 weeks of school. Owosso Public Schools has used NWEA for 3 years and our teachers have experience using this program and tracking specific results. The district has used MAP Skills as part of the NWEA portfolio which guides teachers to address specific needs at each level and individually address areas of concern. Our assessment calendar has already been established and communicated to administrators and teacher leaders. K-5 teachers will also administer DRA (Developmental Reading Assessment) to all students three times per year. This is another reading screening tool that has been used for many years within the district.

Owosso Public Schools will use the EWS (Early Warning System) approach to disaggregate the data. This process will allow us to break down the data and communicate to specific teachers based on the fall, winter, and spring results. Data meetings will be held with RESD, teachers, and administrators to review data and make adjustments throughout the year. These meetings will occur at least three times this year with all teachers to review benchmark assessment data. Schools must write goals for the Extended Continuation of Learning Plan based on the district's progress as measured by the benchmark assessment results. These benchmarks and goals will be measured and evaluated three times throughout the year.

Owosso Public Schools will report to the public within 30 days after the assessments are complete and will present to the Owosso Board of Education prior to Feb 1, 2021 and June 2021. The district will utilize Illuminate (Data Management System) to assist teachers with

communication with parents on benchmark assessments and comparing them to the 2019-2020 school year. K-3 teachers will follow the district procedures for IRIP (Individual Reading Improvement Plan) to communicate with families with anyone below a certain benchmark status. This process follows the RBG3 (Read By Grade 3) reading law.

All data including DRA (Developmental Reading Assessment), NWEA (NorthWest Educational Assessment), attendance, behavioral, grades, and social emotional status are kept in the Illuminate Data Hub. This data hub is shared with the SRES and final data will be submitted to the MDE(Michigan Department of Education) by June 30, 2021.

Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

OWOSSO HIGH SCHOOL

Owosso High School Teacher & Student Schedule

Teacher Schedule: **

Contract time: 7:35 a.m. -3:00 p.m.

7:35-8:30 a.m. Planning

8:30-9:15 a.m. Online classroom preparation

9:15-9:45 a.m. Duty free breakfast/lunch

9:45 -10:20 a.m. 1st period

10:24 -10:59 a.m. 2nd period

11:03 -11:38 a.m. 3rd period

11:42 a.m. -12:48 p.m. 4th period including lunch

12:52 -1:27 p.m. 5th period

1:31 -2:06 p.m. 6th period

2:10 -2:45 p.m. 7th period

2:45-3:00 p.m. Planning


**Special Education will differ

Student Schedule:

9:45-2:45 Follow regular 7 hour schedule (5 hours)

Students will be required to complete 1.5 hours of online assignments at home each school day.

6.5 hours of instruction



Online Student	In Person Student	Teacher
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule	7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.	7:45 - 9:10 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule
8:35-9:05 Break	Students travel to school	8:35 - 9:05 Meal Break
9:05 - 9:40 Student work time	The OHS main entrance will be open daily at 9:30 am. As students arrive by bus, they will be directed to the cafeteria and will sit in socially-distanced seats until they are dismissed to their 1st hour classroom.	9:05 - 9:35 Teacher online prep and communication
9:45 - 10:20 1st hour classwork	9:45 - 10:20 1st hour	9:45 - 10:20 1st hour
10:24 - 10:59 2nd hour classwork	10:24 - 10:59 2nd hour	10:24 - 10:59 2nd hour
11:03 - 11:38 3rd hour classwork	11:03 - 11:38 3rd hour	11:03 - 11:38 3rd hour
11:42 - 12:13 Lunch	11:42 - 12:13 Lunch in 4th hour	11:42 - 12:13 Student Lunch in 4th hour
12:13 - 12:48 4th hour classwork	12:13 - 12:48 4th hour	12:13 - 12:48 4th hour
12:52 - 1:27 5th hour classwork	12:52 - 1:27 5th hour	12:52 - 1:27 5th hour
1:31 - 2:06 6th hour classwork	1:31 - 2:06 6th hour	1:31 - 2:06 6th hour
2:10 - 2:45 7th hour classwork	2:10 - 2:45 7th hour	2:10 - 2:45 7th hour

High School Teachers from 7:45-9:35					
	Mon	Tues	Wed	Thur	Fridays
7:45-8:05	1st hr Zoom	3rd hr Zoom	5th hr Zoom	7th hr Zoom	Teacher Office Hours Teachers available to Zoom or communicate with students
8:05-8:25	2nd hr Zoom	4th hr Zoom	6th hr Zoom	Teacher Office Hours	
8:25-9:05	Teacher Duty Free Meal				
9:05-9:35	Student work time/Teacher online prep and communication				

From **7:45-9:35**, online students will have the opportunity to connect with all of their individual teachers each day. Students can check all materials and directions in Google Classroom.

This time can include communication and clarification about upcoming assignments or assessments. Teachers can help with a particular part of a previous assignment or concept. Students can ask questions or connect with their teachers in ways that provide additional support and encouragement.

Teachers can structure this a variety of ways to fit the needs of their students on a given day. Encouraging students and providing supports for them should be the focus of this time.

Online Student
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications.
*See Weekly Online Morning Schedule
8:35-9:05 Break
9:05 - 9:40 Student work time
9:45 - 10:20 1st hour classwork
10:24 - 10:59 2nd hour classwork
11:03 - 11:38 3rd hour classwork
11:42 - 12:13 Lunch
12:13 - 12:48 4th hour classwork
12:52 - 1:27 5th hour classwork
1:31 - 2:06 6th hour classwork
2:10 - 2:45 7th hour classwork

Online Student Expectations

From **9:45-2:45**, online students are strongly encouraged to do their class work at the same time as their classmates who are in the classroom. Online students can watch all instructional/informational videos or materials that are posted in Google Classroom as they begin to work on the classwork during these times.

By doing their work during the recommended times, they can do digital activities at the same time as their classmates. Students have the opportunity to communicate and collaborate through Google Classroom and other online tools. Students who are not in the classroom can still build connections with their classmates and teachers during this time.

In Person Student
7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.
Students travel to school
The OHS main entrance will be open daily at 9:30 am. As students arrive by bus, they will be directed to the cafeteria and will sit in socially-distanced seats until they are dismissed to their 1st hour classroom.
9:45 - 10:20 1st hour
10:24 - 10:59 2nd hour
11:03 - 11:38 3rd hour
11:42 - 12:13 Lunch in 4th hour
12:13 - 12:48 4th hour
12:52 - 1:27 5th hour
1:31 - 2:06 6th hour
2:10 - 2:45 7th hour

In Person Student Expectations

Students who come to the school building will also have the responsibility to check all Google Classrooms to prepare for the upcoming lesson in school.

What is posted in Google Classrooms by teachers will often include a short instructional video. These could be introductions to key concepts, examples of questions or problems, reminders about important concepts from the previous lesson, information about an online tool or resource that will be used, or instructions to clarify an upcoming activity, assignment or project.

These Google Classroom posts will be posted by teachers after each school day. This provides students and families with the flexibility to check some or all of their Google Classrooms that afternoon/evening or the next morning before they return to the classroom.

OWOSSO MIDDLE SCHOOL/LINCOLN HIGH SCHOOL

Middle School Teacher & Student Schedule

Teacher Schedule:**

Contract time: 7:35 a.m. -3:00 p.m.
 7:35-8:30 a.m. Planning
 8:30-9:15 a.m. Online classroom preparation
 9:15-9:45 a.m. Duty free breakfast/lunch
 9:45-10:26 a.m. First hour
 10:30-11:11 a.m. Second hour
 11:15-11:56 a.m. Third hour
 12:00-12:30 p.m. Lunch
 12:30-1:11 p.m. Fourth hour
 1:15-1:56 p.m. Fifth hour
 2:00-2:45 p.m. Sixth hour
 2:45—3:00 p.m. Planning

**Special Education will differ

Student Schedule:

9:45-2:45 Follow regular
6 hour schedule

Students will be
required to complete 1.5
hours of online
assignments at home
each school day.

6.5 hours of instruction



Online Student	In Person Student	Teacher
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule	7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.	7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule
8:35-9:05 Break	Students travel to school	8:35 - 9:05 Meal Break
9:05 - 9:35 Student work time	As students arrive, they will report to their 1st hour to silent read and check Google Classrooms	9:05 - 9:35 Teacher online prep and communication
9:45 - 10:26 1st hour classwork	9:45 - 10:26 1st hour	9:45 - 10:26 1st hour
10:30 - 11:11 2nd hour classwork	10:30 - 11:11 2nd hour	10:30 - 11:11 2nd hour
11:15 - 11:56 3rd hour classwork	11:15 - 11:56 3rd hour	11:15 - 11:56 3rd hour
11:56 - 12:26 Lunch	11:56 - 12:26 Lunch in 3rd hour	11:56 - 12:26 Student Lunch in 3rd hour
12:30 - 1:11 4th hour classwork	12:30 - 1:11 4th hour	12:30 - 1:11 4th hour
1:15 - 1:56 5th hour classwork	1:15 - 1:56 5th hour	1:15 - 1:56 5th hour
2:00 - 2:45 6th hour classwork	2:00 - 2:45 6th hour	2:00 - 2:45 6th hour

Online Students from 7:45-9:35			
	Mon(A)/ Wed(B)	Tues(A)/ Thur(B)	Fridays
7:40-7:55	1st hr Zoom	4th hr Zoom	Teacher Office Hours Teachers available to Zoom or communicate with students
8:00-8:15	2nd hr Zoom	5th hr Zoom	
8:20-8:35	3rd hr Zoom	6th hr Zoom	
8:35-9:05	Break		
9:05-9:35	Student work time/Teacher online prep and communication		

Online Students

From **7:45-8:35**, online students will have the opportunity to connect with their individual teachers in various ways, including Zoom meetings. Students can check all materials and directions in Google Classroom.

This time can include communication and clarification about upcoming assignments or assessments. Teachers can help with a particular part of a previous assignment or concept.

Students can ask questions or connect with their teachers in ways that provide additional support and encouragement.

Online Student
7:45 - 8:35 Zoom meetings with classroom teachers, office hours and online communications. *See Weekly Online Morning Schedule
8:35-9:05 Break
9:05 - 9:35 Student work time
9:45 - 10:26 1st hour classwork
10:30 - 11:11 2nd hour classwork
11:15 - 11:56 3rd hour classwork
11:56 - 12:26 Lunch
12:30 - 1:11 4th hour classwork
1:15 - 1:56 5th hour classwork
2:00 - 2:45 6th hour classwork

Online Students

From **9:45-2:45**, online students are strongly encouraged to do their class work at the same time as their classmates who are in the classroom. Online students can watch all instructional/informational videos or materials that are posted in Google Classroom as they begin to work on the classwork during these times.

By doing their work during the recommended times, they can do digital activities at the same time as their classmates. Students have the opportunity to communicate and collaborate through Google Classroom and other online tools. Students who are not in the classroom can still build connections with their classmates and teachers during this time.

In Person Student
7:45 Check all Google Classrooms and watch all instructional/informational videos or materials that are posted.
Students travel to school
As students arrive, they will report to their 1st hour to silent read and check Google Classrooms
9:45 - 10:26 1st hour
10:30 - 11:11 2nd hour
11:15 - 11:56 3rd hour
11:56 - 12:26 Lunch in 3rd hour
12:30 - 1:11 4th hour
1:15 - 1:56 5th hour
2:00 - 2:45 6th hour

In Person Students

Students who come to the school building will also have the responsibility to check all Google Classrooms to prepare for the upcoming lesson in school.

What is posted in Google Classrooms by teachers will often include a short instructional video. These could be introductions to key concepts, examples of questions or problems, reminders about important concepts from the previous lesson, information about an online tool or resource that will be used, or instructions to clarify an upcoming activity, assignment or project.

These Google Classroom posts will be posted by teachers after each school day. This provides students and families with the flexibility to check some or all of their Google Classrooms that afternoon/evening or the next morning before they return to the classroom.

BRYANT/CENTRAL/EMERSON ELEMENTARY

Elementary Teacher & Student Schedule

Teacher Schedule:**

Contract time: 8:00 a.m. - 3:25 p.m.
 8:00-8:10 a.m. Planning
 8:10-11:00 a.m. Instruction
 11:00-11:30 a.m. Lunch in classroom with students
 11:30 a.m. -1:10 p.m. Instruction
 1:10-1:40 p.m. Duty free lunch
 1:40-2:25 p.m. Online classroom preparation
 2:25-3:25 p.m. Planning
 **Encore, Title I and Special Education will differ.

Student Schedule:

8:10-1:10—In person (5 hours)

 Students will be required to complete 1.5 hours of online assignments at home or during their extended learning time (1:10-3:25 p.m.) each school day.

 6.5 hours of instruction



Elementary Hybrid Face to Face Schedule ~ Phase 4

In-person

This is just a template. Teachers will be 'tweaking' for individual class recess and bathroom breaks.

Elementary Teacher Schedule: Pre K- 5th	
8:00-8:10	Teacher Planning
8:10-8:30	Breakfast / Clean up / Announcements
8:30-11:00	Session 1
	Session 2
11:00-11:30	Lunch / Clean up / Activity in classroom
11:30-1:10	Session 3
	Session 4
1:10-1:40	Duty free lunch time
1:40-2:25	Virtual Teaching (available) Making contact with students
2:25-3:25	Teacher planning/recording/uploading lessons in Google Classroom

Session times are for teachers to teach core subject areas (ELA, Math, Science, Social Studies).

Buildings will determine recess and bathroom breaks for each class. This will ensure social distancing on playground and in hallways. Schedules will adjust for these times.

Elementary Online Schedule K-2

Kindergarten - Second Grade	
8:30-9:30	Writing
9:30-10:15	Independent Reading- Mini Phonics lesson
10:15-10:30	Snack and Move Around Break
10:30-11:00	STEAM
11:00-11:30	Lunch and recess (screentime free)
11:30-12:00	ELA
12:00-12:45	Math
12:45-1:40	Encore Classes (via Google Classroom)
1:40-2:25	Teacher contact time
2:25-3:25	Teacher planning and uploading lessons to Google Classroom

Online students will have the opportunity to view lessons in Google Classroom and do lessons independently at home during the morning and early afternoon.

Phone calls and Zoom meetings with teacher for additional support will be done from 1:40-2:25.

See individual teacher schedule for times and links

Elementary Online Schedule 3-5

Third - Fifth Grade	
8:30-9:30	Session 1: Math Lesson on Google Classroom
9:30-10:00	Encore Classes (via Google Classroom)
10:00-10:30	Independent Reading Time
10:30-11:00	Writing
11:00-11:30	Lunch and Recess (screentime free time)
11:30-12:30	ELA Classes (via Google Classroom)
12:30-1:40	Science/Social Studies (via Google Classroom)
1:40-2:25	Teacher Contact Time
2:25-3:25	Teacher planning and uploading lessons to Google Classroom

Online students will have the opportunity to view lessons in Google Classroom and do lessons independently at home during the morning and early afternoon.

Phone calls and Zoom meetings with teacher for additional support will be done from 1:40-2:25.

See individual teacher schedule for times and links

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the Owosso Public Schools had planned for that exposure to occur for in-person instruction.

The Owosso Public Schools full instructional plan can be found in the [MI Safe Schools Roadmap-- Sample District Preparedness Plan](#).

Curriculum and Instruction: Academic Standards

The Owosso Public Schools curriculum for core academic areas is aligned to state standards and International Baccourlettee philosophy is embedded PreK-12 grade. Course outlines and lesson plans are designed and created by (IB) International Baccourlettee district leaders along with ILC (Instructional Leadership Council) members. These units, plans, maps are reviewed annually during grade level and department meetings. This ensures all teachers are teaching to standards as well as specific units of study.

As teachers navigate the wider usual range of competencies expected this fall, they will use the SLO (Student Learning Objectives) [SLO 2020-2021 Handbook](#) process as part of the teacher evaluation cycle. This system provides guidance to help them design new (or best utilize existing) pre-assessments to plan for differentiation of content, use results from pre-assessments to inform instruction and prioritize K-12 instructional standards for the 2020-2021 School Year. This management system will establish the range of student needs as they return to school in the fall, identify assessment ideas that allow students to demonstrate understanding in a variety of ways, assess and provide instruction in the content areas in face-to-face, virtual, and blended classroom environments, and incorporate well-being and SEL/trauma-informed practices into instruction.

All teachers should remember and embrace the following:

- Maslow hierarchy of needs
- Nurture a positive home climate for learning and parental involvement
- Establish and maintain remote classroom norms and learning routines
- Implement culturally responsive teaching practices
- Encourage student collaboration and discourse
- Create opportunities for and attend carefully to feedback
- Engage students in meaningful learning opportunities

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

The Owosso Public Schools will assess each student based on current curriculum strategies that were in place prior to COVID-19 pandemic. Our assessment calendar has been established along with course syllabi that outlines expectations for all students PreK-12.

Owosso Public Schools uses standard based report cards for K-2 that are administered quarterly to parents to communicate progress on specific learning objectives. Students in grades 3-12 are scheduled to receive quarterly traditional report cards with assigned letter grades based on performance on classroom learning objectives and targets. These traditional grades translate into GPA (Grade Point Average) and high school credit at the high school level.

The district also communicates benchmark assessments including DRA (Developmental Reading Assessment), NWEA (NorthWest Educational Assessment) to all parents K-8. These individualized assessment results are included in quarterly traditional report cards. The district follows the IRIP (Individualized Reading Improvement Plan) which also communicates benchmark assessment results along with specific learning targets for each student that falls below specific cut lines. Growth is monitored three times per year and learning targets continue to be adjusted.

Owosso Public Schools utilizes PowerSchool which allows parents to monitor progress in grades 3-12. Parents are able to monitor progress in real time as assignments/assessments are entered into the gradebook by the assigned teacher. Parents and students are able to communicate through PowerSchool via email.

The district has established predetermined Parent/Teacher conferences that are built into the OEA (Owosso Education Association) contract. Teachers are expected to discuss assessment results along with progress toward specific course learning objectives. It is also expected that professional staff make specific recommendations for improvement to parents and students. Specific goal setting strategies will be completed at the beginning of the year. Teachers will monitor and adjust learning goals and targets after each benchmark assessment.

Equitable Access

- If delivering pupil instruction virtually, please **describe** how the Owosso Public Schools will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

We all know that online learning is not as effective as in-person instruction, especially for elementary students. Children need the social and emotional benefits of school (routine, schedules, social interaction, consistency, etc.) and a lot of our students receive important services at school. For many of our students school is the best and safest place for them to be. For all these reasons our goal was to give all of our students the opportunity to return five days a week.

PreK-5 grade students who selected online learning options and are in need of a technology device will receive a district ChromeBook. Procedures are in place to loan out these valuable learning tools. All 6th-12th grade students will receive a Chromebook for online or in-person instruction.

The district has extended Wi-Fi access points at three buildings including Owosso High School, Bryant and Emerson Elementary Schools. Students that do not have Wi-Fi access may use this access point so that connectivity is not an issue.

The district has also been in touch with Spectrum and Day Starr, our local Wi-Fi providers to advocate for Owosso Public School families that may need assistance during this unprecedented time.

- **Please describe** how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules and regulations.

While ultimately parents/guardians have the choice and options for choosing learning options for their children, we know that there is no substitute for in-person learning. Owosso Public Schools' staff, in coordination with the service providers from the Shiawassee RESD, will make the best of this situation and meet the needs of your child. Special Education staff will be reviewing Individual Education Plans (IEPs), holding IEPs (when necessary), performing progress monitoring, and if additional testing is needed a formal Review of Existing Evaluation Data (REED) meeting will be held.

Our intention is to have IEP meetings in-person, but also understand that not all parents may be able to make it in or feel comfortable to attend in person therefore we will offer their attendance via Zoom if they so choose. Owosso Teachers and SRES D staff will contact individual parents to schedule IEP meetings.

The delivery method for services may be different depending on the option that you choose and will need to be discussed and handled on an individual basis with your child's special education providers. The key to success for your child in school will be open communication with staff.

All services will be provided through the SRES D. Case managers will be in contact with special education parents and students to establish a schedule for both in-person and online options for students to receive instruction and services. Masks may be required to be worn if in-person options are selected. Online students may receive in-person therapy sessions that are scheduled with a provider.

Owosso Public Schools has worked with the Shiawassee RES D and increased social workers in the district over the past two years. Social workers will be prepared to work with all K-12 students by providing online social-emotional engagement strategies along with working directly with our in-person students. All IEP goals will be addressed. All students will have access to instruction and accomodation in accordance with applicable state and federal laws, rules, and regulations.

- **Optional Considerations for Owosso Public Schools Extended COVID-19 Learning Plans:**
- 1. In addition to the students with disabilities noted above, please describe how the Owosso Public Schools will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.
- 2. Please describe how the Owosso Public Schools will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment and Advanced Placement as applicable within the Owosso Public Schools.

Owosso Public Schools prides itself by meeting the needs of all learners and is prepared to meet the needs of all at-risk students. The district has a District Behavior Team that meets regularly to analyze student data and determine best supports. Programs that primarily have evolved from this team address behavioral and attendance needs. Programs that follow the MTSS (Multi-Tier Support System) include: CICO (Check-in, Check-out) and Strive for 5.

Title I and At-Risk dollars have been allocated to support academic needs of all PreK-12 grade students.

Owosso Public Schools have developed a Phase IV and V plans to ensure all programs such as CTE, Dual-Enrollment, AP, and Early Childhood programs are options for qualified students to participate. These CTE hand-on programs are very valuable to the overall high school experience. These philosophical values helped drive the scheduling and decisions that were made during the planning of the upcoming 2020-2021 school year.

Preschool options were presented to parents to ensure preschool experiences were available to all students.

Please find the complete [Owosso Public Schools MI Safe Roadmap](#) This roadmap outlines the full instructional plans that addresses all supports for our learners within our system.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020

Report 20-28

FOR ACTION

Subject:

New Teacher Hire

Recommendation:

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

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Alexis Stuart	Central Elementary K-5 Teacher	Superintendent Dr. Tuttle	BA Step 1 Salary \$39,944 (to be prorated based upon start date)
Sarah Warren	Emerson Elementary 2 nd Grade	Superintendent Dr. Tuttle	BA Step 1 Salary \$39,944 (to be prorated based upon start date)

Please note the Step rate is based upon the 2019-2020 salary schedule of the OEA Master Agreement and is subject to negotiations of the 2020-2021 OEA Master Agreement.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020
Report 20-29

FOR ACTION

Subject:

Revised Policy 5200 - Attendance, 1st reading

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy and related administrative guidelines have been revised due to a requirement in the Pupil Accounting Manual (PAM) that provides interpretation of the rules on how schools in Michigan are to count full time equivalents for pupil accounting purposes. In the PAM it states the following:

“The School district’s board of education shall adopt requirements defining the number of courses required to be a full-time pupil for each building or program. If the district has an alternative education program, the school district’s board of education shall adopt requirements defining the number of required courses to be consider a full-time pupil in the alternative education environment”.

In order to provide the needed flexibility for changes in the number of courses offered during a school day as a result of changes in curriculum, graduation and teaching requirements, a change in the definition is being proposed that indicates the number of courses offered a full time student will be in the respective building’s student handbooks. Since the student handbooks are presented to the Board for approval annually, this alleviates the need to make the change in the policy and creates consistency between the two documents.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	5000 Students
Title	Copy of ATTENDANCE
Code	po5200
Status	First Reading
Adopted	July 11, 2005
Last Revised	June 22, 2020

5200 - **ATTENDANCE**

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

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

~~A student may be considered a full-time equivalent student provided the student is enrolled in at least seven (7) units of instruction (courses), as defined by State law, per school year.~~

~~A student enrolled in the District's alternative education program may be considered a full-time student provided the student is enrolled in at least six (6) units of instruction (courses), as defined by State law, per school year in the alternative education environment.~~

A student may be considered as a full-time equivalent student provided that the student is enrolled in at least the total number of units of instruction (courses) offered during a full day of instruction as outlined in the student handbook for the building that the student is enrolled including the alternative education environment.

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

- A. single absence;
- B. prolonged absence;
- C. absence of more than three days duration;
- D. repeated unexplained absence and tardiness.

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

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

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

1. ensure a school session which is in conformity with the requirements of the law;
2. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
3. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
4. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
5. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
6. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Revised 10/28/19

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

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Carrie L Yoho on September 22, 2020

For Future Action

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020

Report 20-30

FOR FUTURE ACTION

Subject:

Approval of Course listings

Recommendation:

Resolve that the Board of Education approve the course listings presented for the Middle School, High School and Lincoln High School for the 2020-21 school year.

Facts/Statistics:

Under the “Required Documentation” section of the Michigan Department of Education 2020-21 Pupil Accounting Manual is the indication of the following required documentation to be retained by the District:

“The school district's board of education shall adopt a list of approved courses. The list includes all courses offered by the district for credit or grade promotion, and is used when determining which courses may be included in membership for state aid purposes, as well as for auditing purposes when examining the membership counted for state school aid on the count days. The list of approved courses must include traditional offerings and courses offered through other means, such as experiential or online learning opportunities.”

In addition, to the Pupil Accounting Manual, the requirement for such Board approval is contained within Board Policy 2220 “Adoption of Courses of Study” in compliance with Michigan Compiled Law. In the past this was done through the approval by the Board of Education of new classes that were being offered in the upcoming school year. In order to reflect all of the changes in the courses being offered at the secondary level, including Middle School, it was considered prudent to supply the Board of Education a complete listing of all of the courses being offered during the 2020-21 school year which is accompanying this Board report. All courses being offered have gone through the appropriate review to determine alignment with curriculum standards and provide assurance that the courses enhance the ability of the District to “provide for a comprehensive instructional program to serve the educational needs of the students of this District” as outlined in Board Policy 2220.

It should be noted that “course” offerings are not applicable for the elementary level but comprehensive “new adoptions” of curriculum at the elementary level are brought before the Board for approval to satisfy the necessary requirements.

Owosso High School:

[OHS 9th Grade Curriculum Guide Link](#)

[OHS 10th, 11th, and 12th Grade Curriculum Guide Link](#)

[Edgenuity Course Offerings Link](#)

Lincoln Alternative High School:

[LHS Course Offerings Link](#)

[Edgenuity Course Offerings Link](#)

Owosso Middle School:

[OMS Course Offerings Link](#)

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 28, 2020**

Report 20-31

FOR FUTURE ACTION

Subject:

Audit Report

Recommendation:

Resolve that the Board of Education approve the audit report for the 2019-20 fiscal year

Rationale:

The audit report prepared by Maner Costerisan, P.C. is anticipated to present at the October 19, 2020 meeting an “unqualified” opinion and therefore will indicate that the financial statements present fairly the financial operations of the District.

Facts/Statistics:

- Keith Pfeifle, the partner in charge of the audit engagement, will review the financial statements with the Board at the October 19th meeting and will be able to answer any questions the Board may have regarding the contents.
- The audit of the District’s financial statements is conducted on an annual basis by outside auditors, in this case, Maner Costerisan, P.C.
- The audit is conducted to verify that the financial statements prepared by the District present fairly and in accordance with Generally Accepted Auditing Principles the financial operations of the District.
- The approval of the financial statements is a matter of routine business to the District.

Motion

Seconded

Vote – Ayes

Nays

Motion

For Information

OWOSSO PUBLIC SCHOOLS
Board of Education
September 28, 2020
Report 20-32

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Danielle Deines has accepted the 52-week Secretary position at Owosso High School.

Maddie Krantz has accepted the Monitor position at Central Elementary.

Susan Reich has accepted the Paraprofessional position at Bryant Elementary.

Kaitlin Bockh has accepted the Paraprofessional position at Emerson Elementary.

Kristen Riley has accepted the Paraprofessional position at Central Elementary.

Olivia Arend has accepted the Paraprofessional position at Bryant Elementary.

Cassidy Shaydik has accepted the Paraprofessional position at Owosso Middle School.

Travis DeVoe has accepted the Bus Driver position.

James Rigoulot has accepted the Bus Driver position.

Dennis Tomlinson has accepted the Bus Driver and Transportation Assisted (Fueller) position.

Katy Voorhies has accepted the Office Secretary position at Bryant Elementary.

Resignations

Jennifer Haber, Emerson Teacher has submitted her letter of resignation effective October 2, 2020.

Jacqueline Hatfield, Monitor at Emerson Elementary has resigned.

Jeanne Peterson, Food Service Worker at Owosso Middle School has resigned.

Angela Rowell, Paraprofessional at Lincoln Alternative High School has submitted her letter of resignation.

Tammy Shurlow, Bus Driver has submitted her letter of resignation.

Janena Kregger, Paraprofessional at Owosso Middle School has submitted her letter of resignation. Heather Bingham, Food Service Worker has submitted her letter of resignation.

Michele Bingham, Food Service Worker has submitted her letter of resignation.

Kathleen Zemcik, Paraprofessional at Bryant Elementary has submitted her letter of resignation.

Chelsea Mishler, Paraprofessional at Bryant Elementary has submitted her letter of resignation.

Carrie St. John, Paraprofessional at Bryant Elementary has submitted her letter of resignation.

Alicia Lonteen, Special Education Teacher at Bryant Elementary has resigned.

Sharry Little, Monitor at Emerson Elementary has submitted her letter of resignation.

Matthew Klump, Special Education teacher at Owosso High School has resigned.

Valerie Street, Monitor at Central Elementary has resigned.

Retirements

Debbie Desser, Bus Driver has submitted her letter of retirement after 12 years of service with the district.

Lorraine Pelikan, Bus Driver has submitted her letter of retirement after 15 years of service with the district.