



OWOSSO PUBLIC SCHOOLS
Ready for the World

Board of Education Agenda

September 24, 2018

5:30 pm Regular Meeting

Owosso High School Media Center
 765 E. North Street
 Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

- Presentation of New Trojan Marching Band Uniforms
- Celebrate Kids! – Introduction of Foreign Exchange Students
- Carson Bornefeld and Cayden Whiteherse – Board of Education Student Representative’s Report

4. Board Correspondence:

- Superintendent’s Report
- Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

August 27, 2018 Minutes-----	Report 18-19	Page 1
September 10, 2018 Committee of the Whole Meeting Minutes-----	Report 18-20	Page 8
Current Bills-----	Report 18-21	Page 11
Financials-----	Report 18-22	Page 19
▪ Owosso High School Out-of-State VE Trip-----	Report 18-23	Page 22
▪ Owosso High School Des Moines, Iowa Out-of-State Agricultural Science Trip-----	Report 18-24	Page 23
▪ Head Start 2018-2019 Contract Agreement-----	Report 18-25	Page 24
▪ Fine Arts Out-of-State Trip-----	Report 18-26	Page 43
▪ Contract Awards for Elementary Bond Work-----	Report 18-27	Page 51

7. For Future Action

▪ OHS Trojan Marching Band Out-of-State Trip-----	Report 18-28	Page 61
▪ Contract Awards for Elementary Bond Work-----	Report 18-29	Page 65

8. For Information

▪ Personnel Update-----	Report 18-30	Page 71
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

- October 8: Board of Education Committee of the Whole Meeting, 5 pm
- October 22: Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

- September 26: Academic Achievement Awards Ceremony at OHS, 7 pm
- September 28: Half Day for All Students and Professional Development in the Afternoon
- September 28: Professional Development Day, 12 – 3:45 pm
- October 3: Pupil Count Day
- October 8: MSBOA District Band Festival at Willman Field
- October 10: Powder Puff Football Game at Willman Field, 7 pm
- October 11: Fifth Grade Concert at Central Elementary, 7 pm
- October 12: Homecoming Parade, 6 pm
- October 12: Homecoming Football Game at Willman Field, 7 pm
- October 13: Homecoming Dance at OHS, 7 pm
- October 15: MSBOA District Band Festival – Rain Date
- October 16: Fifth Grade Concert at Emerson Elementary, 7 pm
- October 17: Choir Concert at OHS, 7 pm
- October 18: Half Day for Elementary Only – Afternoon and Evening Parent/Teacher Conferences
- October 19: End of First Marking Period

12. Adjournment

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

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

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

Timothy Jenc
President



Rick Mowen
Vice-President



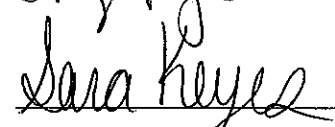
Cheryl Paez
Treasurer



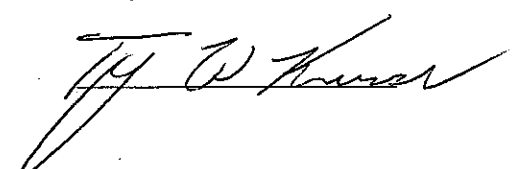
Shelly Ochodnicky
Secretary



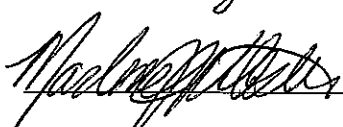
Sara Keyes
Trustee



Ty Krauss
Trustee



Marlene Webster
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

Organizational

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
August 27, 2018
Report 18-19

President Jenc called the meeting of the Board of Education to order at 5:30 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicky, Paez, Webster
 Absent: All members were present

Pledge of Allegiance

Building Reports

Superintendent Dr. Andrea Tuttle commented that there were several new faces in the meeting's audience. "Hiring great people is one of the District's proudest moments and Owosso Public Schools has some of the greatest staff members there are," stated Superintendent Tuttle, "when hiring new employees, the District seeks staff that can take OPS to the next level and make it even better." She added that several very rigorous interviews took place prior to hiring the 11 new teachers that will be introduced during the meeting.

Amanda Rowell, Director of Bentley Bright Beginnings introduced Crystal Huber, who was hired to teach Early Childhood Special Education in her building.

Central Elementary Principal Bridgit Spielman introduced Zephie Hillard. Mrs. Hillard will teach K-5 music at Central and Bryant Schools.

Emerson Elementary Principal Jessica Anderson introduced Kathleen Seibel. Ms. Seibel will teach K-5 music and global arts. Ms. Anderson also introduced Alexandra Lenard who will teach first grade at Emerson. In addition, Casandra Gretzler was introduced and she will teach kindergarten.

Bryant Elementary Principal Shelly Collison introduced Madalena Huyck. Ms. Huyck will teach kindergarten at Bryant Elementary. Ms. Collison introduced Kaitlyn Hoffman Bannan who will also teach kindergarten at Bryant.

Owosso Middle School Principal Rich Collins commented that he has three new teachers at the middle school. Mr. Collins announced that Tricia Rogers has been hired to teach vocal/music/theater/performance; Amy Feinauer, special education teacher; and Emily Lobb mathematics teacher.

Owosso High School Principal Jeff Phillips stated that it is was his pleasure to introduce Karleen Koskinen who will teach special education at the high school.

Board of Education Student Representative Cayden Whiteherse introduced himself as the 2018-2019 Vice President of Student Government at Owosso High School. He reported that Carson Bornefeld is the President of Student Government and will be sharing the responsibilities of student representative with him at Board meetings throughout the school year. Brittne Dailey is the Secretary, Delaney Zalecki is the Treasurer, and McKenzie Idle is the Spirit Director of Student Government. Cayden explained that Student Government is focusing on getting as many students as possible involved in activities this year, while trying to make them feel that they have a sense of belonging at OHS. He remarked that Carson Bornefeld has spent a great deal of time organizing themes for football games. The "whiteout" at the Corunna football game was a great example of Carson's efforts.

Cayden Whiteherse reported that the OHS theme for this school year is *#what'syour17?* Their goal is to remember the lives that were lost in the Florida high school shooting tragedy and to ensure that all OHS

students feel safe and taken care of by one another. A variety of free activities are scheduled during passing times, lunch and before and after school that will focus on #what'syour17? Activities will include competitions between staff and students; flower days in the commons to cheer up students in need; pizza and snack tables at lunch on random days; and random tee-shirt and hat give away days.

Cayden Whiteherse announced that "Road Trip" is this year's theme for homecoming. The homecoming court will be announced during a pep assembly on September 28. Spirit week will take place on October 8-12. Interclass games will be held on October 12 which is the same day at the homecoming parade and football game. Cayden stated that the homecoming dance is scheduled for October 13 in the OHS cafeteria. He remarked that chaperones are needed for the dance and anyone that is interested should contact Mrs. Bratschi at OHS.

Board Correspondence

Superintendent Dr. Andrea Tuttle informed the Board that bond work continued throughout the summer that included people with various expertise such as brick work, masonry, and interior design. She thanked staff and members of the Board who participated in the meetings. A pre-bid meeting took place on September 24 and bids are tentatively scheduled to be pre-awarded on September 6-7 prior to being formally awarded by the Board of Education.

Superintendent Tuttle expressed sincere gratitude to the community for their continued support of the sinking fund renewal. She remarked that it would be very difficult for the District to support its aging facilities that were not included in the bond if the renewal had not been approved by voters on August 7. The sinking fund mills were reduced from three mills to two mills. Superintendent Tuttle explained that sinking fund dollars were used over the summer to repair a water main break at Central School and sewer issues at Bryant School.

Superintendent Tuttle reported that the Meet Up and Eat Up summer food service program served over 15,000 breakfasts and lunches to students over the summer months. The program benefits students that may not have enough to eat or get proper nutrition during the summer. John Klapko, Michele Prince and the Food Service team were thanked for making the program a success.

Superintendent Tuttle applauded Transportation Director Steve DeLong and his department for their flawless start to the school year. Not one complaint was received regarding the Transportation Department during the opening week of school.

Superintendent Tuttle recognized Network Coordinator Randy Miller, Jeremy Wheeler, Joe Watson, and Gunner Stinson on the successful transition to a new telephone system in the District. The new system offers additional security measures and easier access in the event of an emergency.

Superintendent Tuttle commended Athletic Director Dallas Lintner and his team for organizing the community pep rally. She remarked that it was great to introduce the Owosso High School fall athletes and their teams. She was also pleased that there was enough student participation to warrant freshmen teams, which is not the case in several school districts. Superintendent Tuttle thanked the community for coming out and welcoming the teams. She also acknowledged the OPS Sports Boosters, Band Boosters, and Jimmy John's for donating free subs and beverages at the event.

Superintendent Tuttle reported that the District hired 11 new teachers for the 2018-19 school year. Staffing has become increasingly difficult and the teacher shortage has been realized by the District. In spite of the shortage, OPS was able to fill all of its open teaching positions with highly qualified and capable individuals.

Superintendent Tuttle applauded Mr. Steve Brooks, Curriculum Director for organizing an outstanding new teacher orientation and the instructional leadership council meetings.

The Owosso Public Schools administrative team was thanked by Superintendent Tuttle for making the start of the school year one of the best.

Superintendent Tuttle reported that the OPS Foundation has reorganized under the leadership of President Matt Van Epps. She stated that she does not have all of the details; however, the organization plans to recognize a teacher and staff member of the year. The Foundation is also seeking sponsors.

Superintendent Tuttle thanked Secretary Shelly Ochodnicky for representing the Board of Education at the 2018-19 Opening Day's celebration. The new school year was kicked off with a performance by Three Men and a Tenor which was sponsored by the OPS Foundation. Superintendent Tuttle applauded Mike Gregory, Sarah Jurhs, LaShawn Ayers-Hanes, Karen Michalec, Penny Hammond, Jessica McClung, and Devin Pringle for presenting some very outstanding and thought provoking Ed Talks to District staff.

Superintendent Tuttle excitedly announced that the new Trojan Marching Band uniforms may be available to present at the next Board meeting.

Superintendent Tuttle commented that it is a known fact that Owosso Public Schools is number one in the county for academics, choir, band, and art; however, the varsity football team has struggled over the past few years. She stated that her August 30th Tuttle Thoughts will pay tribute to the football team and shared the following rough draft with the Board.

Here's a story of a group of kids who believed in their community, their teammates, their coaches, and themselves. Here's a story of a community who stood by their youth, who filled the stands even when their team had lost 35 games in a row; a community who wore the blue and gold with pride and always held their heads high. Here's a story of a group of students, a group of friends, who filled the stands, stood on the fence row, and cheered on THEIR boys of Fall. Here's a story of a student section who knew how hard their friends practiced and cheered and encouraged their friends to victory. Here's a story of the people of Owosso who never gave up on their kids or their community school, who chose to raise their team up rather than put them down even during times of struggle and adversity. A story of a group of kids who didn't give up on themselves. Here's a story of a community who bleeds Owosso blue and gold and who loves their kids. Here's the story about a head coach who strives to develop great men first and then great football players second. Here's a story about an Owosso football team, who after four winless seasons, persevered and won a football game against our cross-town rivals on Friday night. We know we have a long way to go, but the first step up a hill has been taken. Here's a story about the beauty of the Friday night lights. Here's to those before you who may not have won, but who never gave up and paved the way so that someday others would reap the rewards of their hard work. Here's to the life lessons that are learned by having to work through adversity, staying the course, never giving up, lifting each other up, persevering, proving the critics wrong, supporting one another, and staying loyal to your friends and community. Here's to a community filled with character and who never gives up! Here's to Owosso!

Superintendent Tuttle remarked that it was very heartwarming to witness the community come together at the Owosso versus Corunna football game. The stands were packed and it was a community experience that brought everyone together.

Curriculum Director Steve Brooks reported that new teacher orientation was held prior to the start of school. The orientation focused on the importance of building relationships and examples were modeled by administrators and Teacher Mentor Coordinator Karen Michalec. Time was also spent with new teachers reflecting on the interview process. The new teachers commented about how impressed they were with the number of staff members that participated in their interviews and for giving up their own time because they cared. The orientation also included a bus tour of the district and local neighborhoods to familiarize the new staff with the community.

Mr. Brooks informed the Board that students from Lincoln High School completed 18 classes and earned nine credits after attending summer school. Students completed 92 classes at Owosso High School and earned 45.5 credits. The middle school had 30-35 students that attended summer school on a regular basis and 60-75 elementary students participated as well.

Mr. Brooks provided the Board with a copy of the Owosso Public Schools Scientific Method that was developed by the District's K-12 teachers last year. The document is inclusive of the elementary and secondary versions and provides a universal approach to the scientific process for all students in grades K-12.

Mr. Brooks reported that the Michigan Department of Education (MDE) recently announced that they will not be releasing M-STEP science scores for the next two years. Their rationale is because this is a pilot test. Mr. Brooks commented that this is very frustrating for school districts when you are constantly trying to hit a moving target.

Mr. Brooks explained that as a District, a great deal of time has been spent discussing the teacher evaluation process. This has been a collaboration with the OEA, administrators, teacher leaders, and teachers. Mr. Brooks remarked that he is very proud of everyone's efforts and what has been developed thus far.

Mr. Brooks reported that the Books at Bryant summer program concluded on August 23. Over 1,200 books were distributed to students over a 12-week period. Mr. Brooks remarked that the program was a success based on the positive feedback they received. The sponsors of the summer program were Farmer's Insurance and The Cook Family Foundation. The Owosso Police Department, Baker College, and OHS students volunteered as celebrity readers.

Public Participation

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

There were no comments from the meeting's audience.

For Action

- Moved by Mowen, supported by Ochodnický to approve the July 23, 2018 regular meeting minutes and current bills as presented. Motion carried unanimously.
- Moved by Keyes, supported by Krauss to approve the tax levy (L-4029) for 2018 as presented. Consistent with the taxation rate for 2018, the operating millage rate, through the renewal of the operating millage in February 2013 will be at the maximum allowable by the State for the December of 2018 levy. The sinking fund levy is based on the full 3 mills voted on during the November 2013 election and has not been subject to a Headlee rollback at this time. In addition, this is the first year for the debt levy assessment which has also been included on the L-4029 at a millage rate consistent with the first year levy as proposed in the ballot language. This millage rate will change over time in order to assure that the amount levied equates to the debt that must be paid off. Motion carried unanimously.
- Moved by Mowen, supported by Paez to approve the out-of-state travel for Owosso Middle School students and staff on a Washington D.C. trip to the Capital of the United States on April 24-26, 2019. Motion carried unanimously.
- Moved by Mowen, supported by Webster to approve the hiring of certified staff members Kathleen Seibel, Emerson Elementary Grades K-5 Music Teacher; Kaitlyn Hoffman, Bryant Elementary

Kindergarten Teacher; Alexandra Lenard, Emerson Elementary First Grade Teacher; Emily Lobb, Owosso Middle School Math Teacher; and Amy Feinauer, Owosso Middle School Special Education Teacher. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the out-of-state travel by Owosso High School students to attend and compete in the Virtual Enterprise (VE) Southern Regional Trade Show in Pigeon Forge, TN on November 18-21, 2018 and the VE Great Lakes Trade Show in Chicago, IL on January 30-February 1, 2019.

For Information

Superintendent Tuttle reported that Christopher Poyner has accepted the Special Education Paraprofessional position at Owosso High School. Meg Benson has accepted the Special Education Paraprofessional position at Owosso High School. Janelle DeLong has accepted the Title I Paraprofessional position at Emerson Elementary. Daniel Mellen has accepted the At Risk Paraprofessional position at Lincoln Alternative Education High School. David Venne has accepted the Monitor position at Owosso High School. Melissa Nitz has accepted the Monitor position at Bryant Elementary. Jill Siddens has accepted the Monitor position at Bryant Elementary. Charlene Gonyou has accepted the Paraprofessional position at Bryant Elementary. Danielle Grills, Owosso Middle School Teacher has resigned effective August 14, 2018. Jaclyn Williams, Special Education Teacher at Owosso Middle School has resigned effective August 14, 2018. Annette Richmond, Special Education Paraprofessional at Owosso High School has resigned effective August 17, 2018.

Public Participation

There were no comments from the meeting's audience.

Board Member Comments/Updates

President Tim Jenc thanked Superintendent Tuttle for taking the time to assist him with a tour of Owosso High School on a Saturday for approximately 60 graduates from the Class of 1973.

Trustee Ty Krauss thanked the public for passing the sinking fund renewal. He stated that he was very proud of the varsity football team and their recent win. Mr. Krauss applauded the OPS administration for a smooth start to the school year. He also thanked Superintendent Tuttle and Administrative Assistant Clara Pitt for the opportunity to participate in professional development on August 10-12 as he continues to work on obtaining MASB Board certification.

Trustee Sara Keyes commented on a great start to the new school year. She also praised Curriculum Director Steve Brooks and new principals Mrs. Shelly Collison and Ms. Jessica Anderson on a flawless start of school.

Vice President Rick Mowen welcomed the new staff that was introduced during the meeting and all returning staff members. Mr. Mowen remarked that he recently attended a youth football scrimmage in Corunna and was very encouraged by the enthusiasm of the young players. He stated that he was very proud of Owosso and the greater community for passing the sinking fund renewal and SRESM millage. Mr. Mowen remarked that the SRESM millage provides many benefits for District programs and could have been detrimental had it not passed.

Secretary Shelly Ochodnicki remarked that she was unable to attend the Owosso versus Corunna varsity football game but did listen to it on the radio. She stated that it was a great and exciting game to listen to and hopes the excitement will continue during the next home game. Mrs. Ochodnicki reported that she attended another amazing opening day and thought the Three Men and a Tenor performance was fabulous. She applauded OPS Foundation President Matt Van Epps on his impressive Elvis impersonation and the teachers that took a risk with their Ed Talk presentations. Mrs. Ochodnicki also

expressed her appreciation for the several teachers she noticed working on their own time in their buildings throughout the summer; in addition to purchasing classroom supplies with their own money.

Treasurer Cheryl Paez echoed the previous comments about the great start to the year. She also praised the Emerson Elementary staff for dealing with the road construction on Oliver Street.

Trustee Marlene Webster remarked that during the July Board meeting she shared information about Shiawassee Hope's neighborhood party at Pleasant Valley. The party was held on August 18 and it was the biggest and best party that has ever been held. The entertainment included a DJ and dancing in the streets to create a positive feeling about going back to school. Mrs. Webster announced that they were able to give \$20 gift cards to 70 children for the purchase of new shoes. The children also received new clothes and school supplies. Mrs. Webster expressed sincere gratitude to the staff of OPS for their donations of money and time to community projects for the many under resourced and at risk students. She also thanked Steve DeLong of the Transportation Department for bringing a school bus to the party and allowing students to tour the bus and meet their bus driver prior to school starting.

Trustee Webster invited everyone to the Drug Alliance Parent Group meeting on September 18. Judge Matt Stewart, Prosecuting Attorney Deanna Finnegan, Sergeant Doug Chapman, and several other guest speakers will address youth substance abuse and trends. Mrs. Webster asked that everyone get the word out about the event and encourage parents to attend.

Trustee Webster stated that she also attended the Owosso versus Corunna varsity football game and she was very proud of the pride that was displayed by OPS students and fans.

Superintendent Tuttle commented that the Drug Alliance Parent Group meeting is truly worth attending. The message to be shared is very powerful, informative, and high caliber.

Superintendent Tuttle encouraged everyone to attend the August 30 football game at Willman Field. She commented that she is excited to hear the great Trojan Marching Band perform and watch a winning football team play.

Superintendent Tuttle announced that a crew from the New York Giants football team recently visited the District for a documentary they are working on about former OHS graduate and NY Giants Player Brad Van Pelt. It was later reported that the New York Giants crew were extremely impressed with how well Willman Field has been maintained over the years and its nostalgia.

Upcoming Board Meeting Dates:

September 10 – Board of Education Committee of the Whole Meeting, 5 pm

September 24 – Regular Board Meeting, 5:30 pm

Important Upcoming Dates:

August 30: Staff Tailgate at Willman Field, 5:30 pm

August 31-September 3: No School – Labor Day Recess

September 4: School Resumes

September 17: Constitution Day, District-wide

September 21: End Zone Dance at Willman Field, 9 pm

Vice President Mowen, referred to Superintendent Tuttle's comment about how excited she was to listen to the Trojan Marching Band at the next home football game. Mr. Mowen informed the audience that many people are unaware that the band has always created a different program for each of its performances.

Secretary Shelly Ochodnicki announced that the Owosso High School Varsity Football Team is hosting a Salute to Service special event on Friday, September 21st at Willman Field.

Adjournment

Moved by Mowen, supported by Ochodnický to adjourn at 6:22 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnický, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
September 10, 2018
Report 18-20

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:01 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Sara Keyes, Rick Mowen, Cheryl Paez, Shelly Ochodnicky, Marlene Webster, Andrea Tuttle, Julie Omer, Steve Brooks, Clara Pitt
Absent: Ty Krauss

Pledge of Allegiance

Public Participation

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

There were no comments from the public.

School Safety

City of Owosso Director of Public Safety Kevin Lenkart provided the Board with an update on school safety and threats. He advised that all school threats will be dealt with immediately and Superintendent Tuttle will be notified of any threats regardless of the time.

Mr. Lenkart and Superintendent Tuttle both praised the District's Liaison Officers Mr. Mike Ash and Mr. Mike Wheeler on the phenomenal job they have been doing. Superintendent Tuttle remarked that she has an excellent relationship with Owosso's Public Safety Department and the Liaison Officers.

Mr. Lenkart informed the Board that the drug problem in the community is quite prevalent, but not any different than any other community in the United States.

Mr. Lenkart reported that in an attempt to assist people struggling with addiction and reduce drug demand in Shiawassee County, the Michigan State Police (MSP) has now partnered with the Owosso Police Department in the nation-wide Angel Program, a pre-arrest diversion program. The Angel Program allows someone with a drug addiction to walk into a state police post or the Owosso Police Department and seek help for their addiction, without fear of arrest or investigation. Volunteers in Shiawassee County have recently been trained by MSP personnel in the Angel Program. The Angel volunteers are trained to provide support and transportation for the participants and assist in finding the appropriate treatment, and then transport the participant to the treatment.

Safety Grant

Superintendent Tuttle announced that CFO Omer, Mrs. Clara Pitt, Mr. John Klapko and she have spent hours writing a safety and security grant. After contacting individuals in the know about what will most likely be granted, the district wrote the grant (which is up to \$25K/building) for card readers. The grant was initially wrote to include 3M cameras; however, these were removed from the grant after she spoke with Mr. Tom Mynsberge of Critical Incident Management who advised that the cameras would not be approved.

Preliminary Audit Results/Budget

Superintendent Tuttle explained that the 2018-19 budget is looking better than what was forecasted last spring. She stated that the fund balance is close to 9% and the goal is 8%. Student count currently looks good and it is hoped that it will be better than anticipated.

CFO Julie Omer reported that all adjustments have been made to the budget. The 2018-19 general fund summary and unofficial 2017-18 audited fund balance show an increase in the total ending fund balance of \$640,710. Mrs. Omer also shared a copy of the state of revenues and expenses budget comparison with the Board that gave them a better understanding of District expenses.

Student Discipline

Superintendent Tuttle provided the Board with details on recent student discipline issues that the administration has been dealing with.

Transportation Center

Superintendent Tuttle reported that the District has been exploring options for a new Transportation Center with a hoist and the possibility of using sinking funds dollars for the purchase. She stated that if a new facility is found and feasible to purchase, the District could potentially sell properties on Cedar Street, Cass Street, and Jerome Street.

WODA

Superintendent Tuttle stated that WODA has been working on possible grants for the purchase of the middle school property.

Bond Update

Superintendent Tuttle informed the Board that Clark Construction has extended the timeline for the elementary bids. It is hoped that Kingscott and Clark Construction will be available for an update at the next Committee of the Whole meeting.

Student Growth

Superintendent Tuttle remarked that school districts are responsible for determining the student growth portion of teacher evaluations. She commented that research has shown that teacher evaluations have no effect on student growth. Curriculum Director Steve Brooks was praised by Superintendent Tuttle for the phenomenal job he has done with the evaluation tool. As a result, Owosso Public Schools is further ahead than other districts in the county.

Curriculum Director Steve Brooks informed the Board that he has had numerous discussions with teachers about evaluations and student growth. He stated that he is working diligently with teachers to make this work. Beginning in 2018-2019, the law requires that 40 percent of half of teacher and administrator evaluations be based on "student growth and assessment data", with 20% of the growth component of evaluations comprised of M-STEP data for tested grades and subjects. A Student Learning Objectives (SLO) was shared which outlined student growth for all employees.

Welding

Steve Brooks reported that 14 high school students are enrolled in a welding course. Textbooks for the course have been purchased.

Benchmark Assessments K-8 (Northwest Education Assessments –NWEA)

Steve Brooks announced that this is the first year that the District will administer the NWEA benchmark assessment. Testing will begin the week of September 24.

Sinking Fund

Superintendent Tuttle shared a copy of projects that have been identified for the sinking fund. She commented that the document was completed prior to the bond being passed which will eliminate some middle school and high school projects. The costs of all the projects still exceed the amount of money that is taken in for the sinking fund.

Safe Schools

Superintendent Tuttle reported that every school year each employee of the District is required to complete approximately six hours of Safe Schools courses. The courses include sexual misconduct, discrimination, bullying, blood borne pathogens, etc.

Upcoming Meeting Dates

September 24: Board of Education Meeting, 5:30 pm

October 8: Committee of the Whole, 5 pm

Adjournment

Moved by Paez, supported by Ochodnicki to adjourn at 7:09 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
AUGUST 20, 2018 - SEPTEMBER 16, 2018
REPORT 18-21

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$631,038.82
SERVICE FUND	\$28,347.84
SINKING FUND	\$0.00
CAPITAL PROJECTS - BOND FUND	\$220,155.00
CHECK RUN TOTAL	\$879,541.66

CREDIT CARD ACTIVITY BY FUND (8/4/18-9/03/2018 - Posting date)

GENERAL FUND (AUGUST ACTIVITY)	\$ 22,252.15
SERVICE FUND (AUGUST ACTIVITY)	\$ 1,821.96
ORGANIZATIONAL FUND (AUGUST ACTIVITY)	\$ 3,485.54

CREDIT CARD TOTAL \$ 27,559.65

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

PAYMENT 8/23/2018	\$ 26,174.64
PAYMENT 9/05/2018	\$ 32,424.03
PAYMENT 9/12/2018	\$ 18,284.86

DIRECT DRAW FROM BANK ACCOUNT \$ 76,883.53

PAYROLL (#5) 8/31/18	\$ 745,162.58
PAYROLL (#6) 9/14/18	\$ 790,311.75

UAAL STABILIZATION (JULY PAYMENT) 8/27/2018	\$ 180,617.98
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PAYROLL TOTAL \$ 1,716,092.31

GRAND TOTAL \$ 2,700,077.15

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098452	08/23/2018	1	Comp Open	101548 AGNEW SIGNS CO.	MS/DWYER/POSTCARDS	275.75
098453	08/23/2018	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	106.14
098454	08/23/2018	1	Comp Open	008532 BULLOCK CREEK HIGH SCHOOL	HS/SMITH/9-14 TENNIS FEE	120.00
098455	08/23/2018	1	Comp Open	008366 CATHY NORTH	ATH/SMITH/ASSIGNER FEE	825.00
098456	08/23/2018	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/AUG 2018	23,253.85
098457	08/23/2018	1	Comp Open	007052 DE LAGE LANDEN FINANCIAL SERV, I	YEAR 3 OF 3 LEASE-4 BUSES	60,508.00
098458	08/23/2018	1	Comp Open	003516 DIGNAN, LINDA	HS/DIGNAN/SUPPLIES	24.00
098459	08/23/2018	1	Comp Open	007162 FERGUSON, CHRIS	BR/FERGUSON/SUPPLIES	32.00
098460	08/23/2018	1	Comp Open	004001 FRIEND, MATT	MS/FRIEND/SUPPLIES	94.13
098461	08/23/2018	1	Comp Open	000495 HOWES, CHARLIE W.	MS/HOWES/SUPPLIES	34.70
098462	08/23/2018	1	Comp Open	008531 HUBER, CRYSTAL	BB/HUBER/SUPPLIES	36.00
098463	08/23/2018	1	Comp Open	004730 J. W. PEPPER & SON INC.	HS/NIEUWKOOP/MUSIC	4.50
098464	08/23/2018	1	Comp Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/SMITH/POLE VAULT SYSTE	11,922.03
098465	08/23/2018	1	Comp Open	008292 KONICA MINOLTA BUSINESS SOLUTION	1/2 OF TRAINING COPIER	400.00
098466	08/23/2018	1	Comp Open	002637 MEMORIAL MEDICAL ASSOCIATES	BUS DRIVER PHYSICALS	160.00
098467	08/23/2018	1	Comp Open	008010 OWOSSO MEDICAL GROUP	MDOF PHYSICAL PELIKAN	96.00
098468	08/23/2018	1	Comp Open	004590 OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
098469	08/23/2018	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	9,548.62
098470	08/23/2018	1	Comp Open	100135 QUILL CORPORATION	HS/DIGNAN/SUPPLIES	895.00
098471	08/23/2018	1	Comp Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/JULY DUES	35.50
098472	08/23/2018	1	Comp Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/SUPPLIES	29.92
098473	08/30/2018	1	Comp Open	101548 AGNEW SIGNS CO.	ADM/THOMPSON/BANNERS	1,790.00
098474	08/30/2018	1	Comp Open	100938 BRUCKMAN'S MOVING & STORAGE	OPER/KLAPKO/BOXES	300.00
098475	08/30/2018	1	Comp Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REMBURSEMENT	21.75
098476	08/30/2018	1	Comp Open	007974 CENTRAL ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	3.87
098477	08/30/2018	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
098478	08/30/2018	1	Comp Open	000124 CONTROL SOLUTIONS INC.	OPER/KLAPKO/HVAC WORK	540.00
098479	08/30/2018	1	Comp Open	006588 DAYSTARR COMMUNICATIONS	ADM/JULY-SEPT 2018 BILL	2,295.10
098480	08/30/2018	1	Comp Open	001500 DEMCO INC.	CE/SPIELMAN/MARKERCART	6,250.00
098481	08/30/2018	1	Comp Open	101899 EDUCATIONAL INSIGHTS	EM/GRAHAM/MAGNETS	43.95
098482	08/30/2018	1	Comp Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	47.00
098483	08/30/2018	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/JULY SUPPLIES	1,259.12
098484	08/30/2018	1	Comp Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	20.40
098485	08/30/2018	1	Comp Open	100065 GRAINGER	OPER/KLAPKO/FILTER MATERIA	702.48
098486	08/30/2018	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIE	70.00
098487	08/30/2018	1	Comp Open	100069 HEINEMANN	ADM/BROOKS/ASSESSMENT KITS	110.00
098488	08/30/2018	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/COPIER OFFICE	280.50
098489	08/30/2018	1	Comp Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/FIELD TAPE	120.00
098490	08/30/2018	1	Comp Open	008537 JIM FLOOR	TRANS/DELONG/PARTS	57.00
098491	08/30/2018	1	Comp Open	003246 JURHS, SARAH	MS/JURHS/FOLDERS	34.04
098492	08/30/2018	1	Comp Open	008195 KRAUSS, TY	ADM/KRAUSS/CONF REIMBURSE	70.85
098493	08/30/2018	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	531.85
098494	08/30/2018	1	Comp Open	102396 LEARNING RESOURCES INC.	EM/GRAHAM/MAGNETS	19.98
098495	08/30/2018	1	Comp Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL WOR	537.50
098496	08/30/2018	1	Comp Open	003665 MALATINSKY, JOE	BR/MALATINSKY/SUPPLIES	11.98
098497	08/30/2018	1	Comp Open	007397 MALLORY IRELAN	COMM ED LIFE GUARD	14.25
098498	08/30/2018	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	OMS/TOLRUD/REPAIRS	390.00
098499	08/30/2018	1	Comp Open	007984 MASA REGION VI	ADM/TUTTLE/DUES	100.00
098500	08/30/2018	1	Comp Open	100400 MASSP	HS/PHILLIPS/DUES	1,575.00
098501	08/30/2018	1	Comp Open	100343 MCGRAW-HILL SCHOOL EDUCATION	ADM/BROOKS/MANIPULATIVES	548.79
098502	08/30/2018	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	32.26
098503	08/30/2018	1	Comp Open	003021 MELANIE LOUNDS	HS/LOUNDS/SUPPLIES	16.10
098504	08/30/2018	1	Comp Open	003780 MESSA	SEPT 2018 BILL/OESPA STAFF	50,566.30
098505	08/30/2018	1	Comp Open	003780 MESSA	SEPT 2018 BILL-TEACHERS	201,614.28

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098506	08/30/2018	1	Comp Open	003780 MESSA	SEPT 2018 BILL/ADMIN STAFF	25,143.12
098507	08/30/2018	1	Comp Open	003780 MESSA	SEPT 2018 BILL/NON-UNION	15,208.74
098508	08/30/2018	1	Comp Open	100496 MICHALEC, KAREN	MS/MICHALEC/NEW TEACHER SU	143.50
098509	08/30/2018	1	Comp Open	100165 MICHIGAN ASSOC. PUPIL TRANSPORTA	TRANS/DELONG/DUES	160.00
098510	08/30/2018	1	Comp Open	007158 MCOMAR, INCORPORATED	OPER/KLAPKO/BOILER SERVICE	318.00
098511	08/30/2018	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/BOILER WORK	4,379.00
098512	08/30/2018	1	Comp Open	100232 NATIONAL GEOGRAPHIC SOCIETY	MS/BIRD/NAT'L BEE	120.00
098513	08/30/2018	1	Comp Open	100001 OFFICE DEPOT INC.	HS/SNYDER/SUPPLIES	69.15
098514	08/30/2018	1	Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMEN	102.10
098515	08/30/2018	1	Comp Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	50.50
098516	08/30/2018	1	Comp Open	003515 PALOS SPORT 2007	BR/TEFFT/GYM STUFF	61.92
098517	08/30/2018	1	Comp Open	005049 PEARSON	CE/BINGER/DRA2 KITS	280.98
098518	08/30/2018	1	Comp Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/FIELD PAINT	3,693.85
098519	08/30/2018	1	Comp Open	004860 POSTMASTER	HS/PILON/POSTAGE	40.16
098520	08/30/2018	1	Comp Open	003354 PRESCOTT'S CONE ZONE	MS/MICHALEC/NEW TEACHER OR	21.45
098521	08/30/2018	1	Comp Open	007024 PROJECT LEAD THE WAY	OMS 18-19 PARTICIPATION FE	7,825.50
098522	08/30/2018	1	Comp Open	100135 QUILL CORPORATION	ALT/PARSONS/INK	276.16
098523	08/30/2018	1	Comp Open	005420 SCHOOL SPECIALTY INC.	OHS/PERKINS/SUPPLIES	3,524.78
098524	08/30/2018	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/DOOR WORK	200.00
098525	08/30/2018	1	Comp Open	100017 SEG WORKERS COME FUND	2ND QUARTER WORKERS COMP	8,909.00
098526	08/30/2018	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/BATTERY 2 PACKS	158.00
098527	08/30/2018	1	Comp Open	100017 SET-SEG	SEPT 2018 BILL GF STAFF	6,323.44
098528	08/30/2018	1	Comp Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	312.32
098529	08/30/2018	1	Comp Open	007426 SILVER STRONG & ASSOCIATES LLC	ADM/BROOKS/BOOKS	717.76
098530	08/30/2018	1	Comp Open	005850 STAMP-RITE INC.	ADM/SMITH/NAMEPLATE	33.15
098531	08/30/2018	1	Comp Open	008536 STRUBLE, NATHAN	TRANS/DOT EXAM	80.00
098532	08/30/2018	1	Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/MULCH	690.00
098533	08/30/2018	1	Comp Open	002623 TASC-CLIENT INVOICES	10/1-10/31/18 ADMIN FEE	345.92
098534	08/30/2018	1	Comp Open	006230 THRUN LAW FIRM, P.C.	STATE AID NOTE LEGAL FEE	5,023.00
098535	08/30/2018	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE MOUNTING	10.99
098536	08/30/2018	1	Comp Open	100267 UNUM LIFE INSURANCE	AUG 2018 BILL/ADMIN STAFF	1,107.26
098537	08/30/2018	1	Comp Open	100267 UNUM LIFE INSURANCE	SEPT 2018 BILL/GF STAFF	1,303.13
098538	09/06/2018	1	Comp Open	101117 ALEXANDER, SHAWN	MS/ALEXANDER/SUPPLIES	98.52
098539	09/06/2018	1	Comp Open	002568 BELDING HIGH SCHOOL	ATH/SMITH/12-15 V WRESTLIN	150.00
098540	09/06/2018	1	Comp Open	101029 BYRON AREA SCHOOLS	ATH/SMITH/9-15 VBALL ENTRY	175.00
098541	09/06/2018	1	Comp Open	001020 CREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	2,586.76
098542	09/06/2018	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
098543	09/06/2018	1	Comp Open	003122 COLLINS, SARAH	HS/COLLINS/PHONE CADDY	19.99
098544	09/06/2018	1	Comp Open	003248 CRYSTAL CLEAN WATER	ADM/WATER& RENT	107.00
098545	09/06/2018	1	Comp Open	008447 ENGINEERING SERVICES & PRODUCTS	HS/KRUEGER/GREENHOUSE SUPP	379.90
098546	09/06/2018	1	Comp Open	008540 FORESIGHT SUPERSIGN	ADM/PITT/NAMEPLATES	35.50
098547	09/06/2018	1	Comp Open	006197 FRONTIER	JULY-AUG 18 BILL	758.00
098548	09/06/2018	1	Comp Open	101944 GOPHER SPORTS	BR/TEFFT/BASES	75.99
098549	09/06/2018	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	1,418.25
098550	09/06/2018	1	Comp Open	008531 HUBER, CRYSTAL	BB/HUBER/SUPPLIES	9.65
098551	09/06/2018	1	Comp Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/SMITH/PANTS	799.22
098552	09/06/2018	1	Comp Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
098553	09/06/2018	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	209.64
098554	09/06/2018	1	Comp Open	100685 LITTLE, LANCE	MS/LITTLE/STAMPS	50.00
098555	09/06/2018	1	Comp Open	006692 LOGISOFT COMPUTER PRODUCTS LLC	OHS/DIGNAN/RENEWAL	2,382.00
098556	09/06/2018	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	OHS/KOWALCZYK/REPAIRS	276.00
098557	09/06/2018	1	Comp Open	100400 MASSP	MS/COLLINS/DUES	1,500.00
098558	09/06/2018	1	Comp Open	008539 MCGRAW, JUSTIN	HS/MCGRAW/CONF REIMB	241.60
098559	09/06/2018	1	Comp Open	100401 MEMSPA	EM/ANDERSON/DUES	555.00

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098560	09/06/2018	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	294.22
098561	09/06/2018	1	Comp Open	100274 MICHIGAN STATE UNIVERSITY	HS/FREEMAN/FFA DUES	326.00
098562	09/06/2018	1	Comp Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	61.31
098563	09/06/2018	1	Comp Open	003890 MSBO	ADM/WHITE/MEMBERSHIP	147.00
098564	09/06/2018	1	Comp Open	100984 MSBOA	HS/KOWALCZYK/MEMBERSHIP	375.00
098565	09/06/2018	1	Comp Open	100984 MSBOA	MS/TOLRUD/MEMBERSHIP	375.00
098566	09/06/2018	1	Comp Open	100001 OFFICE DEPOT INC.	OHS/SNYDER/STAPLER	57.98
098567	09/06/2018	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	11,508.76
098568	09/06/2018	1	Comp Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	69.76
098569	09/06/2018	1	Comp Open	007853 PIONEER VALLEY BOOKS	EM/GRAHAM/DRY ERASE MARKER	107.80
098570	09/06/2018	1	Comp Open	004860 POSTMASTER	MS/GRAHAM/POSTAGE	400.00
098571	09/06/2018	1	Comp Open	008309 PRO COMM INC.	CE/KLAPKO/2 WAY RADIOS	900.00
098572	09/06/2018	1	Comp Open	007024 PROJECT LEAD THE WAY	OHS/DORMAN/PLTW SUPPLIES	2,213.25
098573	09/06/2018	1	Comp Open	100135 QULL CORPORATION	CE/KLAPKO/TONER, FOLDERS, E	1,526.28
098574	09/06/2018	1	Comp Open	007989 SCHOOL DATEBOOKS, INC.		700.00
098575	09/06/2018	1	Comp Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	37.66
098576	09/06/2018	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	49.38
098577	09/06/2018	1	Comp Open	001667 UNIVERSITY OF OREGON	MS/COLLINS/SWIS&CICO LICEN	460.00
098578	09/06/2018	1	Comp Open	006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	425.79
098579	09/06/2018	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/SEPT 2018	2,698.99
098580	09/06/2018	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	118.50
098581	09/06/2018	1	Comp Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	88.14
098582	09/13/2018	1	Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	MS/GRAHAM/LETTERHEAD	87.50
098583	09/13/2018	1	Comp Open	008407 APPLIED IMAGING	COPIER MAINTENANCE AGREEME	56.58
098584	09/13/2018	1	Comp Open	101431 BCAM	ATH/SMITH/DUES	80.00
098585	09/13/2018	1	Comp Open	003794 BRYANT ELEMENTARY	BR/HARTNAGLE/MAILING	217.45
098586	09/13/2018	1	Comp Open	008532 BULLOCK CREEK HIGH SCHOOL	ATH/SMITH/9-14 TENNIS	120.00
098587	09/13/2018	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	140.42
098588	09/13/2018	1	Comp Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	61.93
098589	09/13/2018	1	Comp Open	002037 EDUCATIONAL INNOVATIONS INC.	OHS/MCGRAW/SCIENCE SUPPLIE	139.92
098590	09/13/2018	1	Comp Open	101560 EDWARDS SIGN & SCREEN PRINTING	BR/COLLISON/NAME PLATES	154.00
098591	09/13/2018	1	Comp Open	008544 EMERSON, BROOKE	BB/EMERSON/SUBSCRIPTION	36.00
098592	09/13/2018	1	Comp Open	101944 GOPHER SPORTS	BR/TEFFT/ GYM STUFF	349.24
098593	09/13/2018	1	Comp Open	102446 HARTNAGLE, BECKY	BR/HARTNAGLE/POSTAGE	102.55
098594	09/13/2018	1	Comp Open	006696 I60 MEDIA	EM/ANDERSON/MAILING	280.50
098595	09/13/2018	1	Comp Open	007856 IB SOURCE	HS/NEWELL/BOOKS	101.50
098596	09/13/2018	1	Comp Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/GATE BELTS	83.00
098597	09/13/2018	1	Comp Open	003080 JOHNNY MAC'S SPORTING GOODS	ATH/SMITH/JERSEYS	110.00
098598	09/13/2018	1	Comp Open	005463 JOSTENS	ATL/PARSONS/DIPLOMA	15.46
098599	09/13/2018	1	Comp Open	003246 JURHS, SARAH	MS/JURHS/JOURNALS	100.00
098600	09/13/2018	1	Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	196.28
098601	09/13/2018	1	Comp Open	008292 KONICA MINOLTA BUSINESS SOLUTION	1/2 OF TRAINING COPIER	400.00
098602	09/13/2018	1	Comp Open	003275 LAKESHORE LEARNING MATERIALS	BR/HUYCK/PAPER TRAYS	38.57
098603	09/13/2018	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	190.19
098604	09/13/2018	1	Comp Open	008543 LOBB, EMILY	HS/LOBB/SUPPLIES	261.27
098605	09/13/2018	1	Comp Open	003448 LOCKER ROOM & TROPHY PLACE	BR/COLLISON/NAME BADGES	40.00
098606	09/13/2018	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	1,569.14
098607	09/13/2018	1	Comp Open	100496 MICHALEC, KAREN	MS/MICHALEC/SUPPLIES	21.55
098608	09/13/2018	1	Comp Open	008295 MSVMA	MS/KUSHEN/DUES	385.00
098609	09/13/2018	1	Comp Open	005928 MURRAY, ANDREW	MS/MURRAY/SUPPLIES	51.81
098610	09/13/2018	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/HYDRAULIC OIL	45.00
098611	09/13/2018	1	Comp Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/INK	1,077.36
098612	09/13/2018	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	37.47
098613	09/13/2018	1	Comp Open	003515 PALOS SPORT 2007	BR/TEFFT/GYM STUFF	171.98

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098614	09/13/2018	1 Comp	Open	006059 PHILADELPHIA SECURITY PRODUCTS	OHS/DIGNAN/LOCKER KEYS	64.50
098615	09/13/2018	1 Comp	Open	102005 PIONEER MANUFACTURING COMPANY	OPER/KLAPKO/REPAIR PARTS	375.35
098616	09/13/2018	1 Comp	Open	004790 PITNEY BOWES	HS/PILON/POSTAGE	2,000.00
098617	09/13/2018	1 Comp	Open	006555 PLEUNE SERVICE COMPANY INC	OPER/KLAPKO/HVAC WORK	192.00
098618	09/13/2018	1 Comp	Open	006603 PORTA PHONE CO.	ATH/SMITH/PHONE REPAIR	1,251.20
098619	09/13/2018	1 Comp	Open	007459 POYNER, HANNAH	HS/POYNER/SUPPLIES	18.68
098620	09/13/2018	1 Comp	Open	008190 PRINGLE, DEVIN	ATH/PRINGLE/SHIPPING	108.10
098621	09/13/2018	1 Comp	Open	102443 SCHOLASTIC INC.	ALT/PARSONS/SUBSCRIPTION	264.27
098622	09/13/2018	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	OHS/PERKINS/SUPPLIES	779.74
098623	09/13/2018	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	ADM/MILLER/PHONE LINE WORK	1,185.25
098624	09/13/2018	1 Comp	Open	008423 STANBURY UNIFORMS, INC.	HS/KOWALCZYK/UNIFORMS	107,475.75
098625	09/13/2018	1 Comp	Open	002948 THOMPSON, JESSICA	ADM/THOMPSON/CONF REMIB	49.49
098626	09/13/2018	1 Comp	Open	006230 THRUN LAW FIRM, P.C.	JULY LEGAL SERVICES	1,793.00
098627	09/13/2018	1 Comp	Open	100347 TIME FOR KIDS	EM/NIDEFSKI/SUBSCRIPTION	76.50
098628	09/13/2018	1 Comp	Open	001119 UNITED PARCEL SERVICE	hs/postage	27.41
098629	09/13/2018	1 Comp	Open	001667 UNIVERSITY OF OREGON	CE/SPIELMAN/SWIS LICENSE	1,270.00
098630	09/13/2018	1 Comp	Open	007457 US BANK EQUIPMENT FINANCE	SEPT 2018 LEASE PAYMENT	2,132.95
098631	09/13/2018	1 Comp	Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/SCOREBOARD SUP	20.33
CHECK TOTAL						631,038.82
LESS VOIDS						0.00
GRAND TOTAL						631,038.82

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	180	631,038.82	Computer	180	631,038.82
Cleared			Prepaid		
Void					
Scratch					
TOTAL	180	631,038.82	TOTAL	180	631,038.82

Check Register for Bank Account ID SERVIC

From 08/20/2018 to 09/16/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007340	08/23/2018	1 Comp	Cleared 08/31/2018	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENU PRINTING	539.00
007341	08/23/2018	1 Comp	Cleared 08/31/2018	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	993.00
007342	08/23/2018	1 Comp	Cleared 08/31/2018	007802 DRURY, SHERENE	FS/DRURY/MILEAGE	44.21
007343	08/23/2018	1 Comp	Cleared 08/31/2018	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	385.68
007344	08/23/2018	1 Comp	Cleared 08/31/2018	008533 KLAPKO, JORDAN	FS/JORDAN KLAPKO/MILEAGE	11.50
007345	08/23/2018	1 Comp	Cleared 08/31/2018	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/SUMMER FOOD	415.95
007346	08/30/2018	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	259.92
007347	08/30/2018	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	4,575.50
007348	08/30/2018	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	2,002.56
007349	08/30/2018	1 Comp	Open	005326 GRUBB, MATTHEW	FS/PRINCE/REFUND	100.00
007350	08/30/2018	1 Comp	Open	003780 MESSA	SEPT 2018 BILL/FS STAFF	1,117.88
007351	08/30/2018	1 Comp	Open	100135 QUILL CORPORATION	FS/PRINCE/INK	659.50
007352	08/30/2018	1 Comp	Open	100017 SET-SEG	SEPT 2018 BILL/FS STAFF	280.73
007353	08/30/2018	1 Comp	Open	100267 UNUM LIFE INSURANCE	SEPT 2018 BILL/FS STAFF	51.00
007354	09/06/2018	1 Comp	Open	008128 CLEVINGER, DAN	FS/CLEVINGER/MILEAGE	26.81
007355	09/06/2018	1 Comp	Open	008231 KLAPKO, AUSTIN	FS/A KLAPKO/MILEAGE	30.83
007356	09/13/2018	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	808.12
007357	09/13/2018	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	6,216.50
007358	09/13/2018	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	834.72
007359	09/13/2018	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	196.28
007360	09/13/2018	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/PRINCE/COOLER	8,601.00
007361	09/13/2018	1 Comp	Open	004553 ONOSSO HITCH & PLOW CENTER INC	FS/KLAPKO/REPAIR PARTS	33.56
007362	09/13/2018	1 Comp	Open	002509 PRINCE, MICHELE	FS/PRINCE/MILEAGE	78.59
007363	09/13/2018	1 Comp	Open	007689 THEODORES SUPERIOR COFFEE ROASTE	FS/PRINCE/FOOD PURCHASE	85.00
CHECK TOTAL						28,347.84
LESS VOIDS						0.00
GRAND TOTAL						28,347.84

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	18	25,958.50	Computer	24	28,347.84
Cleared	6	2,389.34	Prepaid		
Void					
Scratch					
TOTAL		24	28,347.84	TOTAL 24 28,347.84	

Check Register for Bank Account ID BOND


From 08/20/2018 to 09/16/2018


From Check First to Last


Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900009	09/07/2018	2	Comp Open	008446 KINGSCOTT ASSOCIATES INC.	ARCHITECT FEES	193,274.50
900010	09/07/2018	2	Comp Open	008542 SME	GEOTECHNICAL FIELD DRILLIN	13,100.00
900011	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BFS-002896 FIRE PLAN	2,553.50
900012	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BCC-001820 PLAN REVI	875.00
900013	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BFS-002898 FIRE PLAN	2,553.50
900014	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BCC-001822 PLAN REVI	875.00
900015	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BFS-002897 FIRE PLAN	2,553.50
900016	09/07/2018	2	Comp Open	101057 STATE OF MICHIGAN-LARA	PR2018BCC-001821 PLAN REVI	875.00
900017	09/07/2018	2	Comp Open	003993 TREMCO	INFRARED ROOF DIAGNOSTIC	3,495.00
CHECK TOTAL						220,155.00
LESS VOIDS						0.00
GRAND TOTAL						220,155.00

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	9	220,155.00	Computer	9	220,155.00
Cleared			Prepaid		
Void					
Scratch					
TOTAL	9	220,155.00	TOTAL	9	220,155.00

Date Range: From: 

To: 

Date Type: 

Data available starting: 09/17/2015 Search

SEARCH RESULTS

Search Total: 9,077.81

Page 1 of 1

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	301.50	0.00	301.5
MIKE GRAHAM	XXXX-XXXX-0530-1557	1,167.41	0.00	1,167.4
FRED LAB	XXXX-XXXX-0532-9202	41.61	0.00	41.6
ED VAN STRATE	XXXX-XXXX-0532-9277	275.92	0.00	275.9
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	375.00	0.00	375.0
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	881.15	0.00	881.1
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	1,821.96	0.00	1,821.9
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	21.95	0.00	21.9
AL HUYCK	XXXX-XXXX-1323-6431	384.38	0.00	384.3
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(18,481.77)	(18,481.77)
SWIM PROGRAM	XXXX-XXXX-0173-5686	89.00	0.00	89.0
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	1,723.90	0.00	1,723.9
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	4,993.70	0.00	4,993.7
JOHN QUICK	XXXX-XXXX-0274-4836	195.89	0.00	195.8
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	1,561.01	0.00	1,561.0
OPERATIONS DEPT	XXXX-XXXX-0322-6353	1,157.58	0.00	1,157.5
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	927.73	0.00	927.7
DISTRICT TRAVEL	XXXX-XXXX-0372-6121	269.37	0.00	269.3
BRIGHT BEGINNINGS	XXXX-XXXX-2811-1358	652.61	0.00	652.6
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	305.04	(199.37)	105.6
CENTRAL OFFICE	XXXX-XXXX-3097-2556	7,215.77	0.00	7,215.7
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	3,396.54	0.00	3,396.5

Page 1 of 1

Search Total: 9,077.81

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2018
Report 18-22

	Statement of Deposits and Investments					Total
	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	
Summary of Deposits and Investments						
Cash on hand	\$ 597,373	\$ 173,971	\$ 1,492,276	\$ -	\$ -	\$ 2,263,620
Investments	<u>5,011,995</u>		<u>3,045,744</u>	<u>44,876,727</u>	<u>885,865</u>	<u>\$ 53,820,331</u>
Total Deposits and Investments	<u>\$ 5,609,368</u>	<u>\$ 173,971</u>	<u>\$ 4,538,020</u>	<u>\$ 44,876,727</u>	<u>\$ 885,865</u>	<u>\$ 56,083,951</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 597,373	\$ 173,971	\$ 1,492,276	\$ -	\$ -	\$ 2,263,620
Petty Cash on hand	-	-	-	-	-	-
Total Cash on hand	<u>\$ 597,373</u>	<u>\$ 173,971</u>	<u>\$ 1,492,276</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,263,620</u>
Chemical Bank Savings Account	\$ 3,590	\$ -	\$ 343,607			\$ 347,197
Mich Class Investment	5,008,405	-	2,702,137	44,876,727	885,865	\$ 53,473,134
Total Investments	<u>\$ 5,011,995</u>	<u>\$ -</u>	<u>\$ 3,045,744</u>	<u>\$ 44,876,727</u>	<u>\$ 885,865</u>	<u>\$ 53,820,331</u>
Total Deposits and Investments	<u>\$ 5,609,368</u>	<u>\$ 173,971</u>	<u>\$ 4,538,020</u>	<u>\$ 44,876,727</u>	<u>\$ 885,865</u>	<u>\$ 56,083,951</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2018
Report 18-22

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 8/31/2018
Unaudited

	General Fund			School Service Fund			Capital Projects Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
REVENUE												
Local sources	3,507,249	98,005	(3,409,244)	3%	313,584	5,164	(308,420)	2%	1,633,917	10,556	(1,623,361)	1%
State sources	25,081,204		(25,081,204)	0%	62,547	20,866	(41,681)	33%	-	-	-	-
Federal sources	1,295,701		(1,295,701)	0%	1,650,000	-	(1,650,000)	0%	-	-	-	-
Interdistrict sources-RESD	557,963		(557,963)	0%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	91,633		(91,633)	0%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 30,534,750	\$ 98,005	\$ (30,436,745)	0%	\$ 2,026,131	\$ 26,030	\$ (2,000,101)	1%	\$ 1,633,917	\$ 10,556	\$ (1,623,361)	1%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	6,781,145	330,665	(6,450,480)	5%								
MIDDLE SCHOOL	3,539,832	184,286	(3,355,546)	4%								
HIGH SCHOOL	3,930,648	175,104	(3,755,544)	4%								
ALTERNATIVE EDUCATION	591,373	23,881	(567,492)	4%								
PRESCHOOL	133,856	4,833	(129,023)	4%								
PRESCHOOL (MICHIGAN READINESS) GRANT	176,818	5,186	(171,632)	3%								
TOTAL BASIC PROGRAMS	\$ 18,153,672	\$ 693,925	\$ (17,459,747)	5%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,204,321	154,985	(3,049,336)	5%								
CHILDCARE PROGRAM	296,636	24,100	(272,536)	8%								
TITLE I GRANT	970,683	54,092	(916,601)	6%								
VOCATIONAL EDUCATION	656,211	26,298	(629,913)	4%								
AT RISK GRANT	1,414,916	46,759	(1,368,157)	3%								
ROBOTICS/CTE COUNSELOR/ADULT ED/TESTING GRANTS	66,878	-	(66,878)	0%								
EARLY LITERACY GRANT	50,190	-	(50,190)	0%								
TOTAL ADDED NEEDS	\$ 6,659,845	\$ 308,234	\$ (6,351,611)	5%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	143,262	26,718	(116,544)	19%								
TOTAL CONTINUING EDUCATION	\$ 143,262	\$ 26,718	\$ (116,544)	19%								
TOTAL INSTRUCTION	\$ 21,956,779	\$ 1,028,877	\$ (20,927,902)	5%								
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	461,642	44,131	(417,511)	10%								
TOTAL PUPIL SERVICES	\$ 461,642	\$ 44,131	\$ (417,511)	10%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV IMPROVEMENT OF INSTRUCTION	270,698	10,911	(259,787)	4%								
MEDIA SERVICES	311,915	44,814	(267,101)	14%								
TOTAL INSTRUCTIONAL STAFF	\$ 731,480	\$ 62,068	\$ (669,412)	8%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	101,018	9,317	(91,701)	9%								
EXECUTIVE ADMINISTRATION	382,641	68,797	(313,844)	19%								
HUMAN RESOURCES	207,884	41,639	(166,245)	20%								
TOTAL GENERAL ADMINISTRATION	\$ 691,543	\$ 117,753	\$ (573,790)	16%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	2,424,820	347,292	(2,077,528)	14%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,424,820	\$ 347,292	\$ (2,077,528)	14%								

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
August 31, 2018
Report 18-22

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 8/31/2018
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
BUSINESS SERVICES:									
FISCAL SERVICES	\$ 341,342	\$ 65,367	\$ (275,975)						
TECHNOLOGY MANAGEMENT	398,556	64,776	(333,780)						
TOTAL BUSINESS SERVICES	\$ 739,898	\$ 130,143	\$ (609,755)						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 2,778,216	\$ 527,886	\$ (2,250,330)						
TOTAL OPERATIONS AND MAINTENANCE	\$ 2,778,216	\$ 527,886	\$ (2,250,330)						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 893,267	\$ 107,563	\$ (785,704)						
TOTAL PUPIL TRANSPORTATION	\$ 893,267	\$ 107,563	\$ (785,704)						
OTHER SERVICES:									
COMMUNICATION SERVICES	55,117	4,090	(51,027)						
ATHLETICS	458,408	45,111	(413,297)						
PRINTING AND OTHER SUPPORT SERVICES	78,936	5,050	(73,886)						
TOTAL OTHER SERVICES	\$ 592,461	\$ 54,251	\$ (538,210)						
TOTAL SUPPORTING SERVICES	\$ 9,283,327	\$ 1,397,087	\$ (7,886,240)						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	98,688	8,119	(88,569)						
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 98,688	\$ 8,119	\$ (88,569)						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES	\$ 31,335,794	\$ 2,428,083	\$ (28,908,711)						
TOTAL EXPENDITURES	\$ 31,335,794	\$ 2,428,083	\$ (28,908,711)						
REVENUE OVER or (UNDER) EXPENDITURES	\$ (602,044)	\$ (2,330,078)	\$ (1,528,034)						
PROJECTED FUND BALANCE, JULY 1, 2018	2,890,646	2,890,646	-						
PROJECTED FUND BALANCES - June 30, 2018	2,078,602								
				\$ 1,955,647	\$ 121,214	\$ (1,834,433)	\$ 557,924	\$ 17,463	\$ (540,461)
				\$ 1,955,647	\$ 121,214	\$ (1,834,433)	\$ 557,924	\$ 17,463	\$ (540,461)
				\$ 70,484	\$ (95,184)	\$ (165,668)	\$ 1,075,993	\$ (6,907)	\$ (1,082,900)
				33,764	33,764	-	4,515,583	4,515,583	-
				104,248			5,591,576		

For Action

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018
Report 18-23

FOR ACTION

Subject:

VE Southern Regional Trade Show, Pigeon Forge, TN and VE Great Lakes Trade Show, Chicago, IL – Out-of-State Student Travel

Recommendation:

Resolve that the Board of Education approve the out-of-state travel by Owosso High School students to attend and compete in the VE Southern Regional Trade Show, November 18-21, 2018 and the VE Great Lakes Trade Show, January 30-February 1, 2019.

Rationale:

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

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

Statement of Purpose:

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

Facts/Statistics:

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

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018
Report 18-24**

FOR ACTION

Subject:

2018 Global Youth Institute- Des Moines, Iowa – Out of state student travel.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel by an Owosso High School student to attend and participate in the Global Youth Institute October 17-20, 2018.

Rationale:

As part of the OHS agricultural science class 2017-2018 students wrote papers and submitted them to the World Food Prize Global challenge. Of the students submitting papers nine of them were selected to attend The Michigan Youth Institute on May 10 2018 at Michigan State University. As a result of their presentations, and roundtable discussion, one student was selected to attend the Global Youth Institute in Des Moines Iowa in October. There are only two others schools in Michigan that were invited to attend. Participants will interact with students from around the United States. This is an all-expense paid trip for the student paid for by the World Food Prize Foundation.

Statement of Purpose:

This institute will provide this student real world exposure and could be a valuable scholarship opportunity for the student.

Facts/Statistics:

The Foundation is paying for the Agriculture Teacher to attend and they will be meeting the rest of the Michigan delegation at the Detroit Airport and will be travel as a group. Expected district financial contribution will be bus transportation to and from the airport and a guest teacher for the three school days.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018**

Report 18-25

FOR ACTION

Subject:

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

Recommendation:

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

Rationale:

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

Facts/Statistics:

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

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

Motion

Seconded

Vote -- Ayes

Nays

Motion

FULL DAY PART YEAR HEAD START PURCHASE OF SERVICE AGREEMENT
BETWEEN
CAPITAL AREA COMMUNITY SERVICES, INC.
AND
OWOSSO PUBLIC SCHOOLS
2018-2019

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, 2018, 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 \$ 42,665.40

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 \$ 9,336.00 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 nine (9) month period commencing September 1, 2018 and continuing through May 31, 2019, 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: Ivan W. Love, Jr., Executive Director, Capital Area Community Services, Inc., 101 E. Willow St., Lansing, Michigan 48906.
- G. Proof of Insurance. The Provider shall provide to C.A.C.S. Head Start at the time this Agreement is executed, with certificates of insurance for each of the policies mentioned above. If so requested, certified copies of policies shall be furnished.

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

ARTICLE 18 - DEFAULT

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

ARTICLE 19 - SPECIAL PROVISIONS

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

ARTICLE 20 - NOTICES

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

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

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

ARTICLE 21 - WAIVERS

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

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

ARTICLE 22 - AMENDMENTS OR MODIFICATIONS

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

ARTICLE 23 - ASSIGNMENT OR SUBCONTRACTING

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

ARTICLE 24 - APPLICABLE LAW AND VENUE

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

ARTICLE 25 - TITLES

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

ARTICLE 26 - COMPLETE AGREEMENT

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

ARTICLE 27 - SEVERABILITY

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that

clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or unenforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable provision of this Agreement results in the illegality or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision became invalid or unenforceable.

ARTICLE 28 - CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

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

CAPITAL AREA COMMUNITY SERVICES, INC.:

FOR THE PROVIDER:

By: _____
Lucy McClintic
Head Start Director

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

Date: _____

ATTACHMENT B
DESCRIPTION OF SERVICES

The Provider Agrees:

- 1.) To maintain a current Michigan Department of Human Services 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.
- 12.) 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.
- 13.) To ensure staff practice Active Supervision Strategies so that children are supervised at all times and never left unattended.
- 14.) 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

- 15.) To attend required Head Start meetings and trainings.
- 16.) To ensure the lead teacher has a Bachelor's degree in Child Development or related field.
- 17.) To maintain and/or complete the following documentation as required for each Head Start child's file:
 - Portfolio
 - Screenings and Assessments
 - Physical and Immunizations
 - Family Contacts as necessary
- 18.) 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.
- 19.) 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.
- 20.) 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.
- 21.) 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.
- 22.) 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.
- 23.) 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.
- 24.) 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

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

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

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

Responsibility to Children

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

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

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

Responsibility to Families

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

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

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

Responsibility to Colleagues

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

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

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

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018
Report 18-26**

FOR ACTION

Subject:

Out-of-State Student Travel – OPS 2018 Hamilton (Chicago) trip.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso Public School students and staff on a Chicago trip, to see Hamilton on October 17th in the year 2018.

Rationale:

Approximately 50 OPS fine arts students will travel by bus to Chicago to see Hamilton. 2-3 OPS staff members will serve as chaperones. This is an enhancement of the fine arts curriculum and an extracurricular activity.

Statement of Purpose:

The purpose of this trip is to see the Chicago production of Hamilton.

Facts/Statistics:

This trip is sponsored by Owosso Public Schools and the Fine Arts department. Students are responsible to earn money for all of the cost. Chaperones and students will leave for the trip at 8 AM on Wednesday, October 17th. Students will travel on an Indian Trails bus. The trip includes pizza lunch at Gino's East Pizza. Students will return to school at approximately 11 PM. The cost of the trip this year is \$210. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion



1375 E Woodfield Road #530
 Schaumburg, IL 60173
 (800) 323-6439 Fax (847) 619-0240
 www.hemispheretravel.com

HEMISPHERE EDUCATIONAL TRAVEL PARTICIPANT TOUR PACKET:

Dear Owosso School Tour Participant:

We are thrilled that you have decided to attend a tour with Hemisphere Educational Travel. We know that many fun and exciting adventures await you. Please be assured that we are experts in the field and have been sending students on educational tours since 1970. If you have any concerns leading up to your tour, please contact your Tour Leader or your Account Executive at Hemisphere Educational Travel.

We hope you have a wonderful tour!

Jack Golen- President

DOCUMENT IN PACKET	KEEP	SIGN AND RETURN
Tour Summary/Parent Letter	X	
Sample Itinerary	X	
Group Tour Participation Agreement	X	
Tour Terms and Conditions/ Release Form		X (send with payment)
Medical Form		X (send with payment)





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**Owosso School District
 Hamilton Tour Parent Letter
 Wednesday, October 17, 2018**

Transportation Included:

- Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, TVs for DVD player
 - Group will have exclusive use of motorcoach for duration of tour
 - Driver's Meals and Gratuities are included

Meals Included:

- 1 total meal included
 - 1 Lunch (1-Gino's East)

Admissions Included:

- Broadway Show- Matinee Performance- Hamilton!

Other Components Included:

- All taxes and gratuities included
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and consumer protection policies for the duration of the tour
- All tour planning and coordinating
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.





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Schaumburg, IL 60173
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Owosso School District to Hamilton!

SAMPLE ITINERARY

DAY 1 Wednesday, October 17, 2018

Deluxe Motorcoach

*Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs and DVD player. Group will have exclusive use of the motorcoach for the duration of the tour. *Please note your motorcoach may or may not be equipped with Wi-Fi, and power outlets. If you require these features, please inform your Account Executive as we will attempt to accommodate your request. There may be an additional charge.*

8:00 AM Motorcoach Departs for Chicago, IL

*Depart at 8am Eastern Standard Time
Chicago is on Central Standard Time - changes watches back 1 hour upon arrival in Chicago*

11:45 AM Gino's East- Pizza & Dessert

Enjoy Gino's East deep dish pizzas for your group!

1:30 PM Matinee Performance- Ticket Allowance

Ticket block is mid-balcony seating for Hamilton

4:30 PM Motorcoach Departs

Dinner- At Group's Expense

Group to make quick stop on way home. Dinner at group's expense.

11:00 PM Approximate Arrival at School

Arrival home at 11:30pm Eastern Standard Time



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GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 3 & 4, and subject to the Tour Contract executed with the Tour Leader:

GROUP NAME: Owosso School District to Hamilton!
TOUR DATE(S): Wednesday, October 17, 2018, 1 Day
TOUR LEADER: Catheryn Dwyer

ACCOUNT #: 18TA13098

PER PERSON TOUR PRICING*:

53 Paid Participants: Per Person: \$210.00

*Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.

*Cost per participant is based upon the number of paid participants listed above. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the applicable Tour Contract executed with the Tour Leader.

*Adult rates will be charged to participants that are at least 19 years of age (while on tour) to cover the difference between student & adult admission rates & hotel occupancy.

GROUP PAYMENT SCHEDULE:

PAYMENT DUE: _____

AMOUNT DUE: _____

TYPE OF PAYMENT: _____

GIVE PAYMENT TO: _____

IMPORTANT: Please keep a copy of this payment schedule so that you will know when deposits are due.

Deposit dates indicated above must be adhered to-NO EXCEPTIONS. Refer to the Tour Terms and Conditions/ Release Form (page 2 of 2).

ALL PARTICIPANTS MUST SIGN THE BOTTOM OF PAGE OF THE "TOUR TERMS AND CONDITIONS / RELEASE FORM" & RETURN THE ENTIRE FORM TO THE TOUR LEADER IN ORDER TO PARTICIPATE IN THE TOUR. PLEASE MAKE A COPY OF THIS FORM FOR YOUR FILES.

TOUR TERMS AND CONDITIONS / RELEASE FORM – ONE DAY TOURS

A separate form must be signed and returned to the school by each tour participant along with your payment

1. **NO RESPONSIBILITY FOR LOSSES OR DELAYS.** Hemisphere Travel, Inc. d/b/a Hemisphere Educational Travel ("Hemisphere") acts only in the capacity as agent for the Participant. Hemisphere does not own or operate any ships, airplanes, busses, trains, autos and shall not be liable for any delay, loss or accident occasioned by fault or negligence of any carrier or other person or company obligated to perform transportation services, furnish accommodations, or otherwise in connection with the Tour. Specifically, but not by way of limitation, Hemisphere shall not be responsible for any loss, expense or inconvenience caused by late arrivals and departures of ships, airplanes, busses, trains, autos, or any change of schedule, acts or inaction of carriers, hotels other third parties or other events or occurrences beyond the reasonable control of Hemisphere. Hemisphere shall also not be liable for loss or damage to baggage or any other article of personal property of Participant. The airline tickets issued by the airline shall constitute the sole contract between the airline and the Participant in the Tour relating to transportation. Hemisphere and the transportation company shall have no liability to Participants who are late for departure or who otherwise miss scheduled departures. In most cases, airline tickets are non-refundable, and Hemisphere shall not be held liable if a group or individual loses their tickets. In the event the Tour Group of which Participant is a member shall breach the Tour Contract, all payments made by Participant shall be retained by Hemisphere to be applied to damages incurred by Hemisphere; provided further; that such retention of payment shall not prevent Hemisphere from seeking recovery of additional damages from the Tour Group caused to it by reason of any such breach.
2. **RATE CHANGES, CHANGES TO ITINERARY.** Rates quoted are based on current taxes, tariffs and fuel costs in effect at the present time & are subject to change without notice. In the event of a tax increase or fuel surcharge, participant agrees to pay the additional cost. If Participant chooses to cancel due to the increase in cost, all cancellation penalties will apply as listed below in #5. Although no revisions to the itinerary are anticipated, Hemisphere reserves the right to make any changes, with or without notice, that may become necessary, and Participant agrees to pay any additional expenses or costs attributable to such changes in the Itinerary.
3. **RULES APPLICABLE TO TOUR PARTICIPANTS.** Tour leaders, chaperones or school administration have the right to remove a tour participant anytime prior to the tour if the tour participant does not meet school's or group's eligibility or code of conduct requirements and all cancellation penalties will apply. Authorization is hereby given to the tour leaders/chaperones to act on behalf of any participant who shall require hospital, surgical or medical treatment in any situation deemed an emergency by such chaperone. Tour leaders/chaperones are hereby authorized to give non-prescription pain killing remedies to Participants upon request if, in the tour leaders'/chaperones' opinion, such is deemed reasonably necessary. Any medications or medicines a Participant will be taking on Tour, must be submitted to the tour leaders/chaperones prior to commencement of the Tour. The tour leaders/chaperones are to be notified by the Participant of any known allergies to medication. Participant agrees to fully and completely comply with all rules and regulations of various governmental and commercial agencies and that any violation of such rules and regulations, as well as any behavior deemed by the tour leaders/chaperones to be detrimental to the Tour Group, will, at the sole discretion of the tour leaders/chaperones, subject the Participant to immediate suspension and/or dismissal from the Tour. No refunds shall be made in any such event and the Participant, or the parent/guardian of the Participant, will be financially responsible for any costs (including transportation costs) to return the participant and a chaperone home. If the Tour Leader permits the use of iPod's or MP3 players on the Tour, they shall be used with headphones only. Use of drugs, alcohol, possession of explosives, firearms, or any other articles of an illegal nature shall subject the Participant to immediate dismissal from the Group. The Participant is to notify the tour leaders/chaperones of any specific items of food or beverages brought on the Tour to determine whether such items are acceptable. Participant agrees to be responsible for all damages caused by the Participant to the applicable hotel, any hotel room, any motor coach, or any other property. Hemisphere is not responsible or liable for any items lost or stolen while on the tour. The signature below indicates that the participant is permitted to go swimming only with School board approval (if applicable) and only in the presence of their assigned tour leaders or chaperones. Hemisphere, the School, or the tour leaders/chaperones, shall not be liable for any injury/death as a result of swimming (at hotel pool or other water activity on the tour).
4. **DEPOSITS AND PAYMENTS**
 - A. The 1st deposit requested by Hemisphere, must be received by Hemisphere according to the date indicated on the Payment Schedule.
 - B. All deposits shall be sent to Hemisphere (unless otherwise indicated in your tour paperwork.)
 - C. Fund Raising monies will be accepted by Hemisphere prior to the "Final Deposit Due" Date. The Tour Leader will provide a check with the total Fund raising amount and a list of the students' names indicating how much to credit each. An updated "cash received" report to reflect these credits will be sent to the Tour Leader. It is the Tour Leader's responsibility to inform all participants the fundraising amounts they have earned. If participant cancels from tour, all fundraising amounts earned by that participant will be returned to the issuer of the fundraising check less any applicable penalties.
 - D. All Tours must be paid in full by the deadline date listed on the Tour Leader Contract/Group Tour Participation Agreement. A payment made after the final payment deadline date must be in the form of a money order, cashier's check, credit card or cash. No personal checks will be accepted after the final payment deadline date.
 - E. Transfer of money from Participant to Participant in any circumstance is not permitted.
 - F. Deposit dates Indicated on Payment Schedule must be adhered to. **NO EXCEPTIONS.**
 - G. If the final deposit is not made by the due date, the Participant will be canceled from the Tour and all charges below will apply.
 - H. NSF checks and Credit Card Chargebacks will be charged \$35.00 and replacement must be by Cashier's Check or Money Order.
5. **REFUND POLICY, NON-REFUNDABLE PAYMENTS, & CHARGES.** Participant agrees to the following refund policy and non-refundable payments.

GROUP CANCELLATION- all cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be issued and mailed to the issuer(s) within thirty (30) days after the scheduled Tour Date. Cancellations received after business hours will be posted on the next business day.

 - A. If Tour Group cancels due to lack of participation, the group has until 2 weeks after the first scheduled deposit date to cancel without penalty. Lack of participation is defined as a number of paid participants that is less than the lowest tiered pricing indicated on the Group Tour Participation Agreement.
 - B. If Tour Group cancels the Tour at least seventy-one (71) days prior to the Tour Date, due to lack of participation or unforeseen circumstances, Hemisphere will refund an amount equal to the deposits made, less all non-refundable deposits and expenses made on behalf of the group, and less a ten dollar (\$10.00) per person administrative service charge, as provided in the Tour Contract governing the Tour.
 - C. If Tour Group cancels the Tour seventy (70) to forty-six (46) days prior to the Tour Date, Tour Group shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on behalf of the group, as provided pursuant to the Tour Contract governing the Tour.
 - D. If a Tour Group cancels the Tour forty-five (45) days or less prior to the scheduled Tour Date, the Tour Group shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

Emergency Cancellation by Hemisphere. Hemisphere may cancel a Tour by reason of any event or occurrence which it deems to create a concern for travel safety, or if any major component of a Tour (i.e., transportation or accommodations) shall be canceled as a result of any such event. In such event, Hemisphere's sole liability to Participant shall be to refund to Participant such amount as Hemisphere receives as a refund from its vendors applicable to Participant's participation in the Tour, less such administrative fee as it deems necessary to cover Hemisphere's costs to the date of such cancellation in connection with such Tour.

PARTICIPANT CANCELLATION- Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments come from multiple issuers, refund will be issued in the participant's name. If a participant is canceled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be posted on the next business day.

 - E. If a Participant shall cancel his or her reservation at least seventy-one (71) days before the Tour Date, the Participant shall be entitled to a refund of the deposits made, less a ten (\$10.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the Participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the Participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.
 - H. All cancellations must be submitted to Hemisphere in writing before any refund will be considered.

Tour Participant Replacement Policy (must be approved by Hemisphere Travel and Tour Leader). If a tour participant cancels with a same day replacement less than 45 days prior to the scheduled tour date, the canceling participant shall be entitled to a refund of the deposits made, less a \$25 administrative service charge plus applicable airline ticket name change fees. The refund for the cancelled tour participant will not be issued until the new tour participant is paid in full. The replacement participant will not be charged a \$10 late add fee.
6. **TOUR COSTS- TOUR PRICING IS LOCKED AT FINAL PAYMENT DATE** specified on Tour Leader Contract or Group Participation Agreement (with the exception of any fuel surcharges). Any late cancellations or additions will not affect the final established price at the final payment date. Any new tour participants that sign up for the tour after the final payment date will be charged an additional \$10 fee, plus any additional airfare if applicable. The cost of the Tour is based on a certain minimum number of Participants per sightseeing coach, four Participants per room with two beds per room and is subject to change if less than the stated numbers of Participants agree to participate. In such event, Participant agrees to pay any applicable additional charge as Hemisphere reasonably determines, or in the alternative, Participant may cancel its participation in the Tour and may receive a refund of the deposit, less any applicable charges as above provided. The costs stated herein are for student Participants only. Costs for adult Participants will be greater and will be quoted on request. For Air tours, once the airline reduction date has passed, a new participant will be responsible for any additional airfare to obtain an additional seat, if available. Authorized FREE tour leaders/chaperones cannot be divided between more than one participant and cannot be redeemable for cash or the reduction in other tour participant's tour costs. The tour leader is considered the First Authorized FREE chaperone. It is the Tour Leader's Responsibility to provide the Chaperone needs indicated on the Tour Leader Contract (Or a minimum of 1 adult for every 15 students).

- 7. **INSURANCE COVERAGE.** Hemisphere agrees to provide the following insurance coverage for the duration of the Tour: American Income Life Insurance Company-Illness and Accident Policy, covers all Tour Participants for the duration of the Tour for \$5,000.00 for loss of life, \$1,000.00 for illness, \$500.00 Dental caused by accidents, and \$5,000.00 for Medical Expense caused by accidents. It is important to note that if a medical emergency prevents the student and chaperone to travel back with the group, it will be up to the parents to pay any additional transportation expense for the student and chaperone to return home. By signing this release, I give permission for my child to travel home with the chaperone (without the group). The insurance included as part of the tour package only covers medical expenses and transportation expenses only for an ambulance to the hospital; It does not cover any other form of transportation or lodging expense related to an accident.
- 8. **PROMOTIONAL MATERIAL RELEASE.** The undersigned hereby irrevocably consents to the unrestricted use by Hemisphere, its successors and assigns, of Participant's name and likeness in any and all photographs or video footage of Participant taken on the tour for all advertising purposes, promotional purposes, or purposes of trade in any and all mediums, including social media, and the undersigned waives any right to compensation therefore and any right to inspect or approve such pictures, video footage, advertising, material or promotional material used in connection therewith.
- 9. **Acceptance, release and indemnification.** in consideration of Hemisphere's acceptance of the below-named participant for participation in the tour, the undersigned hereby agrees to the foregoing tour terms and conditions and waives and releases on behalf of himself or herself and his or her heirs and successors, and agrees to indemnify, Hemisphere Travel, inc., the tour sponsor and the tour leader participating in the tour, their successors and assigns and their shareholders, directors, officers, employees and agents, as applicable, from, any and all manners of action, suit, debts, damages, claims and demands whatsoever, in law, in admiralty or in equity, which said participants may have or may hereafter acquire by reason of death or injury as a participant of said tour, loss or damage to property, or otherwise arising out of or in connection with participation in said tour, including, but not limited to, any and all damages claimed for delays and other causes beyond hemisphere's reasonable control. Specifically, but not by way of limitation, neither Hemisphere, the tour sponsor, or any tour leader shall be liable for any death or injury resulting from any participant who goes swimming (at hotel pool or other water activity on the tour) while on the tour. In addition, Hemisphere assumes no responsibility and shall not be liable for any videos shown on any motor coach which have not been supplied by Hemisphere. The deposit of the participant's initial payment by Hemisphere shall constitute acceptance of the above named participant for participation in the tour.
- 10. This Agreement shall be governed by the laws of the State of Illinois. The parties agree that any claims or other actions arising out of this Agreement may be litigated in the federal or state courts in Cook County, Illinois, and each party hereby submits to the jurisdiction of such courts. Any claims asserted against Hemisphere shall be litigated exclusively in such courts.

This form must be completed and returned to the school with your payment
 Owosso Middle School Chicago Tour (Account # 18TA13098)

PRINT PARTICIPANT'S First Name _____ Middle Initial (Required) _____ Last Name _____
 Provide name as it appears on your driver's license or passport (if minor, provide legal name)

TOUR PARTICIPANT'S DATE OF BIRTH (REQUIRED): ___/___/___ TOUR PARTICIPANT'S GENDER: MALE OR FEMALE (CIRCLE ONE)

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell/ Secondary Phone: _____

Emergency Contact _____ Phone# _____

E-MAIL address (Used for payment reminders & tour updates only) _____

IF PARTICIPANT IS UNDER 18 YEARS OF AGE – PRINT PARENT OR GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE or ADULT PARTICIPANT SIGNATURE _____

By signing above you agree to all terms and conditions of the two page document entitled "Tour Terms and Conditions / Release Form-One Day Tours"



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www.hemispheretravel.com

PERMISSION FOR MEDICAL TREATMENT - Return to school with your payment

SCHOOL / GROUP NAME: Owosso Middle School
DESTINATION and DATES: Chicago Wednesday, October 17, 2018, 1 Day
PARTICIPANT'S FULL LEGAL NAME:
DATE OF BIRTH: / / PARENT / GUARDIAN NAME:
HOME PHONE NUMBER: CELL/SECONDARY PHONE:
EMERGENCY CONTACT OTHER THAN PARENT/GUARDIAN PHONE#
PHYSICIAN'S NAME: PHYSICIAN'S PHONE:

LIST FULLY ANY MEDICAL CONDITIONS AND/OR PHYSICAL LIMITATIONS PARTICIPANT MAY HAVE:
Since the group's tour leader will not receive these forms until just prior to the tour departure, please also personally inform the group's tour leader of such conditions and/or limitations, as it may require special arrangements which may alter tour components (i.e. wheelchair accessible motorcoach, food allergies, etc...)
(Please note that this trip involves considerable walking at times)

LIST ANY ALLERGIES PARTICIPANT HAS, IF NONE, PLEASE INDICATE SO :

LIST ANY MEDICATIONS PARTICIPANT MUST TAKE, INCLUDING TIME SCHEDULE:

(We recommend placing students' medications in a plastic bag, marked with name and given to the tour leader)

The accident insurance included as part of the tour package covers medical expenses and transportation expenses only for an ambulance to the hospital. IF MEDICAL TREATMENT SHOULD BE REQUIRED FOR A NON-TOUR RELATED INCIDENT, I AUTHORIZE THE USE OF OUR FAMILY MEDICAL INSURANCE POLICY. (A copy of the insurance card is not necessary)

INSURANCE COMPANY NAME: PHONE #:
POLICY HOLDER NAME: POLICY #:

It is understood and agreed that the tour sponsors and chaperones will exercise reasonable care with respect to the health and physical well-being of each participant. This permission also authorizes chaperones to observe students who must take any such medications as Tylenol, Anti-diarrhea medication or medications designed for relief of minor problems as they become necessary. I have read the foregoing and agree to the stipulations there in: I hereby authorize any medical treatment necessary & the transfer of the student or participant to any reasonably accessible hospital, pursuant to the foregoing conditions:

Parent/Guardian or Adult Participant Signature

Should a medical emergency prevent the tour participant (and a chaperone if the participant is under 18 years old) from traveling back with the group, I hereby give my permission for the tour participant to travel with that designated chaperone (without the group) once the participant has been released from the place where medical attention was given. For minors; the mode of return travel for a student will be determined by the both the Chaperone in charge and the Parent/Guardian of the participant. I also understand that I will be responsible for the travel expense for both the tour participant and the Chaperone (if the participant is under 18 years old) to return home. If you purchase Optional Travel Protection Insurance, part of this expense may be covered. If the Optional Travel Protection Insurance was not offered to your group, please contact Hemisphere to see what insurance coverage would be available for the type of tour you are taking.

Parent/Guardian or Adult Participant Signature

SWIMMING AND OTHER PHYSICAL ACTIVITIES: AS A PARENT/GUARDIAN OR TOUR PARTICIPANT, I ACKNOWLEDGE THAT IN CONNECTION WITH SWIMMING AND OTHER PHYSICAL ACTIVITY I HAVE FULLY ADVISED THE TOUR LEADER OF ALL LIMITATIONS THAT MY CHILD OR MYSELF MAY HAVE IN PARTICIPATING IN THE TOUR ACTIVITIES. I UNDERSTAND THAT SWIMMING, WITH OR WITHOUT A LIFEGUARD PRESENT, ARE AT ONE'S OWN RISK. I HEREBY RELEASE HEMISPHERE EDUCATIONAL TRAVEL, THE GROUP, THE TOUR LEADERS AND CHAPERONES FROM ANY RESPONSIBILITY FOR PERSONAL INJURY OR OTHER LOSS WHICH MIGHT OCCUR WHILE ENGAGING IN SWIMMING OR OTHER TOUR ACTIVITY UNLESS SUCH INJURY OR LOSS IS CAUSED BY THE GROSS NEGLIGENCE OF HEMISPHERE EDUCATIONAL TRAVEL OR THE CHAPERONES. PLEASE CHECK WITH YOUR TOUR LEADER TO SEE IF SWIMMING IS PART OF YOUR GROUP'S ITINERARY.

I HEREBY AGREE TO ALL OF THE TERMS ASSOCIATED WITH THIS RELEASE FORM.

Parent/Guardian OR Adult Participant Name (please print)

Parent/Guardian OR Adult Participant Signature DATE

EVERY TOUR PARTICIPANT (STUDENTS AND ADULTS) MUST SIGN AND RETURN A SEPARATE FORM TO HEMISPHERE. THE TOUR LEADER WILL HAVE THIS FORM IN THEIR POSSESSION WHILE ON TOUR FOR EMERGENCY PURPOSES.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018
Report 18-27

51

FOR ACTION

Subject:

Awarding of contracts for elementary bond work that needs to commence as soon as possible after the Board meeting.

Recommendation:

Recommend that the Board authorize the Superintendent to sign contracts with the contractors outlined in the accompanying table for the area of work delineated and authorize the Superintendent to approve any contingencies of 6.5% and general condition work up to 2% of the overall contract work not to exceed \$3,445,802.

Rationale:

To provide for the awarding of contracts for work areas that need to commence as quickly as possible after the Board meeting.

Statement of Purpose/Issue:

To award the contracts for the elementary bond work that has gone out to bid for the additions to all three elementary schools for the work areas indicated.

Facts/Statistics:

The bond to provide for additions to the elementary schools and for a middle/high school campus was passed by the voters in November of 2017. During the intervening months, the District staff, community members and the professionals that have been retained by the Board to provide assistance in designing and constructing the facilities have been working towards the commencement of construction. The three elementary additions went out for bid and competitive bids were received on September 11th. Clark Construction, the District's Construction Manager, has reviewed the recommended bids to be awarded for completeness, propriety and has conducted post-bid interviews with each of the recommended Contractors. The recommended contractors, as has been consistent with all bids awarded by the Board, are the Contractors that have provided the lowest responsible bid for the work and have confirmed their commitment to performance in accordance with the Contract documents.

In addition to the base bids, Clark Construction is recommending the following authorizations from the Board:

- 2.0% General Conditions fund – this will be utilized for such items as safety fencing & signage, temporary roads, construction office trailer, temporary facilities, document reproductions and snow removal. Only those items that are considered customary and necessary will be recommended by Clark to the District Administration for approval and be billed through the Clark Construction billing.
- 6.5% Contingency fund – the contingency fund would be established for changes in work that have not been able to be anticipated by the bid documents. These will not be approved prior to consultation with the Owosso Public Schools Administration and will be in the form of Change Orders to the basic contract. This has been a normal and customary practice utilized by the District to administer the sinking fund to allow flexibility of the projects to move forward without coming back to the Board unless there is a significant change required.

It should be noted that all payments will be made from the proceeds of the sale of the bonds that took place in May of 2018 and have been designated for the purpose outlined above. The calculations, thus far for all preliminary bids received that have not yet been awarded, reflect that the bids are within the confines of the budget for the project as established during the bond and design phases of the projects.

Motion

Seconded

Vote – Ayes

Nays

Motion

**FIRST ROUND AWARDING OF CONTRACTS
WORK AREAS FOR ELEMENTARY ADDITIONS
2017 BOND
BIDS RECEIVED ON 9/11/18**

BID CATEGORY (Corresponds to Bid Package Tabulation that accompanies this Board report)	AREA OF WORK	CONTRACTOR	AMOUNT
02A, 06A	Selective Demolition & General Trades	J. Perez Construction Flint, Michigan	\$345,000
03A	Concrete (Building & Site)	Moore Trosper Construction Company Holt, Michigan	\$435,800
04A	Masonry	Xtreme Mason Contractors, LLC Laingsburg, Michigan	\$1,092,444
05A	Structural Steel/Misc. Metals	Structural Steels, Inc. Sparta, Michigan	\$218,800
22A	Plumbing	Dickerson Mechanical Davison, Michigan	\$219,000
26A	Electrical	Great Lakes Power & Lighting, Inc. Casco, Michigan	\$427,000
31A	Site Clearing/Mass Grading	Champagne & Marx Excavating, Inc. Saginaw, Michigan	\$434,010
TOTAL CONTRACTOR AWARD RECOMMENDATIONS			\$3,172,054
GENERAL CONDITIONS FUND RECOMMENDATION 2.0%			\$63,441
SUBTOTAL			\$3,235,495
CONSTRUCTION CONTINGENCY FUND 6.5%			\$210,307
GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION			\$3,445,802

PLEASE NOTE: Bid summaries reflecting all bids for each work area are contained in a document accompanying this report.



Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation

Bid Category: 02A

Selective Demolition

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade	Combined Selective Demolition and General Trades
Dobie Construction	Y	Y	Y	1-4	\$ 56,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,000
J. Perez	Y	Y	Y	Y	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,000

9/19/2018



Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation

Bid Category: 06A

General Trades

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Combined Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade	Combined Selective Demolition and General Trades
Hendrick Carpentry	Y	Y	Y	Y	\$ 415,300							\$ -
Doble Construction	Y	Y	Y	Y	\$ 365,700							\$ 412,000
William Reichenbach	Y	Y	Y	Y	\$ 375,000							\$ -
J. Patez	Y	Y	Y	Y	\$ 329,000							\$ 325,000
RL White	Y	Y	Y	Y	\$ 328,500							\$ -
E&L Construction Group	Y	Y	Y	Y	\$ 351,000							\$ -



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 03A

Concrete

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Concrete & Sitework	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade	Total w/ Alt.
Moore Trosper	Y	Y	Y	Y	\$ 435,800	\$ -	\$ -	\$113,600	\$ -	\$ (3,400)	\$ -	\$ -	\$546,000
Fessler & Bowman	Y	Y	Y	Y	\$ 622,030	\$ 1,136,620	\$ -	\$ (91,300)	\$ -	\$ (5,480)	\$ -	\$ -	\$718,810
Separate Low Bidders Combined: Moore Trosper combined with Champagne & Marx						\$ 869,810							



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions**

Bid Category: 04A

Masonry

Contractor	Bid Security	Familial Relationship	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Total w/ Alt.	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
Davenport Masonry	Y	Y	Y	\$ 1,144,000	\$ (40,000)	\$ 1,104,000	\$	\$	\$	\$	\$
Schiffer Mason	Y	Y	1-4	\$ 1,124,000	\$ (29,400)	\$ 1,094,600	\$	\$	\$	\$	\$
Edgar Boettcher Mason	Y	Y	Y	\$ 1,346,200	\$ (15,300)	\$ 1,330,900	\$	\$	\$	\$	\$
Xtreme Mason	Y	Y	Y	\$ 1,092,444	\$ (34,478)	\$ 1,057,966	\$	\$	\$	\$	\$



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 05A

Structural Steel

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
Structural Standards	Y	Y	Y	Y	\$ 218,800	\$	\$	\$	\$	\$	\$
Howard Steel	Y	Y	Y	1-4	\$ 250,200	\$	\$	\$	\$	\$	\$
Kirby Steel	Y	Y	Y	Y	\$ 269,800	\$	\$	\$	\$	\$	\$
Eagle Enterprise of Michigan	Y	Y	Y	Y	\$ 324,900	\$	\$	\$	\$	\$	\$



Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation

Bid Category: 22A

Plumbing

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Combined Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management	System Upgrade
Johnson & Wood	Y	Y	Y	Y	\$ 292,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
Myers Plumbing & Heating	Y	Y	Y	Y	\$ 358,000	\$ 791,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
William E. Walter	Y	Y	Y	Y	\$ -	\$ 759,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
Dickerson Mechanical	Y	Y	Y	Y	\$ 219,000	\$ 697,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 26A

Electrical

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate FS1 - Additional Food Service Equip.	Total w/ Alt.	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate M1 - Building Management System Upgrade
Walker Electric	Y	N	N									
Superior Electric of Lansing	Y	Y	Y	Y	\$ 440,900	\$ 9,800	\$450,700	\$ -	\$ -	\$ -	\$ -	\$ -
Centennial Electric	Y	Y	Y	Y	\$ 432,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Great Lakes Power & Lighting	Y	Y	Y	Y	\$ 427,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 31A

Earthwork

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Total w/ Alt.	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
LA Construction	Y	Y	Y	Y	\$ 447,435	\$ (2,540)	\$ 54	\$444,949	\$ -	\$ -	\$ -	\$ -
Champagne & Marx Excavating	Y	Y	Y	1-4	\$ 434,010	\$ (6,200)	\$ 300	\$428,110	\$ -	\$ -	\$ -	\$ -
Fessler & Bowman	Y	Y	Y	Y	\$ 529,590	\$ (3,205)	\$ (704)	\$525,681	\$ -	\$ -	\$ -	\$ -
Central Excavating	Y	Y	Y	Y	\$ 704,063	\$ (2,000)	\$ (100)	\$701,963	\$ -	\$ -	\$ -	\$ -

Future Action

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018**

Report 18-28

FOR FUTURE ACTION

Subject:

OHS Trojan Marching Band Trip to Florida

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for the Owosso High School Trojan Marching Band trip to Disney World and Universal Studios in Orlando, Florida, in March, 14-20, 2019.

Rationale:

The students will spend 4 1/2 days at Disney World & Universal Studios participating in the Magic Kingdom Parade as well as participating in "You're Instrumental" workshops.

Statement of Purpose/Issue:

The purpose of this trip is to provide to provide the opportunity to receive instruction from professional Disney musicians in a professional recording session and the opportunity to gain performance experience in a larger setting as well as view performances from various professional Disney musicians.

Facts/Statistics:

- This trip would involve all members of the concert and symphony bands, grades 10-12, not to exceed the current enrollment of 177 students.
- Attendance is voluntary.
- The trip will be funded through student fundraising accounts, student payment and some scholarship opportunities as well as the cost of substitute teachers for the three band directors paid by the school district.
- Money for the trip will be generated through various fundraisers held throughout the school year. Students have been fundraising toward this trip since their 6th grade year. Scholarship opportunities will also be made available.
- All OHS student handbook rules and regulations as well as OHS band handbook rules and regulations determining student conduct will be in effect. In addition, specific and strict, written guidelines, rules and regulations for the trip will also be in effect. Each band student and parent must agree to abide by the guidelines, rule, and regulations prior to a student being allowed to take the trip.
- Adequate chaperones would be attending with a ratio of no more than 10 students to 1 adult.
- Mode of transportation is motor coach.
- The accompanying itinerary gives the approximate schedule for the trip.
- This timing of this trip will not interfere with the State of Michigan spring testing schedule for juniors.

Motion

Secoded

Vote – Ayes

Nays

Motion

Bennett Travel

Fax: 269-953-1082
Phone: 231-838-1925

www.bennett-travel.com
jeff@bennett-travel.com

[Prepared 8/2/18]
OWOSSO HIGH SCHOOL BANDS
Jillian Kowalczyk/Jordan Stark/Michael Tolrud – Directors
FLORIDA
Orlando, FL
MARCH 14-19, 2019
(6 days/3 hotel nights/4 motor coaches)
[3 DAY DISNEY STARTER PASS/1 DAY UNIVERSAL P2P]

THURSDAY, MARCH 14, 2019

- 7:30 AM Buses arrive and group will meet for roll check and packing motor coaches. Meet your full time **Tour Director, Carl Knipe**, who will travel with you from beginning of trip until you return. **Carl's Phone: 231-758-6380**
{note to directors: TD will need the two front seats behind the bus driver on Bus 1}
Note: Directors to have a loading crew established for loading instruments on motor coach
- School Address: *Owosso High School, MI*
Motor Coach Company: *Bianco Tours*
- *VERY IMPORTANT: BUS BAYS WILL NOT BE ACCESSIBLE UNTIL HOTEL CHECK IN***
- 8:30 AM ETD from Owosso High School to Orlando, Florida
with food/rest stops en route.
- 1:00 PM ETA for **LUNCH on OWN at CASTLETON SQUARE MALL**
Note to Drivers: TD will have a map to get you to Dick's Sporting Goods at the back of Castleton Square Mall
Important: Do not drop off at the Entrance – walk from the parking lot
Address: 6020 E. 82nd St., Indianapolis, IN
Phone: 317-849-9993
- 2:00 PM ETD for **FLORIDA**
- 6:30 PM ETA for **DINNER at GOLDEN CORRAL (provided)** [this is 7:30 pm EST]
CST *Address: 315 Old Lebanon Dirt Rd., Hermitage, TN*
Phone: 615-874-1313
Follow I-65 S and I-24 E to TN-320 E/E Brainerd Rd in Chattanooga. Take exit 3A from I-75 N
[Note to TD – This has been paid in full to corporate headquarters]
- 7:30 PM ETD for **FLORIDA**

FRIDAY, MARCH 15, 2019

- 7:00 AM ETA for **BUFFET BREAKFAST at GOLDEN CORRAL** (provided)
Address: 2111 SW College RD, Ocala, FL
Phone: 352-690-3020
- 8:00 AM ETD for **ST. PETE'S BEACH** for time on the **OCEAN – GULF SIDE**
- 9:00 AM ETA at **FORT DE SOTO COUNTY PARK BEACH** on the **GULF OF MEXICO**
Address: 3500 Pinellas Bayway S, Tierra Verde, FL 33715
Phone: 727-582-2267
- 12:00 PM ETD for **DISNEY WORLD, ORLANDO, FL**
- 2:00 PM ETA at **PARK OF CHOICE**
Choices are: Animal Kingdom, Epcot, Hollywood Studios, Magic Kingdom
[\$30 DISNEY DINING CARD for MEALS]
- 9:00 PM ETD for **HOTEL and CHECK IN** (proposed 4+ star hotel)
Address: Rosen Centre Hotel, 9840 International Dr., Orlando, FL
Phone: 407-996-9840
 (curfew to be announced)
Note: Pool is open until midnight. Deli/Store is open 24/7
[Security will be provided for your group each night]
Enjoy the hotel amenities the remainder of the evening and rest up for a 'big' week

SATURDAY, MARCH 16, 2019

- 7:30 AM **BUFFET BREAKFAST at HOTEL** (provided)
[\$30 DISNEY DINING CARD for MEALS]
- 8:30 AM ETD for **DISNEY PARK OF CHOICE**
- TBD ETD for **YOU'RE INSTRUMENTAL WORKSHOP for BAND #1**
- TBD ETD for **YOU'RE INSTRUMENTAL WORKSHOP for BAND #2**
- TBD ETA at **WORKSHOP** site and unload – put instruments back in trailer/bus while in the workshop
- TBD **WORKSHOP ENDS – Pack instruments and depart for PARK OF CHOICE**
- 9:00 PM *DISNEY Music & Lights Show*
- 10:00 PM ETD for **HOTEL**

SUNDAY, MARCH 17, 2019

- 7:30 AM **BUFFET BREAKFAST at HOTEL (provided)**
[\$30 DISNEY DINING CARD for MEALS]
- 8:30 AM **ETD for DISNEY PARK OF CHOICE**
- TBD **ETD for MARCHING BAND PERFORMANCE**
(Magic Kingdom preferred)
- TBD **ETA at PERFORMANCE site and unload**
- 9:00 PM ***DISNEY Music & Lights Show***
- 10:00 PM **ETD for HOTEL**

MONDAY, MARCH 18, 2019

- 7:30 AM **BUFFET BREAKFAST at HOTEL (provided) and CHECK OUT**
[\$30 UNIVERSAL GIFT CARD for MEALS]
- 8:30 AM **ETD for UNIVERSAL STUDIOS – Home of HARRY POTTER – BOTH PARKS!**
- 9:00 PM **ETD for MICHIGAN**
(\$20 CASH BACK for MEALS en ROUTE)

TUESDAY, MARCH 19, 2019

- 8:30 PM **ETA at OWOSSO HIGH SCHOOL**

**New at Disney World since your last trip in 2016: Updated Disney Springs, Pandora in Animal Kingdom, Toy Story in Hollywood Studios and Frozen in Epcot.
Star Wars in Hollywood Studios will not open until 2020**

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
September 24, 2018
Report 18-29

65

FOR FUTURE ACTION

Subject:

Awarding of contracts for elementary bond work that needs to commence subsequent to October 22nd (the next regular meeting of the Board). It should be noted that there are three work areas and an estimate from Clark that will remain to be recommended to the Board if action is taken by the Board on the work areas outlined in this report at the meeting on the 22nd (Carpet and resilient flooring, painting and wall coverings, food service equipment and chain link fencing).

Recommendation:

Recommend that the Board authorize the Superintendent to sign contracts with the contractors outlined in the accompanying table for the area of work delineated and authorize the Superintendent to approve any contingencies of 6.5% and general condition work up to 2% of the overall contract work not to exceed \$883,111.

Rationale:

To provide for the awarding of contracts for work areas that need to commence as quickly as possible after the Board meeting.

Statement of Purpose/Issue:

To award the contracts for the elementary bond work that has gone out to bid for the additions to all three elementary schools for the work areas indicated.

Facts/Statistics:

The bond to provide for additions to the elementary schools and for a middle/high school campus was passed by the voters in November of 2017. During the intervening months, the District staff, community members and the professionals that have been retained by the Board to provide assistance in designing and constructing the facilities have been working towards the commencement of construction. The three elementary additions went out for bid and competitive bids were received on September 11th. Clark Construction, the District's Construction Manager, has reviewed the recommended bids to be awarded for completeness, propriety and has conducted post-bid interviews with each of the recommended Contractors. The recommended contractors, as has been consistent with all bids awarded by the Board, are the Contractors that have provided the lowest responsible bid for the work and have confirmed their commitment to performance in accordance with the Contract documents.

In addition to the base bids, Clark Construction is recommending the following authorizations from the Board:

- 2.0% General Conditions fund – this will be utilized for such items as safety fencing & signage, temporary roads, construction office trailer, temporary facilities, document reproductions and snow removal. Only those items that are considered customary and necessary will be recommended by Clark to the District Administration for approval and be billed through the Clark Construction billing.
- 6.5% Contingency fund – the contingency fund would be established for changes in work that have not been able to be anticipated by the bid documents. These will not be approved prior to consultation with the Owosso Public Schools Administration and will be in the form of Change Orders to the basic contract. This has been a normal and customary practice utilized by the District to administer the sinking fund to allow flexibility of the projects to move forward without coming back to the Board unless there is a significant change required.

It should be noted that all payments will be made from the proceeds of the sale of the bonds that took place in May of 2018 and have been designated for the purpose outlined above. The calculations, thus far for all preliminary bids received that have not yet been awarded, reflect that the bids are within the confines of the budget for the project as established during the bond and design phases of the projects.

Motion

Seconded

Vote – Ayes

Nays

Motion

**FIRST ROUND AWARDING OF CONTRACTS
WORK AREAS FOR ELEMENTARY ADDITIONS
2017 BOND
BIDS RECEIVED ON 9/11/18**

BID CATEGORY (Corresponds to Bid Package Tabulation that accompanies this Board report)	AREA OF WORK	CONTRACTOR	AMOUNT
07A	Roofing	Bornor Restoration, Inc. Lansing, Michigan	\$247,652
08A	Glass & Glazing	Hi-Quality Glass Owosso, Michigan	\$138,920
23A	Heating & Ventilation	Dee Cramer, Inc. Holly, Michigan	\$349,781
28A	Electrical Safety & Communications	Amcomm Telecommunications Brighton, Michigan	\$76,600
TOTAL CONTRACTOR AWARD RECOMMENDATIONS			\$812,953
GENERAL CONDITIONS FUND RECOMMENDATION 2.0%			\$16,259
SUBTOTAL			\$829,212
CONSTRUCTION CONTINGENCY FUND 6.5%			\$53,899
GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION			\$883,111

PLEASE NOTE: Bid summaries reflecting all bids for each work area are contained in a document accompanying this report.



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 07A

Roofing

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
CEI Roofing	Y	Y	Y	Y	\$ 251,443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bornor Restoration	Y	Y	Y	Y	\$ 247,652	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 08A

Glass & Glazing

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management	System Upgrade
Glazing Solutions	Y	Y	Y	Y	\$ 167,860	\$	\$	\$	\$	\$	\$	
Calvin & Company	Y	Y	Y	Y	\$ 226,269	\$	\$	\$	\$	\$	\$	
Lansing Glass	Y	Y	Y	1-4	\$ 189,929	\$	\$	\$	\$	\$	\$	
Hj. Quality Glass	Y	Y	Y	Y	\$ 138,920	\$	\$	\$	\$	\$	\$	



Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation

Bid Category: 23A

HVAC

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Combined Bid	Bryant	Central	Emerson	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
Myers Plumbing & Heating	Y	Y	Y	Y	\$ 440,800	\$ 791,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
William E. Walter	Y	Y	Y	Y	\$ -	\$ 759,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dickerson Mechanical	Y	Y	Y	Y	\$ 485,000	\$ 697,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Thermal Services	Y	Y	Y	Y	\$ 487,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tech Mechanical	Y	Y	Y	Y	\$ 524,329	\$ -	\$ 174,207	\$ 173,314	\$ 176,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dee Cramer	Y	Y	Y	Y	\$ 349,781	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



**Owosso Public Schools
2017 Bond Program - Elementary Schools' Additions
Bid Package #1 Bid Tabulation**

Bid Category: 28A

Electrical Safety & Communication

Contractor	Bid Security	Familial Relationship	Iran Sanction	Addendums 1 - 5	Base Bid	Alternate A1 - Substitute Burnished Block	Alternate A2 - Substitute Polished Concrete	Alternate C1 - Delete Bryant Gravel Drive	Alternate C2 - Delete Partial Central Sidewalks	Alternate FS1 - Additional Food Service Equip.	Alternate M1 - Building Management System Upgrade
Amcomm Telecommunications	Y	Y	Y	Y	\$ 76,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OWOSSO PUBLIC SCHOOLS
Board of Education
September 24, 2018

Report 18-30

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Zachary Roberts has accepted the Food Service Position at Bryant Elementary.