



**OWOSSO PUBLIC SCHOOLS**  
*Ready for the World*

**Board of Education Agenda**

**November 26, 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:**

- Celebrate Kids! – Emerson Elementary
- Recognition of Retiree Terry Hoenshell
- 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**

<b>Consent Agenda:</b>		
October 22, 2018 Minutes-----	Report 18-44	Page 1
November 12, 2018 Committee of the Whole Meeting Minutes-----	Report 18-45	Page 8
November 12, 2018 Closed Session Minutes-----	Report 18-45A	At Place
Current Bills-----	Report 18-46	Page 10
Financials-----	Report 18-47	Page 21
Contract Awards for Elementary Bond Work-----	Report 18-48	Page 24
Obsolete Buildings – Cass Street and Cedar Street Warehouses-----	Report 18-49	Page 26
Obsolete Material – Freshman Band Uniforms-----	Report 18-50	Page 27
Sinking Fund Project Administration-----	Report 18-51	Page 28
Permission for Facility Negotiations-----	Report 18-52	Page 33
Revised Bylaw 0100, First Reading-----	Report 18-53	Page 34
Revised Bylaw 0122, First Reading-----	Report 18-54	Page 42
Revised Bylaw 0131.1, First Reading-----	Report 18-55	Page 50
Revised Bylaw 143.1 and Bylaw 144.1, First Readings-----	Report 18-56	Page 54
New Bylaws 165.6 and 167.6, Revised Bylaws 166, 167.1, 167.2, and 167.3 First Readings-----	Report 18-57	Page 71
Revised Policy 1220, First Reading-----	Report 18-58	Page 91
New Policy 2261.03, Replacement Policy 2261.01, Revised Policies 2112, 2261 and 2700, First Readings-----	Report 18-59	Page 95

**7. For Future Action**

Contract Awards for Elementary Sinking Fund Flooring Work-----	Report 18-60	Page 121
Purchase of Truck with Towing Package-----	Report 18-61	Page 123
Sewer Easement for Middle School Property-----	Report 18-62	Page 125

**8. For Information**

Personnel Update-----	Report 18-63	Page 126
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**9. Public Participation**

**10. Board Reports: Board Member Comments/Updates**

**11. Upcoming Board Meeting Dates:**

December 10: Regular Board Meeting at 5:30 pm (Note: meeting to be held on 2<sup>nd</sup> Monday of the month due to holidays)

**Important Upcoming Dates:**

- December 3: Owosso Cares Canned Food Drive Starts (ends on December 14)
- December 4: OMS Band Holiday Festival, 7 pm
- December 5: OHS Band Concert, 7 pm
- December 7: Senior Citizens Holiday Breakfast, 8 am

**12. Superintendent Evaluation – Closed Session**

**13. 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.

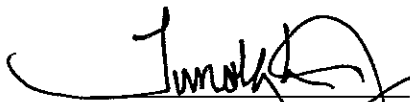
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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



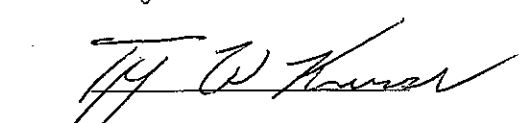
Shelly Ochodnicky  
Secretary



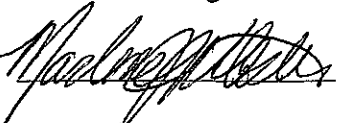
Sara Keyes  
Trustee



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

October 8, 2012



OWOSSO PUBLIC SCHOOLS

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## **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.

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**October 22, 2018**  
**Report 18-44**

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**

Mr. Steve Brooks, Director of Curriculum and Instruction announced that Owosso High School has several new course options available for students. The new courses for 2018-2019 include Welding, Agricultural Science-Zoology edition, and Sign Language. Owosso High School students Kayla Hickmott, Brittanie Dailey, and Ollie Hascall addressed the Board to share their learning experiences from the new sign language course. The students demonstrated how they spell their names and a variety of phrases they have learned in a very short time period. They also explained the reasons for taking the class and their desire to have the ability communicate with deaf people. Students enrolled in sign language earn a second language credit towards their graduation.

Mr. Brooks applauded the students for the passion they displayed when presenting information about the sign language class. He remarked that Owosso Public Schools is a land of opportunity and it's great to witness students share their excitement after applying what they are learning.

Mr. Steven Davis, a senior at Owosso High School presented information and slides of his Eagle Scout project. The project involved the building of two handicap accessible picnic tables and four non-handicap picnic tables for Bryant Elementary School. Steven explained that the process of building the tables took approximately seven hours. He expressed his appreciation for Superintendent Tuttle, Bryant School Principal Shelly Collison and those that assisted and supported him with the project. Steven explained that he was in charge of the entire project and it was his responsibility to organize, fundraise, and obtain volunteers to assist him. He commented that the project helped him with his leadership and organization skills. Steven informed the Board that he chose to build the picnic tables to assist the disabled, minorities, and homeless citizens of Owosso. He also remarked that an Eagle Scout rank will benefit him greatly with his future job applications.

Superintendent Tuttle praised Steven Davis on his thoroughness, attention to detail, leadership and follow through with his Eagle Scout project.

Cayden Whiteherse, Board of Education Student Representative and Vice President of Student Government reported that this year's inter-class games were a huge success and his best homecoming experience so far. He stated that throughout the festivities, there was a vibe where everyone felt involved. The homecoming dance was an overall success. Students enjoyed the photo booth, homecoming theme, and decorations. Emily Rau was crowned queen and Carson Bornefeld was crowned king of homecoming.

Cayden Whiteherse explained that Student Government's mission is to make everyone feel like they belong. In order to achieve this, they have started holding Music Monday. Music is played in the morning over speakers in the high school common areas to get students in a good mood for the week ahead. Student Government has also agreed to keep their motto #whatsyour17, which includes lunches with randomly selected students hosted by Student Government and free donut days. They have also introduced flower days where Student Government officers hand out flowers to 17 randomly selected

students at 17 different times to put a smile on faces. Cayden commented that they want students to say they are proud to be Owosso Trojans.

Superintendent Tuttle stated that over the years, the roles of a school principal and administrator has changed and become more challenging. An administrators primary role is to make everyone else's job easier by solving problems and answering questions so others can do their jobs more effectively. Superintendent Tuttle remarked that the current group of OPS administrators and principals is one of the best. Each of them reside in Owosso and are completely vested in Owosso Public Schools and the community. Superintendent Tuttle stated that she has complete faith and trust in her administrative team and believes that the OPS staff feels the same way.

In recognition of National Principal's Month, Superintendent Tuttle presented a small token of appreciation to Steve Brooks, Director of Curriculum and Instruction; Karen Van Epps, Owosso High School Assistant Principal; Jessica Thompson, Communications Director; Bridgit Spielman, Central Elementary Principal; Amanda Rowell, Director of Bentley Bright Beginnings Early Childhood Center; Jeff Phillips, Owosso High School Principal; Julie Omer, Chief Financial Officer; Randy Miller, Network Coordinator; Dr. Dallas Lintner, Athletic Director; John Klapko, Director of Operations and Food Service; Steve Irelan, Lincoln High School Principal; Dr. Cathy Dwyer, Owosso Middle School Assistant Principal; Steve DeLong, Transportation Director; Michele Collison, Bryant Elementary Principal; Rich Collins, Owosso Middle School Principal; and Jessica Anderson, Emerson Elementary Principal.

On behalf of the Board of Education, President Tim Jenc thanked the Owosso Public Schools administrative team for the job that they do and stated they are all very appreciated.

#### **Board Correspondence**

Superintendent Dr. Andrea Tuttle reported that financially, the District is in pretty good shape. Eight years ago that was not the case, but thanks to the collective efforts of the entire OPS staff, the District is once again financially stable. Superintendent Tuttle highlighted the accomplishments of the Board of Education over the past eight years which was during some of the most difficult economic times in public education.

Superintendent Tuttle thanked the Board for their support in passing a bond in November 2017 after three previous attempts. She advised that information and updates on the bond construction can be found on the Owosso Public Schools webpage under the bond project link. Superintendent Tuttle shared a presentation that included aerial views for Central's, Bryant's, and Emerson's multi-purpose room additions. She explained that many hours have been spent with design team members, administrators, teachers, para-professionals, and community members who have worked together on the new secondary campus. A design concept of the secondary campus and an overview of the new 1,000 seat auditorium was shared with the meeting's audience. Request for bids for the construction of the secondary campus will begin going out in February 2019.

The current Board of Education has passed two sinking fund renewals over the past eight years. Superintendent Tuttle reported that there are currently a total of \$28,000,000 in proposed sinking fund assessment needs to cover capacities such as safety and security, HVAC, and general improvements/updates in District facilities. Voters recently approved the sinking fund that will collect two mills annually, which equates to one million dollars each year for the next five years. The Board will have to decide and prioritize the facility needs to be covered under the sinking fund.

Additional accomplishments under the current Board's leadership were detailed as follows:

- Beginning with the 2018-2019 school year, the District provides breakfasts and lunches at no cost for all Owosso students under the four-year CEP grant.
- The Owosso Trojan Marching Band recently purchased new band uniforms.

- The expansion of the Blue and Gold After School Program that began five years ago under the leadership of Ms. Julie Croy and is now directed by Mrs. Jayne Brown.
- The Cook Family Foundation donation of \$1.1 million to enhance the auditorium at the new secondary campus (grades 6-12).
- The addition of class offerings over the past eight years.
- Cross walks in mandated core subjects at the high school level.
- Technology: Every 6<sup>th</sup>-12<sup>th</sup> grade student has access to Chromebooks and elementary students use Chromebooks and iPads in school daily. Grants have been awarded to Owosso Public Schools for several years that support Owosso's commitment to 21<sup>st</sup> century learning.
- Owosso Public Schools was one of only three districts in the county to see growth in its student population this year. Superintendent Tuttle remarked that families come to the District for the extensive opportunities. The goal of the District is to provide students with an array of opportunities so they can choose their passions.
- The annual Owosso Cares Canned Food Drive.
- The Reach Higher Program, which began in 2014 at Owosso High School enables students to earn an associate's degree by attending the high school for five years. This is in combination with dual enrollment, advanced placement courses, and career and technical education opportunities.
- Consolidation of school property: reutilization of Washington School, sale of Roosevelt School to Head Start, Lincoln School is now the Lincoln House, and selling the former administration building to Covenant Eyes.
- Extensive fine arts opportunities from key boarding to guitar.
- The continuation of field trips, i.e. Washington, D.C, Walt Disney World, Mackinac Island, New York City, etc.
- Crest Pontoon boat raffle with proceeds going towards CTE programming.
- Improved relations with the local media.
- Summer Food Program grant that for the last five years has provided free breakfast and lunch to children under 18 years of age during the summer months at multiple locations in our community.
- Liaison Officers who assist principals and staff with issues that arise in their buildings.
- Veterans Day celebrations honoring veterans has become a district wide event.
- The preservation of the Lincoln High School alternative education program.
- An improved bus fleet that continues to be updated and well maintained.
- The Bentley Bright Beginnings Early Childhood Center under the leadership of Mrs. Amanda Rowell continues to have waiting lists.
- Academic programs have been added to the curriculum every year such as culinary arts, engineering, bio-medical science, agricultural science, welding, sign language, etc. Classes are added based upon student requests.
- The reauthorization of the Middle Years International Baccalaureate program is scheduled for spring 2019. Teachers and administrators have been working diligently to prepare for the visit. Owosso Public Schools is one of very few schools in the state of Michigan to offer the prestigious International Baccalaureate program.
- The Today's Trojan and Trojan Times publications that showcase all of the great things going on at Owosso Public Schools. The District fosters positive relationships, opportunities, student achievement, and community pride.
- Under the Board's leadership, Owosso Public Schools has been ranked number one in the county and it is our hope to maintain that ranking.

Superintendent Tuttle informed the Board that a ground breaking ceremony for the three elementary schools multi-purpose additions took place on October 17<sup>th</sup>.

Superintendent Tuttle proudly announced that the Trojan Marching Band scored all 1's for 61<sup>st</sup> consecutive year at the District V Marching Festival on October 8<sup>th</sup>.

Superintendent Tuttle reported that the Varsity Football team has been visiting local safe centers and honoring veterans.

Superintendent Tuttle informed the Board that the high school recently recognized students that have maintained a 3.5 grade point average at the Academic Achievement Awards Ceremony.

Superintendent Tuttle announced that parent/teachers conferences will be held beginning on October 24<sup>th</sup>.

Curriculum Director Steve Brooks reported that professional development will be held on the afternoon of November 15<sup>th</sup>. This will be a half-day of school for all students. Teachers at the secondary level are becoming familiar with the PSAT and SAT and an item analysis was completed in September. Core teachers will be leading the student achievement analysis of questions during the professional development. Teachers will also be brainstorming and discuss how they can apply specific learning strategies to better prepare students for the assessments coming up in April 2019.

Steve Brooks explained that all beginning of the year assessments have been completed. He commented that he is very proud of the District and teachers for using the assessment data in their learning groups and instruction so that all student's needs are met based on the assessment data. In addition to teachers using this data for their evaluations and setting growth targets. The data will be compared with end of the year assessments to determine student growth.

Steve Brooks informed the Board that data is being collected from perception surveys that are given to parents, staff, and students on a variety of subjects. Survey results will be used in planning for the 2019-2020 school year.

### **Public Participation**

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There were no comments from the meeting's audience.

### **For Action**

- Moved by Mowen, supported by Webster to approve the September 24, 2018 regular meeting minutes, October 8, 2018 committee of the whole meeting minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Mowen, supported by Paez to approve the out-of-state travel for the Owosso High School Trojan Marching Band trip to Disney World and Universal Studios in Orlando, FL on March 14-20, 2019. The students will spend four and one-half days at Disney World and Universal Studios participating in the Magic Kingdom Parade as well as participating in "You're Instrumental" workshops. Motion carried unanimously.
- Moved by Mowen, supported by Ochodnicki to authorize the Superintendent to sign awarding contracts for elementary bond work that needs to commence subsequent to October 22, 2018 for contingencies of 6.5% and general condition work up to 2% of the overall contract work not to exceed \$833,111. It should be noted that there are three work areas and an estimate from Clark Construction that will remain to be recommended to the Board if action is taken by the Board on the work areas outlined and as presented (carpet and resilient flooring, painting, and wall coverings, food service equipment and chain link fencing). Motion carried unanimously.
- Moved by Mowen, supported by Webster to approve the audit report for the 2017-2018 fiscal year. Mr. Dave Raeck of Maner Costerisan, P.C. informed the Board that their report indicates an



unmodified opinion on the financial statements. There were no internal control issues identified and no compliance issues were identified for the year ending June 30, 2018. Mr. Raeck remarked that the financial statements were properly presented in accordance with generally accepted accounting practices. The general fund total fund balance was \$3,521,356 for the year ending June 30, 2018 which is about 11.3% of expenditures. The 2018 Capital Projects Fund is primarily comprised of activities related to the collection and spending of the District's 2018 building and site bonds that was passed by the voters in November of 2017. The Capital Projects fund revenues and other financing sources exceeded expenditures and operating transfers out by \$44,658,505 for the fiscal year ended June 30, 2018. As of June 30, 2018, the 2018 capital projects fund had a fund balance of \$44,658,505. For 2018, the Food Service Fund had expenditures and operating transfers out that exceeded revenues by \$139,605. The Food Service fund balance was just over \$100,000 for the year ending June 30, 2018. The Sinking Fund had revenues over expenditures by \$1.475 million. The Sinking fund balance was 4.5 million dollars for the year ending June 30, 2018. Mr. Raeck reported that as of June 30, 2011 the District had fund a balance of 4%; however, this has grown over the last few years. Mr. Raeck commented that general concerns for school districts across the state is the challenge to maintain a fund balance between 10% to 15%, uncertainty of state aid increases, declining enrollment, retirement and health care costs, and the continuation of mandated curriculum modifications. Mr. Raeck thanked Chief Financial Officer Julie Omer for being prepared for the audit. Motion carried unanimously.

- Moved by Ochodnický, supported by Mowen to approve the course listings presented for the Owosso Middle School, Owosso High School, and Lincoln High School for the 2018-2019 school year. Motion carried unanimously.

#### **For Future Action**

- The Board of Education will be asked to authorize the Superintendent to sign the awarded contracts for elementary bond work for carpet and resilient flooring, painting and food service equipment as outlined and presented 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 \$224,194.
- The Board of Education will be asked to authorize the Superintendent to proceed with pursuing options for disposing of the Cass and Cedar Street facilities if an alternative location for the services provided out of these buildings is found that is acceptable to the Board.
- The Board of Education will be asked to authorize the Owosso High School to dispose of the Freshman Band uniforms. If the Board declares the uniforms obsolete, the items can be sold to outside parties/schools with the proceeds to go back to the band to offset the current cost of the new uniforms.
- The Board of Education will be asked to approve the contract with Spicer Group, as presented, for retention of their services for the sinking fund Project Administration.

#### **For Information**

Superintendent Tuttle reported that Rhonda Nations has accepted the Paraprofessional position at Bryant Elementary. Jackie Barber has accepted the Food Service Worker position at Bryant Elementary. Tara Gall has accepted the Food Service Worker position at Emerson Elementary. Mark Smith has accepted the position of Bus Driver. Paul Clark has accepted the position of Bus Driver. Jill Arend has accepted the Office Secretary position at Central Elementary. Bryant Boulton has accepted the Custodian II position at Owosso High School. Zachary Roberts has resigned the Food Service Worker position at Bryant Elementary. Carrie Miculka has submitted her letter of resignation as Office Secretary at Central Elementary. Pam Will has resigned her Food Service Worker position at Emerson Elementary. She will continue in her position as Bus Driver. Deborah Ritter, Paraprofessional at Emerson Elementary has submitted her letter of resignation effective October 12, 2018. Terry Hoenshell, Custodian III at Emerson Elementary has submitted his letter of retirement effective December 31, 2018.

### **Public Participation**

John Klapko, Director of Operations informed the Board that hard hats must be worn if they visit any of the construction work sites. Hard hats are available for those that need one. He also announced that trees have been cut down at the construction work sites and are available for fire wood on a first come first serve basis.

### **Board Member Comments/Updates**

President Tim Jenc commented that the current Board of Education is anything but status quo and has accomplished many things. The members of the Board work very well together as a team and it is important for the community to realize what they do for the District. Mr. Jenc asked the meeting's audience to join him in re-electing Rick Mowen, Cheryl Paez, Shelly Ochodnicky, and Sara Keyes to the Board of Education on November 6<sup>th</sup>. He thanked the Board for the privilege of working with them.

Trustee Ty Krauss thanked the Board of Education for all that they do and the honor of working with each of them. He remarked that the lists of District accomplishments that was shared by Superintendent Tuttle illustrates how committed the Board of Education is to the community. Mr. Krauss expressed his appreciation to the principals and administrators that were recognized during the meeting. He stated that he has observed their hard work and appreciates all that they do.

Trustee Sara Keyes echoed Ty Krauss's remarks about the principals and administrators. She stated that the newest principals and Curriculum Director Steve Brooks have performed their jobs like they have been doing them for years. Mrs. Keyes applauded the sign language students and the enthusiasm they shared during their presentation.

Mrs. Keyes commented that she never anticipated that she would one day be a member of the Board of Education, especially for the District she graduated from. She stated that she believes she is a well-rounded member of the Board of Education. Mrs. Keyes thanked the administration and Board for making her job easy. She especially appreciates the Owosso Public Schools community when she listens to Board members from other school districts and the challenges they face.

Vice President Rick Mowen stated that the Board of Education provides oversight of the District, but administrators are the real workers and he cannot thank them enough. He remarked that his daughter is entering the education field and after witnessing her hard work, he especially appreciates all that the administrative team does on a daily basis.

Mr. Rick Mowen referenced the budget and the six-million-dollar deficit that the District was facing a few years ago. Mr. Mowen commented on how proud he is that the deficit was eliminated through staff attrition, consolidation of buildings and not cutting programs, but adding courses.

Secretary Shelly Ochodnicky echoed the previous comments of the Board members. She stated that she is currently running for her third term on the Board and had attended meetings for seven years prior to running for her position. Mrs. Ochodnicky remarked that she was elected to serve on the Board when the District was facing a six-million-dollar deficit, a takeover by the state, and the superintendent had just resigned. She stated that under the leadership of Superintendent Tuttle, she is proud that the Board was able to rectify the deficit without cutting programs or laying off staff. Mrs. Ochodnicky expressed her appreciation for the administrators and staff who took concessions during financially difficult times. She stated that it is her hope that at some point, staff can be paid what they deserve for their efforts.

Treasurer Cheryl Paez remarked that it was a pleasure to attend the ground breaking ceremony for the elementary buildings. She stated that she has heard positive feedback about the new band uniforms. Mrs. Paez also thanked the principals and administrators for all that they do every day and making an impact in the community.

Trustee Marlene Webster expressed her appreciation for the District's principals and administrators.

Mrs. Webster explained that the Shiawassee Hope organization started two years after her appointment to the Board of Education. She reflected on the difficult times the District and families were facing at that time compared to where we are now. It is her belief that the community and District have learned together about how to make all students feel included and work better at providing community resources. She stated that she is very proud that the District is paying attention to the needs of all students.

Mrs. Webster commented that her favorite part of the meeting was the sign language presentation and when one of the students reported on how she used sign language on a business class project. She stated that a few years ago, crossing curriculums was considered outrageous; however, this is being modeled by staff and students get it.

President Tim Jenc congratulated Shelly Ochodnicky on the birth of her fourth grandchild.

**Upcoming Board Meeting Dates:**

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

November 26: Regular Board Meeting, 5:30 pm

**Important Upcoming Dates:**

October 23: 3-5 Block Party at Bryant, 3:40-5 pm

October 23: 3 on 3 Tournament at OHS, 7 pm

October 24: Owosso Middle School Evening Parent/Teacher Conferences, 5-8 pm

October 24: Community Breakfast at Lincoln High School, 7:45 am

October 24: Band Concert at Owosso High School, 7 pm

October 25: OMS & OHS Evening Parent/Teacher Conferences 5-8 pm

October 26: Halloween Dance at Bryant, 7 pm

October 26: Mr. Wonderful Contest at Owosso High School, 7 pm

October 31: Half Day for All Students/Teacher Work Day

November 3: 300 Club Sports Party at D'Mar Banquet Center, 6 pm

November 5: Band Banquet at Owosso High School, 6 pm

November 6: No School-Election Day

November 7: Trojan Spectacular at Owosso High School, 7 pm

November 8: Movie Night at Bryant, 4 pm

November 8: Bubble Soccer at Owosso High School, 7 pm

November 9: OMS Fun Night, 3-5 pm

November 10: Band Craft Show at Owosso High School 10 am – 4 pm

November 11: Veteran's Day

November 15: Half Day for All Students and Professional Development in afternoon

November 16 & 17: Musical Performance at Owosso High School, 7 pm

November 18: Musical Performance at Owosso High School, 2 pm

November 26: Winter Sports Parent Night at Owosso High School, 6 pm

November 21: Half Day for All Students/Teacher Work Day

November 22-23: No School-Thanksgiving Recess

**Adjournment**

Moved by Mowen, supported by Ochodnicky to adjourn at 6:52 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicky, Secretary

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Committee of the Whole Meeting Minutes**  
**November 12, 2018**  
**Report 18-45**

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:00 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Sara Keyes, Ty Krauss, Rick Mowen, Cheryl Paez, and Shelly Ochodnicky  
 Absent: Marlene Webster

**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.

**NEOLA Board Policy Review**

NEOLA Representative Mr. Wayne Wright provided the members of the Board with information and an explanation of the proposed new, revised, and replacement bylaws and policies that need to be adopted for compliance purposes. The bylaws and policies reviewed were as follows:

Bylaw 0100 – Definitions (revised)  
 Bylaw 0122 – Board Powers (revised)  
 Bylaw 0131.1 – Bylaws and Policies (revised)  
 Bylaw 0143.1 – Public Expression of Board Members (revised)  
 Bylaw 0165.6 – Cancellation (new)  
 Bylaw 0611 – Agenda (revised)  
 Bylaw 0167.1 – Voting (revised)  
 Bylaw 0167.2 – Closed Session (revised)  
 Bylaw 0167.3 – Public Participation at Board Meeting (revised)  
 Bylaw 0167.6 – Use of Social Media (new)  
 Policy 1422/3122/4122 – Nondiscrimination and Equal Employment Opportunity (revised)  
 Policy 1662/3362/4362 – Anti-Harassment (revised)  
 Policy 2260 – Nondiscrimination and Access to Equal Education Opportunity (revised)  
 Policy 5517 – Anti-Harassment (revised)  
 Policy 5517.02 – Sexual Violence (revised)  
 Policy 2112 – Parent and Family Engagement (revised)  
 Policy 2261 – Title I Services (revised)  
 Policy 2261.01 – Parent and Family Member Participation in Title 1 Programs (replacement)  
 Policy 2261.03 – District and School Report Card (local only) (new)  
 Policy 2700 – P.A. Annual Reports (local only) (revised)  
 Policy 2271 – Postsecondary (Dual) Enrollment Option Program (revised)  
 Policy 3120 – Employment of Professional Staff (revised)  
 Policy 3120.04 – Employment of Substitutes (revised)  
 Policy 3130 – Assignment and Transfer (revised)  
 Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions (revised)  
 Policy 5330 – Use of Medications (revised)  
 Policy 5460 – Graduation Requirements (revised)

Policy 5540 – Interrogation of Students (revised)  
 Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students (replacement)  
 Policy 5610.01 – Expulsions/Suspensions-Required by Statute (rescind)  
 Policy 5611 – Due Process Rights (revised)  
 Policy 5630.01 – Student Seclusion and Restraint (revised)  
 Policy 6325 – Procurement-Federal Grants/Funds (revised)  
 Policy 6350 – Prevailing Wage Coordinator (rescind)  
 Policy 8210 – School Calendar (revised)

### **Bond Update**

A bond progress update was presented to the Board by Peter Sarelis and T.J. O'Connor of Kingscott Architectural Firm. Mr. Sarelis explained that the design phase of the secondary campus is progressing nicely. Conceptual designs of the campus were shared with the Board that included the design components related to the auditorium, cafeteria and kitchen, gymnasium, classrooms, technology, utilities, and safety and security. Decisions are being made regarding technology, electrical, lighting, interior and exterior traffic flow, parking, masonry, flooring, paint, acoustics, windows, and doors. Mr. Sarelis stated that the middle school/high school campus is still a work in progress; however, the final design of the campus is close to completion.

The Board was reminded that a meeting is scheduled for Thursday, November 29<sup>th</sup> at 1 pm in Superintendent Tuttle's office with auditorium experts and others including members of the Cook Family Foundation, Fine Arts teachers, and administrators to discuss just the auditorium.

### **Facilities**

Superintendent Tuttle discussed the possibility of proposing a purchase agreement for the Precision Electric building. She explained that if the District does not purchase the building, a significant amount of money would need to be put into the current bus garage on Jerome Street, the Cedar Street maintenance building, and the Cass Street building, which is currently the location of the bus maintenance bay. OPS staff and members of the Board of Education have toured the Precision Electric building on more than one occasion to determine improvements and upgrades that are needed to ensure the building meets the District's needs.

### **Safety Grant**

Superintendent Tuttle reported that Owosso Public Schools was one of six area schools that were awarded grants from the Michigan State Police that will allow us to improve student safety. The grant monies will be used to purchase card readers for buildings and 3M film for exterior windows.

### **Upcoming Meeting Dates**

November 26: Board of Education Meeting, 5:30 pm  
 December 10: Board of Education Meeting, 5:30 pm (Note: Meeting to be held on second Monday of the month due to holidays)

### **Adjournment**

Moved by Mowen, supported by Ochodnicki to go into closed session at 7:17 pm for the purpose of discussing Superintendent Tuttle's annual evaluation.

Moved by Mowen supported by Paez to return to open session at 7:30 pm.

Moved by Mowen, supported by Paez to adjourn at 7:31 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
OCTOBER 15, 2018 - NOVEMBER 18, 2018  
REPORT 18-46

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$616,853.19
SERVICE FUND	\$55,715.70
SINKING FUND	\$101,234.23
CAPITAL PROJECTS - BOND FUND	\$341,777.99
CAPITAL PROJECTS - NON-BOND FUND	\$63,249.50
<b>CHECK RUN TOTAL</b>	<b><u>\$1,178,830.61</u></b>

**CREDIT CARD ACTIVITY BY FUND (10/4/18-11/03/2018 - Posting date)**

GENERAL FUND (OCTOBER ACTIVITY)	\$ 19,193.71
SERVICE FUND (OCTOBER ACTIVITY)	\$ 881.02
ORGANIZATIONAL FUND (OCTOBER ACTIVITY)	\$ 3,708.82
<b>CREDIT CARD TOTAL</b>	<b><u>\$ 23,783.55</u></b>

**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

PAYMENT 10/19/2018	\$ 26,838.03
PAYMENT 10/24/2018	\$ 18,411.15
PAYMENT 11/01/2018	\$ 12,447.61
PAYMENT 11/09/2018	\$ 25,545.44
<b>DIRECT DRAW FROM BANK ACCOUNT</b>	<b><u>\$ 83,242.23</u></b>
PAYROLL (#9) 10/26/18	\$ 816,926.20
PAYROLL (#10) 11/9/18	\$ 831,024.30

**PAYROLL TOTAL** \$ 1,647,950.50

**GRAND TOTAL** \$ 2,933,806.89

11/19/2018 10:07 am

Owosso Schools

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## Check Register for Bank Account ID CHEM1

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098797	10/17/2018	2 Comp	Cleared	10/31/2018 005031 OWOSSO TRACTOR PARTS	OPER/KLAPKO/TRACTOR REPAIR	1,471.00
098798	10/18/2018	1 Comp	Cleared	10/31/2018 005935 BP CANADA ENERGY MARKETING GROUP	NATURAL GAS PURCHASE	966.30
098799	10/18/2018	1 Comp	Cleared	10/31/2018 001985 BROOKS INNOVATIVE GRAPHICS	HS/DIGNAN/SIGNS	45.00
098800	10/18/2018	1 Comp	Cleared	10/31/2018 003504 BRUCKMAN, MICHELE	BR/BRUCKMAN/TRAINING SUPPL	33.73
098801	10/18/2018	1 Comp	Cleared	10/31/2018 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
098802	10/18/2018	1 Comp	Cleared	10/31/2018 001050 CITY OF OWOSSO	UTIL/WATER&SEWER/JULY-SEPT	17,674.12
098803	10/18/2018	1 Comp	Cleared	10/31/2018 003881 COLORADO TIME SYSTEMS, LLC	ATH/LINTNER/REPAIR EQUIP	1,928.74
098804	10/18/2018	1 Comp	Cleared	10/31/2018 005052 COMMITTEE FOR CHILDREN	OMS/SECOND STEP/KNOX	597.00
098805	10/18/2018	1 Comp	Open	002154 COMPTON, VICKI	BR/COMPTON/SUPPLIES	15.44
098806	10/18/2018	1 Comp	Cleared	10/31/2018 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	45.00
098807	10/18/2018	1 Comp	Cleared	10/31/2018 008353 EDMONTUM	OMS/HOAG/LICENSE	720.00
098808	10/18/2018	1 Comp	Cleared	10/31/2018 008567 FORESIGHT SUPERSIGN	EM/NIDEFSKI/SIGNATURE STAM	84.50
098809	10/18/2018	1 Comp	Cleared	10/31/2018 002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	2,314.18
098810	10/18/2018	1 Comp	Open	008555 GILLETT, REBECCA	HS/R GILLETT/MILEAGE	27.58
098811	10/18/2018	1 Comp	Cleared	10/31/2018 006861 GRAHAM, ANGELA	EM/GRAHAM/CONF REIMBURSEME	187.48
098812	10/18/2018	1 Comp	Cleared	10/31/2018 005308 GROTH MUSIC	CE/HILLARD/RECORDERS,BOOK	466.86
098813	10/18/2018	1 Comp	Cleared	10/31/2018 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	190.00
098814	10/18/2018	1 Comp	Cleared	10/31/2018 008292 KONICA MINOLTA BUSINESS SOLUTION	OPER/KLAPKO/MOVE COPIER	787.50
098815	10/18/2018	1 Comp	Cleared	10/31/2018 008565 L.E.O.R.T.C	ADM/CONF REG 6 STAFF MEMB	330.00
098816	10/18/2018	1 Comp	Cleared	10/31/2018 008566 LIVINGSTON, MADISON	COMM ED LIFE GUARD	85.50
098817	10/18/2018	1 Comp	Cleared	10/31/2018 003448 LOCKER ROOM & TROPHY PLACE	BR/COLLISON/NAME BADGES	24.00
098818	10/18/2018	1 Comp	Cleared	10/31/2018 100343 MCGRAW-HILL SCHOOL EDUCATION	OHS/LASKOWSKI/TEXTBOOKS	1,856.52
098819	10/18/2018	1 Comp	Cleared	10/31/2018 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	26.71
098820	10/18/2018	1 Comp	Cleared	10/31/2018 100274 MICHIGAN STATE UNIVERSITY FFA	HS/DIGNAN/FFA MEMBERSHIP	326.00
098821	10/18/2018	1 Comp	Cleared	10/31/2018 100925 MOUNT PLEASANT HIGH SCHOOL	ATH/SMITH/1-5 JV WRESTLING	175.00
098822	10/18/2018	1 Comp	Cleared	10/31/2018 007851 OREILLY AUTO PARTS	OPER/KLAPKO/SUPPLIES	56.46
098823	10/18/2018	1 Comp	Cleared	10/31/2018 004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	13,628.58
098824	10/18/2018	1 Comp	Cleared	10/31/2018 007024 PROJECT LEAD THE WAY	OHS/DORMAN/PLTW SUPPLIES	2,552.50
098825	10/18/2018	1 Comp	Open	008350 PUMFORD, ALEXANDRIA	COMM ED LIFE GUARD	204.25
098826	10/18/2018	1 Comp	Open	000323 ROTARY CLUB OF OWOSSO	ADM/TUTTLE/SEPT 2018 BILL	44.00
098827	10/18/2018	1 Comp	Cleared	10/31/2018 005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/FIRE ALARM MON	221.85
098828	10/18/2018	1 Comp	Cleared	10/31/2018 008535 SHEET MUSIC PLUS	OMS/KUSHEN/SHEET MUSIC	508.76
098829	10/18/2018	1 Comp	Cleared	10/31/2018 007484 SHEPHERD HIGH SCHOOL	ATH/SMITH/1-6 V WRESTLING	150.00
098830	10/18/2018	1 Comp	Cleared	10/31/2018 001704 SUNBURST GARDENS INC.	OPER/KLAPKO/WEED CONTROL	9,185.00
098831	10/18/2018	1 Comp	Cleared	10/31/2018 008408 TANGIBLE PLAY, INC.	CE/SPIELMAN/LEARNING GAMES	194.00
098832	10/18/2018	1 Comp	Cleared	10/31/2018 002948 THOMPSON, JESSICA	ADM/THOMPSON/MILEAGE	61.42
098833	10/18/2018	1 Comp	Cleared	10/31/2018 001119 UNITED PARCEL SERVICE	HS/POSTAGE	12.99
098834	10/18/2018	1 Comp	Cleared	10/31/2018 100267 UNUM LIFE INSURANCE	NOV 2018 BILL/GP STAFF	1,340.51
098835	10/18/2018	1 Comp	Cleared	10/31/2018 100267 UNUM LIFE INSURANCE	NOV 2018 BILL/ADMIN	1,074.76
098836	10/18/2018	1 Comp	Cleared	10/31/2018 006510 VALLEY LUMBER COMPANY	OHS/FREEMAN/SUPPLIES	2,665.49
098837	10/25/2018	1 Comp	Open	101548 AGNEW SIGNS CO.	OPER/KLAPKO/FLAGS	657.00
098838	10/25/2018	1 Comp	Cleared	10/31/2018 000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	3,078.14
098839	10/25/2018	1 Comp	Cleared	10/31/2018 000300 ARGUS-PRESS CO.	ADM/THOMPSON/TROJAN TIMES	1,850.00
098840	10/25/2018	1 Comp	Cleared	10/31/2018 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
098841	10/25/2018	1 Comp	Cleared	10/31/2018 001050 CITY OF OWOSSO	SPECIAL ASSESSMENT	29,820.22
098842	10/25/2018	1 Comp	Open	001197 CLEVINGER, DEB	HS/D CLEVINGER/CPR TRAININ	80.00
098843	10/25/2018	1 Comp	Open	003146 COLLISON, MICHELLE	BR/COLLISON/MEETING	66.70
098844	10/25/2018	1 Comp	Open	001202 CONSUMERS ENERGY	UTIL/GAS&RELEC/OCT 2018	31,426.33
098845	10/25/2018	1 Comp	Cleared	10/31/2018 003248 CRYSTAL CLEAN WATER	ADM/WATER	45.00
098846	10/25/2018	1 Comp	Cleared	10/31/2018 006588 DAYSTARR COMMUNICATIONS	OPER/PHONE SVC SEPT 2018	1,042.50
098847	10/25/2018	1 Comp	Cleared	10/31/2018 002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	23.54
098848	10/25/2018	1 Comp	Cleared	10/31/2018 005308 GROTH MUSIC	BR/HILLARD/RECORDERS	514.04
098849	10/25/2018	1 Comp	Cleared	10/31/2018 000070 H. K. ALLEN PAPER COMPANY	BR/HARTNAGLE/TISSUE	111.00
098850	10/25/2018	1 Comp	Cleared	10/31/2018 100069 HEINEMANN	EM/CICALO/BOOKS	214.50

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From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098851	10/25/2018	1 Comp	Cleared	10/31/2018 003080 JOHNNY MAC'S SPORTING GOODS	ADM/TUTTLE/NEW TEACHER POL	766.00
098852	10/25/2018	1 Comp	Open	006244 JUNIOR LIBRARY GUILD	MS/GRAHAM/BOOKOS	3,160.40
098853	10/25/2018	1 Comp	Open	003246 JURHS, SARAH	MS/JURHS/PENCIL SHARPENER	16.82
098854	10/25/2018	1 Comp	Cleared	10/31/2018 008292 KONICA MINOLTA BUSINESS SOLUTION	COPIER MAINT PAYMENT	5,397.61
098855	10/25/2018	1 Comp	Open	003187 KRANTZ, JASON	HS/KRANTZ/MILEAGE	133.07
098856	10/25/2018	1 Comp	Cleared	10/31/2018 102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	500.72
098857	10/25/2018	1 Comp	Open	007613 MAXIMUM TOWING AND RECOVERY	TRANS/DELONG/BUS TOWING	340.00
098858	10/25/2018	1 Comp	Cleared	10/31/2018 100401 MEMSPA	CE/SPIELMAN/DUES	555.00
098859	10/25/2018	1 Comp	Open	003780 MESSA	NOV 2018 BILL NON UNION	15,208.74
098860	10/25/2018	1 Comp	Open	003780 MESSA	NOV 2018 BILL/TEACHERS	211,235.89
098861	10/25/2018	1 Comp	Open	003780 MESSA	NOV 2018 BILL/ADMIN	23,913.58
098862	10/25/2018	1 Comp	Open	003780 MESSA	NOV 2018 BILL/OESPA STAFF	41,382.97
098863	10/25/2018	1 Comp	Cleared	10/31/2018 007785 MICH. COLLEGE ACCESS NETWORK	HS/PARTICIPATION FEE	5,000.00
098864	10/25/2018	1 Comp	Open	007066 MICHALANGELO ENTERPRISES LLC	ADM/BROOKS/PROF DEVELOPMEN	3,500.00
098865	10/25/2018	1 Comp	Cleared	10/31/2018 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	68.26
098866	10/25/2018	1 Comp	Cleared	10/31/2018 008570 MICHIGAN SAW & TOOL CO., LLC	OPER/KLAPKO/PAPER CUTTING	294.24
098867	10/25/2018	1 Comp	Cleared	10/31/2018 004121 NAPA AUTO PARTS	OPER/KLAPKO/OIL	12.99
098868	10/25/2018	1 Comp	Open	002093 NEOLA INC.	ADM/POLICTY-GUIDELINES SHI	32.71
098869	10/25/2018	1 Comp	Cleared	10/31/2018 100001 OFFICE DEPOT INC.	OHS/BARTER/CLEVENER,D/SUP	496.91
098870	10/25/2018	1 Comp	Cleared	10/31/2018 001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	34.55
098871	10/25/2018	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/BROOKS/TEACHER TRAININ	244.71
098872	10/25/2018	1 Comp	Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/1-12-19V WRESTLI	200.00
098873	10/25/2018	1 Comp	Cleared	10/31/2018 004750 PERMA-BOUND	OMS/WALKER/LIBRARY BOOKS	731.68
098874	10/25/2018	1 Comp	Cleared	10/31/2018 007024 PROJECT LEAD THE WAY	OHS/KRUEGER/PLTW SUPPLIES	1,048.50
098875	10/25/2018	1 Comp	Open	100135 QUILL CORPORATION	CE/KLAPKO/CARD STOCK,FOLDE	228.95
098876	10/25/2018	1 Comp	Cleared	10/31/2018 005420 SCHOOL SPECIALTY INC.	OHS/PERKINS/SUPPLIES	4,394.32
098877	10/25/2018	1 Comp	Cleared	10/31/2018 000693 SEHI COMPUTER PRODUCTS	ADM/THOMPSON/PRINTER	260.00
098878	10/25/2018	1 Comp	Cleared	10/31/2018 100017 SET-SEG	NOV 2018 BILL/GF STAFF	4,832.20
098879	10/25/2018	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/FIELD PAINT	30.80
098880	10/25/2018	1 Comp	Cleared	10/31/2018 005625 SHIAWASSEE RESD	9-23/10-6 EDUSTAFF	21,441.46
098881	10/25/2018	1 Comp	Cleared	10/31/2018 002623 TASC-CLIENT INVOICES	11-1/11-30-18 ADMIN FEE	371.68
098882	10/25/2018	1 Comp	Open	007689 THEODORES SUPERIOR COFFEE ROASTE	ADM/SUPPLIES	85.00
098883	10/25/2018	1 Comp	Cleared	10/31/2018 001119 UNITED PARCEL SERVICE	HS/POSTAGE	17.02
098884	10/25/2018	1 Comp	Cleared	10/31/2018 007788 WAKELAND OIL	OPER/KLAPKO/FUEL	1,248.25
098885	10/25/2018	1 Comp	Cleared	10/31/2018 001762 WHITESIDE, MICHELLE	CE/WHITESIDE/BOOKS	78.30
098886	11/01/2018	1 Comp	Open	004253 ALLAN GOETZINGER	ATH/SMITH/TRAINING COVERAG	700.00
098887	11/01/2018	1 Comp	Open	008355 ALMAN, ROSE	ATH/SMITH/GAME MGT	120.00
098888	11/01/2018	1 Comp	Open	008459 ATHERTON ROAD SALES	OPER/KLAPKO/GENERATOR REPA	241.64
098889	11/01/2018	1 Comp	Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	57.00
098890	11/01/2018	1 Comp	Open	007228 CENTRAL SCHOOL	ADM/COCA-COLA REIMBURSEMEN	37.12
098891	11/01/2018	1 Comp	Open	006077 CHERYL LYNN BARTON	COMM ED INSTRUCTOR PMT	1,005.00
098892	11/01/2018	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
098893	11/01/2018	1 Comp	Open	006259 CODDE, TARA	ATH/SMITH/GAME MGT	90.00
098894	11/01/2018	1 Comp	Open	008581 CRANE, KEVIN	ATH/SMITH/GAME MANAGEMENT	90.00
098895	11/01/2018	1 Comp	Open	008354 CRANE, KRISTY	ATH/SMITH/GAME MGT	120.00
098896	11/01/2018	1 Comp	Open	004702 DAVE KIMBLE	ATH/SMITH/GAME MGT	170.00
098897	11/01/2018	1 Comp	Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	42.00
098898	11/01/2018	1 Comp	Open	006452 FCCLA	HS/SCHNEIDER/CTSO FEES	418.00
098899	11/01/2018	1 Comp	Open	101364 FENTON HIGH SCHOOL	HS/SMITH/BOYS&GIRLS SWIM	300.00
098900	11/01/2018	1 Comp	Open	004874 GARY D. WEBSTER	ATH/SMITH/GAME MGT	100.00
098901	11/01/2018	1 Comp	Open	008555 GILLETT, REBECCA	MS/R GILLETT/MILEAGE	10.46
098902	11/01/2018	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	1,460.50
098903	11/01/2018	1 Comp	Open	007856 IB SOURCE	OMS/LITTLE/IB	174.00
098904	11/01/2018	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	446.00



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Owosso Schools

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098905	11/01/2018	1 Comp	Open	003080 JOHNNY MAC'S SPORTING GOODS	HS/SMITH/SHIRTS	121.18
098906	11/01/2018	1 Comp	Open	003558 KASIK, MARIAN	ATH/SMITH/GAME MGT	280.00
098907	11/01/2018	1 Comp	Open	008126 KAYLA MANLEY	ATH/SMITH/GAME MGT	100.00
098908	11/01/2018	1 Comp	Open	007485 KRAJCOVIC, DIANE	ATH/SMITH/GAME MGT	120.00
098909	11/01/2018	1 Comp	Open	008129 KRAJCOVIC, JIM	ATH/SMITH/GAME MGT	120.00
098910	11/01/2018	1 Comp	Open	003187 KRANTZ, JASON	HS/KRANTZ/PRACTICE ROUND	58.00
098911	11/01/2018	1 Comp	Open	008584 LAMROUEX, TAYLOR	ATH/SMITH/GAME MGT	220.00
098912	11/01/2018	1 Comp	Open	008583 LANGDON, ALLIE	ATH/SMITH/GAME MGT	20.00
098913	11/01/2018	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	191.37
098914	11/01/2018	1 Comp	Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL WOR	985.49
098915	11/01/2018	1 Comp	Open	100107 MHSAA	MS/DWYER/RULE BOOKS	25.00
098916	11/01/2018	1 Comp	Open	008578 MILLER, GRACE	MS/DWYER/SCOREKEEPER	180.00
098917	11/01/2018	1 Comp	Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	74.37
098918	11/01/2018	1 Comp	Open	008580 MOHAWK RESOURCES LTD.	TRANS/DELONG/AIR JACK	2,216.53
098919	11/01/2018	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER SERVICE	318.00
098920	11/01/2018	1 Comp	Open	100001 OFFICE DEFOT INC.	OMS/GILLET/Binders	50.82
098921	11/01/2018	1 Comp	Open	004600 OPS FOOD SERVICE FUND	MS/COLLINS/OPEN HOUSE	818.36
098922	11/01/2018	1 Comp	Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ADM/COCA-COLA REIMBURSEMENT	198.20
098923	11/01/2018	1 Comp	Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMENT	65.37
098924	11/01/2018	1 Comp	Open	005049 PEARSON	HS/BROOKS/BOOKS	6,290.48
098925	11/01/2018	1 Comp	Open	008585 PEPLINSKI, AVERY	ATH/SMITH/GAME MGT	165.00
098926	11/01/2018	1 Comp	Open	004750 PERMA-BOUND	OMS/WALKER/LIBRARY BOOKS	132.66
098927	11/01/2018	1 Comp	Open	004790 PITNEY BOWES	ADM/PITT/POSTAGE	500.00
098928	11/01/2018	1 Comp	Open	004825 POLACK CORPORATION	OPER/KLAPKO/DUPLICATOR REP	323.10
098929	11/01/2018	1 Comp	Open	004860 POSTMASTER	MS/GRAHAM/POSTAGE	300.00
098930	11/01/2018	1 Comp	Open	008309 PRO COMM INC.	TRANS/DELONG/RADIO REPAIR	122.47
098931	11/01/2018	1 Comp	Open	101669 REALLY GOOD STUFF	EM/BUZA/PAPER	174.69
098932	11/01/2018	1 Comp	Open	008582 RIVERS, SARENIA	ATH/SMITH/GAME MGT	40.00
098933	11/01/2018	1 Comp	Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/DUES	44.00
098934	11/01/2018	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	OMS/GRAHAM/LOCKS	403.18
098935	11/01/2018	1 Comp	Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	91.35
098936	11/01/2018	1 Comp	Open	101616 SWARTZ CREEK HIGH SCHOOL	MS/DWYER/WRESTLING INVITE	125.00
098937	11/01/2018	1 Comp	Open	001354 VSC, INC.	OMS/COLLINS/ELMO	1,098.00
098938	11/01/2018	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	76.55
098939	11/01/2018	1 Comp	Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	93.67
098940	11/08/2018	1 Comp	Open	006502 ACCO BRANDS USA	BR/COLLISON/EQUIP REPAIR	207.18
098941	11/08/2018	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	MS/LITTLE/IB CERTIFICATES	50.40
098942	11/08/2018	1 Comp	Open	007708 ANDERSON, CHAD	MS/ANDERSON/STUDENT REWARD	45.00
098943	11/08/2018	1 Comp	Open	008407 APPLIED IMAGING	COPIER MAINT AGREEMENT	33.00
098944	11/08/2018	1 Comp	Open	000300 ARGUS-PRESS CO.	ADM/THOMESON/TROJAN TIMES	1,850.00
098945	11/08/2018	1 Comp	Open	008146 ART VAN FURNITURE	EM/ANDERSON/MEDIA CENTER	2,134.00
098946	11/08/2018	1 Comp	Open	003794 BRYANT ELEMENTARY	BR/COLLISON/SUPPLIES	47.62
098947	11/08/2018	1 Comp	Open	001050 CITY OF OWOSSO	FINAL WINTER BILL/WATER/SE	3,253.50
098948	11/08/2018	1 Comp	Open	101612 CLIO HIGH SCHOOL	ATH/LINTNER/FML DUES	600.00
098949	11/08/2018	1 Comp	Open	002154 COMPTON, VICKI	BR/COMPTON/SUPPLIES	46.97
098950	11/08/2018	1 Comp	Open	100959 COVERMASTER INC.	OPER/KLAPKO/GYM FLOOR TAPE	426.23
098951	11/08/2018	1 Comp	Open	001460 D & D TRUCK - TRAILER PARTS	OPER/KLAPKO/TIRES	1,212.00
098952	11/08/2018	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/BELTS	18.83
098953	11/08/2018	1 Comp	Open	008415 FIREFLY COMPUTERS, LLC	OMS/COLLINS/Chromebooks	8,195.15
098954	11/08/2018	1 Comp	Open	006197 FRONTIER	PHONE/FAX BILL SEPT 2018	93.03
098955	11/08/2018	1 Comp	Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	24.42
098956	11/08/2018	1 Comp	Open	102363 GRAHAM, TERESA	MS/GRAHAM/POSTAGE	84.77
098957	11/08/2018	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/SUPPLIES	1,448.18
098958	11/08/2018	1 Comp	Open	100069 HEINEMANN	EM/CICALO/books	11.00

Check Register for Bank Account ID CHEMI

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
098959	11/08/2018	1	Comp Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/WIRE BRUSHES	43.80
098960	11/08/2018	1	Comp Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	14.86
098961	11/08/2018	1	Comp Open	008359 KINECT ENERGY INC.	ENERGY MANAGEMENT FEE	315.00
098962	11/08/2018	1	Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	130.53
098963	11/08/2018	1	Comp Open	100036 KNIFE, CARL	ADM/TUTTLE/FINGERPRINT FEE	65.00
098964	11/08/2018	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	40.71
098965	11/08/2018	1	Comp Open	101899 LEARNING RESOURCES	EM/GRAHAM/MAGNETS	359.64
098966	11/08/2018	1	Comp Open	000722 MANER COSTERISAN	2017-18 FINAL AUDIT FEES	5,860.00
098967	11/08/2018	1	Comp Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/LIGHT BULBS	494.38
098968	11/08/2018	1	Comp Open	007066 MICHALANGELO ENTERPRISES LLC	ADM/BROOKS/OCT 30 PD	1,750.00
098969	11/08/2018	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/SUPPLIES	412.92
098970	11/08/2018	1	Comp Open	004068 MICHIGAN MUSIC CONFERENCE	MS/TOLRUD/CONF REG	95.00
098971	11/08/2018	1	Comp Open	004050 MORRIS MECHAN. CONTRACTING INC.	OPER/KLAPKO/BOILER REPAIR	750.00
098972	11/08/2018	1	Comp Open	002869 MUSICAL RESOURCES	HS/DIGNAN/MUSIC SUPPLIES	140.84
098973	11/08/2018	1	Comp Open	007957 NETSUPPORT INCORPORATED	ALT/PARSONS/NETSUPPORT	850.00
098974	11/08/2018	1	Comp Open	100001 OFFICE DEPOT INC.	TRANS/DELONG/INK	68.04
098975	11/08/2018	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/TUTTLE/BOND MEETING	904.50
098976	11/08/2018	1	Comp Open	004652 PCMI - WEST	OHS GAME MANAGEMENT	15,774.65
098977	11/08/2018	1	Comp Open	007853 PIONEER VALLEY BOOKS	EM/GRAHAM/MARKERS/EASEL	330.99
098978	11/08/2018	1	Comp Open	004860 POSTMASTER	ADM/THOMPSON/SR CITIZENS	80.00
098979	11/08/2018	1	Comp Open	004860 POSTMASTER	HS/PILON/POSTAGE	36.33
098980	11/08/2018	1	Comp Open	004860 POSTMASTER	MS/GRAHAM/POSTAGE	245.00
098981	11/08/2018	1	Comp Open	004976 PREMIER AGENDAS	OMS/GRAHAM/PLANNERS	141.50
098982	11/08/2018	1	Comp Open	100135 QULLL CORPORATION	OPER/KLAPKO/FIRST AID KIT	181.53
098983	11/08/2018	1	Comp Open	102443 SCHOLASTIC INC.	HS/DIGNAN/SUBSCRIPTION	219.78
098984	11/08/2018	1	Comp Open	005420 SCHOOL SPECIALTY INC.	CE/KLAPKO/CONST PAPER, DRAW	674.00
098985	11/08/2018	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/ALARM REPAIR	699.09
098986	11/08/2018	1	Comp Open	000693 SEHI COMPUTER PRODUCTS	CE/BINGER/HP INK CARTRIDGE	51.23
098987	11/08/2018	1	Comp Open	005625 SHIawassee RESD	CONF REGISTRATIONS	2,603.00
098988	11/08/2018	1	Comp Open	008424 SOUND OFF CUSTOMS	TRANS/DELONG/INSTALL CAMER	169.60
098989	11/08/2018	1	Comp Open	101518 ST. JOHNS HIGH SCHOOL	ATH/SMITHS-3-19 GOLF ENTRY	200.00
098990	11/08/2018	1	Comp Open	101057 STATE OF MICHIGAN	OPER/KLAPKO/INSPECTION	240.00
098991	11/08/2018	1	Comp Open	006230 THRUN LAW FIRM, P.C.	OCT 2018 LEGAL FEES/GENERA	416.50
098992	11/15/2018	1	Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	HS/DIGNAN/FORMS	840.75
098993	11/15/2018	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	3,983.91
098994	11/15/2018	1	Comp Open	006415 BEN GRAHAM GROUP	ADM/THOMPSON/DESIGN	2,759.35
098995	11/15/2018	1	Comp Open	000560 BLICK ART SUPPLY	OHS/GOBEL/SUPPLIES	2,003.66
098996	11/15/2018	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	NATURAL GAS PURCHASE	2,438.68
098997	11/15/2018	1	Comp Open	003302 CDW GOVERNMENT, INC.	EM/NIDEFSKI/PROJECTOR	1,125.00
098998	11/15/2018	1	Comp Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	64.53
098999	11/15/2018	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/NOV 2018	35,586.99
099000	11/15/2018	1	Comp Open	004175 DATA IMAGE LLC	CE/KLAPKO/PROJECTOR LAMP	109.00
099001	11/15/2018	1	Comp Open	004753 FREEMAN, GREG	HS/FREEMAN/CONF REIMBURSE	197.92
099002	11/15/2018	1	Comp Open	008548 GARBER, STEPHANIE	ADM/GARBER/CONF REIMB	31.72
099003	11/15/2018	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	657.20
099004	11/15/2018	1	Comp Open	002294 GILLETT, AARON	HS/A GILLETT/SUPPLIES	9.90
099005	11/15/2018	1	Comp Open	102363 GRAHAM, TERESA	MS/GRAHAM/SUPPLIES	36.00
099006	11/15/2018	1	Comp Open	005308 GROTH MUSIC	EM/SIBEL/RECORDERS	548.24
099007	11/15/2018	1	Comp Open	002886 HOLLY HIGH SCHOOL	MS/DWYER/MS XC INVITE	50.00
099008	11/15/2018	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	446.00
099009	11/15/2018	1	Comp Open	005929 IRELAN, STEVE	ATL/IRELAN/MAEO	10.00
099010	11/15/2018	1	Comp Open	008537 JIM FOOR	TRANS/SECOR/WASHER HOSE	95.00
099011	11/15/2018	1	Comp Open	003187 KRANTZ, JASON	ATH/KRANT/PRACTICE ROUNDS	36.10
099012	11/15/2018	1	Comp Open	001841 LINTNER, DALLAS	ATH/LINTNER/MILEAGE	505.60

Check Register for Bank Account ID CHEM1

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099013	11/15/2018	1 Comp	Open	003318 MAEO	ATL/SCHMITZ/KICK OFF	100.00
099014	11/15/2018	1 Comp	Open	003600 MARSHALL MUSIC COMPANY INC.	MS/ROGERS/INSTALL-TRAINING	160.00
099015	11/15/2018	1 Comp	Open	002637 MEMORIAL MEDICAL ASSOCIATES	ADM/PARTAIN MDOT PHYSICAL	75.00
099016	11/15/2018	1 Comp	Open	008144 MIDWEST DATA CENTER INC.	ATH/SMITH/TV SOFTWARE	600.00
099017	11/15/2018	1 Comp	Open	005928 MURRAY, ANDREW	ATH/MURRAY/SAHVE MEET	50.14
099018	11/15/2018	1 Comp	Open	100001 OFFICE DEPOT INC.	EM/NIDEFSKI/SUPPLIES	10.30
099019	11/15/2018	1 Comp	Open	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	34.55
099020	11/15/2018	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/BROOKS/NEW TEACHER	90.00
099021	11/15/2018	1 Comp	Open	001856 OWENS, DAVID	HS/OWENS/SUPPLIES	13.66
099022	11/15/2018	1 Comp	Open	101469 OWOSSO COUNTRY CLUB	ATH/SMITH/GREEN FEES	400.00
099023	11/15/2018	1 Comp	Open	004750 PERMA-BOUND	OMS/WALKER/LIBRARY BOOKS	16.03
099024	11/15/2018	1 Comp	Open	004860 POSTMASTER	ADM/THOMPSON/TODAYS TROJAN	1,005.00
099025	11/15/2018	1 Comp	Open	100135 QUILL CORPORATION	OMS/BETTS/SUPPLIES	435.73
099026	11/15/2018	1 Comp	Open	002452 ROCHESTER 100 INC.	CE/KLAPKO/FOLDERS	437.50
099027	11/15/2018	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	OMS/MURRAY/SUPPLIES	543.88
099028	11/15/2018	1 Comp	Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/MONITORING	774.00
099029	11/15/2018	1 Comp	Open	002623 TASC-CLIENT INVOICES	12/1-12/31/18 ADMIN FEE	371.68
099030	11/15/2018	1 Comp	Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/MILEAGE	154.62
099031	11/15/2018	1 Comp	Open	007457 US BANK EQUIPMENT FINANCE	NOV 2018 LEASE PAYMENT	2,132.95
099032	11/15/2018	1 Comp	Open	007788 WAKELAND OIL	OPER/KLAPKO/FUEL	951.19
099033	11/15/2018	1 Comp	Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/NOV 2018	2,265.49
099034	11/15/2018	1 Comp	Open	005194 WILLIAMSTON HIGH SCHOOL	ATH/SMITH/12-1 SWIM	150.00
CHECK TOTAL						616,853.19
LESS VOIDS						0.00
GRAND TOTAL						616,853.19

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount	
Open	172	470,476.68	Computer	238	616,853.19	
Cleared	66	146,376.51	Prepaid			
Void						
Scratch						
TOTAL		238	616,853.19	TOTAL	238	616,853.19

Check Register for Bank Account ID SERVIC

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007394	10/18/2018	1 Comp	Cleared	100267 UNUM LIFE INSURANCE	NOV 2018 BILL/FS STAFF	51.00
007395	10/25/2018	1 Comp	Cleared	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	425.46
007396	10/25/2018	1 Comp	Cleared	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	5,401.50
007397	10/25/2018	1 Comp	Cleared	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	875.52
007398	10/25/2018	1 Comp	Open	003780 MESSA	NOV 2018 BILL/FS STAFF	1,100.13
007399	10/25/2018	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/PRINCE/EQUIP REPAIR	140.00
007400	10/25/2018	1 Comp	Open	004553 OWOSSO HITCH & PLOW CENTER INC	FS/KLAPKO/LIFT GATE REPAIR	374.17
007401	10/25/2018	1 Comp	Cleared	006782 ROBINSON, KAREN	FS/ROBINSON/MILEGE	49.60
007402	10/25/2018	1 Comp	Cleared	100017 SET-SEG	NOV 2018 BILL/FS STAFF	244.37
007403	10/25/2018	1 Comp	Open	007689 THEODORES SUPERIOR COFFEE ROASTE	FS/PRINCE/COFFEE	170.00
007404	10/25/2018	1 Comp	Cleared	007788 WAKELAND OIL	FS/KLAPKO/FUEL	250.27
007405	11/01/2018	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/PRINCE/MENUS	45.00
007406	11/01/2018	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	355.54
007407	11/01/2018	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	6,182.00
007408	11/01/2018	1 Comp	Open	005058 FD HAYES ELECTRIC CO.	FS/PRINCE/EQUIP REPAIR	513.40
007409	11/01/2018	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	795.36
007410	11/01/2018	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	14,478.67
007411	11/08/2018	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	433.72
007412	11/08/2018	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	5,829.00
007413	11/08/2018	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	1,021.92
007414	11/08/2018	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	130.53
007415	11/15/2018	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	138.73
007416	11/15/2018	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	4,609.50
007417	11/15/2018	1 Comp	Open	008602 DEWOLF, AMY	FS/PRINCE/STUDENT GRADUATE	21.65
007418	11/15/2018	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/PRINCE/FOOD PURCHASE	584.88
007419	11/15/2018	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/PRINCE/EQUIP REPAIR	243.89
007420	11/15/2018	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	10,963.42
007421	11/15/2018	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	286.47
CHECK TOTAL						55,715.70
LESS VOIDS						0.00
GRAND TOTAL						55,715.70

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount	
Open	21	48,417.98	Computer	28	55,715.70	
Cleared	7	7,297.72	Prepaid			
Void						
Scratch						
TOTAL		28	55,715.70	TOTAL	28	55,715.70

Check Register for Bank Account ID SF#1

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600889	11/08/2018	1	Comp Open	008336 LA CONSTRUCTION	SINKING FUND WORK	101,234.23
CHECK TOTAL						101,234.23
LESS VOIDS						0.00
GRAND TOTAL						101,234.23

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	101,234.23	Computer	1	101,234.23
Cleared			Prepaid		
Void					
Scratch					
TOTAL		1 101,234.23	TOTAL		1 101,234.23

Check Register for Bank Account ID BOND

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900021	10/25/2018	1	Comp Open	008446 KINGSCOTT ASSOCIATES INC.	ARCHITECTURAL FEES	189,015.25
900022	10/25/2018	1	Comp Open	008572 PFM FINANCIAL ADVISORS LLC	MUNICIPAL ADVISORY SVCS	53,104.39
900023	11/09/2018	2	Comp Open	008594 CHAMPAGNE & MARK EXCAVATING INC.	APPLICATION 1 THRU 10-31-1	50,640.75
900024	11/09/2018	2	Comp Open	008595 J. PEREZ CONSTRUCTION INC.	APPLICATION 1 THRU 10-31	5,400.00
900025	11/09/2018	2	Comp Open	008596 MOORE TROSPER CONSTRUCTION CO.	APPLICATION 1 THRU 10-31	3,141.00
900026	11/09/2018	2	Comp Open	008597 STRUCTURAL STANDARDS, INC.	APPLICATION 1 THRU 10-31	9,990.00
900027	11/09/2018	2	Comp Open	008598 XTREME MASON CONTRACTORS	APPLICATION 1 THRU 10-31	30,486.60
CHECK TOTAL						341,777.99
LESS VOIDS						0.00
GRAND TOTAL						341,777.99

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount		
Open	7	341,777.99	Computer	7	341,777.99		
Cleared			Prepaid				
Void							
Scratch							
TOTAL		7	341,777.99	TOTAL		7	341,777.99

Check Register for Bank Account ID CPF#01

From 10/15/2018 to 11/18/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
000404	11/15/2018	1	Comp Open	008607 BSB COMMUNICATIONS INC.	ADM/PHONE SYSTEM WORK	63,249.50	
						CHECK TOTAL	63,249.50
						LESS VOIDS	0.00
						GRAND TOTAL	63,249.50

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount		
Open	1	63,249.50	Computer	1	63,249.50		
Cleared			Prepaid				
Void							
Scratch							
TOTAL		1	63,249.50	TOTAL		1	63,249.50

ACCOUNT SUMMARY

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

\* Indicates required field

SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle:

Date Range: From:

To:

Date Type:

Data available starting: 11/19/2015

SEARCH RESULTS

Search Total: (2,263.25

Page 1 of 1

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	465.24	0.00	465.2
MIKE GRAHAM	XXXX-XXXX-0530-1557	3,371.93	0.00	3,371.9
FRED LAB	XXXX-XXXX-0532-9202	23.27	0.00	23.2
ED VAN STRATE	XXXX-XXXX-0532-9277	778.42	0.00	778.4
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	1,010.01	0.00	1,010.0
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	572.51	0.00	572.5
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	881.02	0.00	881.0
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	329.85	0.00	329.8
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	306.83	0.00	306.8
AL HUYCK	XXXX-XXXX-1323-6431	51.41	0.00	51.4
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(26,046.80)	(26,046.80)
SWIM PROGRAM	XXXX-XXXX-0173-5686	228.01	0.00	228.0
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	726.75	0.00	726.7
DAN CLARK	XXXX-XXXX-0188-5846	148.78	0.00	148.7
BEN COBB	XXXX-XXXX-0188-5861	234.97	0.00	234.9
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	1,698.00	0.00	1,698.0
JOHN QUICK	XXXX-XXXX-0274-4836	69.06	0.00	69.0
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	649.18	0.00	649.1
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	517.20	0.00	517.2
BRIGHT BEGINNINGS	XXXX-XXXX-2811-1358	24.99	0.00	24.9
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	533.00	0.00	533.0
OPERATIONS DEPT	XXXX-XXXX-0612-4448	66.58	(338.27)	(271.69)
CENTRAL OFFICE	XXXX-XXXX-3097-2556	7,954.00	0.00	7,954.0
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	3,480.81	0.00	3,480.8

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Search Total: (2,263.25



**OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
October 31, 2018  
Report 18-47**

**Statement of Deposits and Investments  
As of 10/31/2018  
Unaudited**

	<u>General Fund</u>	<u>School Service</u>	<u>Building &amp; Site</u>	<u>Capital Projects Bond Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 142,315	\$ 122,359	\$ 1,492,527	\$ 8,635	\$ -	\$ 1,765,837
Investments	<u>3,287,241</u>		<u>3,055,877</u>	<u>44,378,296</u>	<u>8,409</u>	<u>\$ 50,729,823</u>
Total Deposits and Investments	<u>\$ 3,429,556</u>	<u>\$ 122,359</u>	<u>\$ 4,548,404</u>	<u>\$ 44,386,931</u>	<u>\$ 8,409</u>	<u>\$ 52,495,660</u>
<b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 142,315	\$ 121,582	\$ 1,492,527	\$ 8,635	\$ -	\$ 1,765,060
Petty Cash on hand	-	<u>777</u>	-	-	-	-
Total Cash on hand	<u>\$ 142,315</u>	<u>\$ 122,359</u>	<u>\$ 1,492,527</u>	<u>\$ 8,635</u>	<u>\$ -</u>	<u>\$ 1,757,202</u>
Chemical Bank Savings Account	\$ 3,666	\$ -	\$ 343,722			\$ 347,387
Mich Class Investment	3,283,576	-	2,712,155	44,378,296	8,409	\$ 50,382,436
Total Investments	<u>\$ 3,287,241</u>	<u>\$ -</u>	<u>\$ 3,055,877</u>	<u>\$ 44,378,296</u>	<u>\$ 8,409</u>	<u>\$ 50,729,823</u>
Total Deposits and Investments	<u>\$ 3,429,556</u>	<u>\$ 122,359</u>	<u>\$ 4,548,404</u>	<u>\$ 44,386,931</u>	<u>\$ 8,409</u>	<u>\$ 52,495,660</u>

OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
October 31, 2018  
Report 18-47

Combined Statement of Revenue, Expenditures, and Fund Balance  
General, School Service, and Capital Project Funds  
As of 10/31/2018  
Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
<b>REVENUE</b>												
Local sources	3,507,249	2,341,784	(1,165,465)	67%	313,584	38,488	(277,088)	12%	1,633,917	20,841	(1,612,976)	1%
State sources	25,081,204		(25,081,204)	0%	62,647	6,744	(55,803)	11%	-	-	-	-
Federal sources	1,296,701		(1,296,701)	0%	1,650,000	287,610	(1,362,390)	16%	-	-	-	-
Interdistrict sources-RESD	587,963	12,012	(545,951)	2%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	91,633	(91,633)	-	0%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 30,534,750	\$ 2,353,806	\$ (28,180,944)	8%	\$ 2,028,131	\$ 310,850	\$ (1,715,281)	15%	\$ 1,633,917	\$ 20,841	\$ (1,612,976)	1%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
<b>BASIC PROGRAMS:</b>												
ELEMENTARY	6,781,145	1,390,350	(5,390,795)	21%								
MIDDLE SCHOOL	3,539,832	682,803	(2,857,029)	19%								
HIGH SCHOOL	3,930,646	787,865	(3,132,783)	20%								
ALTERNATIVE EDUCATION	581,373	113,296	(478,077)	19%								
PRESCHOOL	133,866	46,875	(86,991)	35%								
PRESCHOOL (MICHIGAN READINESS) GRANT	176,818	17,439	(159,379)	10%								
TOTAL BASIC PROGRAMS	\$ 15,153,672	\$ 3,048,628	\$ (12,105,044)	20%								
<b>ADDED NEEDS:</b>												
SPECIAL EDUCATION	3,204,321	672,446	(2,531,875)	21%								
CHILD CARE PROGRAM	296,636	64,382	(232,274)	22%								
TITLE I GRANT	970,683	212,246	(758,447)	22%								
VOCATIONAL EDUCATION	666,211	121,704	(534,507)	19%								
AT RISK GRANT	1,414,916	204,548	(1,210,367)	14%								
ROBOTICS/CTE COUNSELOR/ADULT ED/TESTING												
GRANTS	66,878	191	(66,687)	0%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	50,190	7,103	(43,087)	14%								
TOTAL ADDED NEEDS	\$ 6,659,845	\$ 1,282,601	\$ (5,377,244)	19%								
<b>CONTINUING EDUCATION:</b>												
COMMUNITY EDUCATION	143,262	48,009	(95,253)	34%								
TOTAL CONTINUING EDUCATION	\$ 143,262	\$ 48,009	\$ (95,253)	34%								
<b>TOTAL INSTRUCTION</b>	\$ 21,956,779	\$ 4,379,238	\$ (17,577,541)	20%								
<b>SUPPORTING SERVICES:</b>												
PUPIL SERVICES:												
GUIDANCE SERVICES	461,642	121,696	(339,946)	26%								
TOTAL PUPIL SERVICES	\$ 461,642	\$ 121,696	\$ (339,946)	26%								
<b>INSTRUCTIONAL STAFF:</b>												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	270,898	26,240	(244,658)	10%								
IMPROVEMENT OF INSTRUCTION	311,915	77,425	(234,490)	25%								
MEDIA SERVICES	148,887	38,736	(110,151)	25%								
TOTAL INSTRUCTIONAL STAFF	\$ 731,480	\$ 142,401	\$ (589,079)	19%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	101,018	26,714	(74,304)	26%								
EXECUTIVE ADMINISTRATION	352,641	119,338	(233,303)	34%								
HUMAN RESOURCES	207,884	67,828	(140,056)	33%								
TOTAL GENERAL ADMINISTRATION	\$ 661,543	\$ 213,880	\$ (447,663)	32%								
<b>SCHOOL ADMINISTRATION:</b>												
SCHOOL ADMINISTRATION	2,424,820	733,820	(1,691,000)	30%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,424,820	\$ 733,820	\$ (1,691,000)	30%								

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**October 31, 2018**  
**Report 18-47**

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 10/31/2018**  
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
<b>BUSINESS SERVICES:</b>									
FISCAL SERVICES	\$ 341,342	\$ 117,308	\$ (224,034)						
TECHNOLOGY MANAGEMENT	\$ 398,556	\$ 105,565	\$ (292,991)						
<b>TOTAL BUSINESS SERVICES</b>	\$ 739,898	\$ 222,873	\$ (517,025)						
<b>OPERATIONS AND MAINTENANCE:</b>									
OPERATIONS AND MAINTENANCE	\$ 2,778,216	\$ 920,079	\$ (1,858,137)						
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	\$ 2,778,216	\$ 920,079	\$ (1,858,137)						
<b>PUPIL TRANSPORTATION SERVICES:</b>									
PUPIL TRANSPORTATION SERVICES	\$ 893,267	\$ 244,359	\$ (648,908)						
<b>TOTAL PUPIL TRANSPORTATION</b>	\$ 893,267	\$ 244,359	\$ (648,908)						
<b>OTHER SERVICES:</b>									
COMMUNICATION SERVICES	\$ 55,117	\$ 9,145	\$ (45,972)						
ATHLETICS	\$ 456,408	\$ 86,026	\$ (370,382)						
PRINTING AND OTHER SUPPORT SERVICES	\$ 78,938	\$ 11,180	\$ (67,758)						
<b>TOTAL OTHER SERVICES</b>	\$ 590,463	\$ 106,351	\$ (484,112)						
<b>TOTAL SUPPORTING SERVICES</b>	\$ 9,283,327	\$ 2,685,759	\$ (6,597,568)						
<b>OUTGOING TRANSFERS/FUND MODIFICATIONS:</b>									
OTHER	\$ 96,689	\$ 8,119	\$ (88,569)						
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	\$ 96,689	\$ 8,119	\$ (88,569)						
<b>FOOD SERVICE EXPENDITURES</b>									
<b>CAPITAL PROJECT EXPENDITURES</b>									
<b>TOTAL EXPENDITURES</b>	\$ 31,338,784	\$ 7,073,116	\$ (24,265,678)						
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (802,044)	\$ (4,719,310)	\$ (3,917,266)						
<b>AUDITED FUND BALANCE, JULY 1, 2018</b>	3,521,357	3,821,357	-	101,477	101,477	-	4,527,464	4,527,464	-
<b>PROJECTED FUND BALANCES - June 30, 2018</b>	2,719,313			171,891			5,893,457		

**For Action**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 26, 2018**  
**Report 18-48**

**FOR FUTURE ACTION**

**Subject:**

Awarding of contracts for elementary bond work for Carpet and Resilient Flooring, Painting and Food Service Equipment. It should be noted that the final bid categories of Fencing and Asphalt work will be brought before the Board for consideration closer to the spring time.

**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 \$224,194.

**Rationale:**

To provide for the awarding of contracts for work areas indicated.

**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 11<sup>th</sup>. 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

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

<b>BID CATEGORY (Corresponds to Bid Package Tabulation that accompanies this Board report)</b>	<b>AREA OF WORK</b>	<b>CONTRACTOR</b>	<b>AMOUNT</b>
09A	Carpet and Resilient Flooring	Integrity Interiors Okemos, MI	\$96,000
09B	Painting	B&J Painting Lansing, MI	\$30,300
11A	Food Service Equipment	Great Lakes West Mattawan, MI	\$80,083
<b>TOTAL CONTRACTOR AWARD RECOMMENDATIONS</b>			\$206,383
<b>GENERAL CONDITIONS FUND RECOMMENDATION 2.0%</b>			\$4,128
<b>SUBTOTAL</b>			\$201,511
<b>CONSTRUCTION CONTINGENCY FUND 6.5%</b>			\$13,683
<b>GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION</b>			\$224,194

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

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018**

**Report 18-49**

**FOR ACTION**

Subject:

Declaration of Obsolete buildings – Cass Street and Cedar Street Warehouse

Recommendation

Resolve that the Board of Education authorize the Superintendent to proceed with pursuing options for disposing of the Cass and Cedar Street facilities if an alternative location for the services provided out of these buildings is found that is acceptable to the Board.

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”.

The Cass Street facility contains a storage area, housed the previous location for the District’s print shop (which has since been relocated to the Washington campus) and provides a space for the mechanic to fix vehicles that need undercarriage work. The Cedar Street facility houses the maintenance/grounds storage and a centralized location for the team to meet. The facilities are not ideal for these uses and are in need of costly repairs. Options for meeting the current needs of these facilities along with the needs of the Transportation garage are being considered. If a viable option is found and is approved by the Board, these two facilities will be deemed obsolete and will need to be disposed of in a manner acceptable for the long term viability of the Board. The Jerome Street facility would be retained for use in parking for Willman field.

Any proceeds from the sale of these buildings would be returned to the General fund.

Motion  
Seconded  
Vote – Ayes                      Nays                      Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018**

**Report 18-50**

**FOR ACTION**

Subject:

Declaration of Obsolete Material – Freshmen band uniforms

Recommendation

Resolve that the Board of Education authorize the Owosso High School to dispose of the Freshmen band uniforms.

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”.

With the purchase of the new Trojan Marching Band uniforms, the tradition is to pass the old band uniforms down to the Freshmen band for replacement. In doing so, the uniforms currently used by the Freshmen will no longer be needed since the sizing would not be suitable for any of the other students in the District. In disposing of the items, this would also relieve the need to store additional uniforms.

If the Board declares the uniforms obsolete, the items can be sold to outside parties/schools with the proceeds to go back to the band to offset the current cost of the new uniforms. For those items that contain logos, items can be sold to interested parties for a donation or made into something like pillows with the proceeds being returned to the District or the band boosters.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018**

**Report 18-51**

**FOR ACTION**

Subject:

Sinking Fund Project Administration

Recommendation:

Resolve that the Board of Education approve the contract with Spicer Group, as presented, for retention of their services for the Sinking Fund Project Administration.

Rationale:

The District has been satisfied with the service provided by Spicer for assisting with the administration and architectural services for the sinking fund over the years

Facts/Statistics:

The District has identified a sinking fund plan, which was is funded by the millage that was renewed by the voters in August of 2018 with that particular renewal taking effect in December of 2019. The District anticipates the projects that will be asked to be administered by Spicer entail the renovation of floors at Emerson and Central:

- The projects that would fall under the auspices of the project manager are multi-trade projects that require a complex knowledge of the trades involved.
- These projects are time consuming in nature to manage, which would draw District personnel away from other important operational areas.
- The bidding process requires a full knowledge of the players involved including the integrity of the bidders. A project manager would be held accountable for this process as well as the outcome thereby minimizing the risk to the District associated with these projects and the related contracted service.
- Communication is key in carrying out these projects. A project manager will be responsible for communicating to District personnel regarding the progress on these projects as well as meeting budgetary guidelines.
- The purpose of the contract administration will be to monitor progress during the course of construction activities to ensure systems are in compliance with the construction documents. This will provide protection for the District that the projects involved are being done correctly and that the District is acting as a good steward of the taxpayers funds.
- The total estimated fee for 2018-19 is \$44,560 which is inclusive of the required air monitoring costs associated with these projects. Fees will be paid for out of sinking fund proceeds.

District Goal Addressed:

Facilities

Motion

Seconded

Vote – Ayes

Nays

Motion



October 8, 2018

Dr. Andrea Tuttle, Superintendent  
Owosso Public Schools  
645 Alger Street  
Owosso, Michigan 48867

RE: 2019 Sinking Fund Improvements  
Central and Emerson Flooring Abatement  
Owosso Public Schools, Owosso, Michigan

Dr. Tuttle:

This document contains Spicer Group's proposal to you to act as the Owner's Representative and provide Professional Design Services for the Owosso Public School's Facilities Improvement Sinking Fund.

**BACKGROUND:**

The voters of Owosso Public Schools have entrusted a millage-financed sinking fund in the Board of Education to provide miscellaneous capital improvements at facilities owned by the Owosso Public Schools. Improvements are needed in order to provide the staff and students with a positive physical environment conducive to learning. To attain the most value from these improvements, professional administration of the sinking fund is warranted. Spicer Group has been involved in the 2002 through 2018 sinking fund improvements and we believe this relationship to be of great benefit to both parties. We feel that it is imperative to start the design and permitting of the 2019 improvements as soon as possible to allow the work to be completed over the Christmas and Easter breaks and the summer if necessary.

**SCOPE OF PROFESSIONAL SERVICES:**

Spicer's proposed services follow. They are phased as annual segments to reflect the orderly and reasonable progress of the project and, unless directed by you, we will only proceed from one year to the next with your concurrence and approval. This proposal will remain valid for sixty days. In the following narrative, "you" or "your" means Owosso Public Schools and "we" or "our" means Spicer Group, Inc.

**1.01 SINKING FUND ADMINISTRATION**

- 1.01.1 Meet with you to walk through the facilities. Based upon input from you, we shall coordinate, plan, develop, and detail the master schedule of identified improvements, including confirmation that the projects or portions of a project qualifies for payment out of the sinking fund per State of Michigan guidelines. This schedule, including appropriate cost estimates, will be revised from time-to-time on a semi-annual basis and will be reflective of the perspectives of the school district at large, the subject facility, construction "window" time periods, and budget. We will help you identify projects that will be done in house by the Operations Staff.
- 1.01.2 Update you periodically on the status and progress of each activity related to the sinking fund. This may include verbal reports at your meetings, memos, or information you may want to use for public or press release purposes. The frequency of these updates will be determined by you.
- 1.01.3 Advise and recommend to you any alternatives that may be more cost-efficient, that will achieve the same purpose, and that will add value to the project(s).

2.01 PROCUREMENT SERVICES

- 2.01.1 Upon your approval for construction, assist you in the bidding process for construction services. This will include advertising for bids in appropriate publications, hosting any necessary pre-bid meetings and walk through, coordinating any necessary addenda and assisting you when bids are opened. We will evaluate the low bids with emphasis on the bidder's ability to satisfactorily complete the project within the specified time and the bidder's ability to adequately staff, insure, bond, equip, and finance its efforts. In concert with the architect of record, if applicable, we will prepare letters of recommendation for you regarding approval of the award of the construction contract.
- 2.01.2 It is NOT the intent of the Procurement Services scope to develop and implement more than three (3) sets of bidding and or procurement documents to support the 2019 Sinking Fund.

3.01 PROJECT ADMINISTRATION

- 3.01.1 During each design or construction phase, we will provide general administrative oversight to assure adherence to the contract's scope, budget, and schedule. This will include attendance at necessary pre-design, and post-bid conferences meetings and project team progress meetings at a frequency determined by you.
- 3.01.2 Provide general construction observation oversight, review and recommend any changes to the work; review and recommend approval of progress payments and change orders and provide periodic reports on the financial status of the project budget.
- 3.01.3 Inform and update you as to the progress of the particular project with memos and attendance at your meetings. This will include a weekly project meeting with you during the construction season.

4.01 FIELD SERVICES

- 4.01.1 As needed, if needed, and as approved by you and upon our recommendation we will provide specialized on site construction inspection and material testing services during certain identified segments of the construction project to assure a value and quality construction product and conformance to the approved bidding documents.

5.01 PROFESSIONAL DESIGN SERVICES

- 5.01.1 During the design phase of the project we will meet with School district personnel for input prior to beginning the design.
- 5.01.2 Provide outside field investigation to verify existing conditions in as much as feasible.
- 5.01.3 Prepare plans and specifications for permitting and construction for the abatement and replacement of carpet and 9x9 tile with VCT at Central and Emerson Elementary Schools.
- 5.01.4 Meet with School District personnel to review project documents and incorporate input from review
- 5.01.5 Submit bidding documents to the State of Michigan for project approval, if required.
- 5.01.6 Review shop drawings submitted by the contractor.
- 5.01.7 Provide air monitoring and air clearances for the areas being impacted by the work through a sub-consultant, AKT Peerless.

*Facilities Improvement Sinking Fund Management for 2019*  
*October 8, 2018*  
*Page 3 of 4*

- 5.01.8 At the end of construction provide the School District with record documents of the completed work.
- 5.01.9 Design Professionals responsible for the design will be involved with the construction process as needed to address design related issues.

**SERVICES NOT INCLUDED:**

We will not be providing any construction services. Professional Environmental Services will need to be obtained once the exact scope of potential abatement is understood.

**ADDITIONAL SERVICES:**

Additional services related to this project will be furnished by us after you review the scope and authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

**FEE SCHEDULE:**

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. For each annual segment, our total proposed fee will be an amount equal to the schedule as follows:

- A. Administration – hourly rates not to exceed \$4,500.00
- B. Procurement – hourly rates not to exceed \$1,500.
- C. Field Services– hourly rates not to exceed \$22,000. A budget of \$20,000 is a part of this line item to allow Spicer to hire an Environmental sub-consultant to perform 3<sup>rd</sup> party air monitoring and clearances of the asbestos abatement. Spicer Group will not be marking these invoices up and the District will be billed the direct costs from our sub-consultant, AKT Peerless. This is the methodology we have used in previous flooring abatement projects.
- D. Professional Design Services – 6.9% of the construction costs (estimated at \$240,000) - \$16,560.
- E. Our total estimate fee for basic services for 2018 Sinking Fund - \$44,560.

Upon each annual amendment of this Agreement for subsequent segments, the fee will be negotiated and proposed in a similar fashion reflective of the services you request.

As the fee is hourly, not to exceed, our invoice will be based upon our actual effort and our standard hourly rates.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

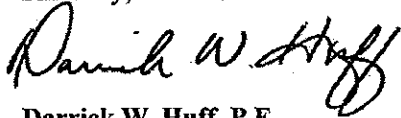
In addition, attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt, we will start our services promptly.

Facilities Improvement Sinking Fund Management for 2019  
October 8, 2018  
Page 4 of 4

We deeply appreciate your confidence in Spicer Group. We look forward to working with you and for you on this exciting endeavor.

Sincerely,



**Darrick W. Huff, P.E.**  
Project Manager

**SPICER GROUP, INC**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717  
Cell: (734) 787-0339  
mailto: darrickh@spicergroup.com

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Above proposal accepted and approved  
by Owner.

**OWOSSO PUBLIC SCHOOLS**

By: \_\_\_\_\_  
Dr. Andrea Tuttle  
Superintendent

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

cc: SGI File 126403SG2018  
John Klapko, Owosso Public Schools  
Julie Omer, Owosso Public Schools  
KAJ/ACCTG

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**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 26, 2018**

**Report 18-52**

**FOR ACTION**

**Subject:**

Facilities planning authorization

**Recommendation:**

Resolve that the Board of Education authorize the Superintendent to negotiate on behalf of the Board for the property at Precision Electric and enter into a Buyer Agency with Re/Max of Owosso solely for the Precision Electric property. It should be noted that any price that is negotiated would come before the Board for approval prior to solidifying any offer.

**Rationale:**

The Precision Electric property located at 1750 E. South St. has been found to be a meet the needs for relocation of the Transportation facility in addition the ability to relocate and vacate the current Cass Street, Cedar Street and Tahyio Rd. locations. With the property currently on the market, it is deemed prudent to move forward with negotiating a mutually agreeable price for the facility and retain a buyer's agent to look out for the best interests to the District.

**Facts/Statistics:**

The Precision Electric location provides the following: 1) Space for the transportation facility, including the mechanic, to be relocated with adequate space for buses to be stored inside the facility; 2) Warehouse space to replace the space currently utilized at the Cass Street, Tahyio and Cedar St. facilities; 3) Relocation of space for the operations staff to meet from the Cedar Street facility; 4) Opportunities for possible career and technical education; and 5) Office space that has the potential for rental to offset costs or for replacement of current administrative space if additional instructional space is needed in the future.

The District has been struggling with the need to replace or relocate the Transportation facility as well as address the repair needs at the Cass Street and Cedar Street locations:

- The Transportation garage, at its current location, is located in the flood plain and has significant deficiencies including but not limited to: 1) Flooding periodically throughout the year causing water damage to the interior of the building and making access to the buses difficult; 2) The current transportation garage does not have a lift or adequate space to provide a lift to do needed bus repairs. The mechanic is then located at the Cass St. warehouse resulting in inefficiencies when repairs are needed. 3) Buses are currently exposed to the elements throughout the year at the current transportation facility. This results in extra wear and tear on the buses as well as additional time to get the fleet ready to transport students when inclement weather arises. 4) The structure and roof of the facility have frequently been repaired but have been recommended for replacement by Spicer, the district's sinking fund architects and engineers, due to the diminishing returns of putting money into the facility with all of its deficiencies. The cost of such replacement in 2016 was, on average, \$550,000. This cost does not include additional costs associated with designing the facility, providing the space considerations afforded by the Precision Electric location or the significant inflationary factors that have arisen in the last two years.
- The Cedar Street and Cass Street locations are also in serious need of repair which, if performed, would not address the inadequacies in the structures nor the inefficiencies of having the functions of the District spread out throughout the city.
- The Tahyio location has been utilized for storage out of necessity due to space considerations and is not considered an integral part of the District. It was originally constructed as a classroom for the building trades center and since been put to use for the purpose of storage.

**District Goal Addressed:**

Facilities

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-53**

**FOR ACTION**

Subject:

**Revised Bylaw 0100 - Definitions, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 100 - Definitions**

Facts / Statistics:

The proposed revisions to Bylaw 100 provides clarification for definitions pertaining to: Apps and Services; Due Process; Family Member; Principal; Shall, and Superintendent.

**NOTE: For Additional Board consideration:** Under the "Voting" section of the bylaw, there is optional language for the Board to consider to allow for remote participation and voting by a Board member, if notification and approval by the Board president has occurred.

The revisions to the definitions have been recommended by NEOLA for adoption to provide clarification for the definitions impacted while the provision pertaining to remote participation/voting by a Board member is simply offered for consideration if it is felt that this is a prudent practice to be adopted.

District Goal Addressed:

Routine Business

Motion  
Seconded  
Vote – Ayes            Nays            Motion

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**REVISED BYLAW- VOL. 33, NO. 1 – SEPTEMBER 2018**

## DEFINITIONS

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

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

### **Administrative Guideline**

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

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Apps and Web Services**

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

### **Board**

The Board of Education.



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## **Bylaw**

Rule of the Board for its own governance.

## **Classified or Support Employee**

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

## **District**

The School District.

## **Due Process**

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

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

## **Family Member**

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

## **Full Board**

Authorized number of voting members entitled to govern the District.

## **Information Resources**

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to

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electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

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## **May**

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

## **Meeting**

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

## **Parent**

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

## **Personal Communication Devices**

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

## **Policy**

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

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## **President**

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

## **Principal**

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

## **Professional Staff Member**

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

## **Relative**

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

## **Secretary**

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

## **Shall**

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

## **Student**

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

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## **Superintendent**

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

## **Technology Resources**

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

## **Treasurer**

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

## **Vice-President**

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

## **Voting**

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

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

Revised 4/06  
Revised 2/27/17  
**Revised 12/10/18**

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**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-54**

**FOR ACTION**

**Subject:**

**Revised Bylaw 0122 -- Board Powers, 1<sup>st</sup> reading**

**Statement of Purpose/Issue:**

**Resolve that the Board of Education adopt as their 1st reading: Revised Bylaw 0122 – Board Powers**

**Facts / Statistics:**

The proposed revisions to Bylaw 122 reflect changes associated with subjects of bargaining found in the Public Employment Relations Act (PERA).

These revisions provide clarity and are recommended for adoption by NEOLA.

**District Goal Addressed:**

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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**REVISED BYLAW- 0122 - VOL. 33, NO. 1 - SEPTEMBER 2018**

**POWERS AND PHILOSOPHY**

**0121 Authority**

The supervision of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Michigan.

M.C.L. 380.1201 et seq.

**0122 Board Powers**

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K-12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.

The District shall indemnify its employees.



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- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of **an employee group insurance benefit**  
~~the District's group insurance program~~
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's **site-based, decision-making groups**—~~or~~ school-improvement committees **established under M.C.L. 380.1277**
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)

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- F. contracting with outside parties for noninstructional support services **provided by an employee group** including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit **if the employee group is given an opportunity to bid on providing the noninstructional support services**
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under **the Public Employment Relations Act M.C.L. 423.201, 202, 206, and 215**
- J. any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit
- K. **for teachers covered under the Teacher Tenure Act**, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or **eliminating a position elimination for staff covered under the Teacher Tenure Act (M.C.L. 38.71)**, as well as decisions regarding recall or hiring after any such reduction  
  
This includes the impact of any such decisions on an individual employee or the bargaining unit.
- L. decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators
- M. decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision
- N. decisions about the format, timing or number of classroom

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observations required for evaluation under the Teacher  
Tenure Act (M.C.L. 38.83a)

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- O. decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit
- P. decisions about the development, content, standards, procedures, adoption and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250
- Q. decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators
- R. decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit
- S. decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)
- T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one or more functions or services [**Note: the impact on employees of such decisions remains a mandatory subject of bargaining**]:
  - 1. procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities
  - 2. identities of any other parties to such an agreement

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- W. any requirement that would violate section 10(3), M.C.L. 423.210(3), **(Right to Work Law) (the requirement not to require union membership or the payment of dues, fees or charitable contributions in lieu of dues).**
- X. decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the **2015-2016 2018-2019** school year)

M.C.L. 380.11a, 380.1131 et seq.  
M.C.L. 423.201, 202, 206, and 215  
M.C.L. 168.301 et seq.

Revised 8/27/12  
Revised 10/28/13  
**Revised 12/10/18**

0123

**Philosophy of the Board**

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Michigan. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

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The Board declares and, thereby, reaffirms its intent to:

- A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 26, 2018**  
**Report 18-55**

**FOR ACTION**

Subject:

**Revised Bylaw 0131.1 – Bylaws and Policies, 1<sup>st</sup> reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0131.1 – Bylaws and Policies**

Facts / Statistics:

The proposed revisions to Bylaw 131.1 reflect additional language adding the expectation that Board members are covered by the Board's policies.

These revisions are recommended for adoption by NEOLA but are not required.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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FUNCTIONS

**REVISED BYLAW- 0131.1 - VOL. 33, NO. 1 - SEPTEMBER 2018**

0131            **Legislative**

0131.1        **Bylaws and Policies**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District **and shall be bound to follow such bylaws and policies.**

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.



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Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

M.C.L. 380.1201 et seq.

Revised 5/12/14  
**Revised 12/10/18**

0132

**Executive**

0132.1

**Selection of Superintendent**

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Michigan, rules of the State Board of Education, and the policies of this Board.

**0132.2           Administrative Guidelines**

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the State Board or the policies of this Board.

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

**0133           Judicial**

The Board of Education assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-56**

**FOR ACTION**

Subject:

**Revised Bylaw 143.1 Public Expression of Board members and Bylaw 144.1 Compensation, 1<sup>st</sup> readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st readings: Revised Bylaw 143.1 Public Expression of Board members and Bylaw 144.1 Compensation**

Facts / Statistics:

The proposed revision to Bylaw 143.1 recommended by NEOLA provides clarification regarding public comments and statements by board member as it relates to clearing stating whether they are expressing their individual opinion vs. a position of the overall Board.

The proposed revision to Bylaw 144.1 moves compensation for board members from an annual amount of \$100.00 to an annual amount of \$595.00. Some information regarding this proposed change:

- The amount of compensation for Board members has not been adjusted upward in at least 16 years in spite of the increased scrutiny, exposure and level of responsibilities that have changed over the intervening years.
- It should be noted that Board members are not compensated for any personal expenses associated with attendance at the meetings including but not limited to mileage, time taken away from professional and personal duties, any necessary child care, etc...
- A survey was conducted in 2017 regarding compensation for meeting attendance by Board members of other districts. The level of compensation of board members varied in amounts, timing and method from the respondents, the \$595.00 is at the low end of compensation for Board members derived from the survey.
- The District recognizes that the Board of Education members do not run based on the compensation to be received but it is considered important to have a stipend that recognizes their contribution to the District in a meaningful way that is comparable to other Districts.
- Board members are expected to attend two meetings each month, attend Michigan Association of School Board Members (MASB) trainings located throughout the state, review Board policies and represent the Owosso community.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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## MEMBERSHIP

**0141            Number**

The Board of Education shall consist of seven (7) members.

M.C.L. 380.11a

Revised 1/25/10

**0142            Election/Appointment**

**0142.1        Electoral Process**

The number of members of the Board shall remain the same as before July 1, 1996 unless changed by the School electors at a regular or special School election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

Members of the Board shall be elected in the November even year general election (the first Tuesday after the first Monday) in a manner that is consistent with State law.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

# bylaw

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**0142.2      Qualifications**

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline.

M.C.L. 168.302

**0142.3      Term**

Members of the Board shall be elected by the School electors for terms of four (4) years.

At each regular School election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

At least one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election.

M.C.L. 168.301 et seq.

Revised 1/25/10

Revised 8/27/12

**0142.4      Oath**

Each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election and shall take an oath of office as prescribed by the Constitution of Michigan.

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A ceremonial oath of office may be administered at the Organizational Meeting and may be administered by the Superintendent.

M.C.L. 168.309, 168.310

Revised 4/28/08

0142.5

## **Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

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If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

M.C.L. 168.310, 168.311

## **Filling a Board Vacancy**

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President.
- C. The Board shall interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

0142.6

## **Recall**

Any member of the Board may be recalled pursuant to M.C.L. 168.951 et seq.

# bylaw

**BOARD OF EDUCATION  
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**0142.7      Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member for his/her use and possession during the term on the Board the following items:

- A. a copy of the Board policy manual
- B. a copy of each current negotiated agreement
- C. the current budget statement, audit report, and related fiscal materials

Each new Board member shall be invited to meet with the Board President and/or the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

**0143      Authority**

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board. M.C.L. 380.1201

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.



# bylaw

**BOARD OF EDUCATION  
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Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

## 0143.1 **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members **will** make public statements on school matters:

- A. ~~to local media;~~
- B. ~~to local officials and/or State officials.~~

# bylaw

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Sometimes **if** the statements imply, or **if** the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board, ~~the misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, the~~ Board members **shall** ~~should~~, when writing or speaking on school matters ~~to the media, legislators, and other officials,~~ make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
  2. routine, not for publication, correspondence of the Superintendent and other Board employees
  3. routine "thank you" letters of the Board
  4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
  5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent annually to local media by the Board President.

**Revised 12/10/2018**

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0144           **Operations**

0144.1       **Compensation**

Board members shall receive ~~\$100~~ **\$595** per year as compensation for their services, including attendance at all Board meetings and committee meetings. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. Attendance at Board-approved conferences should be at the location closest to the District.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

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A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Revised 1/25/10 (Note: for reimbursement changes not compensation)

**Revised 12/10/2018**

0144.2

## **Board Member Ethics**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

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- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3

## **Conflict of Interest**

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

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- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

A Board member is not considered to have a financial interest in any of the following instances:

1. A contract or other financial transaction between the School District and any of the following:
  - a. A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
  - b. A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

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If the financial interest pertains to a proposed contract with the District, the following requirements must be met:

1. The Board member shall disclose the pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
  - a. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
  - b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
2. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.



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3. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
  4. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.
- D. Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value equal to or less than the amount established in accordance with M.C.L. 380.634.

M.C.L. 15.183, 15.323, 380.1203

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

Revised 12/14/15  
Revised 6/27/16

0144.4

## **Indemnification**

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

M.C.L. 691.1408

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**0145            Discriminatory Harassment**

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

M.C.L. 380.1300a

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-57**

**FOR ACTION**

Subject:

**Bylaws in the 160's pertain to Board Meetings: New Bylaws 165. 6 – Cancellation and 167.6 – Use of Social Media; Revised Bylaws 166 – Agenda, 167.1 Voting, 167.2 - Closed Session, and 167.3 – Public Participation at Board Meetings, 1<sup>st</sup> readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st reading: New Bylaws 165. 6 – Cancellation and 167.6 – Use of Social Media; Revised Bylaws 166 – Agenda, 167.1 Voting, 167.2 - Closed Session, and 167.3 – Public Participation at Board Meetings**

Facts / Statistics:

New Bylaw 165.6 – Cancellation: Provides guidance on cancelling of Board meetings

Revised Bylaw 166 – Agenda: Primarily takes language pertaining to adding items to the agenda by the public from Bylaw 167.3 (Public participation) and moves it to this Bylaw

Revised Bylaw 167.1 – Voting: Provides clarification regarding procedural items of eligibility and actual voting

Revised Bylaw 167.2 – Closed Session: Language added to encompass discussion regarding school safety plans as additional allowable reason for going into closed session.

Revised Bylaw 167.3 – Public Participation at Board Meetings – This Bylaw has been revised to reflect current case law on public participation. It also reflects the addition of the presiding officer's right to run the meeting without disruption.

New Bylaw 167.6 – Use of Social Media – This new bylaw provides the definition of social media and prohibits its use to conduct the Board business.

These revisions are recommended for adoption by NEOLA due to specific statutory language changes, the need to provide clarification of procedures utilized in planning and conducting meetings of the board and as a result of requests received from other districts to address questions that have arisen.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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## MEETINGS

0162           **Quorum**

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

0163           **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

0164           **Call**

0164.1       **Regular Meetings**

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

0164.2       **Special Meetings**

Special meetings of the Board may be called by the President or by any two (2) members of the Board provided there is compliance with the notice provision of these Bylaws.

0164.3       **Emergency Meetings**

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or students, any member of the Board may call an emergency session provided the majority of the Board concur that delay would be detrimental to efforts to lessen or respond to the threat. Actual notice of any emergency meeting shall be attempted, but not required to other Board members.

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0165            **Notice**

0165.1        **Regular Meetings**

Within ten (10) days after the organizational Board meeting, the Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. The notice shall contain the name and address of the District and its telephone number.

The notice shall also contain the following statement:

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

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the estimated reasonable cost for printing and postage of each notice as shall be determined annually by the Board, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by these bylaws. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

0165.2        **Change of Regular Meetings**

Within three (3) days after the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the District. Said notice shall be posted on the front door of the Administrative Office Building and such other place(s) as the Board may determine. Said notice shall be posted at least eighteen (18) hours before the rescheduled meeting.

M.C.L.A. 15.264, 15.266

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**0165.3 Special Meetings**

Said notice shall state the date, time, and place of such special meeting and the business to be transacted thereat, as well as the name, address, and telephone number of the District. A notice of any special meeting shall be posted at least eighteen (18) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board.

**0165.4 Emergency Meetings**

No notice of any emergency meeting shall be required.

**0165.5 Recess**

Any meeting of the Board may be recessed to another time and place. Any meeting which is recessed for more than thirty-six (36) hours shall be reconvened only after a notice stating the date, time, and place of the recessed meeting as well as the name, address, and telephone number of the District has been posted on the front door of the Administrative Office Building and such other place as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.

M.C.L.A. 15.265, 380.1201(3)(4)

**NEW BYLAW- 0165.6 and REVISED BYLAW 0166 - VOL. 33, NO. 1 -  
SEPTEMBER 2018**

**0165.6 Cancellation**

Any meeting of the Board may be cancelled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the cancelled meeting is a regular meeting it must be re-scheduled following all notice requirements set forth above.

**M.C.L. 15.265, 380.1201(3)(4)**

# bylaw

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0166                      Agenda**

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The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President.

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The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

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

**[X] Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than 5 business days prior to the meeting and include:**

- (X) name and address of the participant;**
- (X) group affiliation, if and when appropriate;**
- (X) topic to be addressed.**

**Such requests shall be subject to the approval of the Superintendent and the Board President.**

**Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the meeting.**

The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than five (5) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.



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The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

**0166.1 Consent Agenda**

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame.

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The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings
- B. bills for payment

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

0167            **Conduct**

**REVISED BYLAW- 0167.1 - VOL. 33, NO. 1 - SEPTEMBER 2018**

0167.1        **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board **who are authorized to vote (see Voting as defined in Bylaw 0100)** and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded there from. M.C.L.A. 380.1201

Unless specifically authorized by Michigan conflict of interest laws, any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. Failure to vote, absent a statutory exception **or other reasonable ethical basis**, constitutes a breach of the Board member's duty as a public official. In situations in which a specified number of affirmative votes is required and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast.

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In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority. 184 Mich App 681, 684 (1990)

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All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. **If a vote is not conducted by roll call, Any member may request a roll call vote. ~~that the Board be polled.~~**

Revised 6/27/11

**REVISED BYLAW- 0167.2 - VOL. 33, NO. 1 - SEPTEMBER 2018**

0167.2      **Closed Session**

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

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**

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- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider materials ~~such as written opinions of counsel which are~~ exempt from discussion or disclosure under by State or Federal statute, **including by way of example only, written opinions of legal counsel, and school safety plans (a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

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

M.C.L.A. 15.267, 15.268

**REVISED BYLAW- 0167.3 - VOL. 33, NO. 1 - SEPTEMBER 2018**

0167.3

**Public Participation at Board Meetings**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

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~~Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include:~~

- ~~A. name and address of the participant;~~
- ~~B. group affiliation, if and when appropriate;~~
- ~~C. topic to be addressed.~~

~~Such requests shall be subject to the approval of the Superintendent and the Board President.~~

~~Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the meeting.~~

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. **The rules shall be administered and enforced by the presiding officer of the meeting.**

~~The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.~~

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address and/or group affiliation, if and when appropriate.

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- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once ~~on the same topic unless all others who wish to speak on that topic have been heard.~~
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. ~~All statements shall be directed to the presiding officer; no person may address or question Board members individually.~~
- G. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
  - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, **but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied unless extended by a vote of the Board.**

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Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

M.C.L.A. 15.263(4)(5)(6), 380.1808

Revised 6/14/10

0167.4 **Administrative Participation**

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

0167.5 **Use of Electronic Mail**

Since E-mail is a form of communication that could conflict with the Open-Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;



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- B. possible agenda items between the Superintendent and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by E-mail. Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages. Messages, deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

**NEW BYLAW- 0167.6 - VOL. 33, NO. 1 - SEPTEMBER 2018**

**0167.6 Use of Social Media**

**Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business.**

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0168           **Minutes**

0168.1       **Open Meeting**

The Secretary, or a temporary secretary appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all roll-call votes taken at the meeting. Proposed minutes shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The Board Secretary shall not include in or with its minutes any personally identifiable information on any student of the District which if released, would prevent the public body from complying with the Family Educational Rights and Privacy Act of 1974.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board as its first order of business at its regular meeting.

The minutes shall show only action taken and if requested, remarks of Board members, administration and/or citizens present.

M.C.L.A. 15.269, 380.1201

Revised 6/26/17

# bylaw

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**0168.2 Closed Meeting**

The Board shall designate a person to keep separate minutes of each closed meeting of the Board. These minutes shall be retained by the Secretary of the Board, but shall not be available to the public and shall only be disclosed if required by a civil action filed under M.C.L.A. 15.270 et seq. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

M.C.L.A. 15.267, 15.269, 15.270-71, 15.273

**0168.3 Committee Meetings**

Any Board Committee, whether standing or appointed ad hoc, which exercises governmental or proprietary authority must comply with the Open Meetings provisions in 0168.1 and 0168.2, and Public Participation provisions in 0167.3. Committees that are empowered to take action, make recommendations or otherwise deliberate in place of the Board are subject to this requirement.

Adopted 12/11/06  
Revised 6/14/10

**0169 Student Disciplinary Hearings**

**0169.1 Closed Session Requested**

If parent or student requests a closed hearing, a vote must be taken. The purpose of the closed session should be announced: "To consider a student disciplinary matter, pursuant to the request of the parent/guardian" [NOTE: Do not need to use the name since that could identify the student]. A majority is required to go into a closed session.

Those invited into closed session should include the student, parent(s) and/or representative(s) and school administrator(s) bringing charges. Others may be admitted at Board discretion, if needed for the proceeding or at the request of student/parents.

# bylaw

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Witnesses should be admitted when needed to testify. They should be asked to leave the closed session after testifying. Witnesses may be required to affirm that they will tell the truth.

The Administration should present a summary of the requested discipline and an overview of the incident(s) supporting discipline. The Administration shall call and question witnesses as it determines appropriate. The administrator may testify as a witness to the results of his/her investigation of the incident and the student's past record.

The student, parent, or representative (only one (1)) should be allowed to ask the witness(es) questions related to issues reasonably related to the discipline. Additional questioning by the Administration, the student/representative and/or the Board may be allowed at the Board's discretion.

The student, parent, or representative may then present witnesses or statements to the Board. The Administration and/or the Board may ask questions of these individuals. The Board may allow additional questioning at its discretion.

When the presentation of evidence is concluded, the Board will deliberate. It may exclude both the Administration and the student and representatives, or allow both sides to remain. If the Board desires clarification of any testimony during its deliberation, it shall assure that both the Administration and the student are present to hear the information.

The Board shall not take any action in the closed session. To act on the discipline the Board must return to open session. This requires a majority vote.

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During the open session the name of the student shall not be used in voting on the discipline, to protect student privacy under the Federal Family Education Rights and Privacy Act. The student may be referred to by a Code Number or Pseudonym (i.e. Student A). Only the reference code shall be indicated in the Board minutes, NOT the student's actual name. The reference code shall be listed in the student's discipline file.

If, at any time during the hearing, the student, parent or authorized representative withdraws the request for a closed hearing, the matter shall proceed under the open hearing provisions.

0169.2

## **Open Hearing**

If the student, parent or authorized representative does not request a closed hearing, the Board must still assure that the Family Education Rights and Privacy Act is not violated.

The parents (or student if eighteen (18) or older) should sign an authorization to release student record information to allow discussion of the student's information in the public forum (Form 8330 F4). If the parents refuse to sign the authorization or information relating to other students must be presented at the hearing, it should be done anonymously by referring to students by Code Numbers or Pseudonyms. If this is not possible, then the Board may go into closed session to receive student identifiable information pursuant to a two-thirds (2/3's) roll call vote for the announced purpose of "Considering material exempt from discussion or disclosure by State or Federal law."

In all other respects the hearing shall proceed as outlined under the Closed Hearing.

# bylaw

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The Board must deliberate and act on the discipline in open session. The student, parents, administration and public will be allowed to be present. Students/parents who have not authorized disclosure to the public will not be mentioned by name during deliberations, but only by anonymous reference code. Any action must be by a vote of the Board in open session. If the student/parents have signed an authorization for public disclosure, then the student's name may be used in the motion and recorded in the Board minutes.

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**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-58**

**FOR ACTION**

**Subject:**

**Revised Policy 1220 – Employment of the Superintendent, 1<sup>st</sup> reading**

**Statement of Purpose/Issue:**

**Resolve that the Board of Education adopt as their 1st reading: Revised Policy 1220 – Employment of the Superintendent**

**Facts / Statistics:**

The proposed revision to Policy 1220 changes the language addressing the optional length of the term of the contract from “no more than 3 years” to “no more than 5 years”.

This change is being recommended to allow the Board of Education the flexibility to negotiate up to a five-year contract with a Superintendent at the will of the Board and the Superintendent. Such flexibility is needed in order to provide for individual circumstances that arise and is consistent with other districts policies and procedures. All contracts that are negotiated are presented at public meetings for formal approval by the Board of Education.

**District Goal Addressed:**

**Routine Business**

Motion

Seconded

Vote – Ayes

Nays

Motion

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ADMINISTRATION  
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EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than ~~three (3)~~ **five (5)** years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent.



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All interviews of applicants by the Board or a committee of the Board shall be done in open meetings. At the time of application, the Board President shall see that each applicant has been informed that Michigan law may not permit the Board to protect his/her application from disclosure, and any interview must be open to the public.

The Superintendent must submit to a criminal history record check from the Michigan State Police. See Policy 3121.

A person who is employed as Superintendent by this Board who was a school administrator in Michigan prior to January 4, 2010, is not required to have a school administrator's certificate issued by the Department of Education but must confirm that s/he meets the continuing educational requirements for school administrators established by the State Board of Education. All others must either have a valid school administrator's certificate or be enrolled or become enrolled, within six (6) months of beginning the position, in a program leading to certification as a school administrator. Certification must be completed within three (3) years, or the person may not continue to be employed as the Superintendent.

The Superintendent must be employed pursuant to a signed contract.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. that tenure in a position shall not be granted;
- C. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- D. the benefits to which s/he is entitled;
- E. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent shall maintain his/her principal residence within a twenty (20) mile radius of the geographic boundaries of the District unless otherwise approved by the Board. No residency requirement can be applied if the Superintendent's spouse is employed by another public employer when that spouse is subject to a condition of employment or promotion that requires him/her to reside a distance of less than twenty (20) miles from the nearest boundary of his/her public employer.

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

The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

Revised 4/06  
Revised 8/27/12  
**Revised 12/10/2018**

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**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018  
Report 18-59**

**FOR ACTION**

Subject:

**New Policy 2261.03 – District and School Report Card, Replacement Policy 2261.01 – Parent and Family Member Participation in Title I Programs; and Revised Policies 2112 – Parent and Family Engagement, 2261 – Title I Services and 2700 – P.A. annual Reports, 1<sup>st</sup> readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st readings: New Policy 2261.03 – District and School Report Card, Replacement Policy 2261.01 – Parent and Family Member Participation in Title I Programs; and Revised Policies 2112 – Parent and Family Engagement, 2261 – Title I Services and 2700 – P.A. annual Reports**

Facts / Statistics:

The revisions to existing policies, addition of the new policy 2261.03 and the replacement of policy 2261.01 are out of requirements from the Every Student Succeeds Act (ESSA) amendments to the Elementary and Secondary Education ACT (ESEA) and components of the State’s plan for implementing these provisions. Revisions include definitions and focus on parent and family engagement (including MDE’s definition of family engagement and family principles), attention to “supplement v supplant” requirements, and data collection and reporting requirements.

NEOLA strongly recommends the adoption of these policies and it is duly noted that the State will be reviewing these policies when the audit the Title I programs for compliance.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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**NEW POLICY - VOL. 33, NO. 1 - SEPTEMBER 2018**

**DISTRICT AND SCHOOL REPORT CARD**

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. **[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**

The report shall contain the information called for on the form issued by the Michigan Department of Education in accordance with State and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Michigan's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;

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- E. performance on each measure within any School Quality or Student Success indicator used by the State;
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);

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- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section
- J. information on educator qualifications;
- K. information on per-pupil expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);

**[Note: The District and school report cards must include per-pupil expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]**

- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;

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The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

20 U.S.C. 6314  
34 C.F.R. 200.31(h)(1)  
A.C. 3301-35-02, 3301-35-02 (B)

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**REPLACEMENT POLICY - VOL. 33, NO. 1 - SEPTEMBER 2018**

**PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectation and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;



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- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family engagement policy in improving the academic quality of schools, including:
1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
  2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  3. strategies to support successful school and family interactions.
- E. use the findings of the above-referenced evaluation to:
1. design evidence-based strategies for more effective parental involvement; and,
  2. revise the parent and family engagement policy, if necessary;
- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family engagement policy;
- G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;

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- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

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The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family engagement policy (Policy 2111), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family engagement policy.

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The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review and improvement of the school parent and family engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
  1. timely information about the Title I program and the school's parent and family engagement policy;
  2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
  3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the Superintendent.

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- F. As a component of the school-level parent and family engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
1. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;
  2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
  3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family engagement policy in an understandable and uniform format, and, to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- H. School-level parent and family engagement policies must be updated periodically to meet the changing needs of parents and the schools.

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In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the School District and school-level parent and family engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State academic standards, State and local academic assessments, Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

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In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

20 U.S.C. 6318 et seq.  
34 C.F.R. Part 200 et seq.

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**REVISED POLICY- VOL. 33, NO. 1 - SEPTEMBER 2018**

**PARENT AND FAMILY ENGAGEMENT INVOLVEMENT IN THE SCHOOL  
PROGRAM**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. **This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.**

**The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).**

**The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.**

~~**The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.**~~

**Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.**

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:



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**A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

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**B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
5. providing information and involving families in monitoring student progress; <sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>

**C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>

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**D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

**E. Involving Families in Decision Making and Advocacy**

1. **engaging involving** families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
2. **engaging involving** families in the development of its District-wide parent **involvement-family engagement** policy and plan, and distributing the policy and plan to families. <sup>1,2</sup>

**F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
2. coordinating and integrating **family-involvement parent and family engagement** programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>

**BOARD OF EDUCATION  
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2112/page 5 of 5**Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The **District's plan, as well as each school's plan** will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's **content** effectiveness and identification of barriers to participation by parents and families **with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction.** Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the **State's high standards.** Evaluation findings will be used in the annual review of the Parent and Family **Involvement Engagement** policy and to improve the effectiveness of the District plan. **This policy will be updated periodically to meet the changing needs of parents, families, and the schools.**

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA  
M.C.L.A. 380.1294

Revised 2/28/11  
Revised 12/10/18

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**REVISED POLICY- VOL. 33, NO. 1 - SEPTEMBER 2018**

**TITLE I SERVICES**

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the **Elementary and Secondary Education Act of 1965, as amended.** ~~Amendments to the Elementary and Secondary School Improvement of 1965.~~

The Superintendent shall prepare and present to the State Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. **The District will periodically review and revise the plan, as necessary.**

A. Assessment

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Education as well as those determined by the District's professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school **in Title I schools that qualify as schoolwide schools** and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The **schoolwide** program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, **including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders [in a District that has charter schools], administrators and other appropriate school personnel** involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board

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Policy 2261.01 and shall meet the requirements of Section ~~1118~~  
**1116** of the Act.

D. Comparability of Services

Title I funds will be used only to augment, not to replace, State and local funds. **The District will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.** ~~The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.~~ The determination of the comparability of services may exclude, ~~in accordance with Federal regulations,~~ State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District. ~~spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students.~~

The determination of comparability **of services** will not take into account unpredictable changes in student enrollments or personnel assignments **that occur after the beginning of the year.**

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. Professional Development

~~The Superintendent shall develop administrative guidelines whereby~~ **M**members of the professional staff **may** participate in the design and implementation of staff development activities that: ~~meet the requirements of Section 1119 of the Act and:~~

1. involve parents in the planning, when appropriate;
2. combine and consolidate other available Federal and District funds;

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3. allocate part of the staff development to the following types of strategies:
  - a. performance-based student assessment
  - b. use of technology
  - c. working effectively with parents
  - d. early childhood education
  - e. meeting children's special needs
  - f. fostering gender-equitable education

**~~F. Simultaneous Services~~**

**~~In accordance with law, a school offering Title I services may also serve other students with similar needs.~~**

20 U.S.C. 6301 et seq., ~~Elementary and Secondary Education Act of 1965~~  
34 C.F.R. Part 200, et seq.

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**REVISED POLICY- VOL. 33, NO. 1 - SEPTEMBER 2018**

**COMBINED P.A. 25 ANNUAL REPORT  
AND NO CHILD LEFT BEHIND REPORT CARD**

The District must prepare and publicly disseminate the combined P.A. 25 Annual Report ~~and NCLB Report~~ no later than the beginning of each school year to all parents of all students. ~~(If separate reports are published for P.A. 25 and for NCLB, the P.A. 25 report must be published no later than October 15, 2005.)~~ Required information for the District and each individual school building includes the following:

**Assessment Data**

- A. Aggregate student achievement at each proficiency level on State assessments.
- B. Student achievement at each proficiency level disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic status. The Federal requirement is to report this data only when it is statistically sound. The Michigan Department of Education recommends reporting on subgroups if the size is more than thirty (30) students in the school or thirty (30) students across each grade level tested.
- C. Percentage of students not tested, disaggregated by each group (if statistically sound).
- D. Most recent two (2) year trend in achievement for each subject area and grade level.
- E. Report of the school's results of locally administered student competency tests and/or nationally normed achievement tests. This should include data from the assessments for students in grades 1-5, as required by section 1280b of the School Code (P.A. 25).

**Adequate Yearly Progress (AYP) Data**

- ~~A. Aggregate information on other indicators (graduation rate and student attendance) used to determine AYP.~~
- ~~B. AYP information, including number, names, and percentage of Title I schools identified for improvement and how long identified.~~



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- ~~C. Comparison between actual achievement of each group (excluding gender and migrant) and state's annual measurable objectives.~~
- ~~D. Proficient, meaning students scored in levels 1 or 2 (exceeds Michigan standards or meets Michigan standards) on the MEAP or rated "Surpassed the Performance Standard" or "Attained the Performance Standard" on MI Access.~~
- ~~E. Comparison of building, District, and State achievement data on State assessments and other indicators of AYP. Other indicators are attendance rates at the elementary and middle school level and graduation rates for high school.~~

**School Programs**

- A. Accreditation status. Public Act 25 (P.A. 25) requires schools to report on State accreditation status, accreditation by the North Central Association commission on Accreditation and School Improvement, or another specialized accreditation authority approved by the US Department of Education (P.A. 25).
- B. District student retention data, in addition to the data on graduation rate referenced earlier (P.A. 25).
- C. Number and percentage of students enrolled in postsecondary programs and/or college level equivalent courses, if the school has a high school (dual enrollment) (P.A. 25).
- D. The status of the core curriculum and the School Improvement Plan (P.A. 25).

**Staff**

- A. The professional qualifications of teachers, the percentage of teachers teaching with emergency or provisional credentials, and the percentage of classes not taught by highly qualified teachers (disaggregated by high-poverty compared to low-poverty schools).
- B. The annual progress toward meeting State objectives for percentage of highly qualified teachers.

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**Parents**

- A. Information on parent-teacher conference attendance rates, a requirement of P.A. 25.
- B. Dissemination of the District's and school's parent involvement policy. ~~(While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)~~
- C. ~~Means of informing parents of the "right to know" provisions of the No Child Left Behind Act regarding teacher qualifications. (While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)~~

The school may include additional data if it chooses.

**~~ADDITIONAL REPORT REQUIREMENTS FOR TITLE I PURPOSES~~**

~~In any year that the District receives Title I funding, its annual report must also include the following information:~~

- A. ~~number and percentage of schools identified for school improvement and how long they have been in that category~~
- B. ~~a comparison of the achievement by the District's students on the State-wide academic assessment to the achievement of students in the State as a whole~~
- C. ~~for each school 1.) whether it has been identified for school improvement, and 2.) comparison of the school's student achievement on the statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole~~
- D. ~~aggregated achievement information on State assessments in math and reading/language arts~~

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~~E. — disaggregated achievement information by subgroups (race/ethnicity, disability, socio-economic level, gender, migrant status, English Language Learners, except in cases where numbers are too small to be statistically robust or where individual student results are identifiable)~~

~~F. — percentage of students not tested, disaggregated with the same conditions as above~~

~~G. — information that can be used to compare actual achievement levels with State objectives for each group~~

~~H. — most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required~~

~~I. — aggregate information on State indicators used to determine adequate yearly progress~~

~~J. — graduation rates for high school students and an elementary school indicator of the State's choice~~

~~K. — information about performance of districts making adequate yearly progress, as well as the numbers and names of schools identified for school improvement under "Consequences for Low-Performing Schools"~~

~~L. — teacher qualifications/credentials, including percentage of teachers with emergency credentials and percentage of classes not taught by "highly qualified" teachers, both in the aggregate and disaggregated by high poverty compared to low poverty schools~~

~~This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and make the information widely, publicly available through such means as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language that parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.~~

M.C.L.A. 380.1204a(1)  
20 U.S.C. 6311

Revised 4/06  
Revised 12/10/18

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## Future Action

Future Action

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 26, 2018**  
**Report 18-60**

**FOR FUTURE ACTION**

**Subject:**

Awarding of contracts for elementary sinking fund flooring renovation work that is to take place during the upcoming Winter Holiday break.

**Recommendation:**

Recommend that the Board authorize the Superintendent to sign a contract with \_\_\_\_\_ not to exceed \$ \_\_\_\_\_ for work at Emerson and Central for floor renovation work.

**Rationale:**

To provide for the awarding of the floor renovation work that needs to occur over the Winter Holiday break.

**Statement of Purpose/Issue:**

To award the contract for the renovation work to floors at Central and Emerson as identified and bid out based on the recommendation of Spicer Engineering.

**Facts/Statistics:**

Specific classroom floors have been identified for renovation based on safety and health factors in the elementary buildings. The scope of work has been put up for bid with the intention of having all work performed during the 2018 Winter Holiday break. Bids are due on November 28, 2018 with a formal recommendation for awarding the contract being brought to the Board at the meeting scheduled for December 10, 2018 after appropriate review and vetting of all qualified bidders has been conducted. Bids will be summarized and reflected in the bid tabulation that accompanies this report.

All costs associated with the project will be derived from the sinking fund.

Motion  
Seconded  
Vote – Ayes                      Nays                      Motion

**AWARDING OF ELEMENTARY FLOOR RENOVATION SINKING FUND CONTRACT  
WORK TO BE PERFORMED AT CENTRAL AND EMERSON DURING WINTER HOLIDAY RECESS  
BIDS TO BE RECEIVED ON 11/28/2018**

<b>BIDDER</b>	<b>BASE BID</b>	<b>CONTR</b>	<b>AMOUNT</b>

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
November 26, 2018**

**Report 18-61**

**FOR FUTURE ACTION**

Subject:

Purchase of Truck with Towing Package and Optional Snow Plow

Recommendation:

Recommend that the Board of Education approve the purchase of a truck with towing package and snow plow from \_\_\_\_\_ in an amount not to exceed \$ \_\_\_\_\_.

Rationale:

The Operations department is in need of a reliable vehicle to accomplish tasks that require hauling of items between buildings and, during inclement weather, can assist in the task of removing snow. It should be noted that the purchasing of vehicles is time sensitive and therefore this item has been put before the Board "For Future Action" without of the specifics of the bids provided since bids for the vehicle are not due until November 30, 2018.

Statement of Purpose/Issue:

To purchase a truck with towing package to carry out the needs of the District and replace the vehicle that was used in this capacity that is no longer operational.

Facts/Statistics:

A request for bid has sent out for a truck, inclusive of any used truck meeting the specifications with less than 5,000 miles, with a response requested by November 30, 2018. The bids that are received and after having been reviewed will be contained on the table provided along with the recommendation for purchase at the December 10, 2018 Board meeting.

The vehicle that will be recommended for purchase represents the quality and type of vehicle that are necessary to carry out the business of the District Operations. The majority of the current vehicle fleet for Operations is comprised of vehicles that are used to their capacity and have been in service for a number of years. The addition of another new vehicle will assist in creating some needed reliability in the fleet particular with the capacity for snow removal. The proposed purchase is to replace a vehicle that recently ceased to operate.

Leasing these vehicles is an option for the District but given the type of use and the longevity for the needs identified, it is considered prudent to recommend the purchase of the vehicle. The addition of this type of vehicle was included in the prior year budget but was not needed. This will be added to the budget as part of the proposed budget revision #1 if the board approves moving forward with the purchase.

Motion

Seconded

Vote – Ayes

Nays

Motion

**TRUCK BIDS**  
**BIDS TO BE OPENED – FRIDAY, NOVEMBER 30, 2018 AT 2:00 P.M.**

<b>VENDOR</b>	<b>TYPE OF TRUCK</b>	<b>TRUCK BASE BID</b>	<b>PLOW COST</b>	<b>TOTAL BID PRICE</b>	<b>WARRANTY PERIOD</b>



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 26, 2018**  
**18-62**

**FOR FUTURE ACTION**

**Subject:**

Permanent easement for the City of Owosso located at the behind the current Middle School located at 219 N. Water and through the amphitheater property

**Recommendation:**

Resolve that the Board of Education (grantor) authorize the Superintendent to sign off the two permanent easements proposed by the City of Owosso (grantee)

**Facts/Statistics:**

The City of Owosso has requested that the District sign off on two permanent easement granting right of way for a storm sewer located behind the current Middle School and through the amphitheater property. The easements encompass a 30 feet wide polygon located in plat 2 and 4 of the property with the legal description of the property contained in each of the easements as well as the granting of the following:

“right of ingress and egress for all purposes incident to said permanent easement as shown in Exhibit A. It being expressly understood that no building or other structures will be placed over said storm sewer and appurtenances without the written consent of said Grantee and the non-use or limited use of this permanent easement by Grantee shall not prevent Grantee from later making use of the permanent easement to the full extent herein authorized. Grantee agrees to pay for any damage which it does to Grantor(s) buildings, or other structures, in its exercise of the rights herein granted, and to bury and maintain said storm sewer and appurtenances so as not to interfere with the normal use of said land. Grantee agrees to replace any disturbed area in kind with similar material.”

Exhibit A has been included with this Board report and depicts the mapping of the two easements being requested.

Certain nuances of the language are under review with the City to assure that the language properly conveys the understanding of both parties. If any changes are made to the language based on these discussions or adjustments requested by the Board, such changes would be highlighted in the December report for the Board’s consideration.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS  
Board of Education  
November 26, 2018**

**Report 18-63**

**FOR INFORMATION**

Subject:  
Personnel Update

**Accepted Positions**

April Schwab has accepted the Kindergarten Paraprofessional position at Central Elementary.

Megan Richmond has accepted the Special Education Paraprofessional position at Emerson Elementary.

Alyne Rubelman has accepted the Bus Driver position.

Sharry Little has accepted the 2.75-hour Monitor position at Emerson Elementary.

Gina Norman has accepted the 2.75-hour Monitor position at Emerson Elementary.

Nichole Carsten has accepted the Custodian II position at Owosso High School.

James Flagg has accepted the Custodian III position at Emerson Elementary.

Gayla Ehlert has accepted the Custodian II position at Bryant Elementary.

**Resignations**

Heather Dorn, Monitor at Emerson Elementary has submitted her letter of resignation effective November 2, 2018.

Paul Clark, Bus Driver has submitted his letter of resignation effective October 26, 2018.

Steve DeLong, Transportation Supervisor has submitted his letter of resignation effective November 13, 2018.

Michele Prince has submitted her letter of resignation effective November 16, 2018.

SherryLynn Breece has resigned her position of Paraprofessional at Emerson Elementary effective November 21, 2018.