



OWOSSO PUBLIC SCHOOLS
Ready for the World

Board of Education Agenda
November 22, 2021
5:30 pm

Washington Campus Gymnasium
645 Alger Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports

- OPS Retiree Recognition
- Madalyn Hasyn – Student Representative Report

4. Board Correspondence:

- Superintendent’s Report
- Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

October 25, 2021, Regular Board Meeting Minutes-----	Report 21-38	Page 1
October 25, 2021, Closed Session Minutes-----	Report 21-39	At place
November 8, 2021, Committee of the Whole Meeting Minutes-----	Report 21-40	Page 16
November 8, 2021, Committee of the Whole Closed Session Minutes-----	Report 21-41	At Place
November 16, 2021, Special Meeting Minutes-----	Report 21-42	Page 22
Current Bills-----	Report 21-43	Page 31
Financials-----	Report 21-44	Page 42
▪ Appreciation Bonus-----	Report 21-45	Page 46
▪ Approval of Elementary Courses 21-22-----	Report 21-46	Page 48
▪ Obsolete Materials -Transportation-----	Report 21-47	Page 51
▪ Revised Bylaw 0100, First Reading-----	Report 21-48	Page 53
▪ Revised Bylaw 0167.3, First Reading-----	Report 21-49	Page 59
▪ Revised Policy 3120, First Reading-----	Report 21-50	Page 63
▪ Replaced Policy 5722, First Reading-----	Report 21-51	Page 68
▪ Revised Policy 6114, First Reading-----	Report 21-52	Page 79
▪ Revised Policy 6152, First Reading-----	Report 21-53	Page 86
▪ Revised Policy 7450, First Reading-----	Report 21-54	Page 90
▪ Revised Policy 8310, First Reading-----	Report 21-55	Page 94
▪ Revised Policy 8320, First Reading-----	Report 21-56	Page 98
▪ Revised Policy 8330, First Reading-----	Report 21-57	Page 103

7. For Future Action

8. For Information

▪ Personnel Update-----	Report 21-58	Page 113
▪ COVID-19-----	N/A	N/A

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

December 13: Board of Education Regular Meeting, 5:30PM, Washington Campus Gymnasium

Important Upcoming Dates:

November 22-26: Thanksgiving Recess

12. Adjournment

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

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

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

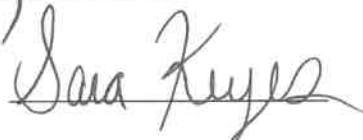
Rick Mowen
President



Shelly Ochodnicky
Vice President




Sara Keyes
Treasurer



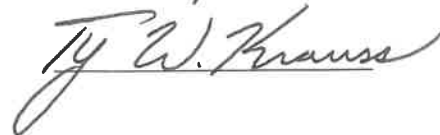
Marlene Webster
Secretary



Adam Easlick
Trustee



Ty Krauss
Trustee



Olga Quick
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings Statement

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

For Action

October 25, 2021 Regular Board Meeting Minutes

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
October 25, 2021
Report 21-38

Present: Adam Easlick, Ty Krauss, Sarah Keyes, Rick Mowen, Shelly Ochodnicki, Olga Quick, Marlene Webster
 Absent: None

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

Pledge of Allegiance

Building Reports

Dr. Dallas Linter began Lincoln High School’s building report by introducing members of Knights of the Round Table (KORT). “Good evening, everyone. We are rekindling, retooling something that existed several years ago at Lincoln High School. More commonly referred to as a student council, for us it is called the Knights of the Round Table or KORT. I want to introduce our co-advisors Taylor Sergent and our school social worker Ms. Tracy Hyde.” Mr. Sergent introduced himself and Ms. Hyde as advisors of the KORT and introduced student representatives Bryan Hudson and Hannah Spencer. Mr. Sergent shared that the initiative of KORT is to allow students to take part in government and they are planning some field trips in the 2021-2022 school year to watch government in action. Dr. Lintner added that another initiative of KORT is to improve the culture at Lincoln High School and the students will be learning at the same time they are ‘doing’. President Rick Mowen commended the student representatives for stepping forward into a leadership role and that stepping into this role will serve them in their futures as well.

Moved by Quick, supported by Krauss to move into closed session at 5:40PM for the purpose of discussing attorney client privilege materials. President Mowen conducted a roll-call vote. Motion carried unanimously.

Moved by Quick, supported by Keyes to return to open session at 6:30PM. President Mowen conducted a roll-call vote. Motion carried unanimously.

Board Correspondence

Dr. Tuttle began her superintendent’s report by sharing a quote from Joseph Addison in recognition of Administrator’s Appreciation Month. “October is Administrator Appreciation Month. I would like to share a quote from Joseph Addison, an English essayist, poet, playwright and politician born in 1672 – Yes, centuries ago, he said, “No one is more cherished in the world than someone who lightens the burden of another. This is so applicable in today’s world. We have called on our administrators to be stronger and more resilient than ever and to guide us through incredible challenging times and to do so with a smile on their face. Our educational team continues to do more with less resources, including human resources, just like businesses and other entities. Although our team members love our kids, many are exhausted and call on our administrators to help. Yet, even in times of exhaustion, our administrators hold their heads high and ask how they can help to lighten the burden of another – that’s called teamwork and that’s what teammates do. Our administrators are amazing team leaders and sometimes it is hard to

understand the hourly pressures that are placed on them to solve issues and to lighten the burden of others. So, thank you to our administrators and all others on our educational team and in our community who have strived to lessen the burden for others rather than creating additional burdens. We can't give up on each other; we need to stay strong for our students. The Board of Education and I think we have a particularly amazing administrative team, and we appreciate the spirit of the members of our administrative team. We have a small token of appreciation to recognize you specifically in the month of October. Would the administrators that are in the audience please stand for recognition of your work. Thank you."

Dr. Tuttle continued by sharing that the Grand Opening of the Performing Arts Center will take place on Thursday, November 4 starting with a ribbon cutting ceremony at six o'clock in the evening and the program will start at seven o'clock and asked that administrators and members of the Board mark their calendars.

Dr. Tuttle then shared her thoughts on COVID. "For the past eleven years and about 264 Board of Education Meetings I have served as Superintendent, and it has been a joy to do so. At each Board meeting I have presented my Superintendent's Report that has traditionally highlighted the wonderful accomplishments of our students, of our educational team, and of our community. However tonight, although I wish to continue that tradition as there are many positive happenings in our district that I could share, I am going to use my time to speak on an issue that has become exceptionally challenging. The issue is how to keep our students safe and in school in the midst of a global pandemic. Collectively, our educational team, our parents, our students have made Owosso Public Schools a progressive, world class school district and I am incredibly proud of our accomplishments. However, above all else, I have always placed the safety and security of our students as my priority. This is often a stressful and complex responsibility and I take it most seriously. We continue to implement strategies based our on our security expert partners such as local law enforcement, Michigan state police, homeland security, etcetera. I listen to and learn from experts whenever possible. Even though I consider myself an expert in education, I still ask other educational experts their thoughts and opinions on educational matters, and I value their educated input. I do not believe there is a time for any one person to be an expert on everything. In that vein, I do not purport to be an expert on a variety of topics including but not limited to legal matters, law enforcement, taxes, medicine, and public health. I always have and will continue to rely on the assistance of experts when needed. The Shiawassee County Health Department is our local expert on public health issues and their role is to strengthen our community by preventing illness and improving health. I defer to experts on public health issues such as COVID-19 and other communicable diseases like strep throat, polio, measles, in the same way I follow the advice of safety and security experts. Our health department also employs medical experts such as Dr. Dennis Chernin who is an M.D., a Master of Public Health, and a medical director. I trust our experts. I lean on them to provide guidance, recommendations, requirements, and mandates. In speaking with our county health director Mr. Larry Johnson and his expert team, they have provided clear recommendations and requirements in writing and verbally. However, there is a discrepancy among individuals as to the parameters for requirement or mandate. Therefore, I think it would behoove the Board to at some point consider formalizing a resolution indicating how the District should proceed with COVID-19 protocols and procedures. While following the Shiawassee County Health Department's plan we have been able to keep students safe while keeping students in school which are our two main goals. Shiawassee County Health Department's leadership has proven to be successful, and I would recommend continuing with the plan from the Shiawassee County Health Department. Furthermore, I would like to commend the Owosso Public Schools team for understanding that collaboration and compromise are needed in difficult times. I know there have been disagreements. I believe in my heart that everyone has positive intentions. However we choose to act in the face of adversity is perhaps the truest measure of our character. I appreciate everyone

working together and respecting each other and I look forward to continuing our progress. Thank you.”

In the interest of time, Mr. Brooks forwent his curriculum report.

Student Representative, Madalyn Hassyn, began her student report with an update on Varsity Football. “Our Varsity Football team went to Adrian this past Friday and came out with a win. Our Quiz Bowl team went to Flushing last week and varsity won two out of three matches and J.V. won two out of two matches, this week they will travel to Swartz Creek. We just finished our College Spirit week, and everyone really enjoyed showing their future school plans. Our days were Monday, ‘Wear a hat from your favorite college’. Tuesday was ‘Sunglasses Day’. Wednesday was ‘Pajama Day’. Thursday’s theme was ‘Wear Your Favorite College Merchandise’. This coming Friday the drama club will be hosting a costume contest and the winner of the contest will be awarded with a gift card to a local restaurant. All proceeds will go towards the drama club’s future endeavors. We had our Academic Achievement Awards on the nineteenth, these awards were given to students with a 3.5 GPA or higher. Congratulations to those who were honored that night. Our annual Volleybrawl game is right around the corner. It is College Application Month at OHS. For future reference, our student government is planning our annual can drive so we’re very excited to be helping those in need. Thank you.”

Public Participation

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

Before public participants addressed the Board, Vice President Ochodnický stated “President Mowen before we do that, I’d like to take a moment to state that the events leading up to my speaking at the Commissioner’s meeting on Thursday – I understand many are here to speak to that. This was approximately two months of dialogue of things that occurred in that time. I am here with the rest of that information that I will share during the Board reports. So, there is more to hear if you are interested.”

- Ann Hall
- Josh Dewley
- Jackie Burzmor
- Kristen Bratschi
- Robin Owens
- Justin McGraw
- Tony Newman
- Krista Johnson
- Michael Thornton

For Action

- Moved by Webster, supported by Krauss to approve the September 27, 2021 Regular Board Meeting Minutes, the October 11, 2021 Committee of the Whole Meeting Minutes, and the October 11, 2021 Committee of the Whole Meeting Closed Session Minutes. Motion carried unanimously.

- Moved by Krauss, supported by Keyes to approve the Audit Report from the 2021-2022 fiscal year. Motion carried unanimously. Nick West “I will briefly go over the highlights of the Audit this year. Going over some audit results, for the financial statements we expressed an unmodified or clean opinion over those. That is the highest opinion we can express on your financial statements, so kudos to the district for the clean audit this year. In your packet I handed out you will also see the governance letter. That is required communication to the Board of Education. In this letter we would say any disagreements with management, any uncorrected misstatements and I am happy to say we have nothing of that sort to report so thank you to Julie and her team for all their help with the audit. So, what is new for 2021? Quite a bit. COVID was the big issue. There is a lot of new federal relief this year related to COVID; there was the CRF funds, the ESSER funds, so all in all the district spent about 2.1 million dollars of additional federal funding this year. Your government-wide statement is a little different than what you typically see on the fund level. This includes all your capital assets, long-term debt, everyone sees the 33-million-dollar negative deposition number down at the bottom and that will scare people but really that is just due to state pension and other post-employment benefit obligations the district is required to put on its books. If you were to take those out the district would have about a 37-million-dollar positive. Some highlights looking at the government-wide statement; the district increased its net investment in capital assets by about 2.5 million dollars so essentially you are paying off your debt quicker than your assets are depreciating which is always a great sign. The other postemployment benefits liability went down a bit this year and the district also added about 13.7 million dollars in capital assets as the Bond was spent down throughout the year. Looking at the balance sheet of the governmental funds, the general fund ended the year with about a 5.7-million-dollar fund balance. Across all funds you had about 13.7-million-dollar fund balance. The statement of revenue expenditure changes the fund balance; the big decrease in the 2018 capital project fund, that decreased about 10 million dollars this year as the Bond was spent throughout the year. In your general fund, you added just over a million dollars to the fund balance which left you at the end of the year with 18% fund balance as a percentage of expenditures. If you compare that to some other districts and the state-wide averages, last year the average was 14.9% and in the Shiawassee area the average fund balance was about 12.6%. Last year you were at 13.5% and ended the year at about 17.5% so that is a very healthy fund balance for the district. Looking at revenue for the year, the district is very dependent on state revenue. They took away some funding at the end of last year for the fiscal 2022 year, it went back up locally but I like to point that out because your property taxes, federal sources they won’t cover everything. You must have money from the state of Michigan. Looking at the three-year trend, you had a large increase in your federal revenue and an increase in the COVID release funds this year. Expenditure wise the district spent about 71% of its expenditures on instruction so it’s going straight to the classroom, that is a great number. About 28% goes to support functions, which if you compare that year to year, you will see a large increase in support expenditures this year due to the COVID relief funds. You bought PPE, chrome books, all that kind of stuff. Finally, the Notes to the Financial Statements, these go into more detail of some of the numbers. A couple of highlights from the notes; Audit bond expenditures in accordance with Section 1351a for bond construction funds as well as the voter approved bond language, in compliance so that means the Bond funds are being spent on what they should be spent on in accordance with how the public voted on the Bond. We audit your sinking fund expenditures as well in accordance with Section 1212(1) and again the district is in compliance so those funds are being spent how they should be. Looking at the debt millage rate, the district is about 4.7 mils in debt, 1.99 for the sinking fund so all in all you’re just under 7 mils. Many districts that I work with are in the 7-12 mil range and you are below that which is great to see. Your capital asset

detail the district has had about 13.7 million dollars of adds and 1.5 million dollars of depreciation. Note six will break down detail of bonds outstanding so if you ever wonder how much debt is due next year or the next five years you will look at note six. Note eight will detail out the retirement services and other postemployment benefit liability. For the budget to actual comparison, the district started the year expecting a deficit of about 177,000 dollars, final budget was about 131,000-dollar deficit and as I mentioned you had a great positive variance this year of just over one million dollars which ended the fund balance at about 18% as a percentage of expenditures. As the district has in the past you had a single audit, so essentially, we audited your federal expenditures, we audited all that new COVID money, the CRF, the ESSER funds and we're happy to report no findings, no misstatements nothing of that sort so again kudos to the district. Briefly, on some future issues, the GASB 87 related to leases so if the district is leasing any busses or buildings, it would be a discussion to have for fiscal year 2022 how it will affect your financial statements. The GASB 96 related to Subscription-based Information Technology Arrangements, that is implemented for fiscal year 2023 so if the district is looking at any of those arrangements it would be a good discussion to have in how that will affect your financial statements. That is all I have for you, thank you for allowing me to present to you tonight." Dr. Tuttle ended the Audit Report by commending CFO Omer for her hard work and thanked Nick for his presentation. Nick also commented that CFO Omer is one of, if not the best, CFO that he has had the pleasure of working with.

- Moved by Ochodnicky, supported by Easlick to approve the 2021-2022 Owosso Middle School Washington D.C. Trip. Motion carried unanimously. Dr. Tuttle explained "This is probably the most favorite trip we do. We are hoping to include the students who have missed out on field trips the last couple of years due to COVID. I want to thank Dr. Dwyer and Mr. Collins for working to include all eighth-tenth grade individuals in this trip, it is normally only offered to eighth graders. I am excited that we get to bring these opportunities to kids and try to recoup some of the lost moments of years passed."
- Moved by Keyes supported by Quick to approve the Performing Arts Center Fee Structure. Motion carried unanimously. Dr. Tuttle stated "Mrs. Thompson spent a lot of time researching similar facilities in districts like ours, you can see the breakdown of cost depending on whether the renters are profit or non-profit, whether they are local or not local, I think she did an outstanding job. We did find an individual who may be able to run the PAC for us, she brings twelve years' experience to the table. We are working with the Cook Family Foundation to on how best to utilize her time between the Lebowksy Center and the PAC. I am excited to get the PAC up and running for not only our kids but the community as well."
- Moved by Webster, supported by Krauss to approve the Revised Policy 5460.01 LHS Graduation Requirements. Motion carried unanimously. Dr. Tuttle explained "We just revised this policy thinking there were going to be some changes to the programming at Lincoln High School. However, those changes were not made so you can see the reduction of hours from seven to six and corresponding to that the number of credits associated with those hours. If you have any questions, I'd be happy to answer them."

For Future Action

- Moved by Easlick, supported by Keyes to move 'Obsolete Material – Transportation' to For Action. Motion carried unanimously. The Board of Education will be asked to authorize the Owosso Public School's Transportation department to dispose of two buses that can no longer meet the transportation needs of students. Dr. Tuttle explained "This includes Bus #99-31 and Bus #04-38. These vehicles have given their time the district and they likely will not pass inspection. So, we would like to put them out for scrap or to bid, whichever garners more for the district in revenue."

For Information

Accepted positions

- Madalyn Patrix accepted a food service substitute position at Bryant Elementary.
- Dana Shepard accepted a substitute paraprofessional position at Bryant Elementary

Public Participation

Tom Kurtz

Board Member Comments/Updates

Member Krauss “I want to reach out and commend everyone for their public comments. Thank you for participating in the process, we appreciate all that you bring to the table, your thoughts, and ideas. I want to congratulate the Lincoln student council. I think that is fantastic. That’s great leadership and I wish you the very best as you follow through on your year. In regard to COVID, I implore everyone to continue to work as a collaborative group, let’s rely on the professionals for the best information they can give us and let’s continue to make the best decisions for our community, for our kids and let’s be safe. That’s it.”

Member Easlick “I want to say I appreciate Dallas and his team for bringing back Knights of the Round Table. His team is giving Lincoln students the true high school experience. I want to thank all the administrators for everything they do. I want to thank all our public participants tonight for their thoughts and suggestions. I can’t imagine what it would be like to experience this as a child, but our kids will have such a better head start if something were to happen in the future. Lastly, I’d like to thank Julie for being so detailed and taking such pride in her job.”

Treasurer Keyes “I don’t really know where to begin because I feel like there are so many divided opinions in the room especially concerning COVID. We all know that it’s important for our students to be in school. I do think Dr. Tuttle is correct in saying that it is time to sit down and discuss what that means, whether our COVID guidelines say that we always follow the health department, or we say we are going to mask our kids or whatever that might be, it sounds like we need to have a thorough discussion as a Board and listen to our teachers, our parents, our community members and see what they would like to do from here on out. We need to work together to come up with a solution that works for everybody. Obviously, some people are going to have to compromise. So, let’s keep that in mind moving forward. Hopefully everyone knows our intentions is to keep our students safe, our teachers safe, and to keep kids in the classroom. We appreciate all of you coming here to voice your opinions.”

Member Quick stated “I would also like to congratulate the Lincoln High School students. All that they learn as part of this student government they will be able to carry with them through the years. I want to thank the administrators for their leadership, especially during these difficult times. It’s important that we continue moving forward and work hard on behalf of our students so thank you. I also want to thank Julie for the excellent work that she’s done with our finances. Finally, it has recently become abundantly clear that nothing is clear. Two things that are clear and I want understood is that I believe Dr. Tuttle has acted in accordance with the information yielded to her with the consent of this Board. Secondly, I believe that this Board can and must provide for the safety and welfare of our students and staff while at school. This is outlined in our bylaws. Thus, I move that we pass a resolution reaffirming our intent to comply with policy 8450 and the guidelines and protocols of the Shiawassee County Health Department, that district

administrators be directed to continue to comply with policy 8450 and the guidelines and the protocols of the Shiawassee County Health Department, that all resolutions and parts of resolution that conflict with the provisions of this resolution are rescinded. I have with me a copy of the resolution that I propose, and I have copies for everyone including policy 8450, as well as the resolution and the current guidelines as provided by the Shiawassee County Health Department on October 7, 2021. I have a motion and I would ask for support.” Motion supported by Easlick to adopt the Owosso Public Schools Board of Education Resolution.

Secretary Webster stated “I think all of us sitting at this table have very long wanted full control of our schools and we have not always been happy with state mandates, especially unfunded ones. We want control and now we have it. We have very frequently, no we have always, followed recommendations of the health department. If a student comes to school with chickenpox, they must return home. If a student comes to school with head lice, they are sent home. If a student comes to school with strep throat, they are sent home. Those are not pandemic situations; those are much less communicable than the disease we are currently facing. We have heard our community. I know we are divided on the issue of the masks, and we’re divided on the issue of the vaccine, and as a Board Member I would like to see our kids in school without masks and without vaccine mandates. But we’re in a pandemic so we can’t do nothing. If we’re not going to require masks or vaccines, we have to do what we’ve always done with communicable diseases and continue to quarantine and isolate. That is our duty. We have followed the recommendations from the health department in the past without a mandate. We weren’t mandated to send kids home because they had head lice, we weren’t mandated to send children home who had chickenpox, we did that because it is our duty to follow the law and we want to keep our students safe. That is one of our priorities second to educating children and sometimes it’s first. I support this resolution. I believe that we need to continue with our practice of quarantine and isolating so that we can continue to keep kids in school without masks and without requiring the vaccine. We’ve heard loudly from probably the majority of the community that they are in favor of not having masks, not having mandated vaccines, so we have to do something. We can’t do nothing or else we’ll risk our students’ and teachers’ safety. I am willing to support this resolution, but we are not doing anything new that we haven’t always done and that is following the recommendations of the health department on communicable diseases. Why would we not do that for COVID-19?”

Vice President Ochodnický stated “I support the idea of the Board passing a policy and that is kind of where I was going to go. I would like to share my thoughts before this is voted upon. So, very clearly, I do not claim to be a doctor, I do not claim to know all of that. I am an alumnus of the school, I raised my five children here and now grandchildren here, anyone who knows me and I see many faces out there that know me, knows my passion for our children, for the kids in the community and everything we do every day outside of this Board room and what I bring to this Board. I am MASB certified, level two which very few people in the state of Michigan are. I pride myself, my time, my efforts, my volunteerism, and my preparedness for these meetings. I don’t claim to know everything, and I ask a lot of questions. In my twelve years on being on the Board I have enjoyed my time on this Board, working with Dr. Tuttle and our Administrative team. When this all started, we had many unknowns, things were moving fast and furious and we reopened last August with the plan the state mandated. We didn’t have much wiggle room with that, we had to follow that, and I believe Owosso Public Schools went above and gave beyond 110% to do what they needed to do. Following that plan, taking care of our kids and being safe. Online, they did the best they could do with that. Today, eighteen months into this, we now have a lot of options. We have online for parents who want to keep their kids home, we have a vaccine, we probably vaccinated our staff first, probably the first ones to get it in the county. Masks, if you want to wear a mask you can wear a mask and obviously if you wanted to come back to school as normal that’s kind of where we were in our meetings. From there, I want to

take a step back a minute because I want to make something very clear. I do my homework; I ask a lot of questions as I said. But I have always had the utmost respect for Dr. Tuttle, for Mr. Johnson as our health director, throughout the pandemic there were times I texted him ‘How are you doing? Hanging in there?’ you know, this is not personal I want to make that clear. I wouldn’t want to walk in Mr. Johnson’s shoes, or Dr. Tuttle’s shoes, heck most days I think my shoes are falling off. So, this was a series of events that I want to go through while we’re here. Our 2020 plan ended July 30, or June 30, and July we reported back to normal – it was going to be our best year ever. We went with that and started the year. A week before school started, we unfortunately got correspondence that, Dr. Tuttle relayed to us that this year might be more challenging than last year. I think we were all taken aback by that as we all had heard nothing through the month of July. Governor Whitmer sent out a correspondence that she planned to give recommendations to health departments to adopt policies or requirements to then take that to the districts and go from there. So, quite honestly, I felt bad for Mr. Johnson. Here he is thinking he’s got an idea of what’s going on in the county and now he has this thrown onto his plate. From there, we ended up with just recommendations on August 13. From there we went, started school relatively normal with recommendations. We as a Board had not adopted a policy at that point. A few weeks into school I am getting phone calls from parents that children of possible contacts were being sent home for quarantine and were concerned as to why, how, what we were doing. We sent out the guidance, but we did not have a requirement from the Health Department. In that time, I did go to Dr. Tuttle and asked ‘Why are we doing this? We do not have a signed requirement from the health department.’ From there, I asked how it is we were quarantining kids and she cited policy 1230 and 1230.1 ‘The Board itself will formulate and adopt administrative guidelines and rules only when required by law – which we did not have a law at that time- and when Superintendent recommends Board adoption. So, this is 1230 and 1230.1 that she cited that as what she was using to impose quarantine and isolation and other measures. I then said OK, I’m thinking we need to adopt a policy, that did not happen, that was my conversation with her. Then I said, citing this policy, this was adopted by Board long before all of us. This policy is almost twenty years old. So, we could revise it and we could somehow add in if we want to give that to as Superintendent to be able to do. Bring it before us in a committee meeting, let’s have that conversation, it is time to start having these conversations regarding policy and procedure. As the Board of Education, we have a couple of roles; we hire, fire, and evaluate the Superintendent, we create policies, amend policies, take away policies. In fact, there was a conversation at one point we were talking about policies, and we said for every policy we add we should take out ten. We haven’t done that obviously, but we don’t amend them very often. It’s a lot and very time consuming. So, I requested that and that didn’t happen. From there, I moved on and at the September Board meeting I shared my thoughts again on that. My thoughts are very different from some here. I know that, and I’m ok with that. What was important to me is that we come together and have a conversation. I know where I stand, others have other opinions, and I know that I am one of seven. I just wanted to have dialogue regarding who should be in charge of making these decisions in a pandemic. When these policies were created, I don’t think our former Board members had any idea we would be in a pandemic. So, from there, I requested that we don’t continue to quarantine kids and follow that guidance without Board approval and that was all I was requesting at that time. I got a phone call from a really upset dad, his healthy child was in quarantine a second time being out of school more than she was in school and he couldn’t understand that. The child struggled throughout the pandemic, they chose not to bring the child back last year and then finally got back to school where she needed to be socially and mentally. So, she came back to school and now has been quarantined twice. Let me also make this clear I don’t have a problem with a policy or adjusting a policy we already have for isolation like we do of some other diseases that are mentioned in here. But again, as a Board we have not come together and had any of these conversations, so this continued. Dr. Tuttle followed Mr. Johnson’s guidance and then from there we went into September, the September meeting which is where I expressed my thoughts and where we need

to express them whether people agree with them or not that is what we are here to do. I know that other people, I respect the thoughts, I respect the comments here tonight, but I also respect the process that I feel needs to happen here through policy and procedure. So, from there after that meeting, on October 7 we then get the requirements that came out from the health department and I'm reading through it and kind of wondering, again, I didn't know those were going to be coming, haven't heard this was coming, and why and how, and I felt like we were not a part of that process that we have to own at the end of the day. Just being a part of the process, Dr. Tuttle did try hard to get Dr. Chernin to come before the Board and to answer these questions. Dr. Chernin is hired by the county to help Mr. Johnson make these decisions. I don't claim to be a health expert or anything of that nature by any means. But I desire for us to do our due diligence and to be able to have these conversations, and to be able to be together as a Board and hear those things and ask those questions because there is so much unknown. There is so much that is changing every day, information, where you get it from, who's right and who's wrong. At the end of every day, I put my head on my pillow hoping that we are doing the right thing for our children and anyone who knows me knows that that is my passion. I do not take lightly what I do here. I have always worked hard, worked well with our Board, and worked well with Dr. Tuttle. This is not personal I am going to say that again. This is hard. This has been so hard. Twelve years I've done this, and I love what I do here. I love representing the kids in this district, especially the kids that need us the most. That is my work every day. From there we got this, and I question it. First, how did we come about to this because I wasn't aware this was coming or anyone else, I don't think. But then it was, it seems like another memo. I had questions, I wanted to ask questions. Leading up to all of this I reached out to Mr. Johnson on several occasions, because I need to understand all of this, why, how, who is being asked, why would we mask our kids or wouldn't we, why would we mandate a vaccine, and was Dr. Chernin a part of that process. I feel like we were not allowed that. So, then I just went, because I don't know, I'm not an attorney either, so from there I did not hear back so I called Dr. Boggs who is a county administrator and asked him to help me better understand this. He said he didn't have the answers because I felt we were told there is a state mandate on the quarantine and the isolation, but I could not find that, I found these two documents which were recommendations from the state to the health department to the schools on isolation and quarantine. It was just recommendations. I could not come up with that either. So, the two questions I had were, is this a legal document and is it not, is it just a recommendation still? And I am ok with recommendations because I think what has needed to happen is now happening tonight that we are going to have a conversation ideally and what should this look like? Should we be amending policies? There are two different policies Dr. Tuttle has cited, do we want to create a COVID policy? Should we do a survey with our parents, the people we serve I feel like haven't even had a voice because we haven't done all of this until now. So, from there, Dr. Boggs said he would facilitate a meeting me, Mr. Johnson, himself, and chairman Brodeur. So chairman Brodeur, who served two terms on the Board of Education years ago, and I was happy to meet with them so I said 'OK, let's do that because I would like to understand the state requirements if I'm missing something, did I miss something that I couldn't find, is this a legal document and how are we making these decisions and can we be a part of the process?' Mr. Johnson declined to meet so I then went ahead, and I did go to the commissioners meeting as a part of the Board of Education regarding these questions I had. I then did meet with Dr. Boggs and Chairman Brodeur, they did not bring answers to that meeting with them, so I asked how do we get those answers? Chairman Brodeur said he would look into it, and I left the office. So then, like I said, I found these other plans here and I wasn't given this information that I've asked for and so I went to the commissioners meeting. From there, apparently after I left because I had other appointments, Chairman Brodeur spoke to that and the policy was a mandate, signed and whatnot, which OK, that's fine I appreciate that because now we can take Mr. Johnson's given guidance have a conversation at the Board level which I have been asking for since before school started and have not gotten until tonight. So, simply worded what I thought was extremely important in this, like I

said in consideration of revising policies or not revising policies or creating ones specifically for this school year. Can we do a survey with the parents, staff, have everybody give their input with that guidance and get a feel for where everyone is at as a district. So in that guidance we are now following the other concern I had is the daily testing in order to be in school, for possible exposures. My question was what about the kids with parents who do not have a car to drive them to the school at 7:00am? Or the kids whose parents have to be to work at 5:00am, how are they going to be able to test? Well, they can't, the kids would have to stay home and quarantine. Obviously, that poses other challenges on our families that I don't know how to resolve but we always talk about fair and equitable for all while we're doing this. So today, I'll move into an experience I had today in my own family. My daughter was texting me this morning. My grandson was at school, he just turned five, she was very concerned that parents can't go into parties, can't come to the parties, they are not having the Halloween party in the gym, we're not allowing parents to come into the buildings like last year, I was not made aware of that, and these are decisions I feel like we all need to be a part of and own. I don't know if anyone else here was aware of that but from there my daughter called me crying, extremely upset wanting to know why her son came out of school today with a mask on. These are the things we must be clear on. This is this, this is why, this is how this happens, there is no clarity to this. There's none of that. She was very upset her young and healthy child came outside with a mask on today. Now I redirected her to call the school, it was about 4:00 in the afternoon and she said she got hung up on. So obviously thing brings forth more concerns in how we're going to move forward and how we're making these decisions. I understand her being upset. I asked her if she had any missed calls or if she had received any emails and her answer was no. So, I am following up with that. But, trying to do this on all sides having to watch what my daughter and her son went through last year, obviously preschool online was a disaster. But looking at the mental health side or at least the bigger picture of this, in what part do parents have control or don't they? These conversations have not been had we just keep coming out with requirements eighteen months into this...the end game was the vaccine and now here we are. Are we going to have this around forever? It depends on what guy you ask. But what is the bigger picture, where are we going will all of this? I don't have a problem having a discussion as a Board about a policy I just don't feel like we have had time to look at this and have a discussion. I feel like here we are, and we can follow these things that came with that."

Secretary Webster stated "We have had these discussions. We had these discussions two weeks ago. We talked about Test to Stay in our Committee meeting. We've talked about this stuff. So it's not that we haven't had any conversation. We haven't done anything formal because I think we've all been operating under the assumption, under the policy 8450 that the Superintendent has authority to act regarding communicable diseases. As you've pointed out, Vice President Ochodnicky, this situation changes daily. We currently have a positivity rate, and I know that Larry Johnson confirmed that, a positivity rate of 15%. Which is astronomical, those numbers are on the rise. This is not something I want to get the Board together for every day, to decide if we can have a Halloween party at Central school. That's a decision we're going to have to authorize and empower our staff, we hired them for that, to make the decisions that need to be made in a rapidly changing climate. We have other districts that did nothing, and they had to close down. We're working hard to stay open. That's why we've authorized our staff and our administration to do what they need to do daily. We have not formalized that as a policy but there are state laws and policies that we have locally that say they are authorized to do that. So, like I said before, I feel like tonight yes, we are going to pass a policy, yes, it is a little redundant because staff already has the authority to do that. To put it in black and white, I want to say again, we give our administrators the authority to enforce those policies that are necessary to keep our kids safe. This is a governance body, not a managerial body, we don't make managerial decisions. We want to make sure that whatever we do is broad enough so that they can do what they need to do as they see things evolving daily to keep students safe. I do not want to be part

of these decisions. I do not know anything about whether Central school should have a Halloween party in the gym. I trust the people that are in that building every day, to know the circumstances, to know how many kids have been sick, to know what the numbers are. I have no sense of what the schools' numbers are and if I knew them today, they would be different by Thursday. I think that's why we haven't formalized anything; we've tried to keep it open ended so that our administrators can do what they need to do."

Vice President Ochodnický said "So I'm going to ask here, how was this decision made today on the masks that were being put on kindergartners? I mean, did Dr. Tuttle make the call, or the principal, did the teacher do it? Because I need to better understand. Don't answer it now, get with me tomorrow, but these are questions that are being asked regularly so I thought I would use my example of the situation that happened today."

Dr. Tuttle responded "I cannot address that. Vice President Ochodnický, I don't know. I didn't give a directive to put masks on anyone. We have been so consistent from the beginning to the end, that we do what our health department tell us to do no more no less. We did have a case of eight quarantined students and three positive students in a classroom at Emerson Elementary. I called Mr. Johnson and asked him what I should do, and he told me I need to shut that class down. So, we did it. I didn't have time to call the Board and ask for permission, the decision needed to be made right then. If you want to know, did I make a directive to put masks on whatever grade, the answer is no."

Member Quick stated "I think perhaps what is best for the audience, because they don't have the resolution in front of them, is that I read through this for them. What I am proposing, is that we adopt a policy with regard to reinforcing policy 8450 which is the Control of Casual Contact Communicable Diseases as well as guidance from the health department on October 7, which defines isolation, quarantine, and procedures for the Test to Stay program. For clarification, it does not include a mask mandate. There is not a mask mandate included in this. This is for quarantine, isolation, and Test to Stay."

Member Keyes asked, "Which is exactly what we've been doing right?"

Member Quick stated "Exactly."

Member Keyes stated "I think what Shelly has wanted out of all of this is more communication, between the Board, Owosso Public Schools and the community at large. I don't think a survey to the parents is a bad idea, getting more information about where our staff and parents are at could be useful. I think she has just more or less wanted us to talk about it to see where we're at, so we can own it and does not all fall on Dr. Tuttle. And Shelly, would you like to take an opportunity to address the fact – I didn't go to the Board meeting, I don't know what was said or anything like that – there is a difference between saying 'I am here on behalf on' and saying 'I serve on' and I think there are a lot of people in the audience that are under the impression that you were there on behalf of the Board and I don't think that was the case. Correct?"

Vice President Ochodnický stated "Correct. It was just a part of my pursuit for information."

President Mowen "As I said earlier this is an ever-evolving thing and I do look for information from people that know better than I certainly know. From a September 10, 2021, statement from Michigan.gov states that "The Michigan Department of Human Health and Services recommends local health departments and schools work together to quickly isolate COVID-19 cases among students and staff, identify close contacts that will help reduce the risk of transmission in schools and the community while allowing in person services. It also says that schools and the health

departments should work together to decide what policies work best. At this point in time, it is the health department that quarantines and isolates students, not the school. On October 18, the statement from the CDC says that to resume in person learning administrators must be prepared to respond quickly when someone who has COVID-19 has been at school or at a school event. But isolation and quarantine and testing can slow the spread of this virus in schools and the community and helps prevent school closures. Some schools have reached a point where they have either had to close or introduce different mandates so they can remain open. On October 21, a local radio station in the Detroit area stated that despite falling COVID-19 cases across the country Michigan is bucking the national trend. Cases remain high. In fact, new cases of COVID-19 in the State of Michigan remain twice as high as most larger states like Florida and California. Last month, I brought some statistics to the Board and at that time there was something like 6500 cases in the county. Yesterday I looked again on the state website and they have increased again from 6,500 to 7,700 and out of that the 0-19 age group positivity rate has increased from 15% to 18% so it is a growing concern. With that growing concern of our young population, we have, through our Superintendent, our administrators and guidance from our health department, kept our schools relatively safe. Can we prevent everything? No. But we have done our very best job on all levels to see that our students and our staff get to go to a safe environment for learning. If there is an outbreak it is handled through the guidance of the health department that we are incensed, whether you call it a mandate or requirement , I think we are obligated to follow and adopt.”

President Mowen conducted a roll call vote on the resolution. Ayes: Trustee Quick, Trustee Krauss, Trustee Easlick, Trustee Keyes, Secretary Webster, President Mowen Nays: Vice President Ochodnicky. Resolution passed in 6-1 roll call vote.

President Mowen continued Board Correspondence. Secretary Webster stated “I think I have said quite enough. Thank you everybody. You are all amazing. Thanks for all you do.”

Vice President Ochodnicky stated “I think they only thing that I would add, looking at the bigger picture of all this, looking at what has changed in our community. Our kids are least affected by COVID we now know that 18 months in. We, outside of school, are going to graduations, open houses. I drove by the Corunna bowling alley one day, there were a hundred cars there, no masks, people are living and back to normal, things of that nature outside of here. We all live very differently, and I hope that there is something to the hypocrisy of how we are living and versus what we’re asking of our parents and our children. And I think that at the end of the day I think our parents should have more say. I have said that and stay by that, and I feel like we still need to have some of those conversations. That’s it. Thank you.”

President Mowen stated “I do want to take an opportunity to address one or two issues that were brought up this evening during public participation. At the beginning of the meeting, Vice President Ochodnicky acknowledged that she did attend the Commissioner’s meeting on a couple of occasions. With the concerns that were brought back to me I did reach out to our MASB legal counsel, Mr. Brad Banasik. The concern here was, not that an individual has a right to speak, we do have that freedom of speech in this country, but perhaps the perception that she indicated her position on the Board as the ‘governing body of the Board’ did create an issue. Mr. Banasik said that the comments and actions of a single member of the Board do not represent the position or opinion of the Board itself. The community and its members must be placed on notice that unless specifically authorized by a motion of this Board an individual member of this Board has no greater authority than that of an individual community member and that such individuals’ comments should not be construed as representing the opinion or position of this Board. I also want to, for the benefit of the Board itself, want to mention that we just two weeks ago had our Board retreat. It brought up some important things for us, one that a gentleman here addressed

this evening, we are seven individuals with seven voices. When we take action, we have one voice that we use to communicate with our community. Our Board norms indicate that we are respectful, and we put our students first. Something else that was brought up at that retreat, and I think it's common knowledge to everyone here, trust takes time. I think for the community and our staff it's important to earn their trust. Trust can be lost very quickly and once that trust is lost it is a very difficult thing to regain. I think Dr. Tuttle, through her leadership in this district and through each of our administrators, by following the guidelines that have been recommended by Mr. Johnson and our county Health Department, has done a great deal to keep this community safe. I thank you all for your attendance this evening."

Upcoming Board Meeting Dates

- **October 26:** Board of Education Appeal of Student Discipline Meeting, 5:30pm Washington Campus Gymnasium
- **November 8:** Committee of the Whole Meeting, 5:30 Washington Campus Conference Room
- **November 22:** Board of Education Regular Meeting, 5:30 Washington Campus Gymnasium

Adjournment

Moved by Quick, supported by Ochodnicky to adjourn at 8:33 p.m. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

Marlene Webster, Secretary

October 25, 2021 Closed Session Minutes (At Place)

November 8, 2021 Committee of the Whole Meeting Minutes

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
November 08, 2021
Report 21-40

Present: Sara Keyes, Ty Krauss, Rick Mowen, Olga Quick, Marlene Webster, Shelly Ochodnicky, Adam Easlick

Absent:

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

Pledge of Allegiance

NEOLA Board Policy Review with Wayne Wright

NEOLA Representative Mr. Wayne Wright provided members of the Board with explanations of the following proposed policies: Revised Bylaw 0100, Revised Bylaw 0167.3, Revised Policy 3120, Replaced Policy 5722, Revised Policy 6114, Revised Policy 6152, Revised Policy 7450, Revised Policy 8310, Revised Policy 8320, Revised Policy 8330.

Public Participation

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

The following individuals addressed the Board:

- Tom Manke
- Anonymous
- Lisa Biskupski-Pangborn
- Karma Chandler
- Amber Cole-Miller

Summer 2022 Sinking Fund Work

Dr. Tuttle passed around an extensive spreadsheet for the Board to demonstrate the sinking fund numbers and needs of the district. "The purpose of this is for information, we won't be making any decisions tonight. Mr. Huff from the Spicer Group, our engineering group, will be here in January to provide input as well. You've seen this document before it is simply updated. Priorities will be highlighted in blue, yellow, and green and the pinkish-tan below. You can see the individual needs of each school have been categorized. If you see can see a grand total of

twenty-three million dollars in needs. That is continuous needs over time; parking lots, windows and so forth, just like your home. Things need to be repaired. Just a couple things I would like to look at in particular; if you look at the Emerson windows, Emerson received some new windows in years past, but not at all. You can see the two-hundred and fifty thousand dollars for potential new windows at Emerson. You may recall we tried to do that this year but we couldn't get the windows in-time, so we pushed that back to next year. Emerson did receive a little TLC this year with new bathrooms and stair wells, so our recommendation is to focus on Bryant for the upcoming summer. You'll see the two-hundred and fifty thousand dollars for classroom renovations. There are still several Bryant classrooms that have carpet in them, restrooms that need renovations and so forth. It would be a nice overhaul to get those freshened up. The roof at Bryant is also in desperate need of attention, you can see that at four-hundred and seventy-five thousand dollars. That roof has not been done for quite some time and we have some leaks. There are some extensive renovations that need to happen. Those are our recommendations, but you are more than welcome to take a look at the paperwork here and see what needs to be done. We will take some time to digest all this and then revisit in January with Darrick Huff.

COVID UPDATE

Mr. Brooks shared that the district has seen a significant rise in COVID positive cases in the last week. "One issue that is concerning is the positive cases in staff. Currently we have ten teachers in the district that are out, three support staff and one bus driver that are positive with COVID. Several are vaccinated several are not. On a positive note, at the end of last week we were able to test just shy of five hundred students with an average of eighty to one hundred students testing a day. The system we have in place has been efficient, the main goal of Test to Stay is keeping these kids in class."

Dr. Tuttle stated "We are having a real human resource issue right now. We have exhausted our staff this year and it is only November. I am concerned about the lack of human resources. We are trying to keep the district running but it is becoming an increasing challenge. All of staff has been amazing. Teachers, support staff, operations, transportation, everyone has been working tirelessly to keep our kids safe and in school."

Thanksgiving Break

President Mowen announced that Thanksgiving Break this year would take place on November 24, 25, and 26.

Before the Board moved to closed session, Vice President Ochodnicki wanted to share "A couple of weeks ago I walked into a Board meeting that was not like any other I had been to before. A series of events happened that led up to my attendance of a county meeting. I was looking for reasoning as to why we were quarantining healthy students as possible contacts to COVID and why we would treat our unvaccinated population different than our vaccinated population. I was met with a lot of resistance over a few months period. I know that I do not have a doctoral degree behind my name – I have something better, I graduated from the school of hard knocks. My life experience has taught me things you could never learn in a classroom. My concerns will not be diminished by the cancel-culture tyranny I had to experience. I am choosing to take the high road that attacked my accountability and devotion to kids. These types of actions do not serve our kids well. For those that know my work, take the time to ask questions don't fall

into this culture where we are canceled through Facebook and social media. Around the time school started I asked myself what are we asking families to compromise on? Should parents be able to compromise the right to parent? When do we draw a line on keeping sick children home? Should families be willing to keep their healthy kids home? Should parents lose their jobs due to these measures? None of what we do in this school ever makes sense. We have honors night packed in the gym but we can't hold a Halloween party in the gym at Bryant. None of these things make sense. I had to draw a line in asking myself all of these questions. In July 2012 I saw my son take an oath to protect this country and our constitution, our freedoms and our rights. My son vowed to give his life to protect the liberties we take for granted. Six week after he swore that Oath we lost Owosso hero Shane Cantu. My son then started his service. Through this time I've asked repeatedly to bring the parents into this decision making process. I've requested surveys, special meetings to consider policy. I have a message for the parents of our community, never let your voices go unheard. No one knows your children's needs better than you, never. Never forget that we work for you. It is time to figure out what your line in the sand is. You have every right to disagree with me, to your opinion. Those who choose to disagree with me, there is a process you can follow to recall me from my position or can fire me at the 2022 election. I will not allow the cancel culture tyranny to take me down and my voice that represents our children in this district. Before I am done I do have some questions regarding our last meeting. We received this policy that was presented by Trustee Quick. This is not typically how we introduce policy. This document was typed up before our meeting. I don't know what that means. I have questions as to the policy itself and the amendment to it. It says it only goes in to effect if the health department signs a legal requirement. I don't know if this is on our website yet I haven't had the chance to look. But I would like to know more about where this document came from."

Moved by Quick, supported by Easlick to move into closed session at 6:20 p.m. President Mowen conducted a roll-call vote. Motion carried unanimously.

Moved by Krauss, supported by Keyes to return to open session at 7:17p.m. President Mowen conducted a roll-call vote. Motion carried unanimously.

Upcoming Board Meeting Dates.

- **November 22:** Board of Education Meeting, 5:30 pm
- **November 19, 20, 21:** OHS Musical
- **November 24, 25, 26:** Thanksgiving Break
- **December 1: OHS Band Concert.**

Adjournment

Moved by Quick, supported by Krauss to adjourn at 7:22 pm. Motion carried unanimously.

Minutes recorded by Brooke Barber

Respectfully submitted,

Marlene Webster, Secretary

**November 8, 2021 Committee of the Whole
Closed Session Minutes (At place)**

November 16, 2021 Special Meeting Minutes

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
Special Meeting
November 16, 2021
Report 21-42

Present: Adam Easlick, Ty Krauss, Sarah Keyes, Rick Mowen, Shelly Ochodnicki, Olga Quick, Marlene Webster
 Absent: None

President Rick Mowen called the Board of Education Meeting to order at 7:30 a.m. The meeting was held at the Washington Campus Gymnasium, 645 Alger Street, Owosso MI 48867.

Pledge of Allegiance

Public Participation Statement

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

Public Participants

- Heather Walser

COVID-19

Dr. Tuttle thanked everyone for their attendance and apologized for the circumstances. "I know that we have worked hard to balance the concerns of students, staff and parents with health and safety, with what the Health Department and MDHHS are saying. I will tell you again, I am not a health expert. I do not have all the answers. I can tell you we are doing our best. We very much appreciate you listening this morning and helping us make decisions moving forward. However, to make decisions I think you need to know the data as it stands today. I share with you the following. As of today, we have 76 positive cases in our district. We have fourteen staff members that are positive. We have 321 students quarantined. We're currently testing 130 students a day at our high school. When we started that program, it was about ten students testing per day. Our support personnel are being deployed to cover classrooms. We even had to move support staff from one building to another to cover classrooms. We do not have the highly qualified people in front of our students right now. We're using our encore teachers to cover classrooms as well. We have all hands-on deck, working evenings and weekends trying to do the contact tracing, trying to communicate with parents of students who are possible exposures to COVID positive cases. At the beginning of the year, we saw a lot of cases coming from home, however we are now seeing a much greater transmission rate in school. The contact tracing we're seeing a trend where students are testing negative the first couple days and then they test positive

after being in school and wearing a mask. We have about two thousand more tests remaining, which at a rate of roughly 150 tests a day will last approximately thirteen more days. We requested more tests a couple of weeks ago and have yet to receive any. I understand the concern for mask mandates. I also understand that research will show that masks obviously help to curtail the spread. I know that mask mandates place further responsibility on our team to try and enforce those mandates and our team is incredibly taxed. The human resource issue is at a dire level each day. Principals are covering classrooms; we've had to have support staff to come in and cover classrooms even for a moment while we try to find someone else. We have all the subs that we can. We've hired permanent subs to work in our district just to have available people when needed. I have people crying because they are so taxed. I understand the need to be in school, I understand the need to be educated. I've received numerous emails from parents, grandparents, staff at all levels, expressing their concerns on various issues. I have always said and will continue to say my first responsibility is the safety and security of our students even above education. If this were influenza, we would shut down the district. I don't know why this is any different. We have a policy 8450, it does talk about the control of communicable diseases. I want to look into the future. I was very hopeful last year in the summer when I saw the trends, obviously much better than they are now. This is the worst we've seen since COVID began. I would like to have a discussion with you on your thoughts. As you know we have already sent out communication to families that we will be moving to virtual learning the Monday and Tuesday of Thanksgiving week. People have asked why the district is waiting until Monday and Tuesday. My response was because of the staffing issue; we want to be able to staff and clean the buildings. There are basic things that are not getting done because we do not have the staff to do them. Yesterday we had five classes move to virtual instruction. The MDHHS says that three students who have COVID and it could be closely connected to one another counts as an outbreak. In consultation with the Health Department and that point a class should be all virtual for a time. Fortunately, we are coming up on Thanksgiving Break so we wouldn't be school those three days anyway. I am concerned about what happens after Thanksgiving Break. Trends after holidays spiked last year. I would like to hear discussion with you, your thoughts, and concerns. I do have a recommendation that I would like to bring forth, but I would like to hear your thoughts first on where we should go from here. If you need any more information from me, I can certainly present it. I can give you various scenarios in each of the buildings that are causing hardships. I know families have hardships too. Some families think we should shut down the district some families think we should do nothing, so it is a balancing act but in the end, we have to keep the safety and security of students at the top of our priority.

Vice President Ochodnicky asked "Of the 76 positives do you know how many of them are asymptomatic?"

Dr. Tuttle responded, "I do not know."

Treasurer Keyes asked "What percentage of students are currently in school? Attendance wise?"

Dr. Tuttle responded "We track that every day. As a district we have to be at 75% attendance in order for the day to count to receive full funding. Yesterday we were just above 75%. On any given day our middle school seems to be struggling the most, but we have been over 75% district

wide since we started school. As a district. There are times when buildings have fallen below 75% attendance.”

Trustee Krauss “How much have the cases spiked in the last couple of weeks?”

Dr. Tuttle responded “Yesterday was incredibly concerning to me. We had one classroom that had six positive cases. It is the largest spike I have seen. It started with one classroom in one elementary building and the phone calls just kept coming. That is why we had to take the five classrooms down. We are seeing siblings contracting it. I would say that is the greatest spike I have seen on any given day. Typically, when we do the Test to Stay, we haven’t been seeing a lot of positives, yesterday we had five positives.”

Secretary Webster “I appreciated the information on the possible false positives due to the vaccine. However, if I am understanding correctly, we have students testing negative for a couple days and then they test positive after they’ve been exposed which would indicate that is the incubation period for COVID. If it was from the vaccine, they would be positive from day one. Is that accurate?”

Dr. Tuttle stated “I am not a medical doctor, so all I can give you is the trends we are seeing. We’ve had students that have tested negative and then on the third or fourth day after being at school will test positive. Is that the majority? No. But those are students that, prior to the Test to Stay program, would have been quarantined for seven to ten days.”

Vice President Ochodnický asked “If we were to do all online, are we getting the funding for those days?”

Dr. Tuttle responded “Yes. That is a complicated state requirement for attendance called Two Way Communication. Last year we had all virtual instruction for some time for preschool through twelfth grade. At that juncture everybody had a one-to-one device. The reason we had those devices is because we disassembled all the iPad or laptop carts and distributed those to students. That is a very taxing and cumbersome process. We did not get a lot of those back and of the ones that were returned some were damaged. The elementary, because not everybody has connectivity or devices, we would offer a zoom opening or google classroom for anyone who does and paper-pencil packets for the students that do not. The state has a lot of requirements for how to count attendance but yes, those days would count for funding.”

Trustee Quick “I’ve been keeping track of the statistics. On November 1st, statewide we were at 9,313 from the period of Friday to Monday. On November 15th we jumped to 21,340 for the same period of time. In that same time our numbers in Shiawassee County were 7,539 for the total and yesterday they were 8,197. So, we have seen a substantial jump in numbers in the last few weeks. I share your concerns and I agree that safety and security are our biggest priority. I personally feel we should go virtual and when we return implement a ten-day mask mandate to maybe get us over that hump. I think it’s fair to say that we all prefer face to face, that our children learn better face to face. Not in my lifetime have we ever had to deal with a situation of this nature. I am concerned for staff, for students. I believe this is our only alternative.”

Secretary Webster stated “I have to say I am a little biased, or emotional, today. I spent 13 hours in the ER yesterday for a family member. This balancing act is not working. Sometimes when you try to balance you fall off. That is what has happened. Although this balancing act has tipped unfairly towards families that have been vaccinated, that have been wearing masks. Now we are looking at a possible shutdown. I would think we close the school beginning tomorrow and then impose a mask mandate from the end of Thanksgiving break to mid-January. There is no sense in doing ten days and then coming back and then we do Christmas and then we come back again to another spike. I think from November 29 to at least ten days after Christmas break, we need to have a temporary mask mandate. We all want life to be normal. But if you look at our healthcare system right now – there is no balance. There is no balance at the hospitals. The emergency room is overflowing. We sat in the hallway for ten hours yesterday before we saw a doctor. They are stretched to the absolute limit. We have to stop the balancing act now and do something really, really, difficult. That none of us want. If we had a child that had leukemia and had to be in the hospital, we would all want to just take the child home and for them to be well. We all want this to be over. But it isn’t. We have to do what we have to do. Not only for the health and safety of our staff but for our medical community. We have to do our part and now is the time.”

Vice President Ochodnický stated “Many of the things going on in our hospital are not just COVID. We’ve had a huge spike in RSV which concerns me more than COVID and it’s that time of year, too. We need to look at the whole picture when we’re looking at all of this too. I would like to show my appreciation for our staff that are giving 110% every day. That doesn’t go unnoticed. To my fellow Board members, what is our end game? We are over 18 months into this. We need to reconsider our practice of going online and masking, quarantining, and isolating our healthy students and staff. We have parents that can’t bring their healthy children up to test daily. So those students must quarantine. We have parents who don’t want to test their children because they don’t believe it is the healthy option and they don’t want to mask their children. So those children have to stay home. We have children out of school more than in school. We are creating more stress and anxiety for parents and staff. We are creating unnecessary anxiety in our children. We have parents who work full time and do not have childcare options during the day. If we shut down to stop the spread now, what’s next? We come back after Thanksgiving to start this over in Christmas. We are left with more questions than answers. We should not treat our unvaccinated differently than our vaccinated students. No one knows the needs of students better than their parents. We are overstepping our bounds by telling parents what to do with their healthy children. I implore us to take all of this into consideration before we make any decisions today.”

Trustee Quick stated “As we’ve said before, we all want our kids to be in school. I believe that parents know best. However, I will also refer you back to policy 8450. The school must take measures to control communicable diseases. Nobody wants to be where we’re at right now. But we have an outbreak and as Dr. Tuttle said safety and security are paramount.”

Secretary Webster stated “To respond to Vice President Ochodnický’s comment about letting parents choose; that is what we’ve been doing. They could mask or not mask. They can Test to Stay or not Test to Stay. They can quarantine or not quarantine frankly because there is nothing we can do if someone who was told to quarantine comes to school. So, we have been at parents’ choice for two and a half months. To continue forward would be to disregard the information we

have in front of us. I am in support of not masking our kids, but something has to change. I don't know – we can't just do nothing. We don't want to be in masks, we don't want to quarantine, but we still want to be in person – how does that work when we have an infectious disease spreading rapidly? I don't understand the rationale behind that?"

Vice President Ochodnický stated "How will that change when we're not doing anything different outside of our schools? Everything is running as normal."

Secretary Webster stated "I don't think everything is. And when you have kids in a classroom, especially in our elementary classrooms, you have people that are together for six hours a day. That is much different than when you're in a grocery store or an outdoor sporting event. You're not in close quarters like in a classroom. And hopefully, the community will do something about it. We don't have a say in what the community does. But hopefully the community is paying attention to what is happening and will start to do things different. I haven't been masking, I haven't been careful, but I see what is happening and I have to do my part."

Treasurer Keyes stated "As far as Test to Stay, there are upwards of one hundred and thirty students standing line who are possibly exposed or positive that could be spreading it to each other while they are standing in line waiting to test. I am concerned about our teachers maxing out their sick day leaves for quarantine. Mental health of our staff must come second if safety is first. If we're sending our kids to school to teachers who are barely staying above water...I don't think that is the smartest option either. Maybe we should give them a break. I'm not against implementing masks for a time, but I don't think it is a good idea to have masks indefinitely."

Trustee Krauss stated "I respect the parents tremendously. They know what is best for their kids. But we've been charged with the education of our kids and to keep them in safe educational environment. That is my top concern. We've been doing this now for eighteen months. We've been doing all kinds of different things to make this environment safe for these kids. This is a continuation of that. I think we have to look really close at the safety of our students, our staff and administration and what that looks like in the decision we make today. With numbers spiking and what we've seen in the past eighteen months we need to ask ourselves what if it gets worse? What if next week it doubles? How long do we go before we shut down? If this was influenza, what would we be doing right now? Dr. Tuttle, you indicated we may be shut down."

Dr. Tuttle "We may be. It is unfortunate that COVID has become so polarizing. We can all agree on the flu but not on this. Our health directors are having a hard time giving us firm orders. We could continue taking down class by class. It may work this time because they will have ten days off due to Thanksgiving break. But if this were to happen after Thanksgiving break...I'm not saying this is going to work. I don't know the answer to this. I'm trying to keep the school running. We run the risk of coming back worse because of family contacts over holiday break."

Trustee Krauss "We saw numbers go up after Thanksgiving and Christmas last year."

Treasurer Keyes said "With families gathering we know that numbers are going to go up. Regardless of recommendations we give out families are going to do what they are going to do. Like Shelly said people are gathering all the time. We can't control that, but we can control what

happens in school. I am very concerned for our staff. Teachers are scared. They should be scared. Some have immunocompromised family, some have babies, some are pregnant. There are a lot of concerns out there, we have to take those into consideration.”

Dr. Tuttle stated “There is going to be a day where I can not operate the school because I don’t have staff. I have staff on the phone literally in tears asking me what I want them to do because they do not have staff. I can’t close that day because all the kids are in school, so I ask can we make it through a day? Then I am calling asking for bodies to get through the day. So to Sarah’s point that break is also for staff. I am trying to keep my staff working effectively and healthy. I don’t know that this is going to work. I don’t have a crystal ball. This is an attempt to ultimately stay open longer.”

Trustee Krauss said “GST Michigan Works is doing a job fair today for fifteen or sixteen healthcare employers, big hospitals and so forth. They are begging and pleading for people to come to work. Some of these places are closing off floors. It is a big issue for our healthcare providers.”

Vice President Ochodnický stated “I also know many people are leaving the healthcare field because of the vaccine mandate.”

Trustee Easlick “Dr. Tuttle, if we go all virtual will our students be in front of teachers?”

Dr. Tuttle stated “Yes. The teachers that are home that have COVID just like last year, if they are asymptomatic and can teach, we will have them teach.”

Trustee Easlick “I understand we need bodies in classrooms but there is a reason that teachers are licensed. The quality of education goes down. We’ve all been in class with a substitute. I never got educated on those days, those were free days. So, my thought if my kids at home at least they are in front of a teacher.”

Dr. Tuttle stated “I also want to add this is not an Owosso problem. I meet with all the superintendents and represent the legislative committee for Ingham, Eaton, Clinton, and Shiawassee. We all have lists of positions not filled. We’re having to call teachers and ask them if they’ll leave their district to come to us. It is the craziest predicament, what we’re in right now. There are simply not enough teachers to cover the positions needed in the state. I want our teachers to stay, to incentivize them to stay. I am a passionate educator and want our schools open. I understand sometimes we have to go backwards in order to move forward.”

Treasurer Keyes said “We have to have more than warm bodies in classrooms. We don’t send our kids to school for day care.”

Dr. Tuttle said “People need to understand that we don’t know that this is going to fix the issue. We’ve tried to be the least restrictive possible and it’s not working. If we keep going like this we’re not going to have staff.”

President Mowen stated “We have done the bare minimum following recommended guidelines from the health department. We’ve gotten criticism from the community at our Board meetings for following, what are to me, common sense guidelines to keep our children safe. We’ve also heard comments that this doesn’t affect kids, but we are seeing that it does affect kids. What we’ve been doing is not working. Whatever we can do to try and remedy this situation and bring it back under control. Like Trustee Quick said I think a temporary mask requirement after returning from Thanksgiving break is a good idea. Dr. Tuttle and your staff, I know the Board supports you. To me this is the right thing to do. We have to take some action.”

Treasurer Keyes “I do have another comment I’d like people to think about. We’ve talked about bullying and student conflict this past year. If all of our administration and staff are covering for other people that leaves bullying situations open to a greater issue.”

Dr. Tuttle “That seems to be a common theme. You could argue kids have been out of school for a long time and have lacked structure. To Sarah’s point, we don’t have the support staff to support our teachers because they are filling in elsewhere.”

Secretary Webster asked, “If parents don’t want to send their kids to school in masks is there an online option for them?”

Dr. Tuttle responded “No. There is an online option and it’s run from the county-wide level through the RESD, contrary to last year. There is one teacher that serves all the elementary students which is based on the parents that chose online. Parents were informed that if they chose online at the beginning of the year, they would not be able to switch to in-person and vice versa. That is a county wide program. Last year, teachers tried to teach both online and in-person students and while there was enormous effort from everyone it was not tremendously successful. We also then hired the six virtual teachers for each grade level at the elementary which was probably one of our best moves. We’re seeing a lot of staff retire as well. I would like to now present my recommendation that I do not claim is perfect in anyway. So, I listen to everybody. I’m not able to respond to everyone, I am inundated from comments on all sides. I hear you, but with everything going on there is not enough time to respond to everyone. I would recommend that for today and tomorrow, Tuesday and Wednesday, we continue to transition classes with three or more positives to virtual learning as we did yesterday with those five classes. I would all continue to hold regular classes for today and tomorrow. I then recommend we transition the district to virtual for Thursday and Friday. For the following Monday and Tuesday which we said would be virtual, the 22nd and 23rd, I would use those as inclement weather days. Administrators would be in the building but other than that everyone would be home. My rationale for waiting a day is because I understand the difficulties of parents trying to find childcare and although it would be difficult regardless of the time frame, I think the two days would help. Extracurriculars will be a parent’s option and be allowed at a high school level only and if the participants test before the activity; that’s band, choir, drama and so forth. Regarding the masks, I recommend we start with 10 days after Thanksgiving and go from there. I don’t claim this is perfect but we’re trying to be cognizant of the mental health of our staff and safety of our students. That is why I’ve made this recommendation as I did.”

Trustee Quick stated “I would move that we accept those recommendations with the addition of reviewing it in December to determine if another mask mandate would be appropriate.”

Secretary Webster supported Trustee Quick’s motion.

President Mowen asked for a roll call vote. Trustees Easlick, Quick, Webster, Keyes, Krauss voted aye. Vice President Ochodnický voted nay. Motion carried in six-one roll call vote.

Adjournment

Moved by Quick , supported by Easlick to adjourn at 8:21 a.m. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

Marlene Webster, Secretary

Current Bills

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
10/18-11/14/2021
REPORT 21-43

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$883,299.07
SERVICE FUND	\$132,894.36
SINKING FUND	\$308,217.66
CAPITAL PROJECTS - BOND FUND	\$7,205.20
CAPITAL PROJECTS - COOK FAMILY FOUND	\$8,420.00
CHECK RUN TOTAL	<u>\$1,340,036.29</u>

CREDIT CARD ACTIVITY BY FUND (10/05-11/04/2021)

GENERAL FUND	\$ 15,441.94
SERVICE FUND	\$ 458.61
ORGANIZATIONAL FUND	\$ 1,490.67
CREDIT CARD TOTAL	<u>\$ 17,391.22</u>

PAYROLL (#9) 10/29/2021	\$ 842,643.83
PAYROLL (#10) 11/12/2021	\$ 867,707.73
STABILIZATION PAYMENT - (NONE)	
	<u>\$ 1,710,351.56</u>

GRAND TOTAL	<u>\$ 3,067,779.07</u>
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Check # / Date	Run	Status	Vendor	Invoice Description	Amount
104166 10/21/2021	1	Clr 11/15/2021	BP CANADA ENERGY MARKETING GR	NATURAL GAS - SEPT 21	1,678.95
104167 10/21/2021	1	Clr 11/15/2021	BSN SPORTS	MS/DWYER/FLAGS	34.99
104168 10/21/2021	1	Clr 11/15/2021	CARSON-DELLOSA PUBLISHING CO.	BB/HURLEY/SUPPLIES	57.88
104169 10/21/2021	1	Clr 11/15/2021	CARTS "R" US	OPER/KLAPKO/GOLF CARTS	14,000.00
104170 10/21/2021	1	Clr 11/15/2021	CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORMS	130.86
104171 10/21/2021	1	Clr 11/15/2021	CONSUMERS ENERGY	UTIL/GAS & ELEC/SEPT 2021	41,150.62
104172 10/21/2021	1	Opn	CRANDELL, KRISTINA	ATH/SMITH/COACHES DUES REIM	50.00
104173 10/21/2021	1	Opn	DANSVILLE HIGH SCHOOL	ATH/SMITH/VAR VB ENTRY 10/16	200.00
104174 10/21/2021	1	Clr 11/15/2021	DAYSTARR COMMUNICATIONS	UTIL/PHONE BILL	1,177.94
104175 10/21/2021	1	Clr 11/15/2021	DISCOUNT SCHOOL SUPPLY	BB/HURLEY/GSRPEOY	1,914.05
104176 10/21/2021	1	Vod 11/15/2021	EPS SECURITY	OPER/KLAPKO/REPLACE MODULE	832.96
104177 10/21/2021	1	Opn	GILLIAM, EMMA	COMM/THOMPSON/LIFEGUARD	30.00
104178 10/21/2021	1	Clr 11/15/2021	HI-QUALITY GLASS	OPER/KLAPKO/VULKEM SEALANT	47.70
104179 10/21/2021	1	Clr 11/15/2021	HOAG, ROBIN	MS/HOAG/CLASS SUPPLIES	170.29
104180 10/21/2021	1	Clr 11/15/2021	HUTSON INC	OPER/KLAPKO/PLUG W/ ORING	4.06
104181 10/21/2021	1	Clr 11/15/2021	J & H OIL CO.	TRANS/SECOR/GAS	7,030.76
104182 10/21/2021	1	Clr 11/15/2021	KLAPKO, JOHN	OPER/SEPT 21 MILEAGE	126.47
104183 10/21/2021	1	Clr 11/15/2021	KOEPLINGER, MARISSA	MS/GRAHAM/CLASS SUPPLIES	71.98
104184 10/21/2021	1	Clr 11/15/2021	KSS ENTERPRISES	OPER/KLAPKO/FACE MASKS	225.95
104185 10/21/2021	1	Clr 11/15/2021	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/RECOVERY HOSE	63.80
104186 10/21/2021	1	Clr 11/15/2021	LAPEER COMMUNITY SCHOOLS	MS/DWYER/XC CHAMPIONSHIP MEET	75.00
104187 10/21/2021	1	Clr 11/15/2021	LIVINGSTON, EVAN	COMM/THOMPSON/LIFEGUARD	120.00
104188 10/21/2021	1	Opn	MACY IRELAN	COMM/THOMPSON/LIFEGUARD	110.00
104189 10/21/2021	1	Clr 11/15/2021	MANTIS PEST MANAGEMENT SVC LL	OPER/OCT 21 PEST MGMT	390.00
104190 10/21/2021	1	Opn	MHSAA/CAP	CAP LEVEL 1 -DAVE WILLIAMS	60.00
104191 10/21/2021	1	Opn	MICHIGAN STATE UNIVERSITY - FFA	4 BOILER CONTEST - DENAE STREETER	100.00
104192 10/21/2021	1	Clr 11/15/2021	MURRAY, ANDREW	MS/MURRAY/SUPPLIES	153.11
104193 10/21/2021	1	Clr 11/15/2021	NAPA AUTO PARTS	OPER/KLAPKO/OIL & FILTER	81.59
104194 10/21/2021	1	Clr 11/15/2021	OREILLY AUTOMOTIVE INC	OPER/KLAPKO/TRACTOR FLUID	65.94
104195 10/21/2021	1	Opn	OWOSSO PUBLIC SCHOOLS	TRANS/SECOR/OPENING DAY BREAKFAST	50.00
104196 10/21/2021	1	Clr 11/15/2021	PIONEER MANUFACTURING COMPAN	OPER/KLAPKO/ATH FIELD PAINT	693.00
104197 10/21/2021	1	Opn	RESERVE ACCOUNT	HS/PARSONS/POSTAGE METER REFILL	1,000.00
104198 10/21/2021	1	Opn	SCHOOL SPECIALTY LLC.	CE/KLAPKO/LAMINATING FILM	2,683.87
104199 10/21/2021	1	Opn	SHIA. AREA TRANSPORTATION AGEN	ONE WAY TRIPS - SEPT 21	58.50
104200 10/21/2021	1	Clr 11/15/2021	SHIAWASSEE RESD	FALL TUITION EARLY COLLEGE/DUAL ENROL	48,650.00
104201 10/21/2021	1	Clr 11/15/2021	SUMMERLAND, LORI	MS/SUMMERLAND/SUPPLIES	191.14
104202 10/21/2021	1	Clr 11/15/2021	SUPERIOR ELECTRIC OF LANSING IN	OPER/KLAPKO/REMOVE & REPLACE WIRING	1,367.07
104203 10/21/2021	1	Clr 11/15/2021	TASC-CLIENT INVOICES	ADMIN FEES 11/1-11/30/21	343.20
104204 10/21/2021	1	Clr 11/15/2021	THOMPSONS CRYSTAL CLEAN WATE	ADM/HAHN/WATER	80.00
104205 10/21/2021	1	Clr 11/15/2021	TIRE FACTORY	OPER/KLAPKO/TIRE PATCH REPAIR	24.99
104206 10/21/2021	1	Clr 11/15/2021	ULINE	OPER/KLAPKO/TRASH CANS	2,075.27
104207 10/21/2021	1	Opn	UNIVERSITY OF OREGON	HS/PARSONS/SWIS LICENSE	460.00
104208 10/21/2021	1	Opn	WAKELAND OIL	OPER/KLAPKO/GAS	1,290.98
104209 10/21/2021	1	Clr 11/15/2021	ZIP MEDICAL SUPPLIES LLC	ATH/SMITH/TRAINING SUPPLIES	67.21
104210 10/29/2021	1	Opn	AGNEW GRAPHICS SIGNS PROMO LL	OPER/KLAPKO/PAC TICKETS&CONCESSIONS	1,296.00
104211 10/29/2021	1	Opn	AMERICAN SPEEDY PRINTING CENTE	HS/PARSONS/ACADEMIC ACHIEVEMENT AWA	331.00
104212 10/29/2021	1	Opn	BENTLEY BRIGHT BEGINNINGS	ADM/COKE COMMISSION	27.60
104213 10/29/2021	1	Opn	BRYANT ELEMENTARY	ADM/COKE COMMISSION	36.99
104214 10/29/2021	1	Opn	CENTRAL ELEMENTARY	ADM/COKE COMMISSION	21.12
104215 10/29/2021	1	Opn	CHERYL LYNN BARTON	COMM/THOMPSON/4 DOG OBED COURSES	930.00

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
104216 10/29/2021	1	Opn	EDWARDS SIGN & SCREEN PRINTING	AE/LINTNER/BANNER	460.00
104217 10/29/2021	1	Opn	EMERSON ELEMENTARY SCHOOL	ADM/COKE COMMISSION	62.88
104218 10/29/2021	1	Opn	ESS MIDWEST INC	BB/ROWELL/STAFF PMT	15,150.22
104219 10/29/2021	1	Opn	GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SEPT SUPPLIES	6,756.97
104220 10/29/2021	1	Opn	HARTNAGLE, BECKY	ADM/OMER/REIM FINGERPRINTS	67.25
104221 10/29/2021	1	Opn	HI-QUALITY GLASS	OPER/KLAPKO/VULKEM SEALANT	23.85
104222 10/29/2021	1	Opn	HUTSON INC	OPER/KLAPKO/OIL & FILTERS	172.97
104223 10/29/2021	1	Opn	J. W. PEPPER & SON INC.	MS/TOLRUD/MUSIC	24.96
104224 10/29/2021	1	Opn	KONICA MINOLTA BUSINESS SOLUTI	QRTLTY MAINT PMT 7/1-9/30/21	4,715.75
104225 10/29/2021	1	Opn	KSS ENTERPRISES	OPER/KLAPKO/FACE MASKS	217.75
104226 10/29/2021	1	Opn	LAMPHERE PLUMBING & HEATING	OPER/KLAPKO/SEWER BACK UP	766.40
104227 10/29/2021	1	Opn	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/REPAIR SCRUB DECK	635.42
104228 10/29/2021	1	Opn	LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER BLADES	355.05
104229 10/29/2021	1	Opn	MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUPPLIES	276.08
104230 10/29/2021	1	Opn	MESSA	NOV 2021 BILL/TEACHERS	224,912.93
104231 10/29/2021	1	Opn	MESSA	NOV 2021 BILL/ADMIN STAF	22,001.70
104232 10/29/2021	1	Opn	MESSA	NOV 2021 BILL/NON-UNION	18,426.21
104233 10/29/2021	1	Opn	MESSA	NOV 2021 BILL/OESPA STAFF	47,435.50
104234 10/29/2021	1	Opn	MESSA	NOV 2021 COBRA BILL	2,567.31
104235 10/29/2021	1	Opn	MICHIGAN COMPANY, INC.	OPER/KLAPKO/OCT SUPPLIES	119.62
104236 10/29/2021	1	Opn	MORRIS MECHAN. CONTRACTING INC	OPER/KLAPKO/REMOVE BEARING	3,430.00
104237 10/29/2021	1	Opn	OFFICE DEPOT INC.	BR/BRUCKMAN/INK	164.85
104238 10/29/2021	1	Opn	OWOSSO H.S. ORGANIZATION ACCT.	ADM/COKE COMMISSION	87.03
104239 10/29/2021	1	Opn	OWOSSO MIDDLE SCHOOL	ADM/COKE COMMISSION	51.00
104240 10/29/2021	1	Opn	OWOSSO PUBLIC SCHOOLS	HS/POYNER/CUL ARTS SUPPLIES	792.73
104241 10/29/2021	1	Opn	PIONEER MANUFACTURING COMPAN	OPER/KLAPKO/ATH FIELD PAINT	2,119.59
104242 10/29/2021	1	Opn	PULSE BUILDING AUTOMATION LLC	OPER/KLAPKO/REPAIR HEAT PUMP	472.50
104243 10/29/2021	1	Opn	SCHOOL SPECIALTY LLC.	BRY/VOORHIES/SUPPLIES	1,365.19
104244 10/29/2021	1	Opn	SET-SEG	NOV 2021 BILL/GF STAFF	5,210.30
104245 10/29/2021	1	Opn	SET-SEG	NOV 2021 BILL/ADMIN STAF	592.88
104246 10/29/2021	1	Opn	SET-SEG	NOV 2021 COBRA BILLING	92.21
104247 10/29/2021	1	Opn	ULINE	OPER/KLAPKO/BENCH	2,831.67
104248 10/29/2021	1	Opn	UNIVERSITY OF OREGON	BR/VOORHIES/SWIS ANNUAL LICENSE	460.00
104249 10/29/2021	1	Opn	UNUM LIFE INSURANCE	NOV 2021 BILL/ADMIN	1,188.16
104250 10/29/2021	1	Opn	UNUM LIFE INSURANCE	NOV 2021 BILL/GF STAFF	1,391.85
104251 10/29/2021	1	Opn	VALLEY LUMBER COMPANY	HS/PARSONS/HOME IMPROVEMENT PROJ	3,607.19
104252 10/29/2021	1	Opn	VAN DYKEN MECHANICAL	OPER/KLAPKO/REPLACE MOTOR & WHEEL	3,161.00
104253 10/29/2021	1	Opn	VIC BOND SALES	OPER/KLAPKO/PLUMBING SUPPLIES	3,528.60
104254 10/29/2021	1	Opn	VIRTUAL ENTERPRISES, INC.	OHS/KLAPKO/VE LEADERSHIP CONFERENCE	300.00
104255 10/29/2021	1	Opn	VOGL, KERBY	EM/VOGL/OFFICE BOARD	22.12
104256 11/04/2021	1	Opn	ALDERMANS INCORPORATED	OPER/KLAPKO/TRACTOR	6,150.37
104257 11/04/2021	1	Opn	ALTO, JOSHUA	TECH/OCTOBER MILEAGE	105.49
104258 11/04/2021	1	Opn	ANDERSON, KENDALL	ATH/SMITH/GAME MANAGEMENT	80.00
104259 11/04/2021	1	Opn	BASGALL, JAKE	TECH/MILEAGE/OCT 2021	50.56
104260 11/04/2021	1	Opn	CRANDELL, KRISTINA	EM/AUE/REIMBURSE DODGEBALLS	178.00
104261 11/04/2021	1	Opn	CRANE, KRISTY	ATH/SMITH/GAME MANAGEMENT	200.00
104262 11/04/2021	1	Opn	DAVE KIMBLE	ATH/SMITH/GAME MANAGEMENT	270.00
104263 11/04/2021	1	Opn	ELLEAH RENE PHOTOGRAPHY	OHS/KLAPKO/VEI STUDENT PHOTOGRAPHS	190.00
104264 11/04/2021	1	Opn	FEDEX	OPER/KLAPKO/SHIP COST FIELD PAINT	15.50
104265 11/04/2021	1	Opn	GARY D. WEBSTER	ATH/SMITH/GAME MANAGEMENT	180.00

Check # / Date	Run Status	Vendor	Invoice Description	Amount
104266 11/04/2021	1 Opn	GENESEE I.S.D.	OHS/DUAL ENROLL/FALL/11 STUDENTS	4,072.00
104267 11/04/2021	1 Opn	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/OCT SUPPLIES	1,530.65
104268 11/04/2021	1 Opn	HI-QUALITY GLASS	OPER/KLAPKO/VULKEM SEALANT	31.80
104269 11/04/2021	1 Opn	HUMPHREY ENTERPRISES INC.	TRANS/SECOR-JENKS/GODLEY TRAINING	812.50
104270 11/04/2021	1 Opn	INGHAM INTERMEDIATE SCHOOL DIS	ADM/OMER/CMBSO DUES	170.00
104271 11/04/2021	1 Opn	INTELETEK	MS/MCINTYRE/LICENSE	2,400.00
104272 11/04/2021	1 Opn	JOSTENS	ALT ED/PARSONS/GRAD SUPPLIES	12.30
104273 11/04/2021	1 Opn	KASIK, MARIAN	ATH/SMITH/GAME MANAGEMENT	240.00
104274 11/04/2021	1 Opn	KINECT ENERGY INC.	OPER/ENERGY MGNT-NOV 2021	315.00
104275 11/04/2021	1 Opn	KONICA MINOLTA BUSINESS SOLUTI	LEASE PMT 29/60- 10/21-11/20/2021	3,067.59
104276 11/04/2021	1 Opn	KRAJCOVIC, DIANE	ATH/SMITH/GAME MANAGEMENT	150.00
104277 11/04/2021	1 Opn	KRAJCOVIC, JIM	ATH/SMITH/GAME MANAGEMENT	120.00
104278 11/04/2021	1 Opn	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/AUTOVAC	5,691.63
104279 11/04/2021	1 Opn	LEARNING A TO Z	EM/GRAHAM/LICENSE RENEWAL	354.00
104280 11/04/2021	1 Opn	MANER COSTERISAN	ADM/2020-21 AUDIT SERVICES	6,000.00
104281 11/04/2021	1 Opn	MCLAREN RENT IT INC.	OPER/KLAPKO/COMPRESSOR RENTAL	59.40
104282 11/04/2021	1 Opn	MHSAA	ATH/IRELAN/REGISTRATION SESSION II	20.00
104283 11/04/2021	1 Opn	MOMAR, INCORPORATED	OPER/KLAPKO/SUPPLY AGREEMENT	345.00
104284 11/04/2021	1 Opn	MORRIS MECHAN. CONTRACTING INC	OPER/VALVE OHS/ACTUATOR WASHINGTON	1,737.50
104285 11/04/2021	1 Opn	OFFICE FURNITURE.COM	HS/HOLLADAY/DESK	2,231.55
104286 11/04/2021	1 Opn	PELECH, TONIA	OPER/OCTOBER MILEAGE	102.51
104287 11/04/2021	1 Opn	PROJECT LEAD THE WAY	OHS/WARNING/ONLINE SUBSCRIPTION ENGI	2,400.00
104288 11/04/2021	1 Opn	PUMFORD, EMILY	ATH/SMITH/GAME MANAGEMENT	200.00
104289 11/04/2021	1 Opn	QUILL CORPORATION	CE/KLAPKO/PAPER	258.39
104290 11/04/2021	1 Opn	R. C. HENDRICK & SONS., INC.	OPER/EM/AIR QUALITY THRU 9/30/2021	199,900.80
104291 11/04/2021	1 Opn	REPUBLIC SERVICES # 237	OPER/KLAPKO/OCTOBER SERVICES	3,288.62
104292 11/04/2021	1 Opn	SCHOOL SPECIALTY LLC.	BRY/VOORHIES/SUPPLIES	311.94
104293 11/04/2021	1 Opn	SHIAWASSEE RESD	EDUSTAFF BILLING 9/5-9/18/2021	25,542.77
104294 11/04/2021	1 Opn	SOMERS, SIDNEY	ATH/SMITH/GAME MANAGEMENT	90.00
104295 11/04/2021	1 Opn	STATE OF MICHIGAN	OPER/KLAPKO/POOL PERMIT	70.00
104296 11/04/2021	1 Opn	STINSON, GUNNAR	TECH/REIMBURSE MILEAGE	156.16
104297 11/04/2021	1 Opn	SUNBURST GARDENS INC.	OPER/KLAPKO/BASEBALL FIELD	5,190.00
104298 11/04/2021	1 Opn	TASC-CLIENT INVOICES	ADM/FSA SERVICES 12/1-12/31/2021	343.20
104299 11/04/2021	1 Opn	THOMPSON, CORBIN	ATH/SMITH/GAME MANAGEMENT	225.00
104300 11/04/2021	1 Opn	THRUN LAW FIRM, P.C.	ADM/LEGAL SERVICES/OCT 2021	10,169.00
104301 11/04/2021	1 Opn	TSA CONSULTING GROUP, INC.	ADM/403 B SERV-SEPT 2021	135.78
104302 11/04/2021	1 Opn	UNITED STATES POSTAL SERVICE	OMS/GRAHAM/STAMPS	464.00
104303 11/04/2021	1 Opn	UNIVERSITY OF MICHIGAN - FLINT	OHS/DUAL ENROLL/MARCOTTE 8941 4955	621.43
104304 11/04/2021	1 Opn	USHER, LILY	ATH/SMITH/GAME MANAGEMENT	30.00
104305 11/04/2021	1 Opn	VIC BOND SALES	OPER/COBB/PLUMBING SUPPLIES	660.83
104306 11/04/2021	1 Opn	WATSON, JOE	TECH/REIMBURSE MILEAGE	254.11
104307 11/04/2021	1 Opn	WIN'S CORPORATE OFFICE	OPER/QUICK/FUSE	209.98
104308 11/04/2021	1 Opn	WOODEN CRATE POPCORN CO.	EM/AUE/PROF DEV MTG SUPPLIES	100.00
104309 11/12/2021	1 Opn	AMERICAN SPEEDY PRINTING CENTE	COMM/THOMPSON/PAC GRAND OPEN	155.00
104310 11/12/2021	1 Opn	CINTAS CORPORATION # 308	OPER/KLAPKO/SANITIZER RENTAL	2,945.45
104311 11/12/2021	1 Opn	CLARK HILL PLC	ADM/TUTTLE/SERVICES THRU 9/30	2,200.00
104312 11/12/2021	1 Opn	CONSUMERS ENERGY	UTIL/GAS & ELEC/OCT 2021	41,379.63
104313 11/12/2021	1 Opn	DEMCO INC.	BRY/RICHMOND/SUPPLIES	881.83
104314 11/12/2021	1 Opn	ELIZABETH ABDNOUR LAW PLLC	ADM/TUTTLE/PROFESSIONAL SERVICES	3,620.00
104315 11/12/2021	1 Opn	EPS SECURITY	OPER/KLAPKO/ALARM MONITORING	590.88

Check # / Date	Run Status	Vendor	Invoice Description	Amount
104316 11/12/2021	1 Opn	ESS MIDWEST INC	BB/ROWELL/STAFF PMT	14,432.86
104317 11/12/2021	1 Opn	GOPHER SPORTS	HS/PARSONS/FLOOR HOCKEY	766.92
104318 11/12/2021	1 Opn	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/ISSUE	236.00
104319 11/12/2021	1 Opn	JURHS, SARAH	MS/JURHS/RECORD DIGITAL MATH LESSONS	99.00
104320 11/12/2021	1 Opn	KNOX, RACHEL	MS/KNOX/SUPPLIES	35.97
104321 11/12/2021	1 Opn	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/SUPPLIES	211.45
104322 11/12/2021	1 Opn	LONGS TRANSMISSION INC.	OPER/KLAPKO/REPLACE STARTER	2,304.14
104323 11/12/2021	1 Opn	MCGRAW-HILL LLC	ADM/BROOKS/MATH JOURNALS	271.41
104324 11/12/2021	1 Opn	MORRIS MECHAN. CONTRACTING INC	OPER/KLAPKO/AIR VENTS	396.00
104325 11/12/2021	1 Opn	OREILLY AUTOMOTIVE INC	OPER/KLAPKO/WIPER & STARTER FLUID	20.85
104326 11/12/2021	1 Opn	OWOSSO PUB. SCH. ATHLETIC FUND	ATH/SMITH/OFFICIALS	5,000.00
104327 11/12/2021	1 Opn	OWOSSO PUBLIC SCHOOLS	ADM/TUTTLE/WATER	98.14
104328 11/12/2021	1 Opn	PULSE BUILDING AUTOMATION LLC	OPER/KLAPKO/REPLACE SENSOR	540.83
104329 11/12/2021	1 Opn	QUADIENT FINANCE USA, INC.	ADM/HAHN/POSTAGE METER REFILL	500.00
104330 11/12/2021	1 Opn	QUILL CORPORATION	HS/PARSONS/MARKERS	370.65
104331 11/12/2021	1 Opn	QUILL CORPORATION	BB/HURLEY/HPINK	163.29
104332 11/12/2021	1 Opn	REALLY GOOD STUFF	CE/KLAPKO/BOOK POUCHES	121.63
104333 11/12/2021	1 Opn	REPUBLIC SERVICES # 237	OPER/KLAPKO/OCTOBER	1,525.43
104334 11/12/2021	1 Opn	ROTARY CLUB OF OWOSSO	NOV DUES - ANDREA TUTTLE	112.00
104335 11/12/2021	1 Opn	SCHOLASTIC INC.	EM/NIDEFSKI/NEWS 3 FOR WEST	189.81
104336 11/12/2021	1 Opn	SCHOOL SPECIALTY LLC.	OHS/PARSONS/SUPPLIES	1,366.80
104337 11/12/2021	1 Opn	SCHUTT PHOTOGRAPHY	ADM/THOMPSON/PROFESSIONAL PHOTOS	187.00
104338 11/12/2021	1 Opn	SHATTUCK SPECIALTY ADVERTISING	OPER/KLAPKO/SIGNAGE FOR HS SCI ROOM	496.40
104339 11/12/2021	1 Opn	SHIAWASSEE RESD	OHS/HOLLADAY/ICEV SOFTWARE	5,550.00
104340 11/12/2021	1 Opn	SONITROL	TECH/WATSON/REPAIR ELEC STRIKE	766.98
104341 11/12/2021	1 Opn	STREETER, DE'NAE	HS/STREETER/CHICKEN SUPPLIES	438.65
104342 11/12/2021	1 Opn	SUMMERLAND, LORI	MS/SUMMERLAND/ACTIVITY SUPPLIES	47.10
104343 11/12/2021	1 Opn	TEACHER SYNERGY LLC	ADM/BROOKS/MATERIALS	89.99
104344 11/12/2021	1 Opn	THOMPSON, JESSICA	COMM/THOMPSON/MILEAGE	57.40
104345 11/12/2021	1 Opn	TUTTLE, ANDREA	ADM/MILEAGE - REGION 6 MASA MEETING	34.72
104346 11/12/2021	1 Opn	VALLEY LUMBER COMPANY	HS/MALLORY/SCREWS	71.93
104347 11/12/2021	1 Opn	VOYAGER SOPRIS LEARNING	EM/ANDERSON/EREADERS	500.00
Total of All Checks				884,132.03
Less Voids				832.96
Grand Total				883,299.07

Check Summary

Check Status	Count	Amount
Open	150	761,035.25
Cleared	31	122,263.82
Void	1	832.96
Total	182	884,132.03

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
007972 10/21/2021	1	Opn	AUNT MILLIE'S BAKERY	FS/MANNS/FOOD PURCHASE	314.05
007973 10/21/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,611.00
007974 10/21/2021	1	Opn	GREAT LAKES COCA-COLA DISTRIBU	FS/MANNS/FOOD PURCHASE	1,204.02
007975 10/21/2021	1	Opn	KLAPKO, JOHN	FS/SEPT 21 MILEAGE	126.48
007976 10/21/2021	1	Opn	LANSING SANITARY SUPPLY INC.	FS/MANNS/CLEANING SUPPLIES	531.53
007977 10/21/2021	1	Opn	PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	3,050.27
007978 10/21/2021	1	Opn	SET-SEG	2021-2022 2ND QTR INVOICE	4,878.00
007979 10/21/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD & PAPER PURCHASE	38,788.18
007980 10/28/2021	1	Opn	AGNEW GRAPHICS SIGNS PROMO LL	FS/MANNS/LUNCH ROOM SIGNS	2,818.00
007981 10/28/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	6,038.50
007982 10/28/2021	1	Opn	FD HAYES ELECTRIC CO.	FS/MANNS/REPAIR	448.00
007983 10/28/2021	1	Opn	GREAT LAKES COCA-COLA DISTRIBU	FS/MANNS/FOOD PURCHASE	1,032.32
007984 10/28/2021	1	Opn	MESSA	NOV 2021 BILL/FS STAFF	1,553.22
007985 10/28/2021	1	Opn	PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	2,908.18
007986 10/28/2021	1	Opn	ROBINSON, KAREN	FS/MILEAGE	35.28
007987 10/28/2021	1	Opn	SET-SEG	NOV 2021 BILLING/FS STAFF	133.40
007988 10/28/2021	1	Opn	UNUM LIFE INSURANCE	NOV 2021 BILL/FS STAFF	57.37
007989 10/28/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD & PAPER PURCHASE	16,414.06
007990 10/28/2021	1	Opn	WAKELAND OIL	FS/MANNS/GAS	280.54
007991 11/04/2021	1	Opn	AUNT MILLIE'S BAKERY	FS/MANNS/FOOD PURCHASE	259.48
007992 11/04/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	4,855.75
007993 11/04/2021	1	Opn	FD HAYES ELECTRIC CO.	FS/MANNS/REPAIRS	160.00
007994 11/04/2021	1	Opn	PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	3,710.66
007995 11/04/2021	1	Opn	TOBEY, CHRISTINE	FS/AUG-OCT MILEAGE	58.30
007996 11/04/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD & PAPER PURCHASE	16,722.60
007997 11/12/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	3,123.00
007998 11/12/2021	1	Opn	GREAT LAKES COCA-COLA DISTRIBU	FS/MANNS/FOOD PURCHASE	1,242.61
007999 11/12/2021	1	Opn	LANSING SANITARY SUPPLY INC.	FS/MANNS/TEST STRIPS	35.50
008000 11/12/2021	1	Opn	PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	3,445.63
008001 11/12/2021	1	Opn	PRINCE, MICHELE	FS/MILEAGE	23.63
008002 11/12/2021	1	Opn	QUILL CORPORATION	FS/MANNS/TONER	601.97
008003 11/12/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD & PAPER PURCHASE	12,432.83
Total of All Checks					132,894.36
Less Voids					0.00
Grand Total					132,894.36

Check Summary

Check Status	Count	Amount
Open	32	132,894.36
Cleared	0	0.00
Void	0	0.00
Total	32	132,894.36

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
600971 11/04/2021	1	Opn	LA CONSTRUCTION	SF SITE IMPROVEMENTS/DISTRICT-WIDE	166,311.36
600972 11/04/2021	1	Opn	R. C. HENDRICK & SONS., INC.	SF/EM/STAIRWELLRENOVATION	111,716.55
600973 11/04/2021	1	Opn	SPICER GROUP INC.	SF/AIR CONDITIONING DESIGN/THRU 9/25/202	30,189.75
Total of All Checks					308,217.66
Less Voids					0.00
Grand Total					308,217.66

Check Summary

Check Status	Count	Amount
Open	3	308,217.66
Cleared	0	0.00
Void	0	0.00
Total	3	308,217.66



Check Register
Owosso Public Schools

Bank Account BOND, From 10/18/2021 to 11/14/2021

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
900623 11/04/2021	1	Opn	CLARK CONSTRUCTION	BOND/CM FEES - AUGUST 2021	7,205.20
Total of All Checks					7,205.20
Less Voids					0.00
Grand Total					7,205.20

Check Summary

Check Status	Count	Amount
Open	1	7,205.20
Cleared	0	0.00
Void	0	0.00
Total	1	7,205.20

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
000431 11/04/2021	1	Opn	BLUEWATER TECHNOLOGIES GROUP	BOND/SERV THRU 6/30/2021	8,420.00
Total of All Checks					8,420.00
Less Voids					0.00
Grand Total					8,420.00

Check Summary

Check Status	Count	Amount
Open	1	8,420.00
Cleared	0	0.00
Void	0	0.00
Total	1	8,420.00

OWOSSO PUBLIC SCHOOLS • JULIE OMER • 645 ALGER ST - PO BOX 340 • OWOSSO, MI48867-4601

* Indicates required field

SEARCH CRITERIA

[Advanced Search >](#)

Reporting Cycle:

Date Range:

From:* 10/05/2021

To:* 11/04/2021

Date Type:

Posting Date

Data available starting 11/17/2018

SEARCH RESULTS

Account Name	Account Number*	Transaction Amount
EMERSON ELEMENTARY	[REDACTED]	354.36
MIKE GRAHAM	[REDACTED]	205.97
LINCOLN HIGH SCHOOL	[REDACTED]	269.68
BRIGHT BEGINNINGS OFFICE	[REDACTED]	638.81
OWOSSO SCHOOLS	[REDACTED]	458.61
CTE CULINARY ARTS	[REDACTED]	1,509.45
CTE CONSTRUCTION TRADES	[REDACTED]	572.43
JOE HICKEY	[REDACTED]	130.90
OWOSSO PUBLIC SCHOOLS	[REDACTED]	0.00
DAN CLARK	[REDACTED]	156.87
BEN COBB	[REDACTED]	132.81
OWOSSO HIGH SCHOOL	[REDACTED]	1,307.15
TECHNOLOGY DEPT	[REDACTED]	247.44
JOHN QUICK	[REDACTED]	477.77
OWOSSO MIDDLE SCHOOL	[REDACTED]	2,101.62
CENTRAL ELEMENTARY	[REDACTED]	488.24
OPERATIONS DEPT	[REDACTED]	746.21
DISTRICT TRAVEL	[REDACTED]	121.00
CENTRAL OFFICE	[REDACTED]	4,172.11
BRYANT ELEMENTARY	[REDACTED]	364.70
OWOSSO HIGH SCHOOL 2	[REDACTED]	1,490.67
BRIGHT BEGINNINGS	[REDACTED]	1,444.30

17391.22

Financials

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
October 31, 2021
Report 21-44

Statement of Deposits and Investments
As of 10/31/2021
Unaudited

	<u>General Fund</u>	<u>School Service</u>	<u>Building & Site</u>	<u>Capital Projects Bond Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Summary of Deposits and Investments						
Cash on hand	\$ 278,215	\$ 1,594	\$ 3,352	\$ 959	\$ 183,677	\$ 467,798
Investments	<u>5,068,600</u>		<u>\$ 3,811,828</u>	<u>489,456</u>	<u>1,126,978</u>	<u>\$ 10,496,862</u>
Total Deposits and Investments	<u>\$ 5,346,815</u>	<u>\$ 1,594</u>	<u>\$ 3,815,181</u>	<u>\$ 490,415</u>	<u>\$ 1,310,656</u>	<u>\$ 10,964,660</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 278,215	\$ 1,594	\$ 3,352	\$ 959	\$ 183,677	\$ 467,798
Petty Cash on hand	-		-	-	-	
Total Cash on hand	<u>\$ 278,215</u>	<u>\$ 1,594</u>	<u>\$ 3,352</u>	<u>\$ 959</u>	<u>\$ 183,677</u>	<u>\$ 283,162</u>
Chemical Bank Savings Account	\$ 5,798	-	\$ 87			\$ 5,885
Mich Class Investment	5,062,802	-	3,811,741	489,466	203,242	\$ 9,567,251
Total Investments	<u>\$ 5,068,600</u>	<u>\$ -</u>	<u>\$ 3,811,828</u>	<u>\$ 489,466</u>	<u>\$ 203,242</u>	<u>\$ 9,573,136</u>
Total Deposits and Investments	<u>\$ 5,346,815</u>	<u>\$ 1,594</u>	<u>\$ 3,815,181</u>	<u>\$ 490,425</u>	<u>\$ 386,919</u>	<u>\$ 10,040,934</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 October 31, 2021
 Report 21-44

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Projects Funds
As of 10/31/2021

Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund and Cook Family Foundation					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
REVENUE												
Local sources	3,664,679	231,768	(3,432,891)	6%	56,214	15,571	(40,643)	28%	1,184,629	2,151	(1,182,478)	0%
State sources	25,668,303	2,214,428	(23,473,875)	9%	63,706	6,037	(57,669)	9%	37,794	-	(37,794)	0%
Federal sources	1,143,024	-	(1,143,024)	0%	1,514,424	376,589	(1,137,835)	25%	-	-	-	-
Interdistrict sources-RESD	740,946	18,365	(722,581)	2%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 31,256,952	\$ 2,464,580	\$ (28,792,372)	8%	\$ 1,634,344	\$ 398,197	\$ (1,236,147)	24%	\$ 1,222,423	\$ 2,151	\$ (1,220,272)	0%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	7,626,682	1,534,563	(6,092,119)	20%								
MIDDLE SCHOOL	3,675,956	706,653	(2,969,303)	20%								
HIGH SCHOOL	4,333,333	839,446	(3,493,887)	19%								
ALTERNATIVE EDUCATION	456,631	86,618	(370,013)	19%								
PRESCHOOL	151,573	88,797	(62,776)	45%								
PRESCHOOL (MICHIGAN READINESS) GRANT	188,298	14,690	(173,608)	8%								
TOTAL BASIC PROGRAMS	\$ 16,334,473	\$ 3,250,767	\$ (13,083,706)	20%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,510,763	680,226	(2,830,537)	19%								
CHILDCARE PROGRAM	298,910	72,674	(226,236)	24%								
TITLE I GRANT	775,764	137,341	(638,423)	18%								
ESSER GRANTS (STABIL, COVID SUPPLIES, FORMULA)	-	155,273	155,273	-								
GEERS FUND, CHILDCARE GRANTS	-	-	-	-								
VOCATIONAL EDUCATION	701,820	121,333	(580,487)	17%								
AT RISK GRANT	1,343,389	188,733	(1,154,656)	14%								
ROBOTICS, ADAPTIVE TECH GRANTS	11,049	-	(11,049)	0%								
ESSER SUMMER, BEFORE/AFTER SCHOOL	-	98,789	98,789	-								
GRANTS, INNOVATIVE PRACTICES	179,455	34,371	(145,084)	19%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	-	-	-	-								
TOTAL ADDED NEEDS	\$ 6,821,150	\$ 1,488,740	\$ (5,332,410)	22%								
CONTINUING EDUCATION:												
ADULT EDUCATION	172,066	-	(172,066)	0%								
COMMUNITY EDUCATION	155,256	53,549	(101,707)	34%								
TOTAL CONTINUING EDUCATION	\$ 327,322	\$ 53,549	\$ (273,773)	16%								
TOTAL INSTRUCTION	\$ 23,482,945	\$ 4,783,056	\$ (18,699,889)	20%								
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	361,005	68,545	(292,460)	19%								
TOTAL PUPIL SERVICES	\$ 361,005	\$ 68,545	\$ (292,460)	19%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	338,009	32,439	(305,570)	10%								
IMPROVEMENT OF INSTRUCTION	337,031	86,247	(250,784)	26%								
MEDIA SERVICES	176,270	40,581	(135,689)	23%								
TOTAL INSTRUCTIONAL STAFF	\$ 851,310	\$ 159,267	\$ (692,043)	19%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	114,966	38,278	(76,688)	33%								
EXECUTIVE ADMINISTRATION	413,851	140,657	(273,194)	34%								
HUMAN RESOURCES	230,863	65,724	(165,139)	28%								
TOTAL GENERAL ADMINISTRATION	\$ 759,680	\$ 244,659	\$ (515,021)	32%								

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 October 31, 2021
 Report 21-44

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
 As of 10/31/2021
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund and Cook Family Foundation		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
			% Rec'd/Used			% Rec'd/Used			% Rec'd/Used
SCHOOL ADMINISTRATION:									
SCHOOL ADMINISTRATION	\$ 2,724,185	\$ 867,633	32%						
TOTAL SCHOOL ADMINISTRATION	\$ 2,724,185	\$ 867,633	32%						
BUSINESS SERVICES:									
FISCAL SERVICES	\$ 379,121	\$ 128,775	34%						
TECHNOLOGY MANAGEMENT	\$ 445,018	\$ 108,142	24%						
TOTAL BUSINESS SERVICES	\$ 824,139	\$ 236,917	29%						
OPERATIONS AND MAINTENANCE:									
OPERATIONS AND MAINTENANCE	\$ 3,098,838	\$ 974,545	32%						
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,098,838	\$ 974,545	32%						
PUPIL TRANSPORTATION SERVICES:									
PUPIL TRANSPORTATION SERVICES	\$ 1,016,859	\$ 226,220	22%						
TOTAL PUPIL TRANSPORTATION	\$ 1,016,859	\$ 226,220	22%						
OTHER SERVICES:									
COMMUNICATION SERVICES	\$ 55,117	\$ 15,919	29%						
ATHLETICS	\$ 442,371	\$ 41,684	9%						
PRINTING AND OTHER SUPPORT SERVICES	\$ 48,295	\$ 13,028	27%						
TOTAL OTHER SERVICES	\$ 545,783	\$ 70,631	13%						
TOTAL SUPPORTING SERVICES	\$ 10,171,799	\$ 2,848,417	28%						
OUTGOING TRANSFERS/FUND MODIFICATIONS:									
OTHER	\$ 45,000	\$ 21,105	47%						
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 45,000	\$ 21,105	47%						
FOOD SERVICE EXPENDITURES									
CAPITAL PROJECT EXPENDITURES	\$ 33,699,744	\$ 7,662,578	23%						
REVENUE OVER or (UNDER) EXPENDITURES	\$ (2,442,792)	\$ (5,197,998)							
AUDITED FUND BALANCE, JULY 1, 2021	\$ 5,750,851	\$ 5,750,851							
PROJECTED FUND BALANCES - June 30, 2022	\$ 3,308,059	\$ -							

Appreciation Bonus

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21-45

FOR ACTION

Subject:

Employee appreciation and retention stipend payment approval

Statement of Purpose/Issue:

Resolve that the Board of Education authorize the district to proceed with bonus (stipend) payments to all employees, excluding the Superintendent, meeting the eligibility requirements as set forth in the facts and statistics section of this report.

Rationale:

All employees have been required to go well above and beyond for the last two years as a direct result of the COVID-19 pandemic. It is felt that a stipend paid in two payments will demonstrate, in a tangible way: 1) The district's appreciation for services already provided by the employee; and 2) The district's desire to retain its dedicated employees that continue to provide outstanding service to the students of the district, especially in such a competitive employment environment.

In addition, although this payment was not initially accounted for in the budget presented to the Board in June of 2021, the financial results presented by the auditors to the Board at the October 2021 meeting reflect the financial ability of the District to provide these well-deserved payments to the employees.

Facts and Statistics:

- To qualify for payment, the employee must be employed on the date when payroll is being processed.
- Current Employees starting on or after July 1, 2021 will be paid a total of \$500 in two installments.
 - First Installment of \$250 to be paid in the first pay of December 2021.
 - Second installment of \$250 (retention) to be paid on first pay in June 2022
- Current Employees employed prior to July 1, 2021 will be paid a total of \$1,000 in two installments.
 - First Installment of \$500 to be paid in the first pay of December 2021
 - Second installment of \$500 (retention) to be paid on the first pay in June 2022

If approved by the Board, the district will implement the provisions of the stipend payments set forth above.

Motion

Seconded

Vote – Ayes

Nays

Motion

Approval of Elementary Course Catalogue

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21-46

FOR ACTION

Subject:

Approval of Course listings

Recommendation:

Resolve that the Board of Education approve the course listings presented for the elementary virtual (Canvas) option through the RESD.

Facts/Statistics:

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

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

In addition, to the Pupil Accounting Manual, the requirement for such Board approval is contained within Board Policy 2220 “Adoption of Courses of Study” in compliance with Michigan Compiled Law. In the past this was done through the approval by the Board of Education of new classes that were being offered in the upcoming school year. In order to reflect all of the changes in the courses being offered at the secondary level, including Middle School, it was considered prudent to supply the Board of Education a complete listing of all of the courses being offered during the 2021-22 school year which is accompanying this Board report. All courses being offered have gone through the appropriate review to determine alignment with curriculum standards and provide assurance that the courses enhance the ability of the district to “provide for a comprehensive instructional program to serve the educational needs of the students of this district” as outlined in Board Policy 2220. All other courses for 2021-2022 have been approved by the board.

[Elementary Canvas Courses](#)

Motion

Seconded

Vote – Ayes

Nays

Motion



Elementary School Course Catalog - CANVAS

<p>Language Arts</p> <p>Language Arts K A&B Language Arts 1 A&B Language Arts 2 A&B Language Arts 3 A&B Language Arts 4 A&B Language Arts 5 A&B</p> <p>Mathematics</p> <p>Math K A&B Math 1 A&B Math 2 A&B Math 3 A&B Math 4 A&B Math 5 A&B</p> <p>Science</p> <p>Science K A&B Science 1 A&B Science 2 A&B Science 3 A&B Science 4 A&B Science 5 A&B</p> <p>Social Studies</p> <p>Social Studies K A&B Social Studies 1 A&B Social Studies 2 A&B Social Studies 3 A&B Social Studies 4 A&B Social Studies 5 A&B</p>	<p>Health & P.E.</p> <p>Health K A&B Health 1 A&B Health 2 A&B Health 3 A&B Health 4 A&B Health 5 A&B</p> <p>Physical Education K A&B Physical Education 1 A&B Physical Education 2 A&B Physical Education 3 A&B Physical Education 4 A&B Physical Education 5 A&B</p> <p>Art</p> <p>Art Level 1 Art Level 2 Art Level 3 Art Level 4 Arts & Crafts K A&B Arts & Crafts 1 A&B Arts & Crafts 2 A&B</p> <p>Music</p> <p>Recorders Level 1</p> <p>Technology</p> <p>Keyboarding Scratch Coding</p>
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Obsolete Materials – Transportation

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021

Report 21-47

FOR ACTION

Subject:

Declaration of Obsolete Material – Bus #99-31 and Bus #04-38

Recommendation

Resolve that the Board of Education authorize the Owosso Public School’s Transportation department to dispose of two buses that can no longer meet the transportation needs of students

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 buses are not expected to pass inspection and it is being requested that the buses be disposed of to avoid them being red tagged. The information regarding the buses are as follows:

- Bus #99-31
- 1999 Bluebird Diesel
- 267,786 miles
- VIN #1HVBBAAP7WH606713

- Bus #04-38
- 2004 Bluebird Diesel
- 253,963 miles
- VIN #1HVBBAAP74H673888

If authorized by the Board, the District will pursue scrapping or putting the buses up for sale utilizing a method that is suitable and brings the highest dollar. Proceeds from the sales of the buses will be returned to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

Revised Bylaw 0100 - Definitions

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 48**

FOR ACTION

Subject:

Revised Bylaw 0100 – Definitions, 1st reading

Statement of Purpose/Issue:

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

Facts / Statistics:

The definition of "Voting" has been revised to reflect the change is statute regarding allowable exceptions to "in person" voting at meetings of the Board. After December 31, 2021 only the military duty exception remains. The Board chair should only approve a request that complies with the law.

This revision should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised DEFINITIONS
Code	po0100
Status	From Neola
Adopted	July 11, 2005
Last Revised	October 28, 2019

0100 - **DEFINITIONS**

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

Administrative Guideline

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

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

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

District

The School District.

Due Process

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

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

Family Member

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

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

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

May

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

Meeting

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

Parent

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

Personal Communication Devices

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

Policy

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

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

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 0171.3)

Shall

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

Social Media

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

Student

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

Superintendent

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

Technology Resources

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

Treasurer

The chief financial officer of the District. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0171.2)

Voting

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

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

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Last Modified by Brooke Barber on November 8, 2021

Revised Bylaw 0167.3 – Public Participation at Board Meetings

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 49

FOR ACTION

Subject:

Revised Bylaw 0167.3 – Public Participation at Board Meetings, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Bylaw 0167.3 – Public Participation at Board Meetings**

Facts / Statistics:

Revisions to this bylaw are in line with the recent decision of the U.S. District Court for the 6th Circuit. Some of the optional language has been deleted, so as to remove the authority of the presiding officer at board meetings where public participation is permitted to regulate speakers on the basis of comments that are “abusive,” “frivolous,” and/or “harassing.” These measures are intended to prevent districts from engaging in viewpoint discrimination for remarks that are oppositional in nature, perceived as hostile to the direction of the board and/or merely offensive. In addition, options (which were deemed acceptable regulations by the Court) have been added for preregistration, including prohibiting individuals from signing up to speak for others. Finally, there are options for districts who livestream meetings to determine whether or not they will facilitate public participation remotely.

These revisions and options should be considered for adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	From Neola

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.

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 shall be guided by the following rules:

A. Public participation shall be permitted

- as indicated on the order of business.
- before the Board takes official action on any issue of substance.
- at a time as determined by the presiding officer.

B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s)~~public portion~~ of a meeting.

C. Attendees must register their intention to participate in the public participation portion of the meeting

- upon their arrival at the meeting.
- within two (2) business days before the meeting.
- within _____ business days before the meeting.

[DRAFTING NOTE: The time line for registration should be reasonably determined in consideration of the posting of the meeting agenda and should be consistently applied.]

D. Individuals may not register others to speak during public participation.

E. Participants must first be recognized by the presiding officer

- and will be requested to preface their comments by an announcement of their name;
 - address;
 - group affiliation, if and when appropriate.

F. Each statement made by a participant shall be limited to _____ (__) minutes duration.

G. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.~~No participant may speak more than once.~~

H. Participants shall direct all comments to the Board and not to staff or other participants.

I. () The presiding officer may:

1. () interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest); ~~prohibit public comments which are frivolous, repetitive, or harassing;~~
2. ~~() interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~
3. () request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
4. () 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;
5. () call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
6. () waive these rules.

() with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

J. () The portion of the meeting during which the participation of the public is invited shall be limited to _____ minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.

[] The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

OR

[] The Board permits individuals who attend meetings remotely to participate in public participation, subject to the same rules that apply to individuals who attend in person. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely.

AudioTape 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.

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

Last Modified by Brooke Barber on November 8, 2021

Revised Policy 3120 – Employment of Professional Staff

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 50**

FOR ACTION

Subject:

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

Statement of Purpose/Issue:

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

Facts / Statistics:

This policy has been revised to reflect recent changes in certification/licensure statutes and regulations. Outdated "highly qualified" language has been deleted.

Revisions to this policy should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	From Neola
Adopted	July 11, 2005
Last Revised	October 28, 2019

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

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

Individuals employed in the following categories shall be considered members of the professional staff:

- A. () _____
- B. () _____
- C. () _____
- D. () _____
- E. () _____
- F. () _____
- G. () _____

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

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

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

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

All applications for employment shall be referred to the _____.

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

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

The Board will not employ (but may reemploy) the

() children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

() children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

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

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

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

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

- A. ~~The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.~~
- B. ~~The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day to day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, or for a full school year if the person has met all other conditions established by law and by the Superintendent.~~
- C. ~~The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.~~
- D. ~~The Superintendent may employ noncertificated teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.~~

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

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

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

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

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

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

As a condition of employment, all newly hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography. The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

~~20 U.S.C. 6319 & 7801~~

R 390.1105

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
R 390.1105

Last Modified by Brooke Barber on November 8, 2021

Replaced Policy 5722 – School Sponsored Publications and Productions

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 51

FOR ACTION

Subject:

Replaced Policy 5722 – School-Sponsored Publications and Productions, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Replaced Policy 5722 – School-Sponsored Publications and Productions**

Facts / Statistics:

This replacement policy is proposed because of the wide variety of school-sponsored student media that are present in schools today and due to the many technological advances that have occurred.

The policy, as before, provides several options available to the Board regarding the type of forum that will be provided and what level of review and regulation will occur. The language in the policy has been modified to encompass the newer online electronic forms of school-sponsored student media. The policy provides four options to consider for the classification and regulation of such publications and production.

A toolkit has been provided to assist district staff in their review of the replacement policy and revisions to the administrative guideline.

The recommendations made in this policy should be carefully considered when addressing the evolving student media environment and language should be adopted that best fits the district's needs.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Replacement SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
Code	po5722
Status	From Neola
Adopted	July 11, 2005
Last Revised	March 22, 2010

5722 - **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term "publication" shall include distribution, transmission, and dissemination of a student publication regardless of its medium. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing)

, as well as material in electronic or on-line form (including, but not limited to, Apps and Services (as defined in Bylaw 0100, webpages/sites, web logs ("Blogs"), video or audio clips, (postings of Social Media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The Board expressly prohibits the use of Social Media related to student publications.

The "term performance" shall include presentation and broadcast of a student production. "Student productions" shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not listed to, radio and television programs, videoblogs ("vlogs"), podcast,

Social Media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology).

and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). The Board expressly prohibits the use of Social Media related to student productions.

[DRAFTING NOTE: A Board should only select the following option if it selected either or both of the first options (above) under "student publication" or "student production."]

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02. **[END OF OPTION]**

For purposes of this policy, "school community" is defined to include students, Board employees (i.e., administrators, and professional and classified staff), parent/family members

and other individuals who are

invited by the Superintendent

authorized or otherwise permitted by the Superintendent

to view a performance or receive directly from the District a publication

and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

[DRAFTING NOTE: With respect to student expression related to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions, select Option 1, Option 2, Option 3, Option 4, or Option 5.]

[] Option #1

Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #1]

[] Option #2

While nonpublic forum student expression generally may be published/performed outside the school community (i.e., to the general public), the following nonpublic forum student expression may only be published/performed to members of the school community: _____ **[identify]** See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #2]

[] Option #3

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the Superintendent may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance. See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #3]

[] Option #4

[DRAFTING NOTE: The Board should select either Option 2 or Option 3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum student expression.]

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): _____ **[identify]**. See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #4}

[] Option #5

[DRAFTING NOTE: The Board should select this option if it has prohibited the use of District-approved Social Media to publish/perform nonpublic forum student media, with the exception of nonpublic forum student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

[] Nonpublic forum student expression may only be published/performed to members of the school community. () See ⁷¹Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION#5]

[DRAFTING NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING FOUR (4) OPTIONS (A-D). The order in which the below four (4) options are listed is not meant to convey a preference or recommendation. Boards should select the option that best reflects their current practice or a new practice they which to henceforth follow. As they consider the following options, Board and administrators are encouraged to consult the accompanying Toolkit for a discussion of the different types of forums - e.g., nonpublic forum and limited public forum.

[] Option A [Select if the Board intends to designate all school-sponsored student media, to be limited-purpose public forums (i.e., not subject to prior review/restraint) and allows them to be generally published/performed outside the school community. This is the most permissive of the options.]

[] The Board designates all school-sponsored student media as limited-purpose public forums where students can address matters of concern and/or interest to their readers/viewers. All school-sponsored student media may be published/performed outside the school community. The student journalists, content-creators and/or performers involved in these publications/production have the right to determine the content of the student media.

[] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers. School officials will not review or restrict the content of school-sponsored student media prior to publication/performance, except with respect to unprotected speech.

() Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.

() Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.

All school-sponsored student media shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and not subject to prior review. Given all student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards, for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

[END OF OPTION A]

[] Option B [Select if the Board intends to identify specific school-sponsored student publications/productions to be limited-purpose public forums (i.e., not subject to prior review/restraint), which may be published/performed outside the school community. School-sponsored student publications/productions not listed are considered nonpublic forums and will be subject to routine and systematic prior review and restraint. This is the second most permissive option and only permits prior review/restraint of nonpublic forums, and generally allows limited-purpose public forums to be generally published/performed outside the school community.]

The Board designated the following official, school-sponsored student media to be limited-purpose public forums:

[List all publications so designated:]

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

As limited-purpose public forums the student journalists, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators, and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media.

The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers. ⁷²

School officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication/performance, except with respect to unprotected speech.

Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.

Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.

The above-listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and not subject to prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content, with editorial control comes responsibility. Student journalists, content-creators and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

All other school-sponsored student media including classroom and/or other curricular, co-curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except for those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. **[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board shall provide school officials with guidance and training in order to implement this duty of review/restrain effectively and legally.]**

[DRAFTING NOTE: Select Option B1, Option B-2, Option B-3, Option B-4, or Option B-5.]

[DRAFTING NOTE: The Board should only select this option if it has prohibited all nonpublic forum school-sponsored student publication/performance on Social Media, with the exception of nonpublic forum school-sponsored student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

Nonpublic forum school-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION B-1]

[DRAFTING NOTE: The Board should select either Option B-2 or Option B-3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum school-sponsored student media; as mentioned above, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all nonpublic forum school-sponsored student media.]

Option B-2

While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the following nonpublic forum student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify]** () high school newspaper **[could substitute with the name of the publication]** () high school yearbook _____ **[insert name(s) of specific school-sponsored student publication/proiduction.** () See Board Policy 9160.

[END OF OPTION B-2]

Option B-3

While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific nonpublic forum student media to be published/performed outside the school community (i.e. to the general public). A student or group of students who wish to have his/her/their nonpublic forum student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION B-3]

[] Option B-4

While nonpublic forum school-sponsored student media generally may be published/performed outside the school community (i.e. to the general public), the following nonpublic forum student media may only be published/performed to members of the school community: _____ **[identify]**. () See Board Policy 9160.

[END OF OPTION B-4]

[] Option B-5

Nonpublic forum school-sponsored student media may be published/performed outside the school community (i.e. to the general public). () See Board Policy 9160.

[END OF OPTION B-5]

[END OF OPTION B]

Option C [Select if the Board intends to identify specific student publications/productions to be limited-purpose public forums but wants to retain the authority to engage in limited and consistent prior review/restrain on the basis of four (4) identified reasons. School-sponsored publications/productions not listed are considered nonpublic forums and will be subject to routine prior review and restraint. This is the second most restrictive and permits some prior review/restraint involving what are otherwise limited-purpose public forums.]

The Board designates the following official, school-sponsored student media to be limited-purpose public forums:

[List all publications so designated:]

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

As limited-purpose public forums the student journalist, content-creators or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media. () While designated as limited-purpose public forums, the listed publications/productions are not intended to address general matters of public concern and are not open to public comment.

School officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication/performance; however, school officials may review the content and reject an article/posting/publication/production due to one (1) of the following four (4) reasons:

- A. where poor grammar or writing is evident;
- B. where a legitimate question of age appropriateness of the material exists;
- C. where matters beyond the limited scope of the forum are included; and/or
- D. where the content involves unprotected speech.

The above-listed school-sponsored student publications/productions, while limited-purpose public forums are not intended to address general matters of public concern and therefore are not open to public comment.

The listed publications and or production shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and subject only to limited prior review. Given the listed student publications and/or productions have been

designated as limited-purpose public forums, the school assumes no liability for the content beyond that covered by the school officials' limited prior review, with editorial control comes responsibility. Student journalists, content-creators and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

[DRAFTING NOTE: Select Option C-1, Option C-2, Option C-3, Option C-4, or Option C-5.]

[] Option C-1

[DRAFTING NOTE: The Board should only select this option if it has prohibited all school-sponsored student publication/performance on Social Media, with the exception of school-sponsored student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

School-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION C-1]

[DRAFTING NOTE: The Board should select either Option C-2 or Option C-3 if it has authorized the limited use of District-approved Social Media to publish/perform school-sponsored student media; as mentioned below, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]

[] Option C-2

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public):

_____ **[identify]** () high school newspaper **[could substitute with the name of the publication]** () high school yearbook **[could substitute with the name of the yearbook]** () _____ **[insert name(s) of specific school-sponsored student publications/productions]**. () See Board Policy 9160.

[END OF OPTION C-2]

[] Option C-3

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION C-3]

[] Option C-4

While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members to the school community: _____ **[identify]**. () See Board Policy 9160.

[END OF OPTION C-4]

[] Option C-5

School-sponsored student media may be published/performed outside the school community (i.e., to the general public). () See Board Policy 9160.

[END OF OPTION C-5]

All other school-sponsored student publications and productions, including classroom and/or other curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. **[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not**

being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]⁷⁵

[END OF OPTION C]

Option D [Select if the Board intends all school-sponsored student media (i.e, publications/production) to be nonpublic forums - i.e., subject to routine prior review/restraint. This is the most restrictive option.]

[DRAFTING NOTE: for Options D-1 through D-5: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board will be considered to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

[DRAFTING NOTE: Select Option D-1, Option D-2, Option D-3, Option D-4, or Option D-5.]

Option D-1

[DRAFTING NOTE: The Board should only select this option if it has prohibited all school-sponsored student publication/performance on Social Media, with the exception of school-sponsored student media that is disseminated through District-approved Social Media that employs a portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

School-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION D-1]

[DRAFTING NOTE: The Board should select either Option D-2 or Option D-3 if it has authorized the limited use of District-approved Social Media to publish/perform school-sponsored media; as mentioned above, it is critically important that school officials routinely and consistently exercise their authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]

Option D-2

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify] () high school newspaper [could substitute with the name of the publication] () high school yearbook [could substitute with the name of the yearbook] () _____ [insert name(s) of specific school-sponsored student publications/productions]. () See Board Policy 9160.**

[END OF D-2]

Option D-3

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION D-3]

Option D-4

While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: 76
[identify]. See Board Policy 9160.

[END OF OPTION D-4]

[] Option D-5

School-sponsored student media may be published/performed outside the school community (i.e., to the general public). See Board Policy 9160

[END OF OPTION D-5]

[END OF OPTION D]

[END OF OPTIONS A THROUGH D]

[NOTE: The following paragraph is optional.]

Students staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING THREE (3) OPTIONS RE: ADVERTISING.]

Option #1 [Select if the Board intends to permit advertising in some or all school-sponsored student media but requires a school employee/official to pre-approve the advertisements.]

Advertising is permitted in

- all school-sponsored student media
- the following school-sponsored student publication/productions: **[identify publications/productions]**

Any advertisements must be consistent with Policy 9700.01 AG 9700B.

Advertisements submitted for publication or inclusion in a production shall be reviewed by

- the class/activity advisor
- the building principal
- the Superintendent
- school officials

for a determination that they are appropriate for juveniles. The Superintendent Board retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

[] Option #2 [Select if the Board intends to permit advertising in some or all school-sponsored student media⁷⁷ that are designated to be limited-purpose public forums, and the students involved in the specific publications/productions will be responsible for accepting or rejecting the advertisements.]

Advertising is permitted in

all school-sponsored student media that have been designated as limited-public forums.

the following school-sponsored student media that have been designated as limited-purpose public forums: **[identify publications/productions]**

Any advertisements must be consistent with Policy 9700.01 and AG 9700B.

The students in the class(es)/activity(ies) associated with

all school-sponsored student media that have been designated as limited-purpose public forums

the above-listed student media

will determine whether to include advertisements in the publications/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept those for activities, products, or services that are illegal for students and/or that violate State or Federal law.

The publication/production staff is encouraged to consider the age appropriateness of the ads they select.

[] Option #3 [Select if the Board intends to prohibit advertisements in all student publications/productions.]

Advertising is not permitted in school-sponsored student media.

[END OF OPTIONS RE: ADVERTISING]

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

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Last Modified by Brooke Barber on November 8, 2021

Revised Policy 6144 – Cost Principles

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 52

FOR ACTION

Subject:

Revised Policy 6114 – Cost Principals – Spending Federal Funds, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6144 – Cost Principals – Spending Federal Funds**

Facts / Statistics:

This policy has been revised to provide greater detail in allowability guidance for districts regarding expenditure of federal funds. There has been a significant increase in funding through for school districts through the third pandemic stimulus bill dubbed the American Rescue Plan, providing \$122 billion in Elementary and Secondary School Emergency Relief (or ESSER III) funds. While the policy has accurately referenced definitions and restrictions cited in various sections of 2 C.F.R. 200, greater specificity has been requested by program reviewers and auditors.

Revisions to this policy should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	From Neola
Adopted	June 27, 2016
Last Revised	February 22, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.
- D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.

- E. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions⁸³ that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

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Legal 2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2),
 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

Last Modified by Brooke Barber on November 8, 2021

Revised Policy 6152 – Student Fees, Fines, Supplies

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 53**

FOR ACTION

Subject:

Revised Policy 6152 – Student Fees, Fines, and Supplies, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 6152 – Student Fees, Fines, and Supplies**

Facts / Statistics:

This policy has been revised to provide the authorization to allow for online payment of fees, fines, and charges.

This revision is recommended for adoption if online payment is allowed.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
Status	From Neola
Adopted	July 11, 2005

6152 - **STUDENT FEES, FINES, AND SUPPLIES**

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the _____ within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the _____ to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

[.] Payment

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

[END OF OPTION]

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

[.] Students experiencing homelessness who are able to pay (.) fees or fines (.) fees or fines and refuse to do so **[END OF OPTION]** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

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Last Modified by Brooke Barber on November 8, 2021

Revised Policy 7450 – Property Inventory

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 54**

FOR ACTION

Subject:

Revised Policy 7450 – Property Inventory, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 7450 – Property Inventory**

Facts / Statistics:

A drafting note has been added to this policy noting the federal threshold of \$5,000 for differentiating between supplies/materials and a capital expenditure for equipment purchase. See the note on Policy 6114 - Cost Principles - Spending Federal Funds.

This policy may need to be revised if the district's current policy uses an equipment/inventory threshold higher than \$5,000.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Administrative Guideline Draft
 Section Vol. 36, No. 1 - September 2021
 Title Vol. 36, No. 1 - September 2021 Revised PROPERTY INVENTORY
 Code po7450
 Status From Neola
 Adopted May 24, 2021

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

- conduct a complete inventory
- maintain a continuous inventory

of all District-owned equipment

- and supplies
 - annually.
 - every ____ years. [**specify number; Federal regulations require at least once every two (2) year**]
 - at such intervals as will coincide with property insurance renewal.

and Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$_____

- to replace
- as a single unit

and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$_____. [**The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply. Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.**]

It shall be the duty of the

- Superintendent
- Business Manager
- _____

to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Property records of consumable supplies shall be maintained on a continuous inventory basis.

The _____ shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. condition and depreciation;
- G. evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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2 C.F.R. 200.313

Last Modified by Brooke Barber on November 8, 2021

Revised Policy 8310 – Public Records

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 55**

FOR ACTION

Subject:

Revised Policy 8310 – Public Records, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8310 – Public Records**

Facts / Statistics:

This policy has been revised to comply with the obligation not to disclose the address of a student or an employee who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

These revisions should be adopted in order to remain compliant with Michigan law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised PUBLIC RECORDS
Code	po8310
Status	From Neola
Adopted	July 11, 2005
Last Revised	December 8, 2014

8310 - **PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

Any person may make a written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

Option #1

The Board authorizes the Superintendent to provide, upon written request, enhanced i.e. immediate access to any public record which the District has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. Such a record may be provided by means of a computer disk provided by the requestor, electronic mail, or a modem providing the requestor has paid the fee established for such transmission.

Option #2

The Board chooses not to provide for enhanced access to any of its public records.

[END OF OPTIONS]

[] The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the District's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages (e.g. My Space, Facebook), except as they are specifically related to the operation of the schools, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

The Superintendent is responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the _____ Intermediate School District and the Center for Educational Performance and Information (CEPI).

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

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Legal M.C.L. 15.231 et seq.
M.C.L. 445.81 et seq.
Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

Last Modified by Brooke Barber on November 8, 2021

Revised Policy 8320 – Personnel Files

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 56

FOR ACTION

Subject:

Revised Policy 8320 – Personnel Files, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8320 – Personnel Files**

Facts / Statistics:

This policy has been revised to comply with the obligation not to disclose the address of a student or an employee who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

These revisions should be adopted in order to remain compliant with Michigan law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book Administrative Guideline Draft
 Section Vol. 36, No. 1 - September 2021
 Title Vol. 36, No. 1 - September 2021 Revised PERSONNEL FILES
 Code po8320
 Status From Neola
 Adopted July 11, 2005

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the

- Superintendent.
- Business Manager.
- Assistant Superintendent for Personnel.
- _____.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

- and shall be destroyed annually.

~~+~~ Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

~~+~~ A copy of each such entry shall be given to the employee upon request.

- except for matters pertaining to pending litigation.

A copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the _____.

An employee may review their personnel record upon written request.

~~+~~ The employee may periodically review ~~their~~ ~~his/her~~ file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. () review the record in the presence of the administrator designated to maintain said records or designee;
- C. () make no alterations or additions to the record nor remove any material therefrom;
- D. () sign a log attached to the file indicating date and person reviewing.

Personnel records

() shall be available to Board members and school administrators as may be required in the performance of their jobs.

() shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

[] The personnel files shall be reviewed annually and material no longer required shall be destroyed.

() and no record shall be maintained of said destruction.

~~[]~~ Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

~~Personnel wishing to review their own records shall:~~

- A. ~~() request access in writing;~~
- B. ~~() review the record in the presence of the administrator designated to maintain said records or designee;~~
- C. ~~() make no alterations or additions to the record nor remove any material therefrom;~~
- D. ~~() sign a log attached to the file indicating date and person reviewing.~~

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. () name and date;
- B. () material to be appealed;
- C. () reason for appeal.
- D. () _____.

[] The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

~~The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.~~

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Legal

M.C.L. 423.501 et seq

Last Modified by Brooke Barber on November 8, 2021

Revised Policy 8330 – Student Records

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
November 22, 2021
Report 21- 57

FOR ACTION

Subject:

Revised Policy 8330 – Student Records, 1st reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8330 – Student Records**

Facts / Statistics:

This policy has been revised to reflect the change in federal rule (2021 Solomon Amendment: Subtitle C—General Service Authorities and Correction of Military Records SEC. 521). If the district issues student email addresses, it must release such email addresses to military recruiters as part of directory information, as requested, unless prohibited by student or parent request in writing.

This revision should be adopted in order to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Administrative Guideline Draft
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised STUDENT RECORDS
Code	po8330
Status	From Neola
Adopted	July 11, 2005
Last Revised	May 24, 2021

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

~~After June 26, 2021, i~~f the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
 - 5. _____
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns

- F. () rank in class and academic honors earned
- G. () psychological tests
- H. () attendance records
- I. () health records
- J. () custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and

significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

[NOTE: Districts without AGs should include the following paragraph] This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. **[END OF OPTION]**

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

[NOTE: the following sentence should be selected by districts with AGs] The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his/her written request:

- A. the specific information that was disclosed;

- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. () a student's name;
- B. () address (except for students participating in the address confidentiality program act);
- C. () telephone number;
- D. () date and place of birth;
- E. () major field of study;

- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. height if member of an athletic team;
- I. weight, if member of an athletic team which requires disclosure to participate;
- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships;
- O. telephone numbers for inclusion in school or PTO directories;
- P. school photographs or videos of students participating in school activities, events or programs;
- Q. _____.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The _____ will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ____ days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least ____ work days before the scheduled date of the activity. The instrument will be provided to the parent within ____ business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and

F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. () the proper storage and retention of records including a list of the type and location of records;
- B. () informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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Legal

M.C.L. 380.1135, 380.1136

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Last Modified by Brooke Barber on November 8, 2021

Personnel Update

OWOSSO PUBLIC SCHOOLS
Board of Education
November 22, 2021
Report 21- 58

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Bruce Campbell has accepted a Bus Driver position.

Andrea Rowell has accepted a Lead Cook II Food Service position at Owosso Middle School.

Dana Shepard has accepted a Special Education Paraprofessional position at Bryant Elementary.

Dalton Cremer has accepted the Maintenance/Grounds position.

Simon Godley has accepted the floating Bus Driver position.

Amy Jo Brown has accepted the Performing Arts Coordinator position.

Connor Sergent has accepted the Assistant Transportation Supervisor position.

Resignations

Linda Skinner, Food Service Worker at Owosso High School has submitted her letter of resignation.

Jacob Nelson, Maintenance/Grounds has submitted his letter of resignation.

Retirements

Karen Robinson Food Service Lead Cook I has submitted her letter of retirement.



OWOSSO PUBLIC SCHOOLS

Ready for the World

NOTICE OF OWOSSO BOARD OF EDUCATION MEETING

The Board of Education of Owosso Public Schools, Shiawassee County, Michigan, will be holding a regularly scheduled meeting. The meeting will be held on Monday, November 22, 2021 at 5:30p.m. at the Washington Campus Gym, 645 Alger St.

Date of Meeting: Monday, November 22, 2021

Hour of Meeting: 5:30p.m.

Place of Meeting: Washington Campus Gym
645 Alger Street
Owosso, MI 48867

Purpose of Meetings: Regular Meeting

Telephone Number of Principal Office
of Board of Education: (989) 723-8131

Board Minutes are Located at the
Principal Office of the Board of
Education: 645 Alger Street
Owosso, Michigan 48867

Dr. Andrea Tuttle, Superintendent
OWOSSO PUBLIC SCHOOLS