



OWOSSO PUBLIC SCHOOLS
Ready for the World

5 – 5:30 pm New Teacher Meet and Greet

**Board of Education Agenda
August 26, 2019
5:30 pm Regular Meeting**

Washington Campus
645 Alger Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Introduction of New Teachers

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

July 22, 2019 Minutes-----	Report 19-11	Page 1
August 12, 2019 Committee of the Whole Minutes-----	Report 19-12	Page 5
Current Bills-----	Report 19-13	Page 9
Financials-----	Report 19-14	Page 20
▪ Tax Levy-----	Report 19-15	Page 23
▪ Certified Staff New Hire-----	Report 19-16	Page 26

7. For Future Action

▪ Owosso Middle School Out-of-State Trip-----	Report 19-17	Page 27
▪ Head Start 2019-2020 Contract Agreement-----	Report 19-18	Page 28

8. For Information

▪ Personnel Update-----	Report 19-19	Page 49
-------------------------	--------------	---------

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

September 9: Board of Education Committee of the Whole Meeting, 5:30 pm
September 23: Regular Board Meeting, 5:30 pm

Important Upcoming Dates

August 27: Teacher Work Day
August 27: OHS Open House & Registration Make-up, 4-6 pm
August 27: Bentley Bright Beginnings Open House, 5-7 pm
August 28: Professional Development Day
August 28: OMS Open House, 4-6 pm
August 28: Elementary Open Houses, 5-7 pm
August 28: Bus Garage Open House, 5-7 pm
August 29: Professional Development Da
August 30-September 2: No School-Labor Day Recess
September 3: First Day of School
September 11: LHS Open House, 5-7 pm

12. Adjournment

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

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

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

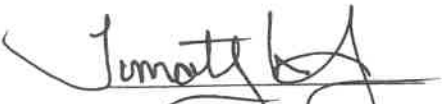
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

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

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

Timothy Jenc
President



Rick Mowen
Vice-President



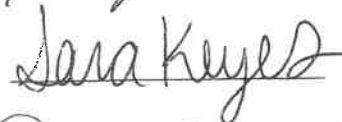
Marlene Webster
Treasurer




Shelly Ochodnicky
Secretary



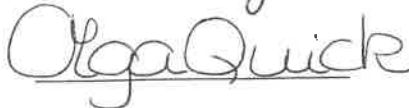
Sara Keyes
Trustee



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
Board of Education Minutes
July 22, 2019
Report 19-11

President Jenc called the meeting of the Board of Education to order at 5:34 pm. The meeting was held in the Washington Campus located at 645 Alger Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Ochodnicky, Quick. Note: Mowen participated in the meeting from a remote location
 Absent: Webster (motions of the Board of Education that were unanimous did not include Webster)

President Tim Jenc informed the meeting's audience that Vice President Rick Mowen was participating in the meeting via telephone. Mr. Jenc read into the record revised bylaw 0100 as it pertains to voting. The bylaw states "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, Board members must be physically present to have their vote officially recorded in Board minutes, 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." President Jenc confirmed that he did in fact approve Mr. Mowen's request to participate remotely prior to the meeting.

Board Correspondence

Superintendent Dr. Andrea Tuttle reported that prior to the start of the meeting, members of the Board of Education participated in a tour of the bond construction progress. She announced that on August 21st all of the elementary buildings will host new construction open houses. Ribbon cutting ceremonies will begin at 4 pm at Bryant Elementary, followed by Central Elementary, and then Emerson Elementary. The ribbon cutting ceremonies will be preceded by a Community Cookout (formerly known as the Community Pep Rally) at Willman Field from 6:30-8 pm. Superintendent Tuttle explained that the format of the Community Pep Rally was changed after receiving input from the participants of previous rally's. The cookout will include an opportunity to meet Board members, interactive games, and a performance by the Trojan Marching Band.

Superintendent Dr. Tuttle announced that Opening Days are scheduled for August 28 and 29. The schedules for these two days have been solidified. Young Chevrolet Cadillac of Owosso, Dr. Ayaz Jafri, Clark Construction, Main Beverage Company, and Janena and Kevin Kregger of Nelson House Funeral Home were all thanked for their generous contributions that will allow staff to participate in an off-site event at the Stone House Farm on August 28. Superintendent Dr. Tuttle stated that due to capacity limits at the venue, there will be two sessions held for OPS staff. The Board was invited to attend one of the two sessions that will run from 8-11 am or 12-3 pm. Staff members will also participate in school improvement meetings at their buildings on this day. All OPS staff members will receive an invitation informing them of which session they should attend. Superintendent Dr. Tuttle explained that the ongoing construction at the high school and a lack of available parking was the reasoning behind holding the event off-site.

Superintendent Dr. Tuttle explained that the OPS leadership has worked very hard on improving student and staff attendance. She proudly reported that 91(50 %) members of the teaching staff had four or fewer absences during the 2018-2019 school year. Out of this, there were eight teachers that had no absences at all. She was proud to report that teacher absences have significantly decreased. Superintendent Dr. Tuttle commented that research has shown that a good attendance record by students in addition to their teacher's attendance are contributing factors to a student's success.

Superintendent Dr. Tuttle displayed a front page article from The Argus Press that featured Dr. Cathy Dwyer, Carrie Miculka and Megan Friend's week long trip to the Dominican Republic, in support of The 4 North Project, a nonprofit organization committed to providing education, sustainability, empowerment and security across the globe.

Curriculum Director Steve Brooks shared an update on summer school. He reported that 32 students were enrolled in session I at Owosso High School. These students successfully completed 38.5 credits. Currently there are 26 students enrolled in session II at Owosso High School. The summer school attendance at Lincoln Alternative High School has also been great. Elementary summer school is in session II and attendance has remained good. A third session of summer school will begin in August for elementary students.

Curriculum Director Steve Brooks reported that Books at Bryant continues to be a huge success. Due to the popularity of the weekly event, an additional book order was recently placed. An average of 125-150 children have been attending throughout the summer. The District has partnered with Culver's Restaurant and they are providing free frozen custard too all students weekly.

Curriculum director Steve Brooks informed the Board that several educational materials have been ordered to kick off the 2019-20 school year. These materials will equip teachers with up to date resources.

Curriculum Director Steve Brooks announced that there are currently 11 new teachers hired. A new teacher orientation is scheduled for August 20th. The Board was invited to have breakfast with these new staff members from 8-9 am at the Owosso Middle School media center. This will be followed by a meeting at the Armory. Mr. Brooks stated that the orientation includes community building with a tour of Owosso and each schools neighborhood. Mrs. Karen Michalec is the teacher mentor and will assist Mr. Brooks with the orientation. The new teachers will meet with their grade level and department chairs on August 21st for a review of their teaching materials.

Public Participation

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

There were no comments from the meeting's audience.

For Action

- Moved by Mowen, supported by Keyes to approve the June 24, 2019 budget hearing minutes, June 24, 2019 regular meeting minutes, June 24, 2019 closed session minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Ochodnicky, supported by Keyes to authorize the Superintendent to sign a contract with Owosso Carpet, Owosso, MI in an amount not to exceed \$40,231.00 inclusive of \$15,000.00 in contingency for abatement and renovation at Bryant, Central and Emerson school to be funded out of sinking fund proceeds. Motion carried unanimously.
- Moved by Quick, supported by Ochodnicky to adopt the membership resolution of the Michigan High School Athletic Association for the year beginning August 1, 2019 through July 31, 2020. Motion carried unanimously.
- Moved by Quick, supported by Mowen to approve the hiring of certified staff member Nicole Davis, Bryant Elementary Kindergarten Teacher. Motion carried unanimously.

- Moved by Ochodnicky, supported by Keyes to approve the July 1, 2019 – June 30, 2020 Tentative Agreement between the Owosso Education Association and the Owosso Board of Education. Secretary Ochodnicky conducted a roll call vote. Ayes: Keyes, Krauss, Jenc, Ochodnicky. Nays: none. Vice President Rick Mowen and Trustee Olga Quick abstained from voting because they each have family members that are employed by the District and affiliated with the Owosso Education Association. Motion carried.
- Moved by Krauss, supported by Quick to approve the July 1, 2019 – June 30, 2020 Tentative Agreement between the Owosso Education Support Personnel Association and the Owosso Board of Education. Secretary Ochodnicky conducted a roll call vote. Ayes: Quick, Keyes, Krauss, Jenc, Ochodnicky, and Mowen. Nays: None. Motion carried unanimously.
- Moved by Krauss, supported by Ochodnicky to authorize the Superintendent to sign off on the easement for Consumers Energy at the secondary campus located at 765 E. North Street (Owosso High School). The easement will allow Consumers Energy to route a new overhead electrical service on the west side of the secondary campus. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to approve the tax levy (L-4029) for 2019 as presented. The tax levy must be approved by the Board of Education prior to October 1, 2019 in order to be included on the December 1 (winter) tax roll.

For Information

Superintendent Dr. Tuttle reported that Richard Hird has accepted the Custodian II position at Owosso Middle School. William Church has accepted the Custodian II position at Owosso Middle School. Heather Kirby has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings. Austin Klapko, Student Facilitator at Bryant Elementary has submitted his letter of resignation. Kaitlyn Hoffman, Kindergarten Teacher at Bryant Elementary has submitted her letter of resignation.

Public Participation

There were no comments from the meeting's audience.

Board Member Comments/Updates

Trustee Sara Keyes remarked that she is very happy to hear that neighborhood tours are given to the new teachers. She stated that she thinks this is a great idea and offers them a better perspective of their students. Mrs. Keyes commented that she is really excited about the elementary open houses and the Community Cookout. She stated that this will be a fun way to start the new school year. She is also thrilled about the ongoing construction at the high school.

In response to Mrs. Keyes comments about the Community Cookout, Superintendent Dr. Tuttle explained that the open houses and Community Cookout will be very informal. These events were planned as an opportunity to get the community together in a relaxed atmosphere, enjoy free food, and meet members of the Board of Education.

Trustee Ty Krauss thanked Clark Construction for the bond tour prior to the meeting. He stated that it has been great to witness the progress that is being made.

Trustee Olga Quick expressed her appreciation towards Karen Middleton, Project Manager of Clark Construction and for her presence at Board meetings. She remarked that she has noticed her attendance at the meetings and appreciates her availability to answer questions from the Board.

Trustee Olga Quick commented that she attended Books at Bryant on July 18th and in spite of the extreme heat, it was a lot of fun. She stated that it was a great opportunity to visit with the children. It was very enjoyable to hand out ice cream and see the kids get excited about books. Mr. Quick also expressed her appreciation of the staff that volunteer their time each week as well.

Secretary Shelly Ochodnicki stated that she is looking forward to having her grandchildren in the elementary buildings this year. She remarked that she is also excited about the open house format and plans to take her grandchildren. Mrs. Ochodnicki expressed her gratitude for the staff members that have responded to her messages over the summer. She stated that she also enjoyed the bond progress tour.

President Tim Jenc thanked Karen Middleton of Clark Construction for the time she provides to the Board and her attendance at the weekly bond meetings. He commented that she always comes to the meetings well prepared.

Vice President Rick Mowen thanked President Jenc and the Board for allowing him to remotely participate in the meeting. He also expressed his appreciation for the Owosso Education Association and explained that he abstained from voting on the contract because his daughter is a member of the group.

Upcoming Board Meeting Dates:

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

August 26: Board of Education Meeting, 5:30 pm

Important Upcoming Dates:

August 1: Elementary and LHS Principals Return

August 6-7: All Admin. Retreat

August 13-14: LHS Registration, 9 am – 2 pm

August 19: 10 Month Secretaries Return

August 20: New Teacher Orientation Breakfast at OMS Media Center, 8-9 am

August 20: New Teacher Orientation at Owosso Armory, 9 am – 3 pm

August 21: New Teacher Orientation, 9 am – 3 pm

August 21: OHS Trojan Day, 8 – 11 am, 12-3 pm, and 4-6 pm

August 22: ILC Meeting at Owosso Armory, 9 am – 3 pm

Central Elementary Principal Bridgit Spielman stated that on behalf of the Mike and Dee Raffaelli family, they want everyone to know that they were extremely humbled and overwhelmed by the kindness that they have received after the loss of their son. They are excited to return to work and look forward to the continued support of their Owosso Public Schools family.

Adjournment

Moved by Mowen, supported by Ochodnicki to adjourn at 5:59 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
August 12, 2019
Report 19-12

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:28 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Ty Krauss, Rick Mowen, Shelly Ochodnicki, Olga Quick
 Absent: Sara Keyes, Marlene Webster

Pledge of Allegiance

Public Participation

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

There were no comments from the public.

Budget Update

Superintendent Dr. Tuttle provided the Board with an update on the preliminary and unaudited general fund for the period ending on June 30, 2019. She explained that the District only spent 98% of its total revenue and expenditures came in better than expected as well. As of June 30, 2019 the actual fund balance was \$4,381,568.87 with a variance of \$660,228.60 over the amount that was estimated. This leaves a 14.33% fund balance based on the preliminary/unaudited 2018-19 expenses. Superintendent Dr. Tuttle reminded the Board that the District is still anticipating to be down 75 students for the 2019-20 school year. She also stated that the District has tried to keep the budget on track over the past few years by not filling a lot of positions when staff members leave.

Staffing

Superintendent Dr. Tuttle informed the Board about recent teacher resignations. She explained that special education teachers are in very high demand. The high school needs to fill a special education and family consumer science teaching position before the start of school.

Back to School Events

Superintendent Dr. Tuttle reminded the Board that professional development will be held on August 28 at the Stone House Farm in Bancroft. She welcomed the Board to join OPS staff for an activity during one of the two sessions (8 – 11 am or 12 – 3 pm). Superintendent Dr. Tuttle also shared a document that contained information on back to school events. The upcoming events include the following:

August 13-14: Lincoln High School Registration, 9 am-2 pm

August 20: OHS Fall Sports Parent Night, 6 pm

August 21: OHS Trojan Days, 8-11 am, 12-3 pm and 4-6 pm

August 21: Elementary New Construction Open Houses 4-6 pm

- Bryant Elementary New Construction Ribbon Cutting Ceremony, 4-4:15 pm
- Central Elementary New Construction Ribbon Cutting Ceremony, 4:45-5 pm
- Emerson Elementary New Construction Ribbon Cutting Ceremony, 5:30-5:45 pm

August 21: Community Cookout (formerly known as the Community Pep Rally) at Willman Field, 6:30-8 pm

- August 27: OHS Open House and Trojan Days Make-up Date, 4-6 pm
 August 27: Bentley Bright Beginnings Early Childhood Center Open House, 5-7 pm
 August 28: Owosso Middle School Open House, 4-6 pm
 August 28: Bryant Elementary Open House, 5-7 pm
 August 28: Central Elementary Open House, 5-7 pm
 August 28: Emerson Elementary Open House, 5-7 pm
 September 3: First Full Day of School
 September 3: Tuition Preschool and Early Childhood Special Education classes at Bentley Bright Beginnings Early Childhood Center begin
 September 9: Great Start Readiness Program Full Day & Half Day Preschool First Day of School at Bentley Bright Beginnings Early Childhood Center
 September 11: Lincoln High School Open House, 5-7 pm

New Classes

Curriculum Director Steve Brooks reported that Medical Interventions (3rd segment) is a new course that will be taught at Owosso High School by Mr. Alan Dorman. The middle school will also begin piloting Trojan Time, which is similar to a smart hour. A total of four minutes is being pulled from each class period to allow for the Trojan Time class. Mr. Brooks stated that Trojan Time will be an opportunity for teachers to share their expectations of students, Positive Behavior Intervention Systems (PBIS), the 15 emotional systems that have been developed by teachers, and homework help if needed. Superintendent Dr. Tuttle explained that the middle school will return to a regular schedule if Trojan Time does not prove to be beneficial to students. If Trojan Time is successful, the high school may consider implementing it as well.

Keyless Entry

Superintendent Dr. Tuttle announced that the security grant and bond has provided resources to allow staff members access into their buildings using a key card entry system. All staff will be provided with a key card that they must scan in order to gain access into their building. The new system will dictate who has access to buildings and the timeframes that access is allowed. The key cards will also be used to release jobs on the new copiers. In addition, the intercoms and camera systems have been updated at all buildings.

Liaison Officer Interviews

Superintendent Dr. Tuttle informed the Board that Liaison Officer interviews will be held on August 15. Owosso Police Chief Kevin Lenkart and Lieutenant Eric Cherry are working on scheduling the candidate interviews.

Trojan Times Contract

Superintendent Dr. Tuttle and the Board discussed the Trojan Times 2019-20 school year contract.

Foundation

Superintendent Dr. Tuttle explained that the OPS Foundation has implemented a nomination procedure for recognizing a teacher of the year and support staff of the year beginning with the 2019-20 school year. Documents containing information about the selection process and guidelines was shared with the Board. Superintendent Dr. Tuttle stated that the recipients will be announced in March 2020 during her State of the District address. The recipients will be formally announced at the April 27, 2020 Board meeting. The OPS Foundation will also sponsor "Welcome Back" mini grants for OPS staff members. Information detailing the purpose, criteria, expectations, and timeline for the mini grants was shared with the Board.

Bond Projects

Superintendent Dr. Tuttle reported that the bond project is progressing. She stated that she should know where we are at with value engineering by the end of August. Kingscott has stated that they are still working on the value engineering drawings. A list of everything related to the bond and on the docket to be completed this summer was requested by Superintendent Dr. Tuttle.

Sinking Fund Update

Superintendent Dr. Tuttle announced that the Middleton Road access and elementary abatement sinking fund projects are going very well. A list of all the contractors that are on site will be included in the August 16th Friday Letter. A PowerPoint showing the bond's progress will be shared with staff during opening days.

Staffing

Superintendent Dr. Tuttle informed the Board that an emergency certification will be requested for Rebecca Gillett who will fill in for Trudy Schneider after her recent resignation.

The Health Department, under the direction of Mr. Larry Johnson, has graciously afforded Lincoln High School a part time nurse for the past two years at no cost to the District. Mr. Johnson informed Dr. Tuttle that because of lack of funding, they were no longer able to do this unless the District could share in the cost. Superintendent Dr. Tuttle stated that the District will contribute \$6,500 to the nurse's salary and Mr. Johnson was therefore able to continue this program for us. Superintendent Dr. Tuttle stated that she thinks this is a very valuable program for all students, but especially for our Lincoln students.

New Teacher Orientation

The Board was reminded that they are invited to join new teachers for breakfast on August 20 from 8-9 am in the middle school media center.

Community Pep Rally

A community cookout (formerly known as the Community Pep Rally) will take place on August 21 at Willman Field beginning at 6:30 pm. The Board was encouraged to participate in this event.

Opening Days

Curriculum Director Steve Brooks provided information on the August 28 and 29 professional development. He explained that all buildings will hold school improvement meetings on August 28. In addition to an activity with Dr. Tuttle at Stone House Farm. On August 29 elementary staff will rotate between writing, math, and International Baccalaureate unit design sessions. A team of middle school teacher developed student expectations and 15 lessons on social emotional behaviors over the summer that will be presented to students during Trojan Time. The middle school's professional development will include Illuminate instruction, Trojan Time Social Emotional, and positive behavioral interventions and supports (PBIS) strategies. Professional development at the high school and Lincoln Alternative High School will include social emotional training and school improvement PBIS strategies.

Mr. Brooks informed the Board that all support staff have been invited to attend the opening days' professional development and work on completing their required Safe Schools training.

IB Learner Profile

Superintendent Dr. Tuttle commented that Owosso Public Schools is an International Baccalaureate school and everything we do focuses on the IB Learner Profile.

Post Labor Day Start for Next Year

Superintendent Dr. Tuttle stated that a waiver must be requested for a post labor day start of school. This has already been submitted to the SRES D for the 2020-21 school year.

Committee of the Whole and Board Meetings

Superintendent Dr. Tuttle reminded the Board that all Board and Committee of the Whole meetings will be held in the Washington Campus until further notice.

Comments

Superintendent Dr. Tuttle informed the Board that she has been working with Mr. Tom Mynsberge of Critical Incident Management on providing staff with a refresher course on the differences between a lock down and secure mode.

Superintendent Dr. Tuttle stated that on Monday, August 19 from 1:30-3:30 pm in the OMS auditorium Mr. Kevin Huneycutt will present on mental health issues. The SRESA has invited all OPS employees to attend Mr. Huneycutt's presentation. Superintendent Dr. Tuttle commented that the administrative team plans to attend this event that is optional for staff.

President Tim Jenc remarked that he listened to Dallas Lintner's talk show interview on WOAP of Owosso with Hondo Carpenter of Spartan Nation Radio. He praised Mr. Lintner on his outstanding representation of Owosso Public Schools.

Adjournment

Moved by Krauss, supported by Mowen to adjourn at 6:33 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
7/15-8/18/2019
REPORT 19-13

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$2,292,502.59
SERVICE FUND	\$23,583.71
SINKING FUND	\$390,584.15
CAPITAL PROJECTS - BOND FUND	\$3,320,122.10
CAPITAL PROJECTS - COOK FAMILY FOUNDATION	\$177,357.49

CHECK RUN TOTAL	<u>\$6,204,150.04</u>
------------------------	-----------------------

CREDIT CARD ACTIVITY BY FUND (7/05 - 8/05/2019)

GENERAL FUND	\$ 17,882.21
SERVICE FUND	\$ 413.14
ORGANIZATIONAL FUND	\$ 688.16

CREDIT CARD TOTAL	<u>\$ 18,983.51</u>
--------------------------	---------------------

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

PAYMENT 7/22/2019	\$ 6,432.57
PAYMENT 8/14/2019	\$ 13,271.39

DIRECT DRAW FROM BANK ACCOUNT	<u>\$ 19,703.96</u>
--------------------------------------	---------------------

PAYROLL (#2) 7/19/19	\$ 665,831.69
PAYROLL (#3) 8/2/19	\$ 682,445.09
PAYROLL (#4) 8/16/19	\$ 682,501.11
STABILIZATION PAYMENT - 7/29/2019	\$ 192,455.37

PAYROLL TOTAL	<u>\$ 2,223,233.26</u>
----------------------	------------------------

GRAND TOTAL	<u>\$ 8,466,070.77</u>
--------------------	------------------------

Detailed payment information can be obtained from the Chief Financial Officer, Julie Omer, by calling (989) 723-8131 or by mailing a written request to Owosso Public Schools, P.O. Box 340, 645 Alger Street, Owosso, MI 48867

Check Register for Bank Account ID CHEM1

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100377	07/18/2019	1 Comp	Open	004253 ALLAN GOETZINGER	ATH/SMITH/EXTRA COVERAGE	100.00
100378	07/18/2019	1 Comp	Cleared 07/31/2019	008250 BIG TEAMS LLC	ATH/SMITH/SCHEDULING PROG	861.00
100379	07/18/2019	1 Comp	Cleared 07/31/2019	008366 CATHY NORTH	ATH/SMITH/LEAGUE STIPEND	825.00
100380	07/18/2019	1 Comp	Cleared 07/31/2019	008648 CHEMICAL BANK	7TH STATE AID LOAN PMT	432,002.28
100381	07/18/2019	1 Comp	Cleared 07/31/2019	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	244.95
100382	07/18/2019	1 Comp	Cleared 07/31/2019	001197 CLEVENGER, DEB	HS/D CLEVENGER/CPR SUPPLIE	334.72
100383	07/18/2019	1 Comp	Cleared 07/31/2019	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MOWER BLADES	171.39
100384	07/18/2019	1 Comp	Cleared 07/31/2019	008778 DYGERT, STEPHANIE	BB/DYGERT/SUPPLIES	25.00
100385	07/18/2019	1 Comp	Cleared 07/31/2019	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM MONITORI	396.00
100386	07/18/2019	1 Comp	Cleared 07/31/2019	008293 FLINT METRO LEAGUE	ATH/SMITH/LEAGUE FEES	3,400.00
100387	07/18/2019	1 Comp	Cleared 07/31/2019	007715 FRONTLINE TECHNOLOGIES GROUP, LLC	ADM/TIME CLOCK SYSTEM	9,450.35
100388	07/18/2019	1 Comp	Open	007622 GFMSL	MS/GRAHAM/LEAGUE FEES	125.00
100389	07/18/2019	1 Comp	Cleared 07/31/2019	002810 HI-QUALITY GLASS	OPER/KLAPKO/LEXAN	165.00
100390	07/18/2019	1 Comp	Cleared 07/31/2019	003935 HOLIDAY INN EXPRESS	HS/MCGRAW/CONF LODGING	1,394.02
100391	07/18/2019	1 Comp	Cleared 07/31/2019	003396 INT'L BACCALAUREATE	HS/19-20 MYP ANNUAL FEE	11,055.00
100392	07/18/2019	1 Comp	Cleared 07/31/2019	008359 KINECT ENERGY INC.	JULY 19 ENERGY MGT FEE	315.00
100393	07/18/2019	1 Comp	Cleared 07/31/2019	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,290.09
100394	07/18/2019	1 Comp	Cleared 07/31/2019	100268 MASA	ADM/TUTTLE/19-20 MEMBERSHI	986.07
100395	07/18/2019	1 Comp	Open	100400 MASSP	ALT/IRELAN/19-20 MEMBERSHI	2,375.00
100396	07/18/2019	1 Comp	Cleared 07/31/2019	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	93.78
100397	07/18/2019	1 Comp	Cleared 07/31/2019	004578 MPAAA (MI PUPIL ACCTG & ATT ASC)	ADM/YOHO/MEMBERSHIP	85.00
100398	07/18/2019	1 Comp	Cleared 07/31/2019	003890 MSBO	ADM/GRABER/MEMBERSHIP	150.00
100399	07/18/2019	1 Comp	Cleared 07/31/2019	004650 OWOSSO SAFE & LOCK COMPANY	OPER/KLAPKO/LOCKS	95.10
100400	07/18/2019	1 Comp	Cleared 07/31/2019	003692 RESERVE ACCOUNT	ADM/PITT/POSTAGE	500.00
100401	07/18/2019	1 Comp	Cleared 07/31/2019	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	90.65
100402	07/18/2019	1 Comp	Cleared 07/31/2019	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/MULCH	540.00
100403	07/18/2019	1 Comp	Cleared 07/31/2019	002623 TASC-CLIENT INVOICES	8/1-8/31/19 ADMIN FEE	323.84
100404	07/18/2019	1 Comp	Cleared 07/31/2019	002823 UNITED STATES TREASURY	2ND QTR 941 TAXES	112.12
100405	07/18/2019	1 Comp	Cleared 07/31/2019	006416 W.W. WILLIAMS	TRANS/SECOR/REPAIR PARTS	167.90
100406	07/18/2019	1 Comp	Cleared 07/31/2019	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/JULY 2019	724.80
100407	07/18/2019	50 Comp	Open	100046 BAKER COLLEGE OWOSSO	FINAL ADULT ED BILLING	18,443.47
100408	07/18/2019	50 Comp	Cleared 07/31/2019	008719 BOOKS4SCHOOL	BR/BINGER/BOOKS	1,314.64
100409	07/18/2019	50 Comp	Cleared 07/31/2019	001050 CITY OF OWOSSO	UTIL/WATER&SEWER	17,647.98
100410	07/18/2019	50 Comp	Open	003146 COLLISON, MICHELLE	BR/COLLISON/CONF REIMB	360.15
100411	07/18/2019	50 Comp	Cleared 07/31/2019	007131 CSH ELECTRIC MOTOR SUPPLY	OPER/KLAPKO/MOTOR REPAIR	385.87
100412	07/18/2019	50 Comp	Cleared 07/31/2019	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPP	45.00
100413	07/18/2019	50 Comp	Cleared 07/31/2019	101867 FASTENAL COMPANY	OPER/KLAPKO/LIFT EYE	17.08
100414	07/18/2019	50 Comp	Cleared 07/31/2019	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/JUNE SUPP	375.80
100415	07/18/2019	50 Comp	Cleared 07/31/2019	008445 HARRIS & SON LLC	ATH/SMITH/PORT-A-JONS	200.00
100416	07/18/2019	50 Comp	Cleared 07/31/2019	008779 HILGENDORF, HALEY	ADM/HILGENDORF/MILEAGE	40.39
100417	07/18/2019	50 Comp	Cleared 07/31/2019	004730 J. W. PEPPER & SON INC.	HS/DIGNAN/MUSIC	199.99
100418	07/18/2019	50 Comp	Cleared 07/31/2019	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/LIGHT BUBLS	321.55
100419	07/18/2019	50 Comp	Cleared 07/31/2019	008643 MEI TOTAL ELEVATOR SOLUTIONS	OPER/KLAPKO/ELEVATOR REPAI	619.04
100420	07/18/2019	50 Comp	Cleared 07/31/2019	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER MAINT	318.00
100421	07/18/2019	50 Comp	Open	002649 OWOSSO BAND BOOSTERS	HS/DIGNAN/MARSHALL BILL	935.36
100422	07/18/2019	50 Comp	Cleared 07/31/2019	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	11,348.72
100423	07/18/2019	50 Comp	Cleared 07/31/2019	006555 PLEUNE SERVICE COMPANY INC	OPER/KLAPKO/HVAC WORK	661.86
100424	07/18/2019	50 Comp	Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/JUNE DUES	44.00
100425	07/18/2019	50 Comp	Void 07/26/2019	006578 SLH METALS INC	OPER/KLAPKO/METAL	274.31
100426	07/18/2019	50 Comp	Cleared 07/31/2019	007679 THE GARLAND COMPANY INC.	OPER/KLPAKO/ROOFING SUPPLI	367.09
100427	07/18/2019	50 Comp	Cleared 07/31/2019	007717 TIMLICK'S AUTO & TRUCK REPAIR	OPER/KLAPKO/VEHICLE REPAIR	263.93
100428	07/18/2019	50 Comp	Cleared 07/31/2019	008675 TSA CONSULTING GROUP, INC.	JULY 2019 FEE	157.68
100429	07/18/2019	50 Comp	Cleared 07/31/2019	007788 WAKELAND OIL	OPER/KLAPKO/DIESEL	1,056.32
100430	07/18/2019	50 Comp	Cleared 07/31/2019	007985 WATSON, JOE	ADM/WATSON/MILEAGE	130.78

Check Register for Bank Account ID CHEM1

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100431	07/18/2019	50 Comp	Cleared	07/31/2019 006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	135.40
100432	07/18/2019	50 Comp	Cleared	07/31/2019 007435 ZIP MEDICAL SUPPLIES LLC	ATH/SMITH/TRAINER SUPPLIES	1,650.33
100433	07/25/2019	51 Comp	Cleared	07/31/2019 000278 APPLEBBE OIL COMPANY	TRANS/SECOR/FUEL	273.29
100434	07/25/2019	51 Comp	Cleared	07/31/2019 000300 ARGUS-PRESS CO.	ADM/THOMPSON/BEST OF BEST	248.00
100435	07/25/2019	51 Comp	Cleared	07/31/2019 005935 BP CANADA ENERGY MARKETING GROUP	JUNE 2019 NATURAL GAS PURC	1,191.84
100436	07/25/2019	51 Comp	Cleared	07/31/2019 003302 CDW GOVERNMENT, INC.	ADM/MILLER/LICENSES	11,287.60
100437	07/25/2019	51 Comp	Cleared	07/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100438	07/25/2019	51 Comp	Cleared	07/31/2019 001050 CITY OF OWOSSO	POLICE LIASON OFFICERS	18,954.00
100439	07/25/2019	51 Comp	Cleared	07/31/2019 001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/JUNE 2019	24,423.63
100440	07/25/2019	51 Comp	Cleared	07/31/2019 006588 DAYSTARR COMMUNICATIONS	JUNE 2019 PHONE BILL	1,085.37
100441	07/25/2019	51 Comp	Cleared	07/31/2019 102034 DELL MARKETING, L.P.	ADM/MILLER/BATTERY	68.99
100442	07/25/2019	51 Comp	Cleared	07/31/2019 100069 HEINEMANN	BR/HARKEMA/BAGS	250.80
100443	07/25/2019	51 Comp	Cleared	07/31/2019 007104 KLAPKO, JOHN	OPER/KLAPKO/MAY MILEAGE	270.48
100444	07/25/2019	51 Comp	Cleared	07/31/2019 008292 KONICA MINOLTA BUSINESS SOLUTION	MAINT PMT 4-1 THRU 6-30-19	8,748.64
100445	07/25/2019	51 Comp	Cleared	07/31/2019 003600 MARSHALL MUSIC COMPANY INC.	MS/TOLRUD/REPAIR	10.00
100446	07/25/2019	51 Comp	Cleared	07/31/2019 002637 MEMORIAL MEDICAL ASSOCIATES	MDOT PHYSICAL A. ASH	80.00
100447	07/25/2019	51 Comp	Cleared	07/31/2019 003780 MESSA	AUG 2019 BILL/TEACHERS	222,294.25
100448	07/25/2019	51 Comp	Cleared	07/31/2019 006230 THRUN LAW FIRM, P.C.	JUNE LEGAL FEES	3,405.00
100449	07/25/2019	1 Comp	Cleared	07/31/2019 008620 ASSETGENIE, INC.	ADM/STINSON/PALM REST	51.45
100450	07/25/2019	1 Comp	Open	008459 ATHERTON ROAD SALES	OPER/KLAPKO/GENERATOR REPA	157.50
100451	07/25/2019	1 Comp	Cleared	07/31/2019 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100452	07/25/2019	1 Comp	Cleared	07/31/2019 100455 D & G EQUIPMENT INC.	OPER/KLAPKO/CHAIN SAW	615.96
100453	07/25/2019	1 Comp	Cleared	07/31/2019 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	586.94
100454	07/25/2019	1 Comp	Cleared	07/31/2019 008524 HUDL	ATH/SMITH/SOFTWARE	4,150.00
100455	07/25/2019	1 Comp	Open	100536 JOHNSTONE SUPPLY OF LANSING	OPER/KLAPKO/REFRIGERANT	458.92
100456	07/25/2019	1 Comp	Cleared	07/31/2019 003780 MESSA	AUG 2019 BILL/OESPA STAFF	46,338.53
100457	07/25/2019	1 Comp	Cleared	07/31/2019 003780 MESSA	AUG 2019 BILL/NON-UNION	12,625.57
100458	07/25/2019	1 Comp	Cleared	07/31/2019 003780 MESSA	AUG 2019 BILL/ADMIN	24,979.26
100459	07/25/2019	1 Comp	Open	007056 MIAAA	ATH/LINTNER/MEMBERSHIP	235.00
100460	07/25/2019	1 Comp	Cleared	07/31/2019 003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	343.77
100461	07/25/2019	1 Comp	Cleared	07/31/2019 007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILERT AGREEM	318.00
100462	07/25/2019	1 Comp	Open	003890 MSBO	ADM/YOHO/DUES	300.00
100463	07/25/2019	1 Comp	Cleared	07/31/2019 008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	590.67
100464	07/25/2019	1 Comp	Open	004860 POSTMASTER	ADM/THOMPSON/POSTAGE	170.00
100465	07/25/2019	1 Comp	Cleared	07/31/2019 004568 SECOR-JENKS, RENEE	TRANS/SECOR/SUPPLIES	59.82
100466	07/25/2019	1 Comp	Cleared	07/31/2019 100017 SET-SEG	AUG 2019 BILL/GF STAFF	4,419.07
100467	07/25/2019	1 Comp	Cleared	07/31/2019 008752 SONITROL GREAT LAKES MICHIGAN	ADM/SECURITY GRANT WORK	33,249.41
100468	07/25/2019	1 Comp	Cleared	07/31/2019 008649 SUMMIT COMPANIES	OPER/KLAPKO/INSPECTION	3,340.56
100469	07/25/2019	1 Comp	Cleared	07/31/2019 001704 SUNBURST GARDENS INC.	OPER/KLAPKO/LAWN APPLICAT	1,450.00
100470	07/25/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	AUG 2019 BILL/ADMIN STAFF	1,090.31
100471	07/25/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	AUG 2019 BILL/GF STAFF	1,288.12
100472	08/01/2019	1 Comp	Open	101548 AGNEW SIGNS CO.	ADM/TUTTLE/BLANKETS	1,276.64
100473	08/01/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	HS/DIGNAN/ENVELOPES	248.04
100474	08/01/2019	1 Comp	Open	008713 BENDLE PUBLIC SCHOOLS	ATH/SMITH/10-26 VBALL ENTR	180.00
100475	08/01/2019	1 Comp	Open	001020 CREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	514.11
100476	08/01/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100477	08/01/2019	1 Comp	Open	007131 CSH ELECTRIC MOTOR SUPPLY	OPER/KLAPKO/PUMP REPAIR	464.87
100478	08/01/2019	1 Comp	Open	007973 DANSVILLE HIGH SCHOOL	ATH/SMITH/101-12 VOLLEYBAL	190.00
100479	08/01/2019	1 Comp	Open	101613 DURAND HIGH SCHOOL	ATH/SMITH/9-7 VBALL ENTRY	150.00
100480	08/01/2019	1 Comp	Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	228.00
100481	08/01/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	534.28
100482	08/01/2019	1 Comp	Open	008779 HILGENDORF, HALEY	ADM/HILGENDORF/MILEAGE	87.93
100483	08/01/2019	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/OIL AND FILTER	61.72
100484	08/01/2019	1 Comp	Open	008791 NEW LOTHROP HIGH SCHOOL	ATH/SMITH/10-19 VBALL	225.00

Check Register for Bank Account ID CHEM1

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100485	08/01/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	BB/ROWELL/BREAKFAST	128.34
100486	08/01/2019	1 Comp	Open	004652 FCMI - WEST	BB/ROWELL/STAFF PAYMENT	10,095.48
100487	08/01/2019	1 Comp	Open	101833 PERRY PUBLIC SCHOOLS	ATH/SMITH/8-24 VBALL	195.00
100488	08/01/2019	1 Comp	Open	004860 POSTMASTER	MS/GRAHAM/POSTAGE	440.00
100489	08/01/2019	1 Comp	Open	007024 PROJECT LEAD THE WAY	BR/COLLISON/19-20 FEE	7,250.00
100490	08/01/2019	1 Comp	Open	102443 SCHOLASTIC INC.	MS/BRID/SUBSCRIPTION	747.26
100491	08/01/2019	1 Comp	Open	005625 SHIAWASSEE RESD	ADM/SCHOOL EQUITY CAUCUS	500.00
100492	08/01/2019	1 Comp	Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	8.20
100493	08/01/2019	1 Comp	Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/AUG 2019	1,053.42
100494	08/08/2019	1 Comp	Open	000560 BLICK ART SUPPLY	ADM/THOMPSON/CANVAS PANELS	508.98
100495	08/08/2019	1 Comp	Open	004542 BRINK WOOD PRODUCTS, INC.	OPER/KLAPKO/MULCH	10,920.00
100496	08/08/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100497	08/08/2019	1 Comp	Open	100920 CORUNNA HIGH SCHOOL	ATH/SMITH/8-27 CC ENTRY	200.00
100498	08/08/2019	1 Comp	Open	007973 DANSVILLE HIGH SCHOOL	ATH/SMITH/8-24 JV VBALL	180.00
100499	08/08/2019	1 Comp	Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM MONITORI	588.00
100500	08/08/2019	1 Comp	Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/JULY SUPPLIES	907.12
100501	08/08/2019	1 Comp	Open	008796 GRAND VALLEY AUTOMATION, INC.	OPER/KLAPKO/HVAC SUPPORT	1,268.00
100502	08/08/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMEANY	OPER/KLAPKO/CUSTODIAL SUPP	391.92
100503	08/08/2019	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	ADM/TUTTLE/MAILING/INVITES	587.20
100504	08/08/2019	1 Comp	Open	002962 INDUSTRIAL SUPPLY OF OWOSSO INC.	OPER/KLAPKO/TOOL SET	109.95
100505	08/08/2019	1 Comp	Open	100536 JOHNSTONE SUPPLY OF LANSING	OPER/QUICK/SCALE	239.99
100506	08/08/2019	1 Comp	Open	008359 KINECT ENERGY INC.	ENERGY MGT FEE	315.00
100507	08/08/2019	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	138.16
100508	08/08/2019	1 Comp	Open	003448 LOCKER ROOM & TROPHY PLACE	ADM/BOARD NAME BADGES	80.00
100509	08/08/2019	1 Comp	Open	008795 MACOMB ISD	ANDERSON/DWYER/CONF REG	40.00
100510	08/08/2019	1 Comp	Open	003660 MEDLER ELECTRIC COMPANY	OPER/KLAPKO/ELECTRICAL SUP	906.22
100511	08/08/2019	1 Comp	Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	238.45
100512	08/08/2019	1 Comp	Open	004583 MT. MORRIS HIGH SCHOOL	ATH/SMITH/JV VOLLEYBALL	170.00
100513	08/08/2019	1 Comp	Open	002093 NEOLA INC.	BOARD POLICY SERVICES	650.00
100514	08/08/2019	1 Comp	Open	100001 OFFICE DEPOT INC.	ADM/WHITE/NAME BADGES	177.10
100515	08/08/2019	1 Comp	Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/9-21 TENNIS	80.00
100516	08/08/2019	1 Comp	Open	004480 OWOSSO BOLT & BRASS COMPANY	OPER/KLAPKO/HVAC SUPPLIES	552.51
100517	08/08/2019	1 Comp	Open	101833 PERRY PUBLIC SCHOOLS	ATH/SMITH/9-13 GIRLS GOLF	580.00
100518	08/08/2019	1 Comp	Open	100661 POWERS CATHOLIC HIGH SCHOOL	ATH/SMITH/10-5 CC ENTRY	200.00
100519	08/08/2019	1 Comp	Open	008705 RIVERS SECURITY SPECIALISTS INC.	HAMMERGLASS SECURITY GRANT	46,319.86
100520	08/08/2019	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	MS/GRAHAM/SUPPLIES	199.74
100521	08/08/2019	1 Comp	Open	004568 SECOR-JENKS, RENEE	TRANS/SECOR/SUPPLIES	35.89
100522	08/08/2019	1 Comp	Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	79.30
100523	08/08/2019	1 Comp	Open	008752 SONITROL GREAT LAKES MICHIGAN	INTRUSION SYSTEM/GRANT	4,763.38
100524	08/08/2019	1 Comp	Open	101518 ST. JOHNS HIGH SCHOOL	ATH/SMITH/8-16 CC ENTRY	175.00
100525	08/08/2019	1 Comp	Open	101057 STATE OF MICHIGAN	2019-20 STATE AID NOTE FEE	840.00
100526	08/08/2019	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	124.21
100527	08/08/2019	1 Comp	Open	007110 WINDMILL PRO-PAINT	TRANS/SECOR/BUS WORK	280.00
100528	08/15/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	ADM/TUTTLE/BACK PACKS	1,189.27
100529	08/15/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	BUSINESS CARDS	253.00
100530	08/15/2019	1 Comp	Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	107.95
100531	08/15/2019	1 Comp	Open	008798 ARTFULLY YOU STUDIO	ADM/TUTTLE/ADMIN MEETING	340.00
100532	08/15/2019	1 Comp	Open	006202 BSN SPORTS	ATH/SMITH/HELMET RECONDITI	6,305.40
100533	08/15/2019	1 Comp	Open	008648 CHEMICAL BANK	STATE AID INSTALLMENT	1,202,212.00
100534	08/15/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	81.65
100535	08/15/2019	1 Comp	Open	008797 DIVE CINCINNATI, INC.	ATH/SMITH/DIVE BOARD KIT	746.95
100536	08/15/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	2,460.34
100537	08/15/2019	1 Comp	Open	008445 HARRIS & SON LLC	ATH/SMITH/PORT-A-JONS	200.00
100538	08/15/2019	1 Comp	Open	007077 HURLEY, BILLIE	BB/HURLEY/FIELD TRIP REIMB	52.65

Check Register for Bank Account ID CHEM1

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
100539	08/15/2019	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	903.79
100540	08/15/2019	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	56.01
100541	08/15/2019	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/SMITH/OFFICE SUPPLIES	465.01
100542	08/15/2019	1	Comp Open	004600 OPS FOOD SERVICE FUND	BB/ROWELL/DRESSING	8.02
100543	08/15/2019	1	Comp Open	008010 OWOSSO MEDICAL GROUP	SUB DRIVER TEST/J. GRIFFIN	10.00
100544	08/15/2019	1	Comp Open	004652 PCMI - WEST	BB/ROWELL/STAFF PAYMENT	12,927.19
100545	08/15/2019	1	Comp Open	005420 SCHOOL SPECIALTY INC.	OMS/GRAHAM/SUPPLIES	186.53
100546	08/15/2019	1	Comp Open	008799 STONE HOUSE FARM	ADM/THOMPSON/BALANCE DUE	2,000.00
100547	08/15/2019	1	Comp Open	008649 SUMMIT COMPANIES	OPER/KLAPKO/INSPECTION	1,380.50
100548	08/15/2019	1	Comp Open	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/GROUDNS WORK	6,172.00
100549	08/15/2019	1	Comp Open	007679 THE GARLAND COMPANY INC.	OPER/KLAPKO/ROOFING SUPPLI	513.57
100550	08/15/2019	1	Comp Open	007788 WAKELAND OIL	OPER/KLAPKO/FUEL	1,329.35
CHECK TOTAL						2,292,776.60
LESS VOIDS						274.31
GRAND TOTAL						2,292,502.29

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	93	1,363,571.58	Computer	173	2,292,502.29
Cleared	80	928,930.71	Prepaid		
Void	1	274.31			
Scratch					
TOTAL	174	2,292,776.60	TOTAL	173	2,292,502.29

Check Register for Bank Account ID SERVIC

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007547	07/18/2019	1 Comp	Open	004546 MEAL MAGIC	FS/MANNS/LICENSES	4,875.00
007548	07/18/2019	50 Comp	Open	005090 REEVES WHEEL ALIGNMENT	FS/KLAPKO/VEHICLE REPAIR	1,973.05
007549	07/18/2019	50 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	83.07
007550	07/25/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/SUMMER FOOD	1,133.50
007551	07/25/2019	1 Comp	Open	003780 MESSA	AUG 2019 BILL/FS STAFF	1,585.01
007552	07/25/2019	1 Comp	Open	100017 SET-SEG	AUG 2019 BILL/FS STAFF	257.22
007553	07/25/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	AUG 2019 BILL/FS STAFF	45.49
007554	07/25/2019	51 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/SUMMER FOOD	129.00
007555	07/25/2019	51 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MAY MILEAGE	270.48
007556	07/25/2019	51 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/SUMMER FOOD	1,244.04
007557	08/01/2019	1 Comp	Open	008518 DAVID POOLE	FS/KLAPKO/HOOD INSPECTION	1,485.00
007558	08/08/2019	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	138.16
007559	08/15/2019	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	FS/KLAPKO/BUSINESS CARDS	16.00
007560	08/15/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/SUMMER FOOD	4,843.50
007561	08/15/2019	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/MANNS/FOOD PURCHASE	562.12
007562	08/15/2019	1 Comp	Open	003759 HPS	FS/MANNS/DUES	3,275.00
007563	08/15/2019	1 Comp	Open	008326 KLUMP, TERESA	FS/KLUMPP/MILEAGE	25.52
007564	08/15/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/SUMMER FOOD	1,504.66
007565	08/15/2019	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/SUMMER FUEL	137.89
CHECK TOTAL						23,583.71
LESS VOIDS						0.00
GRAND TOTAL						23,583.71

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	19	23,583.71	Computer	19	23,583.71
Cleared			Prepaid		
Void					
Scratch					
TOTAL		19	23,583.71	TOTAL	
				19	23,583.71

Check Register for Bank Account ID SF#1

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600897	07/18/2019	50 Comp	Open	008336 LA CONSTRUCTION	HIGH SCHOOL ACCESS DRIVE	245,057.40
600898	07/18/2019	50 Comp	Open	004573 OWOSSO CARPET CENTER, INC.	SINKING FUND WORK	101,270.00
600899	08/09/2019	2 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	44,256.75
CHECK TOTAL						390,584.15
LESS VOIDS						0.00
GRAND TOTAL						390,584.15

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	3	390,584.15	Computer	3	390,584.15
Cleared			Prepaid		
Void					
Scratch					
TOTAL		3 390,584.15	TOTAL		3 390,584.15

Check Register for Bank Account ID BOND

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
900118	07/18/2019	1 Comp	Open	008718 AMCOMM TELECOMMUNICATIONS INC.	CONST THRU 6-30-19	13,417.37
900119	07/18/2019	1 Comp	Open	008641 B & J PAINTING, INC.	CONST THRU 6-30-2019	6,303.32
900120	07/18/2019	1 Comp	Open	008594 CHAMPAGNE & MARX EXCAVATING INC.	CONST THRU 6-30-19	33,872.85
900121	07/18/2019	1 Comp	Open	005142 CLARK CONSTRUCTION	JUNE 19 SECONDARY	121,157.84
900122	07/18/2019	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 6-30-2019	42,853.50
900123	07/18/2019	1 Comp	Open	008633 DEE CRAMER, INC.	CONST THRU 6-30-2019	8,546.13
900124	07/18/2019	1 Comp	Open	008780 DELTA STEEL	CONST THRU 6-30	63,319.50
900125	07/18/2019	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 6-30-2019	44,181.39
900126	07/18/2019	1 Comp	Open	005197 GREAT LAKES POWER & LIGHTING, INC	CONST THRU 6-30-19	84,624.02
900127	07/18/2019	1 Comp	Open	008685 GREAT LAKES WEST	CONST THRU 6-30-19	38,852.10
900128	07/18/2019	1 Comp	Open	008640 INTEGRITY INTERIORS INC.	CONST THRU 6-30-2019	24,598.80
900129	07/18/2019	1 Comp	Open	008595 J. PEREZ CONSTRUCTION INC.	CONSTRUCTION THRU 6-30-19	336,719.70
900130	07/18/2019	1 Comp	Open	008336 LA CONSTRUCTION	SECONDARY CONST THRU 6-30	120,763.80
900131	07/18/2019	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	SECONDARY CONST THRU 6-30	7,132.50
900132	07/18/2019	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 6-30-2019	101,700.00
900133	07/18/2019	1 Comp	Open	008782 R. C. HENDRICKS & SONS., INC.	CONST THRU 6-30-2019	37,283.40
900134	07/18/2019	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 6-30-2019	103,590.00
900135	07/18/2019	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 6-30-2019	137,430.45
900136	07/18/2019	1 Comp	Open	008784 THE WILLIAM C. REICHENBACH CO.	CONST THRU 6-30-2019	13,758.30
900137	07/18/2019	1 Comp	Open	005736 TRUST THERMAL	CONST THRU 6-30-2019	50,125.00
900138	07/18/2019	1 Comp	Open	008598 XTREME MASON CONTRACTORS, LLC	CONST THRU 6-30-19	83,661.30
900139	07/19/2019	2 Comp	Open	001202 CONSUMERS ENERGY	GAS SERVICE 6-12 CAMPUS	33,790.64
900140	08/15/2019	1 Comp	Open	101548 AGNEW GRAPHICS SIGNS PROMO LLC	CONSTRUCTION THRU 7-31-19	3,166.00
900141	08/15/2019	1 Comp	Open	008718 AMCOMM TELECOMMUNICATIONS INC.	CONST THRU 7-31-19	4,447.99
900142	08/15/2019	1 Comp	Open	008641 B & J PAINTING, INC.	CONST THRU 7-31-19	6,954.80
900143	08/15/2019	1 Comp	Open	008594 CHAMPAGNE & MARX EXCAVATING INC.	CONST THRU 7-31-2019	2,443.05
900144	08/15/2019	1 Comp	Open	005142 CLARK CONSTRUCTION	JULY 19 ELEMENTARY GEN CON	139,737.44
900145	08/15/2019	1 Comp	Open	008717 CONCRETE PLACEMENT, LLC.	CONST THRU 7-31-19	83,609.10
900146	08/15/2019	1 Comp	Open	008633 DEE CRAMER, INC.	CONST THRU 7-31-2019	11,569.54
900147	08/15/2019	1 Comp	Open	008780 DELTA STEEL	CONST THRU 7-31-2019	101,524.50
900148	08/15/2019	1 Comp	Open	008632 DICKERSON MECHANICAL, INC.	CONST THRU 7-31-2019	28,143.90
900149	08/15/2019	1 Comp	Open	008800 GREAT LAKES FIRE PROTECTION	CONST THRU 7-31-2019	71,761.50
900150	08/15/2019	1 Comp	Open	005197 GREAT LAKES POWER & LIGHTING, INC	CONST THRU 7-31-2019	110,477.01
900151	08/15/2019	1 Comp	Open	008685 GREAT LAKES WEST	CONST THRU 7-31-2019	7,605.00
900152	08/15/2019	1 Comp	Open	002810 HI-QUALITY GLASS	CONST THRU 7-31-2019	66,374.10
900153	08/15/2019	1 Comp	Open	008595 J. PEREZ CONSTRUCTION INC.	CONST THRU 7-31-2019	270,482.40
900154	08/15/2019	1 Comp	Open	008336 LA CONSTRUCTION	CONST THRU 7-31-2019	166,280.40
900155	08/15/2019	1 Comp	Open	008596 MOORE TROSPER CONSTRUCTION CO.	CONST THRU 7-31-2019	113,366.65
900156	08/15/2019	1 Comp	Open	008801 NILES CONSTRUCTION SERVICES INC.	CONST THRU 7-31-2019	12,508.06
900157	08/15/2019	1 Comp	Open	008781 PROFESSIONAL THERMAL SYSTEMS INC	CONST THRU 7-31-2019	30,150.00
900158	08/15/2019	1 Comp	Open	008782 R. C. HENDRICK & SONS., INC.	CONST THRU 7-31-2019	16,650.00
900159	08/15/2019	1 Comp	Open	008783 SCHIFFER MASON CONTRACTORS INC.	CONST THRU 7-31-2019	94,792.50
900160	08/15/2019	1 Comp	Open	007046 SUPERIOR ELECTRIC OF LANSING INC	CONST THRU 7-31-2019	313,180.65
900161	08/15/2019	1 Comp	Open	008751 THE DATA COM GROUP	CONST THRU 7-31-19	93,726.00
900162	08/15/2019	1 Comp	Open	008784 THE WILLIAM C. REICHENBACH CO.	CONST THRU 7-31-2019	28,719.00
900163	08/15/2019	1 Comp	Open	008598 XTREME MASON CONTRACTORS, LLC	CONST THRU 7-31-2019	34,770.60
CHECK TOTAL						3,320,122.10
LESS VOIDS						0.00
GRAND TOTAL						3,320,122.10

Check Register for Bank Account ID BOND

From 07/15/2019 to 08/18/2019

From Check First to Last

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

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	46	3,320,122.10	Computer	46	3,320,122.10
Cleared			Prepaid		
Void					
Scratch					
TOTAL	46	3,320,122.10	TOTAL	46	3,320,122.10

Check Register for Bank Account ID CPF#01

From 07/15/2019 to 08/18/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
000406	07/25/2019	51	Comp Open	008717 CONCRETE PLACEMENT, LLC.	BOND WORK	67,536.00
000407	08/15/2019	1	Comp Open	008717 CONCRETE PLACEMENT, LLC.	COOK FOUNDATION JULY 2019	109,821.49
CHECK TOTAL						177,357.49
LESS VOIDS						0.00
GRAND TOTAL						177,357.49

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	2	177,357.49	Computer	2	177,357.49
Cleared			Prepaid		
Void					
Scratch					
TOTAL		2	177,357.49	TOTAL	
				2	177,357.49

* Indicates required field

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: Select

Date Range: From:* 07/05/2019

To:* 08/05/2019

Date Type: Posting Date

Data available starting 08/20/2016

SEARCH RESULTS

Search Total

Page 1 of 1 Page

<u>Account Name</u>	<u>Account Number ^</u>	<u>Transaction Amount</u>	<u>Adjustment Amount</u>	<u>Total Transaction</u>
MIKE GRAHAM	XXXX-XXXX-0530-1557	3,975.42	0.00	
FRED LAB	XXXX-XXXX-0532-9202	226.91	0.00	
ED VAN STRATE	XXXX-XXXX-0532-9277	812.92	0.00	
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	1,601.13	0.00	
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	413.14	0.00	
AL HUYCK	XXXX-XXXX-1323-6431	16.00	0.00	
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(7,570.49)	(7,570.49)
BEN COBB	XXXX-XXXX-0188-5861	355.47	0.00	
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	1,642.54	0.00	
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	6.97	0.00	
JOHN QUICK	XXXX-XXXX-0274-4836	493.93	0.00	
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	685.58	0.00	
OPERATIONS DEPT	XXXX-XXXX-0474-9080	886.48	0.00	
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	959.66	0.00	
CENTRAL OFFICE	XXXX-XXXX-6404-7812	6,219.20	0.00	
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	688.16	0.00	

Page 1 of 1 Page

Search Total

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
July 31, 2019
Report 19-14

Statement of Deposits and Investments
As of 7/31/2019
Unaudited

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
Summary of Deposits and Investments						
Cash on hand	\$ 353,260	\$ 15,824	\$ 301,642	\$ 785	\$ 202,314	\$ 873,824
Investments	3,604,935		\$ 5,751,471.24	37,993,616	959,856	\$ 48,309,878
Total Deposits and Investments	<u>\$ 3,958,195</u>	<u>\$ 15,824</u>	<u>\$ 6,053,113</u>	<u>\$ 37,994,400</u>	<u>\$ 1,162,170</u>	<u>\$ 49,183,702</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 353,260	\$ 15,824	\$ 301,642	\$ 785	\$ 202,314	\$ 873,824
Petty Cash on hand	-		-		-	
Total Cash on hand	<u>\$ 353,260</u>	<u>\$ 15,824</u>	<u>\$ 301,642</u>	<u>\$ 785</u>	<u>\$ 202,314</u>	<u>\$ 670,726</u>
Chemical Bank Savings Account	\$ 9,694	-	\$ 345,638			\$ 355,331
Mich Class Investment	3,595,241	-	5,405,834	37,993,616	959,856	\$ 47,954,547
Total Investments	<u>\$ 3,604,935</u>	<u>\$ -</u>	<u>\$ 5,751,471</u>	<u>\$ 37,993,616</u>	<u>\$ 959,856</u>	<u>\$ 48,309,878</u>
Total Deposits and Investments	<u>\$ 3,958,195</u>	<u>\$ 15,824</u>	<u>\$ 6,053,113</u>	<u>\$ 37,994,400</u>	<u>\$ 1,162,170</u>	<u>\$ 49,183,702</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
July 31, 2019
Report 18-14

Combined Statement of Revenue, Expenditures, and Fund Balances
General, School Service, and Capital Project Funds
As of 7/31/2019

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
REVENUE												
Local sources	3,690,247	37,894	(3,652,353)	1%	145,591	128	(145,463)	0%	1,185,130	-	(1,185,130)	0%
State sources	25,333,397		(25,333,397)	0%	74,190	-	(74,190)	0%	-	-	-	-
Federal sources	1,468,939		(1,468,939)	0%	1,632,480	-	(1,632,480)	0%	-	-	-	-
Interdistrict sources-RESD	667,782		(667,782)	0%	-	-	-	0%	-	-	-	-
Interdistrict sources-transfers in and other sources	89,253		(89,253)	0%	-	-	-	0%	-	-	-	-
Total revenue and other sources	\$ 31,289,618	\$ 37,894	\$ (31,221,724)	0%	\$ 1,852,271	128	\$ (1,852,143)	0%	\$ 1,185,130	-	\$ (1,185,130)	0%
EXPENDITURES												
INSTRUCTION												
BASIC PROGRAMS:												
ELEMENTARY	7,122,896	11,908	(7,110,988)	0%								
MIDDLE SCHOOL	3,606,627	10,373	(3,596,254)	0%								
HIGH SCHOOL	4,044,781	9,700	(4,035,081)	0%								
ALTERNATIVE EDUCATION	622,738	-	(622,738)	0%								
PRESCHOOL	139,212	49	(139,163)	0%								
PRESCHOOL (MICHIGAN READINESS) GRANT	185,200	494	(184,706)	0%								
TOTAL BASIC PROGRAMS	\$ 15,721,454	\$ 32,524	\$ (15,688,930)	0%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,358,573	7,095	(3,351,478)	0%								
CHILD CARE PROGRAM	296,733		(296,733)	0%								
TITLE I GRANT	1,053,121	7,460	(1,045,661)	1%								
VOCATIONAL EDUCATION	660,099	-	(660,099)	0%								
AT RISK GRANT	1,362,896	7,088	(1,365,808)	1%								
ROBOTICS/ICTE COUNSELOR/ADULT ED/TESTING GRANTS	110,398	-	(110,398)	0%								
SAFETY GRANT	-	33,249	33,249	0%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	83,979	5,100	(78,879)	6%								
TOTAL ADDED NEEDS	\$ 6,955,799	\$ 59,992	\$ (6,895,807)	1%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	149,671	12,687	(136,984)	8%								
TOTAL CONTINUING EDUCATION	\$ 149,671	\$ 12,687	\$ (136,984)	8%								
TOTAL INSTRUCTION	\$ 22,826,924	\$ 105,203	\$ (22,721,721)	0%								
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	432,372	14,273	(418,099)	3%								
TOTAL PUPIL SERVICES	\$ 432,372	\$ 14,273	\$ (418,099)	3%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV IMPROVEMENT OF INSTRUCTION	358,918	2,339	(356,579)	1%								
MEDIA SERVICES	319,624	18,006	(301,618)	6%								
TOTAL INSTRUCTIONAL STAFF	\$ 678,542	\$ 20,345	\$ (658,197)	3%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	95,172	758	(94,414)	1%								
EXECUTIVE ADMINISTRATION	371,375	27,528	(343,847)	7%								
HUMAN RESOURCES	221,461	24,949	(196,512)	11%								
TOTAL GENERAL ADMINISTRATION	\$ 688,008	\$ 53,235	\$ (634,773)	8%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	2,519,369	149,570	(2,369,819)	6%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,519,369	\$ 149,570	\$ (2,369,819)	6%								

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
July 31, 2019
Report 19-14

Combined Statement of Revenue, Expenditures, and Fund Balances
General, School Service, and Capital Projects Funds
As of 7/31/20

Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 369,064	\$ 32,972	\$ (336,092)	9%								
TECHNOLOGY MANAGEMENT	498,715	23,363	(475,352)	5%								
TOTAL BUSINESS SERVICES	\$ 867,779	\$ 56,335	\$ (811,444)	6%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 287,295	\$ (2,737,942)	10%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,035,237	\$ 287,295	\$ (2,737,942)	10%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 939,911	\$ 12,408	\$ (927,503)	1%								
TOTAL PUPIL TRANSPORTATION	\$ 939,911	\$ 12,408	\$ (927,503)	1%								
OTHER SERVICES:												
COMMUNICATION SERVICES	63,951	-	(63,951)	0%								
ATHLETICS	471,296	9,571	(461,725)	2%								
PRINTING AND OTHER SUPPORT SERVICES	38,078	1,071	(37,007)	3%								
TOTAL OTHER SERVICES	\$ 573,325	\$ 10,642	\$ (562,683)	2%								
TOTAL SUPPORTING SERVICES	\$ 9,937,754	\$ 615,685	\$ (9,322,069)	6%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	94,000	3,431	(90,569)	4%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 94,000	\$ 3,431	\$ (90,569)	4%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES	\$ 32,856,678	\$ 724,319	\$ (32,134,559)	2%	\$ 1,852,318	\$ 29,625	\$ (1,822,693)	2%	\$ 2,907,188	\$ -	\$ (2,907,188)	
TOTAL EXPENDITURES	\$ 32,856,678	\$ 724,319	\$ (32,134,559)	2%	\$ 1,852,318	\$ 29,625	\$ (1,822,693)	2%	\$ 2,907,188	\$ -	\$ (2,907,188)	
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,599,060)	\$ (686,425)	\$ 912,635		\$ (47)	\$ (29,497)	\$ (29,450)		\$ (1,722,058)	\$ -	\$ 1,722,058	
ESTIMATED FUND BALANCE, JULY 1, 2019	3,721,340	3,721,340	-		8,752	8,752	-		5,328,149	5,328,149	-	
PROJECTED FUND BALANCES - June 30, 2020	2,122,280				8,705				3,606,091			

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
August 26, 2019
Report 19-15**

FOR ACTION

Subject:
Tax Levy

Recommendation:
Resolve that the Board of Education approve the tax levy (L-4029) for 2019 as presented.

Statement of Purpose/Issue:
The tax levy must be approved by the Board of Education prior to October 1, 2019 in order to be included on the December 1 (winter) tax roll.

Facts/Statistics:
The tax levy was discussed during the 2019-20 Budget Hearing as required under the Truth in Taxation legislation. Consistent with the taxation rate for 2019, the operating millage rate, through the renewal of the operating millage in February 2013 will be at the maximum allowable by the State for the December of 2019 levy. The sinking fund levy is based on the full 2 mills voted on in during the August of 2018 election and has not been subject to a Headlee rollback at this time. In addition, this is the second year for the debt levy assessment which has also been included on the L-4029 at a millage rate consistent with the first year levy as proposed in the ballot language in November of 2017. PLEASE NOTE: The amount of the debt levy **may** change in the August, 2019 approval as all of the data has been submitted to PFM for review and recalculation to assure that the millage meets the needs of the debt service.

Due to fees assessed for summer tax collection, Owosso Public Schools does not levy taxes during the summer. This levy represents 100% of the taxes to be collected for the 2019 tax year.

Motion
Seconded
Vote – Ayes Nays Motion

Michigan Department of Treasury
614 (Rev. 02-19)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk
L-4029

2019 Tax Rate Request (This form must be completed and submitted on or before September 30, 2019)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **Shiawassee** 2019 Taxable Value of ALL Properties in the Unit as of 5-29-19 **573,705,513**

Local Government Unit Requesting Millage Levy: **Owosso Public Schools** For LOCAL School Districts: 2019 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. **371,102,504**

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2019 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2018 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2019 Current Year "Headlee" Millage Reduction Fraction	(7) 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	Operating	2/2013	18.2259	18.2259	1.0000	18.2259	1.0000	18.0000	18.0000	18.0000	1/2034
VOTED	SINKING FUND	8/2018	2.0000	2.0000	1.0000	2.0000	1.0000	2.0000	2.0000	2.0000	1/2024
VOTED	DEBT	11/2017	4.7300	4.7300	1.0000	4.7300	1.0000	4.73000	4.7300	4.7300	1/2049

Prepared by _____ Telephone Number _____ Title of Preparer _____ Date **08/26/2019**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary	Signature	Shelly Ochodnicky	08/26/2019
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President	Signature	Timothy Jenc	8/26/2019

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2018 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0.0000
For Commercial Personal	6.0000
For all Other	18.0000

**Instructions For Completing
Form 614 (L-4029) 2019 Tax Rate Request,
Millage Request Report To County Board Of Commissioners**

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 3 of 2019 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1978, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2018 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2018 permanently reduced rate can be found in column 7 of the 2018 Form L-4029. For operating millage approved by the voters after April 30, 2018, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), 2019 Millage Reduction Fraction Calculations Worksheet. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2019 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2019. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2019 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2019 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemental by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth In Assessing or Truth in Equalization). List the millage rollback fraction for 2019 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 3 of 2019. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2019 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemental by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 3 of 2019. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
August 26, 2019

Report 19-16

FOR ACTION

Subject:

New Teacher Hire

Recommendation:

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

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Janine Elbing	Owosso High School Special Education	Superintendent Dr. Tuttle	BA Step 10 Salary \$56,682
Holly Schultz	Emerson Elementary First Grade	Superintendent Dr. Tuttle	MA 3 Salary \$45,804

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
August 26, 2019**

Report 19-17

FOR FUTURE ACTION

Subject:

Out-of-State Student Travel – OMS 2020 Washington D.C. trip.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso Middle School students and staff on a Washington D.C. trip, to the Capital of the United States on April 22-24 in the year 2020.

Rationale:

Dr. Dwyer and approximately 50-70 OMS 8th grade students will travel by plane to the countries capital. Dr. Dwyer and 5-8 other chaperones (OPS Staff and Parents) have gone on this trip for the past several years. This is an enhancement of the Social Studies curriculum and is the major extracurricular activity for the Social Studies department for 2019-2020.

Statement of Purpose:

The purpose of this trip is to visit our countries capital and view first hand the monuments, documents, memorials, and sites that our country was founded on.

Facts/Statistics:

This trip is sponsored by Owosso Middle School and the Social Studies department. Students are responsible to earn money for all of the cost. Chaperones and students will leave for the trip before school starts on April 22, 2020. Students will be home April 24 around 11:00 P.M. Two parent meetings will take place before students go on the trip. The cost of the trip this year is estimated at \$1100. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
August 26, 2019**

Report 19-18

FOR FUTURE ACTION

Subject:

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

Recommendation:

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

Rationale:

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

Facts/Statistics:

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

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

Motion
Seconded
Vote – Ayes Nays Motion

FULL DAY PART YEAR HEAD START PURCHASE OF SERVICE AGREEMENT
BETWEEN
CAPITAL AREA COMMUNITY SERVICES, INC.
AND
OWOSSO PUBLIC SCHOOLS
2019-2020

Original to: CACS Finance Dept.
Provider

Copy to: CACS Executive Director
HS Associate Director
Program Supervisor

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

THIS AGREEMENT, with the effective date of the 1st day of August 2019, is entered into by and between **CAPITAL AREA COMMUNITY SERVICES, INC.**, a Community Action Agency, and **Owosso Public Schools** (hereinafter referred to as the "Provider") and together as Parties.

RECITALS:

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

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

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

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

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

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

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

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

ARTICLE I - SCOPE OF SERVICES

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

ARTICLE 2 - COMPENSATION FOR ADMINISTRATION OF HEAD START SERVICES

- A. C.A.C.S. Head Start agrees to pay the provider for services specified in Attachment B on a monthly basis in accordance with Attachment A, "Compensation for Services". Provider must document all services provided, and submit an invoice based on documented Enrollment, and C.A.C.S. Head Start will issue payment approximately two weeks after receiving the invoice from the Provider. Checks will be made payable to Owosso Public Schools. The total contract amount will not exceed \$ 43,420.59

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

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

- B. In addition to monetary compensation, C.A.C.S. Head Start agrees to:
1. Loan equipment, if necessary, as outlined in Attachment A. C.A.C.S. Head Start will retain title to all equipment provided under this agreement.
 2. Provide payment for training activities and course work for Provider staff as determined by C.A.C.S. Head Start and in accordance with Attachment A.
- C. Match. The Provider agrees to provide services uncompensated by the payments under this Agreement and funded by non-federal sources with a minimum value of \$ 9,500.00 to be used towards C.A.C.S. Head Start's cost share or match for its Head Start grant as defined by 45 CFR § 75.2.
1. The Provider agrees that the cost of in-kind services used for match must meet the following criteria:
 - a. Are verifiable from the Provider's records;
 - b. Are not included as contributions for any other Federal award;
 - c. Are necessary and reasonable for accomplishment of this project's or program objectives;
 - d. Are allowable under Subpart E of 45 CFR part 75;
 - e. Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
 - f. Are provided for in the approved budget of this project; and
 - g. Conform to other provisions of 45 CFR Part 75, as applicable.
 2. For purposes of this Agreement, volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of this project.
 3. Rates for third-party volunteer services must be consistent with those paid for similar work by the Provider. In those instances in which the volunteer does not have the required skills, rates must be consistent with those paid for similar work in the labor market in which the Provider competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

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

ARTICLE 3 - LIMITATION OF PAYMENTS

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

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

ARTICLE 4 - TERM

The term of this Agreement between C.A.C.S. Head Start and Provider shall be for a ten (10) month period commencing August 1, 2019 and continuing through May 31, 2020, at the end of which period this Agreement shall terminate.

ARTICLE 5 - TERMINATION

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

ARTICLE 6 - PROJECT DIRECTOR

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

ARTICLE 7 - PROJECT INVESTIGATOR

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

ARTICLE 8 - EQUIPMENT

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

ARTICLE 9 - EVALUATION, REPORTING, AND INFORMATION REQUIREMENTS

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

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

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

ARTICLE 11 - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ARTICLE 12 - DATA PRIVACY

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

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

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

When required by the funding or regulatory agency, the Provider shall, at its expense, document

compliance with the regulations of all county, state and federal agencies, and any regulatory agency acting under agencies of the U.S. Department of Health and Human Services, or other public sources of financial assistance.

ARTICLE 14 - INDEPENDENT CONTRACTOR

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

ARTICLE 15 - INDEMNIFICATION AND HOLD HARMLESS

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

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

ARTICLE 16 - STATEMENT OF ASSURANCE

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

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

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

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

ARTICLE 17 – INSURANCE

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

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

certified copies of policies shall be furnished.

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

ARTICLE 18 - DEFAULT

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

ARTICLE 19 - SPECIAL PROVISIONS

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

ARTICLE 20 - NOTICES

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

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

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

ARTICLE 21 - WAIVERS

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

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

ARTICLE 22 - AMENDMENTS OR MODIFICATIONS

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

ARTICLE 23 - ASSIGNMENT OR SUBCONTRACTING

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

ARTICLE 24 - APPLICABLE LAW AND VENUE

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

ARTICLE 25 - TITLES

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

ARTICLE 26 - COMPLETE AGREEMENT

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

ARTICLE 27 - SEVERABILITY

If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the

validity or unenforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable provision of this Agreement results in the illegality or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision became invalid or unenforceable.

ARTICLE 28 - CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

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

CAPITAL AREA COMMUNITY SERVICES, INC.:

FOR THE PROVIDER:

By: _____
Miguel Rodriguez
Executive Director

By: _____
(Signature)

Name: _____
(Print or Type)

Title: _____
(Print or Type)

Date: _____

Date: _____

ATTACHMENT A
COMPENSATION FOR SERVICES

Cash Compensation:

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

September 2019	\$ 4,824.51
October 2019	\$ 4,824.51
November 2019	\$ 4,824.51
December 2019	\$ 4,824.51
January 2020	\$ 4,824.51
February 2020	\$ 4,824.51
March 2020	\$ 4,824.51
April 2020	\$ 4,824.51
May 2020	\$ 4,824.51

Each payment will be invoiced to C.A.C.S. prior to payment. Checks will be made payable to **Owosso Public Schools**. Checks are on an approximate two week turn around. The total contract amount will not exceed **\$ 43,420.59**. The total contract amount includes a 1.77% cost-of-living adjustment in the amount of **\$ 755.18** for salary and fringe benefit enhancement. This amount will be a permanent adjustment to your per child rate.

Non-Cash:

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

Non-Federal Share/In-kind Match:

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

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

ATTACHMENT B
DESCRIPTION OF SERVICES

The Provider Agrees:

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

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

C.A.C.S. HEAD START RESPONSIBILITIES

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

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

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

Name of Provider: _____ .

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

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

User Name: Head Start

Password: cacs1234

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

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

Provider Signature

Date

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

STANDARD TERMS AND CONDITIONS - DISCRETIONARY GRANTS

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

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

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

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

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

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

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

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

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

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

Responsibility to Children

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

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

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

Responsibility to Families

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

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

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

Responsibility to Colleagues

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

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

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

**OWOSSO PUBLIC SCHOOLS
Board of Education
August 26, 2019**

Report 19-19

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Rhonda Nations has accepted the Student Facilitator position at Bryant Elementary.

Alyse Bleisner has accepted the Paraprofessional position at Emerson Elementary.

Chelsea Mishler has accepted the Special Education Paraprofessional position at Bryant Elementary.

Jannel Somers has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings.

Ashley Woodworth has accepted the GSRP Associate Teacher position at Bentley Bright Beginnings.

Linda Skinner has accepted the 6.5-hour Food Service Worker position at Owosso High School.

Carrie St. John has accepted the Paraprofessional position at Bryant Elementary.

Sandra Smith has accepted the Paraprofessional position at Bryant Elementary.

Andrea Savage has accepted the Monitor position at Owosso High School.

Tammy Shurlow has accepted the 4.25 hour Bus Driver position.

Resignations

Trudy Schneider, Family and Consumer Science Teacher at Owosso High School has submitted her letter of resignation.

Jennifer Thiel, Special Education teacher at Owosso High School has resigned.

Jeanne Pahl, Food Service Worker at Bryant Elementary has resigned.

Cinthia Salcedo-Aliga, Monitor at Bryant Elementary has submitted her letter of resignation.

Alexandra Lenard, First Grade Teacher at Emerson Elementary has resigned.