



OWOSSO PUBLIC SCHOOLS
Ready for the World

**Board of Education Agenda
December 13, 2021
5:30 pm**

Washington Campus Gymnasium
645 Alger Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports

Celebrate Kids! – Bryant Elementary
Madalyn Hasyn – Student Representative Report

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

November 22, 2021, Regular Board Meeting Minutes-----	Report 21-59	Page 1
Current Bills-----	Report 21-60	Page 10
Financials-----	Report 21-61	Page 18
▪ Safety and Security-----	Report 21-62	Page 22
▪ Head Start Contract Termination-----	Report 21-63	Page 24
▪ Reaffirmation of Emergency Operations Plan-----	Report 21-64	Page 26
▪ COVID-19-----	Report 21-65	At Place
▪ Revised Bylaw 0100, Second Reading-----	Report 21-66	Page 29
▪ Revised Bylaw 0167.3, Second Reading-----	Report 21-67	Page 34
▪ Revised Policy 3120, Second Reading-----	Report 21-68	Page 38
▪ Revised Policy 6114, Second Reading-----	Report 21-69	Page 43
▪ Revised Policy 6152, Second Reading-----	Report 21-70	Page 50
▪ Revised Policy 7450, Second Reading-----	Report 21-71	Page 54
▪ Revised Policy 8310, Second Reading-----	Report 21-72	Page 58
▪ Revised Policy 8320, Second Reading-----	Report 21-73	Page 62
▪ Revised Policy 8330, Second Reading-----	Report 21-74	Page 66

7. For Future Action

8. For Information

▪ Personnel Update-----	Report 21-75	Page 76
▪ ESSER III Survey Results-----	Report 21-76	Page 78

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

January 10: Board of Education Committee of the Whole Meeting, 5:30PM, Washington Campus Gymnasium
January 24: Board of Education Meeting, 5:30PM, Washington Campus Gymnasium
Important Upcoming Dates:
December 20-January 2: No school, Holiday Recess

12. Adjournment

BOARD GUARANTEE (Adopted May 2006)

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

Therefore, we guarantee that:

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

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

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

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

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

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

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

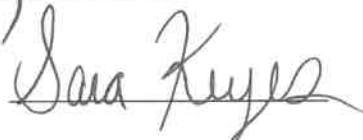
Rick Mowen
President



Shelly Ochodnicky
Vice President



Sara Keyes
Treasurer



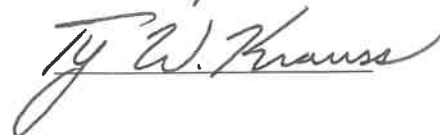
Marlene Webster
Secretary



Adam Easlick
Trustee



Ty Krauss
Trustee



Olga Quick
Trustee



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



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings Statement

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

For Action

November 22, 2021 Regular Board Meeting Minutes

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
November 22, 2021
Report 21-59

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

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

Pledge of Allegiance

Building Reports

Dr. Tuttle introduced Operations Director John Klapko to recognize retiree Karen Robinson. Mr. Klapko noted that Karen worked five years at Owosso High School and five years at Lincoln High School in food service. Mr. Klapko commended Karen for being a conscientious and happy worker and noted the schools would miss her greatly. He wished her well in her retirement and happiness in spending time with her grandchildren. Dr. Tuttle thanked Karen for her service to the schools, especially for her consistent kindness and happiness.

Board Correspondence

Dr. Tuttle began her correspondence by reiterating her plan and recommendation for lengthening the holiday recess. "I made the recommendation to the district to not have school today and tomorrow to allow for an extensive break which provides for ample time to separate exposures. It's a nine-day window to separate those exposures in our schools and try to mitigate the transmission of COVID-19. Obviously, there is no guarantee, but the hope is that healthy students and a healthy team return on Monday, November 29. As you know we've had great human resource issues as well so I'm hoping, not guaranteeing, that we will be ready to return on Monday. This time frame was the least intrusive on our families. If we had to shut down for nine to ten days at any other point students would have missed significantly more days of schooling. The mask mandate after Thanksgiving is an attempt to mitigate exposure to the positive cases that will be returning to our schools after Holiday break. As you know last year, we saw upticks in COVID cases after the indoor holiday gatherings and if that trend holds, I am concerned we could face a potential shutdown if we do not do something to slow the exposure and infection rate. The use of masks is both protection from the virus as well as an attempt to slow the spread to keep our students and staff healthy to hopefully have in person instruction for the remainder of this year. If COVID-19 continues to spread as it is now, we will have further shutdowns. As you know there were nine classrooms that had to be shut down last week alone due to outbreaks and we run the risk of not having enough educational team members to properly run the district. Remember it is not just the teachers, but also food service workers, bus drivers, custodial and maintenance employees, and administration that it takes to operate our district safely and effectively. We have already had to close bus routes, shut down cafeteria lines, reduce cleaning, etcetera to navigate staff member shortages. According to Dr. Chernin from our local Health Department masks are the most effective way to slow the spread. While the mask mandate is in effect, all quarantine due to close contacts and the Test to Stay program will cease. However, per the Health Department, the district must still notify parents whose children were in close contact

with a COVID positive persons so parents are aware and able to monitor symptoms closely. Close contacts at this time defined three feet or less. The district will continue to offer COVID-19 testing for our students and staff who wish to be tested. This will occur in the PAC (Performing Arts Center) lobby on school days from 7:15–8:00a.m. This is a resource for families to try and identify positive cases before they enter our schools. As always, educational team members and students who are not feeling well should stay home or minimally test before coming to school. We are allowing extra-curriculars and athletics for high school students only because we have enough tests, time, and personnel to properly test this sub-section of our population, we do not have the same resources to test the entire student body every day. The following message is what I will be sending out to parents as a reminder and I just want you to be aware of it and it reads as follows: ‘On November 16, 2021, Owosso Public Schools Issued a mask mandate for students and staff effective November 29 through December 13. Students and staff will be required to wear a mask at school, on the bus which is a federal transportation mandate and as spectators at extra-curricular and athletic events. Our teachers will work to build in mask breaks throughout the school day for students. Students and staff will not be required to wear masks while they are outdoors. Student athletes and students participating in extra-curriculars will be tested weekly therefor they will not be required to wear masks at practices and competitions. Students in extra-curriculars and athletics who are not actively participating will need to wear a mask; for example, a basketball player does not need to wear a mask while playing but does need to wear a mask on the bench. Additionally, the district will follow the mask mandates of our competitors when we compete at their facilities; For example, Genesee County currently has a mask mandate so any time we compete in their county we will follow their mandates. While the mask mandate enacted by the Owosso Public Schools Board of Education is in effect, all quarantining due to close contacts and the Test to Stay Program will cease. However, per the Health Department the district will still notify parents whose children were in close contact with a COVID positive person, so parents are aware and able to monitor symptoms. Close contact is three feet or less. This mask mandate also allows our staff to focus more on the educational, social, and emotional needs of our students.’”

Dr. Tuttle continued “In addition to that, I share the following information from the CEO of Memorial Healthcare who sent this to me on Thursday as he is concerned with the overwhelming needs at our hospital. I read directly from his letter to me: ‘Dear Dr. Tuttle, at Memorial Healthcare our greatest responsibility is the health and safety of our patients, staff, and community. Like many other hospitals in the region, we are experiencing significant challenges in three different areas of focus; additional COVID-19 resurgence and subsequent patient volume because of this newest wave, high volume of non-COVID patients and growing pressures surrounding staffing challenges. These forces combined are putting collective strain on our healthcare system. Shiawassee County along with most of Michigan is experiencing yet another wave of COVID-19 which spawned a significant growth trend in all three of the key metrics we use at Memorial Healthcare to track the level of COVID-19. These metrics include testing positivity rates, employee positivity and inpatient COVID-19 census. All these metrics are now at or near previous records and as a result have placed Memorial Healthcare at the highest level of risk assessment. As you can see from the below chart in just four weeks COVID-19 positive test results have increased from 113, a 9.4% positivity rate, to 258 a 17.4% positivity rate. These numbers are the highest numbers we have seen since the pandemic began in early 2020. Additionally, because of a much more open social environment in schools, restaurants, sporting events, etcetera we are also experiencing a significant increase in non-COVID patients. Respiratory illness, seasonal flu, and other illnesses that had largely been contained due to COVID-19 precautions are also increasing. We are now also seeing patients actively seeking treatment and care who have previously delayed care through the pandemic and now require more acute care and longer hospital stays. Finally, like many other industries, the health industry has been severely impacted by the staffing shortages and recruitment challenges. From nurses

and physicians to important support staff that are critical to a hospital's operations the effects of these shortages are very real. Federal encroachment and legislative measures have placed increased pressure on staff resiliency further stressing an already difficult staffing environment. Despite all of this Memorial Healthcare is committed to doing everything possible to provide our patients with the highest level of quality care that can be found anywhere. Our elevated measures of safety and new protocols will continue to guide our actions and ensure we deliver on our promise. This pandemic is not over. Considering the high rate of infection and transmission in our community we urge the community consider wearing a mask indoors particularly if you are unvaccinated. As always, follow good hand hygiene measures, physically distancing yourself in crowded situations and of course if you are not feeling well, please stay home. If you have not already, please seek out your annual influenza vaccine shot as well as the COVID-19 vaccine and booster. The numbers are clear, those who are vaccinated are far less likely to contract COVID-19 and if infected are far more likely to experience milder symptoms. Over the last week alone, of the 27 patients with COVID at Memorial 78% are unvaccinated, 100% of those in the ICU are unvaccinated, and 100% of those ventilated are also unvaccinated. Children ages 1-5 represented 16 patients that tested positive, ages 6-10 represented 35 patients, ages 11-15 21 positive cases, ages 16-20 15 positive cases, ages 21-30 36 cases, with 71 plus representing 34 cases. Of the 27 current inpatient cases three were fully vaccinated.” Dr. Tuttle ended her superintendent’s report by stating “I just wanted to share those facts with you so that if you have questions, you have the correct information. I have nothing further.”

Curriculum Director Mr. Steve Brooks began with an update on District grants. “We’ve been working on several grants in the District, and I would like share some information with the Board on that. First grant that we worked on was the Early Literacy Childhood grant designated for kindergarten through third grade. That provides the District with additional professional development, additional reading resources and training. That’s about \$25,000 awarded to the District earlier this last month. We also have an Extended Time grant which involves the after-school programs we are able to offer K-12 and we’re also able to offer lunch time tutoring at the secondary campuses for those students not able to stay after school. We also have specific time dedicated to our online students, so they have additional time with a certified teacher after school hours as well. That Extended Time grant is about \$45,000, which will also help us get ready for summer school. This last year we had a very successful summer school. This also earmarks some funds so that we can provide those opportunities again for student’s this summer. We’ve also submitted reimbursement for all the benchmark assessments which is about \$25,000. We’re spending a significant amount of time preparing for our upcoming assessments. We have the PSAT on December 4, that is the Shiawassee Scholar’s time to take that assessment so there is a lot of work that goes into preparing for those assessments. We’re also preparing for the Mid-January assessments and the springtime SAT, PSAT assessments. CFO Omer and I have been working on the consolidated applications, that is all our professional development now through June 30, 2022. That is my report, thank you.”

Public Participation

President Mowen stated that the Board of Education is a public body and recognizes the value of public comment on education issues. Time has been included in the meeting’s agenda for public participation. Members of the audience were reminded 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.

The following individuals addressed the Board:

- Karen Steiss
- Tom Manke
- Corey Agnew
- Patrice Martin
- Emma Johnson
- Sandy Hrncharik

For Action

- Moved Webster, supported by Easlick to approve the October 25, 2021 Regular Board Meeting Minutes, the October 25, 2021 Closed Session Minutes, the November 8, 2021 Committee of the Whole Meeting Minutes, November 8 Committee of the Whole Closed Session Minutes, November 16, 2021 Special Meeting Minutes, current bills and financials as presented. Motion carried unanimously.
- Moved by Easlick, supported by Keyes to approve the Appreciation Bonus. Dr. Tuttle stated “I’ve talked to you numerous times about the human resource issue we are facing in schools and you also saw the audit that was presented a couple Board meetings ago where auditors showed we have an 18% fund balance. When I took over as Superintendent, if nothing was done with the contracts at that time, we were slated to be six million dollars in the hole which equates to about 20% of a \$30 million dollar budget. At that juncture, staff cuts were taken from everybody’s perspective. We’ve since turned that around from a negative 20% to a positive 18% fund balance as you saw in the audit. My recommendation to you is for the last two years our staff, from every position in this district, has gone above and beyond. I’ve told you before this year has been harder than last year. From trying to recruit bus drivers, custodians, teachers, administration, food service workers, maintenance and grounds workers, everybody is doing more with less. I know that is not just true of schools however we have a responsibility to our staff. So, I present to you, if you choose to accept, that the Board of Education authorize the district to proceed with bonus or stipend payments to all employees excluding the Superintendent, meeting the eligibility requirements set forth in the facts and statistics section of this report. I will read this verbatim as I think it is important you all have the same facts. ‘All employees have been required to go well above and beyond for the last two years as a direct result of the COVID-19 pandemic. It is felt that a stipend paid in two payments will demonstrate, in a tangible way: 1) The district’s appreciation for services already provided by the employee; and 2) The district’s desire to retain its dedicated employees that continue to provide outstanding service to the students of the district, especially in such a competitive employment environment. In addition, although this payment was not initially accounted for in the budget presented to the Board in June of 2021, the financial results presented by the auditors to the Board at the October 2021 meeting reflect the financial ability of the District to provide these well-deserved payments to the employees. Facts and Statistics: To qualify for payment, the employee must be employed on the date when payroll is being processed. Current Employees starting on or after July 1, 2021, will be paid a total of \$500 in two installments. First Installment of \$250 to be paid in the first pay of December 2021. Second installment of \$250 (retention) to be paid on first pay in June 2022. Current Employees employed prior to July 1, 2021, will be paid a total of \$1,000 in two installments. First Installment of \$500 to be paid in the first pay of December 2021. Second installment of \$500 (retention) to be paid on the first pay in June 2022.’” Trustee Quick asked for discussion on the stipend. She stated “I think what I would like, and I am willing to amend this motion, is

to include the Superintendent. Her efforts in this have been paramount as well. I think I would like people to recognize too that the difference in the stipend is because it's been a two-year process, we recognize the work that has been put in over the last two years and that's why there is a difference. I would move to amend the motion to include the Superintendent." Dr. Tuttle responded "I prefer not to be included. I appreciate that, but I genuinely prefer not to be included which is why I proposed it as such." Trustee Quick withdrew her motion to amend the stipend. Motion to approve the stipend as presented carried unanimously.

- Moved by Quick, supported by Easlick, to approve the 2021-2022 Elementary Course Catalogue. Mr. Brooks stated that this had been brought before the Board earlier in the year under 'For Future Action' but was remiss as a 'For Action' item, which is why it is being presented again. Motion carried unanimously.
- Moved by Quick, supported by Keyes to approve the Obsolete Materials – Transportation. Dr. Tuttle "This was under 'For Future Action' at the last Board meeting. We have two busses; both have seen better days. One is a 1999 Blue Bird Diesel with 267,000 plus miles, the second is a 2004 Blue Bird Diesel with 250,000 miles. Kudos to our mechanic Mike Graham for keeping these busses running, obviously that is a lot of miles on some tough terrain. These busses have given as much as they can to the district." Motion carried unanimously.
- Moved by Webster, supported by Quick to approve first readings for Revised Bylaw 0100, Revised Bylaw 0167.3, Revised Policy 3120, Revised Policy 6114, Revised Policy 6152, Revised Policy 7450, Revised Policy 8310, Revised Policy 8320, Revised Policy 8330. Dr. Tuttle stated that Revised Policy 5722 will need additional discussion with administration and will be brought forth at a later meeting. Motion carried unanimously.

For Future Action

No 'For Future Action' Items were presented at this meeting.

For Information

Dr. Tuttle reported the following personnel changes:

- **Accepted Positions**

Bruce Campbell has accepted a Bus Driver position.

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

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

Dalton Cremer has accepted the Maintenance/Grounds position.

Simon Godley has accepted the floating Bus Driver position.

Amy Jo Brown has accepted the Performing Arts Coordinator position.

Connor Sergent has accepted the Assistant Transportation Supervisor position.

- **Resignations**

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

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

- **Retirements**

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

Public Participation

The following individuals addressed the Board:

- Bonnie Wood
- Karen Steiss
- Tom Manke
- Tony Newman
- Karma Chandler
- Stephanie Benton

Board Member Comments/Updates

Treasurer Keyes stated “I agree with Stephanie that we should all be in this together. I also agree with some of what Corey said. My daughter had to be quarantined because she was exposed but she shares a room with her sister who goes to school every day. What? Like Andrea has said in the past we’re all not scientists. We’re trying to follow the experts but unfortunately the Health Department is letting schools hang out to dry. I really appreciate all of you coming here and voicing your opinions. I don’t know all the answers. We all agree with you. We’re not scientists. We don’t know everything. I would also like to address what Tom Manke said about Shelly being ‘attacked’ at the last Board meeting. I don’t think ‘attacked’ is the word I would use. I did ask if Shelly would like to take the time to address some of the comments made at that meeting about how she was there representing this Board. Anybody that knows Shelly Ochodnicki knows that she knows better. She knows that she can’t speak for the Board. I voted yes on the Resolution because it was exactly what we were already doing. I feel like the bonuses are very well deserved for our staff; it is not enough to express how much you are truly appreciated. It would be great to go back to the time that teachers were considered heroes and getting applauded for going to work. They’re not because like Stephanie said we’re not all in this together. Please know that as the Board we are trying to do the best we can for these kids. We care about these students. It is offensive to hear that we don’t care. They are our family, our kids. Please keep that in mind.”

Trustee Easlick stated “I would like to congratulate Karen Robinson on her retirement, there isn’t a person in this room that doesn’t appreciate her service. I would like to address the opinion that masks restrict freedom because wearing masks is a personal choice. This argument ignores that schools are public spaces marked throughout with restrictions on some freedoms in the name of protecting more basic liberties guaranteed to everyone. Parents do not have the freedom to come and go at the schools, they have to check in at the office to visit. They have to show I.D. to pick up their children, provide immunization records to enroll their children and ensure that their children adhere to the dress code. Schools do not allow smoking, they ban weapons; rather than restricting liberties such measures provide the conditions to ensure liberty is possible. What you

believe is a private matter but if you act on those beliefs in public spaces in a way that threatens the lives of others it is no longer personal choice but a public concern. As a parent, it is our job to teach our children to not only be concerned with their safety but to be concerned about the safety of others around them. That is my job as a parent, and I take that seriously. That is all I have to say.”

Trustee Quick “I also would like to congratulate Karen on her retirement and for her years of commitment to our schools. I am troubled. I am struggling. We sit up here as the governing Board of this district to make choices, to make decisions, with what we have available. We do the best that we can with what we have available. I am not against anybody because they might think differently than I do. Stephanie, I don’t ever want you to think I think differently about you because you choose to wear a mask or whether you choose to get a vaccination or not. We are all in this together. We have to work harder. I am truly trying to help make decisions and promote discussions as a member of this Board. That is our obligation. That is our responsibility. We are in this together, we have to work together, we don’t necessarily all agree but that’s ok. We’re working towards one common goal. I am grateful that I am a member of this Board, that I am part of a district that values our children and our staff. We have truly been blessed the last few years with an incredible administration, an incredible staff, and wonderful parents. We will get through this together, but we have to do it together. Thank you.”

Vice President Ochodnický “There is a lot that goes on to all of this. This is unprecedented times. I obviously feel very strongly where I stand and how I feel but that doesn’t mean I don’t respect the views of others and all that goes on to make this district operate. I did see that Genesee County is going to be lifting their mask mandate in December and something else that I saw that I did not get a lot of information on is Fowlerville schools, Livingston county have proposed to stop quarantine requirements for their healthy students. That is something I would like to read up on and look into further when we’re looking at what’s working and what isn’t working. There was a mom from Lapeer county who compared numbers with Genesee County for the past two months. Lapeer county was apparently considering masks as a mandate in that county and the numbers that were shared Genesee county had the same amount of COVID positives as Lapeer county who was unmasked. I think continuing to gather information is important, to hear other ideas and to respect each other is important. That’s all I have.”

Secretary Webster stated “I want to start off with a thank you to everybody who came to express their opinions tonight. We’ve heard you. We listen. This is a complicated and complex issue, as you all know. There is really good science on both sides, and we aren’t scientists. I appreciated Adam’s statement so much. We are trying to make decisions for all of the students that are in a public space; this isn’t a personal health issue; this is a public health issue. That makes it difficult. We did start the year with people making their own decisions until just a few days ago. It was a personal decision whether they had their children wear a mask at school. We have done that and it’s not working. We’re going to try something else now, we hope it works. If it doesn’t, we will try something else. We’re all living and learning here. We appreciate the input from everybody because we’ll have more decisions to make in the future. I want to say that just as we appreciate hearing all different voices, this Board has always been a Board where we have had great dialogue. Shelly and I came onto the Board at the same time and have served together through some difficult times although none as difficult as COVID. Just as you come here to express different opinions so too do we as Board members express different opinions. When I hear someone mischaracterize our very healthy and robust discussions here as an ‘attack’ that seems to me to be a very divisive word. It shuts down open and honest dialogue because what we had at that meeting was open and honest dialogue, it was not an attack. I certainly hope that if Shelly felt attacked because we disagreed with her opinion, I would publicly apologize for that. It was not meant to be an attack it was meant to be dialogue about a subject we all our passionate

about and stand very firmly on. As far as the question about the online option, we have not had an online option this year. We all agree that it doesn't work. We had two days last week of online schooling. So that's why we're trying to keep kids in school, to do everything we can to keep kids in school. The other thing I would like to say is about the bonuses. We did hear a number. We heard that staff that have been with us for six months are getting \$500.00, and those that have been with us longer than that are going to get \$1000.00. I trust this Board and I trust this administration that tomorrow I will not find out that some people got \$10,000.00 and some people got \$500.00. I believe that what I vote on in this room is what will be enacted. I just wanted to make that point. I think they deserve more than that, but we did hear a number. We did not say a total, but I think most of us can do some quick math to figure out what that number is based on the number of staff that we have. \$1000.00 for two years of extra work is not a lot of money but it is well deserved and I'm glad we're doing it."

President Mowen concluded the meeting by saying "Most of the necessary comments have been made by the Board. I would only like to make one comment and I'm sure I speak for the Board as whole that we offer our condolences to Shelly for the loss of her father-in-law that just happened. Our condolences and prayers are with you and your family."

Upcoming Board Meeting Dates

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

Adjournment

Moved by Quick, supported by Easlick to adjourn at 6:50 p.m. Motion carried unanimously.

Minutes recorded by Brooke Barber.

Respectfully submitted,

Marlene Webster, Secretary

Current Bills

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
11/15-12/05/2021
REPORT 21-60

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$567,515.36
SERVICE FUND	\$60,065.88
SINKING FUND	\$228,342.50
CAPITAL PROJECTS - BOND FUND	\$0.00
CAPITAL PROJECTS - COOK FAMILY FOUND	\$0.00
CHECK RUN TOTAL	<u>\$855,923.74</u>

CREDIT CARD ACTIVITY BY FUND (11/05-12/02/2021)

GENERAL FUND	\$ 14,331.46
SERVICE FUND	\$ 264.86
ORGANIZATIONAL FUND	\$ (381.47)

CREDIT CARD TOTAL	<u>\$ 14,214.85</u>
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PAYROLL (#11) 11/26/2021	\$ 950,672.17
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STABILIZATION PAYMENT - (NONE)

<u>\$ 950,672.17</u>

GRAND TOTAL	<u>\$ 1,820,810.76</u>
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Check # / Date	Run	Status	Vendor	Invoice Description	Amount
104348 11/15/2021	1	Opn	EPS SECURITY	OPER/KLAPKO/REPLACE MODULE	832.96
104349 11/18/2021	1	Opn	ACCO BRANDS USA LLC	OHS/PARSONS/LAMINATING FILM	41.92
104350 11/18/2021	1	Opn	AGNEW GRAPHICS SIGNS PROMO LL	MS/DWYER/UPDATE RECORD BRD	45.00
104351 11/18/2021	1	Opn	ALDERMANS INCORPORATED	OPER/KLAPKO/BLADES	339.13
104352 11/18/2021	1	Opn	ALLAN GOETZINGER	ATH/SMITH/EXTRA COVERAGE	800.00
104353 11/18/2021	1	Opn	APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	131.47
104354 11/18/2021	1	Opn	ARGUS-PRESS CO.	COMM/THOMPSON/PAC GRAND OPEN	920.00
104355 11/18/2021	1	Opn	BP CANADA ENERGY MARKETING GR	UTIL/NAT GAS OCT 2021	6,248.54
104356 11/18/2021	1	Opn	BULKBOOKS.COM	HS/PARSONS/BOOKS	1,112.80
104357 11/18/2021	1	Opn	BUSINESS PROF OF AMERICA	HS/KLAPKO/FALL LEADERSHIP CONF	53.00
104358 11/18/2021	1	Opn	CAROLINA BIOLOGICAL SUPPLY CO.	OHS/PARSONS/CTE SUPPLIES	401.31
104359 11/18/2021	1	Opn	CHANEY ELECTRONICS	HS/PARSONS/CTE SUPPLIES	800.97
104360 11/18/2021	1	Opn	CLEVENGER, DEB	BB/ROWELL/STAFF CPR TRAINING	520.00
104361 11/18/2021	1	Opn	COLLISON, MICHELLE	BR/COLLISON/ELEC NEWSLETTER APP	79.00
104362 11/18/2021	1	Opn	CONTRACT PAPER GROUP INC.	ADM/HAHN/PAPER	28,518.00
104363 11/18/2021	1	Opn	CRAFT ELECTRICAL SERVICES	OPER/KLAPKO/GENERATOR SERVICE	165.00
104364 11/18/2021	1	Opn	DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLIES	40.00
104365 11/18/2021	1	Opn	DAYSTARR COMMUNICATIONS	OPER/PHONE BILL	1,170.04
104366 11/18/2021	1	Opn	DISCOUNT SCHOOL SUPPLY	BB/HURLEY/SUPPLIES	99.99
104367 11/18/2021	1	Opn	EDWARDS SIGN & SCREEN PRINTING	OPER/KLAPKO/PAC SIGNS	1,708.00
104368 11/18/2021	1	Opn	FIFTH THIRD BANK	ADM/SAFETY DEPOSIT BOX	140.00
104369 11/18/2021	1	Opn	FLINN SCIENTIFIC INC.	OHS/GILLETT/PERIODIC TABLE	226.00
104370 11/18/2021	1	Opn	GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/OCT SUPPLIES	1,345.34
104371 11/18/2021	1	Opn	GOLDBERG, DIANE	OPER/MILEAGE	62.72
104372 11/18/2021	1	Opn	GOODHEART-WILLCOX PUBLISHER	OHS/PARSON/CTE SUPPLIES	2,166.48
104373 11/18/2021	1	Opn	GROTH MUSIC	CE/HILLARD/RECORDERS	1,836.48
104374 11/18/2021	1	Opn	HAYES SOFTWARE SYSTEMS	TECH/WATSON/SOFTWARE RENEWAL	5,000.00
104375 11/18/2021	1	Opn	INDEPENDENT NEWSPAPERS/160 ME	COMM/THOMPSON/PAC GRAND OPEN	400.00
104376 11/18/2021	1	Opn	J & H OIL CO.	TRANS/SECOR/GAS	7,563.65
104377 11/18/2021	1	Opn	JOHN KRAUSS PIANO SERVICE	HS/NIEUWKOOP/PIANO TUNING	380.00
104378 11/18/2021	1	Opn	KLAPKO, JOHN	OPER/OCT 21 MILEAGE	67.79
104379 11/18/2021	1	Opn	KS STATEBANK	TRANS/SECOR/BUS RENTALS PMT 2 OF 3	30,346.36
104380 11/18/2021	1	Opn	LITERACY RESOURCES LLC	EM/GREKO/CURRICULUM	172.78
104381 11/18/2021	1	Opn	MANTIS PEST MANAGEMENT SVC LL	OPER/KLAPKO/NOV 21 PEST MGMT	390.00
104382 11/18/2021	1	Opn	MICHIGAN STATE UNIVERSITY - FFA	HS/STREETER/2021 MEMBERSHIP FEE	718.00
104383 11/18/2021	1	Opn	MICHIGAN SUPPLY COMPANY	OPER/KLAPKO/BELL PUMP	1,917.00
104384 11/18/2021	1	Opn	MIDWEST DATA CENTER INC.	ATH/SMITH/ELECTRONIC BOARD	600.00
104385 11/18/2021	1	Opn	PERMA-BOUND	EM/TEICHMAN/BOOKS	325.72
104386 11/18/2021	1	Opn	ROSS, GIZELLE	AE/MILEAGE FOR CONF	34.72
104387 11/18/2021	1	Opn	SCHOOL DATEBOOKS, INC.	BR/VOORHIES/PLANNERS	1,650.41
104388 11/18/2021	1	Opn	SCHOOL SPECIALTY LLC.	BR/STEPHENSON/SUPPLIES	3,750.65
104389 11/18/2021	1	Opn	SHADOW FIRE CONSULTANTS LLC	BB/ROWELL/FIRE INSPECTION & CONSULT	700.00
104390 11/18/2021	1	Opn	SHIA. AREA TRANSPORTATION AGEN	ONE-WAY TRIPS OCT 2021	52.50
104391 11/18/2021	1	Opn	TOWN & COUNTRY POOLS	OPER/KLAPKO/POOL CHEMICALS	408.25
104392 11/18/2021	1	Opn	UNEMPLOYMENT INSURANCE AGENC	REIM EMPLOYER BILLING FOR BENEFIT CHA	2,252.63
104393 11/18/2021	1	Opn	VAN EPPS, KAREN	HS/PARSONS/GIFT CARDS FOR MONITORS	75.00
104394 11/18/2021	1	Opn	WAKELAND OIL	OPER/KLAPKO/DIESEL	1,189.14
104395 11/18/2021	1	Opn	WARNING, CARRIE	HS/MILEAGE FOR CONF	36.96
104396 12/02/2021	1	Opn	ALTO, JOSHUA	TECH/NOV 21 MILEAGE	105.83
104397 12/02/2021	1	Opn	AMY B. BLOOM	ADM/BROOKS/PROF DEVELOPMENT	2,000.00

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
104398 12/02/2021	1	Opn	BASGALL, JAKE	TECH/NOV 21 MILEAGE	71.16
104399 12/02/2021	1	Opn	CINTAS CORPORATION # 308	OPER/KLAPKO/SANITIZER RENTALS	1,173.77
104400 12/02/2021	1	Opn	DAVISON COMMUNITY SCHOOLS	MS/DWYER/CC CHAMPIONSHIP 10/9	100.00
104401 12/02/2021	1	Opn	DE LAGE LANDEN FINANCIAL SERV, I	3 OF 3 LEASE PAYMENTS FOR BUSES	71,230.20
104402 12/02/2021	1	Opn	DELUX TROPHIES	ADM/WHITE/RETIREMENT AWARD	45.00
104403 12/02/2021	1	Opn	EPS SECURITY	OPER/KLAPKO/REPLACE BATTERIES	403.80
104404 12/02/2021	1	Opn	ESS MIDWEST INC	BB/ROWELL/STAFF PAYMENT	14,657.99
104405 12/02/2021	1	Opn	FENTON HIGH SCHOOL	ATH/SMITH/SWIM ENTRY 9/25	150.00
104406 12/02/2021	1	Opn	GILLIAM, EMMA	COMM/THOMPSON/LIFEGUARD	120.00
104407 12/02/2021	1	Opn	GOPHER SPORTS	OHS/CLEVENGER/BALLS	60.72
104408 12/02/2021	1	Opn	H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/NOV SUPPLIES	2,690.85
104409 12/02/2021	1	Opn	HI-QUALITY GLASS	OPER/KLAPKO/INSTALL LAMINATE FRAME	732.10
104410 12/02/2021	1	Opn	J. W. PEPPER & SON INC.	OPER/KLAPKO/BELL COVERS	260.99
104411 12/02/2021	1	Opn	KINECT ENERGY INC.	OPER/DEC 21 MGMT FEE	315.00
104412 12/02/2021	1	Opn	KSS ENTERPRISES	OPER/KLAPKO/FACE MASKS	500.55
104413 12/02/2021	1	Opn	LAMPHERE PLUMBING & HEATING	OPER/KLAPKO/UNPLUG SEWER LINE	735.00
104414 12/02/2021	1	Opn	LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/NOV SUPPLIES	1,368.83
104415 12/02/2021	1	Opn	LEARNING A TO Z	EM/GRAHAM/LICENSE RENEWAL	590.00
104416 12/02/2021	1	Opn	LIVINGSTON, EVAN	COMM/THOMPSON/LIFEGUARD	30.00
104417 12/02/2021	1	Opn	MACY IRELAN	COMM/THOMPSON/LIFEGUARD	85.00
104418 12/02/2021	1	Opn	MANER COSTERISAN	ADM/FINAL AUDIT BILLING 20-21	3,000.00
104419 12/02/2021	1	Opn	MASSP	MS/COLLINS/PROFESSIONAL DUES	750.00
104420 12/02/2021	1	Opn	MESSA	DEC 2021 BILL/TEACHERS	223,079.12
104421 12/02/2021	1	Opn	MESSA	DEC 2021 BILL/ADMIN STAF	22,215.18
104422 12/02/2021	1	Opn	MESSA	DEC 2021 BILL/NON-UNION	14,886.07
104423 12/02/2021	1	Opn	MESSA	DEC 2021 BILL/OESPA STAFF	45,100.30
104424 12/02/2021	1	Opn	MESSA	DEC 2021 COBRA BILL	2,567.31
104425 12/02/2021	1	Opn	MICHIGAN COMPANY, INC.	OPER/KLAPKO/NOV SUPPLIES	165.19
104426 12/02/2021	1	Opn	MICHIGAN LAUNDRY MACHINERY, IN	OPER/KLAPKO/WASHER REPAIR	487.30
104427 12/02/2021	1	Opn	MOMAR, INCORPORATED	OPER/KLAPKO/SUPPLY AGREEMENT	345.00
104428 12/02/2021	1	Opn	MORRIS MECHAN. CONTRACTING INC	OPER/KLAPKO/BOILER REPAIR	3,275.00
104429 12/02/2021	1	Opn	MSVMA	HS/NIEUWKOOP/FESTIVAL FEES	345.00
104430 12/02/2021	1	Opn	OWOSSO PUBLIC SCHOOLS	ADM/THOMPSON/WATER FOR PAC GRAND O	190.00
104431 12/02/2021	1	Opn	PELECH, TONIA	OPER/NOV 21 MILEAGE	70.26
104432 12/02/2021	1	Opn	PIONEER MANUFACTURING COMPAN	OPER/KLAPKO/ATH FIELD PAINT	296.06
104433 12/02/2021	1	Opn	PIONEER VALLEY BOOKS	CE/BINGER/LITERACY FOOTPRINTS	165.00
104434 12/02/2021	1	Opn	POSTMASTER	ADM/MAILING PERMIT RENEWAL FEE	265.00
104435 12/02/2021	1	Opn	QUILL CORPORATION	ADM/TRANS - INK	1,794.25
104436 12/02/2021	1	Opn	R. C. HENDRICK & SONS., INC.	EMERSON BATHROOM REMODEL THRU 10/31	29,597.78
104437 12/02/2021	1	Opn	SCHOOL SPECIALTY LLC.	MS/MCCLUNG/SUPPLIES	395.61
104438 12/02/2021	1	Opn	SCHOOLS OPEN LLC	ADM/WHITE/RED ROVER IMPLEMENTATION	2,000.00
104439 12/02/2021	1	Opn	SET-SEG	DEC 2021 BILL/GF STAFF	5,639.23
104440 12/02/2021	1	Opn	SET-SEG	DEC 2021 BILL/ADMIN STAF	592.88
104441 12/02/2021	1	Opn	SET-SEG	DEC 2021 COBRA BILLING	92.21
104442 12/02/2021	1	Opn	SHIAWASSEE RESD	ADM/BROOKS/PROF DEVELOPMENT	1,045.00
104443 12/02/2021	1	Opn	SONITROL	TECH/WATSON/SUPPLIES	70.59
104444 12/02/2021	1	Opn	STAUFFER, STEPHEN	AE/STAUFFER/LAB SUPPLIES	90.32
104445 12/02/2021	1	Opn	STINSON, GUNNAR	TECH/NOV 21 MILEAGE	207.35
104446 12/02/2021	1	Opn	SWARTZ CREEK ATHLETICS	ATH/SMITH/SWIM ENTRY 12/10	150.00
104447 12/02/2021	1	Opn	TASC-CLIENT INVOICES	ADMIN FEE 1/1-1/31/2022	343.20

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
104448 12/02/2021	1	Opn	THOMPSONS CRYSTAL CLEAN WATE	ADM/TUTTLE/WATER	41.00
104449 12/02/2021	1	Opn	TSA CONSULTING GROUP, INC.	OCT 21 PLAN ADMIN FEE	135.78
104450 12/02/2021	1	Opn	UNUM LIFE INSURANCE	DEC 2021 BILL/ADMIN	1,188.16
104451 12/02/2021	1	Opn	UNUM LIFE INSURANCE	DEC 2021 BILL/GF STAFF	1,417.51
104452 12/02/2021	1	Opn	VERIZON NORTH	ADM/JETPACKS	228.20
104453 12/02/2021	1	Opn	WATER TECH	OPER/KLAPKO/COLIFORM ANALYSIS	22.00
Total of All Checks					567,515.36
Less Voids					0.00
Grand Total					567,515.36

Check Summary

Check Status	Count	Amount
Open	106	567,515.36
Cleared	0	0.00
Void	0	0.00
Total	106	567,515.36

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
008004 11/18/2021	1	Vod 11/19/2021	AUNT MILLIE'S BAKERY	FS/MANNS/FOOD PURCHASE	251.10
008005 11/18/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	5,314.75
008006 11/18/2021	1	Opn	KLAPKO, JOHN	FS/OCT 21 MILEAGE	67.79
008007 11/18/2021	1	Opn	PITT, JANICE	FS/MILEAGE	26.32
008008 11/18/2021	1	Opn	PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	2,035.07
008009 11/18/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD & CLEANING PURCHASE	33,310.14
008010 11/18/2021	1	Opn	WAKELAND OIL	FS/MANNS/GAS	295.91
008011 11/18/2021	1	Opn	WAYNE RESA	FS/MANNS/COOPERATIVE MEMBERSHIP 21-2	250.00
008012 11/19/2021	1	Opn	AUNT MILLIE'S BAKERY	FS/MANNS/FOOD PURCHASE	254.10
008013 12/02/2021	1	Opn	BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	3,691.00
008014 12/02/2021	1	Opn	FD HAYES ELECTRIC CO.	FS/MANNS/REPAIR	782.70
008015 12/02/2021	1	Opn	LANSING SANITARY SUPPLY INC.	FS/MANNS/CLEANING SUPPLIES	1,005.55
008016 12/02/2021	1	Opn	MESSA	DEC 2021 BILL/FS STAFF	1,553.22
008017 12/02/2021	1	Opn	SET-SEG	DEC 2021 BILLING/FS STAFF	136.79
008018 12/02/2021	1	Opn	SYSCO DETROIT LLC	FS/MANNS/FOOD & PAPER PURCHASE	967.69
008019 12/02/2021	1	Opn	UNUM LIFE INSURANCE	DEC 2021 BILL/FS STAFF	57.37
008020 12/02/2021	1	Opn	VAN EERDEN FOOD SERVICE COMPA	FS/MANNS/FOOD PURCHASE	10,317.48
Total of All Checks					60,316.98
Less Voids					251.10
Grand Total					60,065.88

Check Summary

Check Status	Count	Amount
Open	16	60,065.88
Cleared	0	0.00
Void	1	251.10
Total	17	60,316.98

Check # / Date	Run	Status	Vendor	Invoice Description	Amount
600974 12/03/2021	1	Opn	CLARK CONSTRUCTION	SF/CONSTRUCTION THRU 11/24	94,883.65
600975 12/03/2021	1	Opn	R. C. HENDRICK & SONS., INC.	SF/EMERSON STAIRWELL REMODEL	60,656.10
600976 12/03/2021	1	Opn	ROYAL WEST ROOFING & SHEET MET	SF/GUTTER & DOWNSPOUT SYSTEM HS GYM	33,238.00
600977 12/03/2021	1	Opn	SPICER GROUP INC.	SF/PROF SERVICES THRU 10/30	39,564.75
Total of All Checks					228,342.50
Less Voids					0.00
Grand Total					228,342.50

Check Summary

Check Status	Count	Amount
Open	4	228,342.50
Cleared	0	0.00
Void	0	0.00
Total	4	228,342.50

ACCOUNT SUMMARY

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

* Indicates required field

SEARCH CRITERIA

[Advanced Search >](#)

Reporting Cycle: Select

Date Range: From:* 11/05/2021

To:* 12/02/2021

Date Type: Posting Date

Data available starting 12/02/2018

SEARCH RESULTS

Account Name	Account Number*	Transaction Amount
EMERSON ELEMENTARY	[REDACTED]	364.39
MIKE GRAHAM	[REDACTED]	2,302.30
FRED LAB	[REDACTED]	59.16
LINCOLN HIGH SCHOOL	[REDACTED]	360.10
BRIGHT BEGINNINGS OFFICE	[REDACTED]	349.33
OWOSSO SCHOOLS	[REDACTED]	264.86
CTE CULINARY ARTS	[REDACTED]	1,135.26
CTE CONSTRUCTION TRADES	[REDACTED]	500.72
JOE HICKEY	[REDACTED]	255.76
OWOSSO PUBLIC SCHOOLS	[REDACTED]	0.00
DAN CLARK	[REDACTED]	857.77
BEN COBB	[REDACTED]	233.54
OWOSSO HIGH SCHOOL	[REDACTED]	1,131.77
TECHNOLOGY DEPT	[REDACTED]	302.21
JOHN QUICK	[REDACTED]	548.44
OWOSSO MIDDLE SCHOOL	[REDACTED]	677.64
CENTRAL ELEMENTARY	[REDACTED]	272.75
OPERATIONS DEPT	[REDACTED]	524.37
OWOSSO HIGH SCHOOL 2	[REDACTED]	0.00
CENTRAL OFFICE	[REDACTED]	3,224.52
BRYANT ELEMENTARY	[REDACTED]	505.82
BRIGHT BEGINNINGS	[REDACTED]	725.50

14214.85

Financials

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
November 30, 2021
Report 21-61

Statement of Deposits and Investments
As of 11/30/2021
Unaudited

	<u>General Fund</u>	<u>School Service</u>	<u>Building & Site</u>	<u>Capital Projects Bond Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Summary of Deposits and Investments						
Cash on hand	\$ 335,067	\$ 7,919	\$ 3,353	\$ 959	\$ 183,679	\$ 530,977
Investments	<u>5,673,414</u>		<u>\$ 3,476,664</u>	<u>482,271</u>	<u>203,246</u>	<u>\$ 9,835,595</u>
Total Deposits and Investments	<u>\$ 6,008,482</u>	<u>\$ 7,919</u>	<u>\$ 3,480,017</u>	<u>\$ 483,230</u>	<u>\$ 386,925</u>	<u>\$ 10,366,572</u>
 Detail of Deposits and Investments						
Cash on hand	\$ 335,067	\$ 7,919	\$ 3,353	\$ 959	\$ 183,679	\$ 530,977
Petty Cash on hand	-		-	-	-	
Total Cash on hand	<u>\$ 335,067</u>	<u>\$ 7,919</u>	<u>\$ 3,353</u>	<u>\$ 959</u>	<u>\$ 183,679</u>	<u>\$ 346,339</u>
Chemical Bank Savings Account	\$ 5,798	\$ -	\$ 88			\$ 5,885
Mich Class Investment	5,667,617	-	3,476,576	489,466	203,242	\$ 9,836,901
Total Investments	<u>\$ 5,673,414</u>	<u>\$ -</u>	<u>\$ 3,476,664</u>	<u>\$ 489,466</u>	<u>\$ 203,242</u>	<u>\$ 9,842,786</u>
Total Deposits and Investments	<u>\$ 6,008,482</u>	<u>\$ 7,919</u>	<u>\$ 3,480,017</u>	<u>\$ 490,425</u>	<u>\$ 386,921</u>	<u>\$ 10,373,763</u>

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 November 30, 2021
 Report 21-61

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
 As of 11/30/2021
 Unaudited

	General Fund			School Service Fund			Capital Projects Fund-Sinking Fund and Cook Family Foundation		
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget
REVENUE									
Local sources	3,684,679	298,333	(3,386,346)	56,214	20,810	(35,404)	1,184,629	2,354	(1,182,276)
State sources	25,688,303	5,075,409	(20,612,894)	63,706	18,717	(44,989)	37,794	-	(37,794)
Federal sources	1,143,024	-	(1,143,024)	1,514,424	595,525	(918,899)	-	-	-
Interdistrict sources-RESD	740,946	18,365	(722,581)	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	-	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 31,256,952	\$ 5,392,107	\$ (25,864,845)	\$ 1,634,344	\$ 635,053	\$ (999,291)	\$ 1,222,423	\$ 2,354	\$ (1,220,070)
EXPENDITURES									
INSTRUCTION									
BASIC PROGRAMS:									
ELEMENTARY	\$ 7,626,682	\$ 2,056,303	(5,566,379)						
MIDDLE SCHOOL	3,675,956	988,412	(2,617,544)						
HIGH SCHOOL	4,335,333	1,151,846	(3,183,487)						
ALTERNATIVE EDUCATION	456,631	117,607	(339,024)						
PRESCHOOL	151,573	83,242	(68,331)						
PRESCHOOL (MICHIGAN READINESS) GRANT	188,298	33,206	(155,092)						
TOTAL BASIC PROGRAMS	\$ 16,334,473	\$ 4,402,616	\$ (11,931,857)						
ADDED NEEDS:									
SPECIAL EDUCATION	\$ 3,510,763	\$ 922,224	(2,588,539)						
CHILDCARE PROGRAM	298,910	82,546	(216,364)						
TITLE I GRANT	775,764	184,581	(591,183)						
ESSER GRANTS (STABIL COVID SUPPLIES, FORMUL/	-	355,173	355,173						
GEERS FUND, CHILDCARE GRANTS	-	-	-						
VOCATIONAL EDUCATION	701,820	175,028	(526,792)						
AT RISK GRANT	1,343,389	256,701	(1,086,688)						
ROBOTICS, ADAPTIVE TECH GRANTS	11,049	-	(11,049)						
ESSER SUMMER, BEFORE/AFTER SCHOOL	-	-	-						
GRANTS, INNOVATIVE PRACTICES	-	-	-						
EARLY LITERACY GRANT/LITERACY COACH GRANT	179,455	101,634	(77,821)						
TOTAL ADDED NEEDS	\$ 6,821,150	\$ 2,116,870	\$ (4,704,280)						
CONTINUING EDUCATION:									
ADULT EDUCATION	\$ 172,066	\$ -	(172,066)						
COMMUNITY EDUCATION	\$ 327,322	\$ 63,089	(264,233)						
TOTAL CONTINUING EDUCATION	\$ 499,388	\$ 63,089	(436,299)						
TOTAL INSTRUCTION	\$ 23,482,945	\$ 6,582,575	\$ (16,900,370)						
SUPPORTING SERVICES:									
PUPIL SERVICES:									
GUIDANCE SERVICES	\$ 361,005	\$ 85,859	(275,146)						
TOTAL PUPIL SERVICES	\$ 361,005	\$ 85,859	(275,146)						
INSTRUCTIONAL STAFF:									
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV	\$ 338,009	\$ 39,307	(298,702)						
IMPROVEMENT OF INSTRUCTION	\$ 337,031	\$ 101,333	(235,698)						
MEDIA SERVICES	\$ 176,270	\$ 55,960	(120,310)						
TOTAL INSTRUCTIONAL STAFF	\$ 851,310	\$ 196,600	(654,710)						
GENERAL ADMINISTRATION:									
BOARD OF EDUCATION	\$ 114,966	\$ 60,746	(54,220)						
EXECUTIVE ADMINISTRATION	\$ 413,851	\$ 186,601	(227,250)						
HUMAN RESOURCES	\$ 230,863	\$ 78,515	(152,348)						
TOTAL GENERAL ADMINISTRATION	\$ 759,680	\$ 305,862	(453,818)						

OWOSSO PUBLIC SCHOOLS
BOARD OF EDUCATION
 November 30, 2021
 Report 21-61

Combined Statement of Revenue, Expenditures, and Fund Balance
General, School Service, and Capital Project Funds
 As of 11/30/2021
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund and Cook Family Foundation			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	\$ 2,724,185	\$ 1,061,086	\$ (1,663,099)	39%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,724,185	\$ 1,061,086	\$ (1,663,099)	39%								
BUSINESS SERVICES:												
FISCAL SERVICES	\$ 379,121	\$ 152,326	\$ (226,795)	40%								
TECHNOLOGY MANAGEMENT	445,018	132,531	(312,487)	30%								
TOTAL BUSINESS SERVICES	\$ 824,139	\$ 284,857	\$ (539,282)	35%								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,088,838	\$ 1,168,385	\$ (1,920,453)	38%								
TOTAL OPERATIONS AND MAINTENANCE	\$ 3,088,838	\$ 1,168,385	\$ (1,920,453)	38%								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 1,016,859	\$ 317,881	\$ (698,978)	31%								
TOTAL PUPIL TRANSPORTATION	\$ 1,016,859	\$ 317,881	\$ (698,978)	31%								
OTHER SERVICES:												
COMMUNICATION SERVICES	55,117	17,562	(37,555)	32%								
ATHLETICS	442,371	172,291	(270,080)	39%								
PRINTING AND OTHER SUPPORT SERVICES	48,295	17,104	(31,191)	35%								
TOTAL OTHER SERVICES	\$ 545,783	\$ 206,957	\$ (338,826)	38%								
TOTAL SUPPORTING SERVICES	\$ 10,171,799	\$ 3,627,487	\$ (6,544,312)	36%								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	45,000	21,105	(23,895)	47%								
TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS	\$ 45,000	\$ 21,105	\$ (23,895)	47%								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES	\$ 33,699,744	\$ 10,231,467	\$ (23,468,277)	30%	\$ 1,656,519	\$ 720,204	\$ (936,315)	43%	\$ 1,675,111	\$ 1,272,330	\$ (402,781)	76%
TOTAL EXPENDITURES	\$ 33,699,744	\$ 10,231,467	\$ (23,468,277)	30%	\$ 1,656,519	\$ 720,204	\$ (936,315)	43%	\$ 1,675,111	\$ 1,272,330	\$ (402,781)	76%
REVENUE OVER or (UNDER) EXPENDITURES	\$ (2,442,792)	\$ (4,839,060)	\$ (2,396,268)		\$ (22,175)	\$ (85,151)	\$ (62,976)		\$ (452,688)	\$ (1,269,976)	\$ (817,288)	
AUDITED FUND BALANCE, JULY 1, 2021	5,750,851	5,750,851	-		-	-	-		4,768,094	4,768,094	-	
PROJECTED FUND BALANCES - June 30, 2022	3,308,059				(22,175)				4,315,406			

Safety and Security

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-62

FOR ACTION

Subject: Handheld radios for daily and emergency use.

Statement of Purpose/Issue: To purchase and install new handheld radios for administrators and each building to provide quick communication during an emergency. Our current transportation repeater will be moved from Bentley to the secondary campus to provide more robust coverage for busses as well as install a new repeater to provide both the High School and Middle School coverage for the entire complex. Another District-wide channel will be added for use by administration in an emergency to provide immediate communication among key personnel. Due to the urgency of getting a new system in place for the safety and security of the District we ask that the board approve of spending up to \$150,000 with ProComm.

Rationale:

- Owosso High School and Owosso Middle School radio coverage is unreliable, causing staff to miss important communications. The repeater will fix this issue completely.
- Transportation has areas where busses lose signal. Moving the current repeater to a higher elevation will remedy this loss of signal and will greatly extend signal range.
- Emergency situations require instant communication and radios are the best means of achieving this. Cell phones, text messages, emails are easily overlooked or missed due to signal issues. Reliability and speed are the same reason police and other emergency services utilize radios in their daily operations.
- Owosso's current radio situation is not unified. This project will provide cohesion and a solution for instant communication.

Facts and Statistics:

The groundwork for this project has been ongoing for months after the bond work was completed and it was found the radios did not function correctly at OSC. ProComm has been working to sort out our current FCC (Federal Communications Commission) licensing before providing us a quote as the FCC process could take between two and ten months. However, Procomm has found we can move forward sooner than expected. Temporarily they have loaned us better radios, but these loaners do not solve the issues completely. As with all technology right now, radios have extended lead times once ordered. Due to increased need for reliable communication we need to move forward with ordering them before the project is completed.

Motion -

Seconded -

Vote –

Nays –

Motion –

Head Start Contract Termination

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-63

FOR ACTION

Subject: Head Start Contract Termination

Statement of Purpose/Issue: Bentley Bright Beginnings is proposing Owosso Public Schools terminate their contract with Head Start.

Rationale:

Head Start is a federally funded entity and therefore their rules and policies supersede the district policies. District policies and Head Start policies conflict with one another, causing discrepancies in consistency between building classrooms.

Facts and Statistics:

- We have eight students serviced with Head Starts funding. We can switch those students to a GSRP (Great Start Readiness Program) funding stream with no financial loss.
- Those eight students will remain in their current classroom with no disruption to their preschool experience.
- There is a lack of consistency with Head Start polices and district policies
 - No celebration of birthday or holidays
 - More complex child study process
 - Staff have additional paper work responsibilities for Head Start requirements (taking attendance twice, inputting ASQ data twice, inputting conference and home visit information twice, daily playground and classroom safety checklists which no not apply to other classrooms)
 - Mask and vaccine mandate (Masks are mandated now) When Owosso is not under their mandate, we have 1 classroom in the entire building that is still mandated because their classroom contains Head Start funded students. The vaccine mandate (effective Jan 31st) would impact two staff that service our Head Start students, and therefore they would need to be replaced.
 - There has been inconsistent Head Start leadership. There have been several partner supervisors in the last nine years, the most recent one will be leaving in January, creating inconsistency in leadership.
 - When Head Start closes, their staff do not report to partner sites, although we are still operating, which causes confusion for parents and staff.
- Plans were already in place to forgo a contract renewal with Head Start for the 2022-2023 school year.
- There is no penalty for termination with a 30-day written notice and no financial loss to our district.

Motion -
 Seconded -
 Vote –

Nays –

Motion -

Reaffirmation of Emergency Operations Plan

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-64

FOR ACTION

Subject:

Emergency Operations Plan (EOP) approval by no later than January 1, 2022, for each school building in the District as required by the Michigan Department of Education and was signed into law during Lamé-Duck in December 2018.

Recommendation:

Resolve that the Board of Education approve the Emergency Operations Plan (EOP). The plan describes the purpose, scope, situation, policies, and concept of operations for the response and recovery activities to an emergency crisis.

Rationale:

1. To prepare faculty and staff by outlining the responsibilities and duties of Schools employees.
2. To educate district employees, students, visitors and other key stakeholders on their roles and responsibilities before, during and after an incident.
3. To empower District employees, students, visitors and other key stakeholders to respond safely and efficiently during an incident through the development, maintenance, and exercising the plan.
4. To provide visitors and other members of the community with assurances that Schools have established guidelines and procedures to respond to incidents/hazards in an effective way.

Statement of Purpose/Issue:

The purpose of the Emergency Operations Plan for Owosso Public Schools is to reduce the risk to life and health and promote the safety of students, staff, parents, county employees, visitors, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident within the School District. Use of this plan should be coordinated with local responding agencies and personnel. It is imperative that district employees work in conjunction with and assist emergency response personnel as directed or instructed.

Facts/Statistics:

The Emergency Operations Plan was created by the District's Homeland Security expert, Mr. Tom Mynsberge and tailored to each of the districts in Shiawassee County.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

COVID-19 (At Place)

Revised Bylaw 0100 - Definitions

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-66

FOR ACTION

Subject:

Revised Bylaw 0100 – Definitions, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Bylaw 0100 – Definitions**

Facts / Statistics:

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

This revision should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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

0100 - **DEFINITIONS**

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

Administrative Guideline

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

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

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

District

The School District.

Due Process

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

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

Family Member

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

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

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

May

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

Meeting

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

Parent

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

Personal Communication Devices

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

Policy

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

President

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

Principal

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

Professional Staff Member

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

Relative

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

Secretary

The chief clerk of the Board of Education. (See Bylaw 0171.3)

Shall

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

Social Media

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

Student

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

Superintendent

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

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

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

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Last Modified by Brooke Barber on December 1, 2021

Revised Bylaw 0167.3 – Public Participation at Board Meetings

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-67

FOR ACTION

Subject:

Revised Bylaw 0167.3 – Public Participation at Board Meetings, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Bylaw 0167.3 – Public Participation at Board Meetings**

Facts / Statistics:

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

These revisions and options should be considered for adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s) ~~public participation~~ of a meeting.
- C. Attendees must register their intention to participate in the public participation portion of the meeting upon their arrival at the meeting.
- D. Individuals may not register others to speak during public participation.
- E. Participants must **first** be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; group affiliation, if and when appropriate.
- F. Each statement made by a participant shall be limited to three (3) minutes duration.
- G. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
~~No participant shall speak more than once.~~
- H. Participants shall direct all comments to the Board and not to staff or other participants.
- I. The presiding officer may:
 1. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest); ~~prohibit public comments which are frivolous, repetitive, or harassing;~~
 2. ~~interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~
 3. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;

- J. The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.

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

OR

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

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

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

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

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

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 3120 – Employment of Professional Staff

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-68**

FOR ACTION

Subject:

Revised Policy 3120 – Employment of Professional Staff, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 3120 – Employment of Professional Staff**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	July 11, 2005
Last Revised	October 28, 2019

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

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

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

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

All applications for employment shall be referred to the Human Resources Department.

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

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

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

NEPOTISM

No District employee shall be placed in a position in which s/he would be in a direct supervisory relationship with a member of his/her immediate family.

For purposes of supervision, members of the immediate family shall be defined as husband, wife, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, sister-in-law and brother-in-law.

All employees hired prior to January 2001 shall be exempt from this policy while in their current position.

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

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

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

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

- A. ~~The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.~~
- B. ~~The Superintendent may also employ a teacher without a valid teaching as a substitute teacher, on a day-to-day basis certificate as a substitute teacher, on a day-to-day basis, if the person has at least ninety (90) semester hours of college credit from a college or university or for a full school year if the person has at least a bachelor's or higher degree from a college or university, and has met all other conditions established by law and by the Superintendent.~~
- C. ~~The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker, or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.~~
- D. ~~The Superintendent may employ noncertificated teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.~~

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

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

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

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

3. ~~demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).~~

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

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

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

Revised 2/13/06

Revised 4/06

Revised 5/11/15

Revised 1/28/19

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

20 U.S.C. 6319 & 7801

R 390.1105

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 6114 – Cost Principles

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-69

FOR ACTION

Subject:

Revised Policy 6114 – Cost Principals – Spending Federal Funds, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 6114 – Cost Principals – Spending Federal Funds**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	
Adopted	June 27, 2016
Last Revised	February 22, 2021

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

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

Cost Principles

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

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

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

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

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

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

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

1. the cost is needed for the proper and efficient performance of the grant program;
2. whether the cost is identified in the approved budget or application;
3. whether there is an educational benefit associated with the cost;

4. whether the cost aligns with identified needs based on results and findings from a needs assessment;

5. whether the cost addresses program goals and objectives and is based on program data.

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

B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles.

F. Be representative of actual cost, net of all applicable credits or offsets.

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

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

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

Selected Items of Cost

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

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

1. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
2. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

3. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.
4. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.
5. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
6. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

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

Determining Whether a Cost is Direct or Indirect:

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

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

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

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

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

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

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

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

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation). ⁴⁷

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

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

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

If the obligation is for:

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

Period of Performance

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

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

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

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

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

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

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Legal 2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
 2 C.F.R 200.474(b)

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 6152 – Student Fees, Fines, Supplies

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-70

FOR ACTION

Subject:

Revised Policy 6152 – Student Fees, Fines, and Supplies, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 6152 – Student Fees, Fines, and Supplies**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	6000 Finances
Title	Copy of STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
Status	
Adopted	July 11, 2005

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

Fees

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

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

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

Fines

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

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

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

Supplies

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

[X] Payment

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

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's

ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

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

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

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Last Modified by Brooke Barber on December 1, 2021

Revised Policy 7450 – Property Inventory

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-71

FOR ACTION

Subject:

Revised Policy 7450 – Property Inventory, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 7450 – Property Inventory**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	7000 Property
Title	Copy of PROPERTY INVENTORY
Code	po7450
Status	
Adopted	May 24, 2021

7450 - **PROPERTY INVENTORY**

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

The Board shall maintain a continuous inventory of all District-owned equipment.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$5000 as a single unit and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5000. [Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]

It shall be the duty of the Chief Financial Officer to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

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

- A. description and identification;
- B. year of purchase;
- C. initial cost;
- D. location.

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

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.

- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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2 C.F.R. 200.313

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 8310 – Public Records

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-72

FOR ACTION

Subject:

Revised Policy 8310 – Public Records, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 8310 – Public Records**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	8000 Operations
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	July 11, 2005
Last Revised	December 8, 2014

8310 - **PUBLIC RECORDS**

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

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

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

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

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

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

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

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

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

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

Revised 4/1/06
Revised 10/26/09

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

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 8320 – Personnel Files

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-73

FOR ACTION

Subject:

Revised Policy 8320 – Personnel Files, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 8320 – Personnel Files**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	8000 Operations
Title	Copy of PERSONNEL FILES
Code	po8320
Status	
Adopted	July 11, 2005

8320 - **PERSONNEL FILES**

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

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

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

The Board delegates the maintenance of an employee personal information system to the **Human Resource Director** ~~the Superintendent~~.

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

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

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

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

An employee may review their personnel record upon written request.

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

Personnel wishing to review their own records shall:

A. request access in writing;

B. review the record in the presence of the administrator designated to maintain said records or designee;

C. make no alterations or additions to the record nor remove any material therefrom;

D. sign a log attached to the file indicating date and person reviewing.

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

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

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

- ~~A. review the record in the presence of the administrator designated to maintain said records or designee;~~
- ~~B. make no alterations or additions to the record nor remove any material therefrom.~~

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

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

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

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

Records Retention

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

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

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

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

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

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Legal M.C.L.A. 423.501 et seq

Last Modified by Brooke Barber on December 1, 2021

Revised Policy 8330 – Student Records

**OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
December 13, 2021
Report 21-74**

FOR ACTION

Subject:

Revised Policy 8330 – Student Records, 2nd reading

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 8330 – Student Records**

Facts / Statistics:

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

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

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

Book	Policy Manual
Section	8000 Operations
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	July 11, 2005
Last Revised	May 24, 2021

8330 - **STUDENT RECORDS**

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

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

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

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

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

G. attendance records

H. health records

I. custodial arrangements

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

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

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

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary

records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

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

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

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

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

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

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. dates of attendance;
- I. date of graduation;

- J. awards received;
- K. honor rolls;
- L. scholarships;
- M. telephone numbers for inclusion in school or PTO directories;
- N. school photographs or videos of students participating in school activities, events or programs.

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

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

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

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

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Armed Forces Recruiting

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

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

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

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

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

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

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

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the

student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest⁷² to provide such written consent.

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

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

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

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least seven (7) work days before the scheduled date of the activity. The instrument will be provided to the parent within three (3) business days of the principal receiving the request.

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

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

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

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

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

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;

- C. consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

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

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

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

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

Revised 2/13/06
Revised 10/26/09
Revised 1/24/11
Revised 8/27/12
Revised 1/26/15
Revised 6/26/17

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Legal M.C.L. 380.1135, 380.1136
Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002
Section 444 of subpart of part C of the General Education Provisions Act
Title IV of Public Law 90-247
20 U.S.C., Section 1232f through 1232i (FERPA)
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
26 U.S.C. 152
20 U.S.C. 7908

Last Modified by Brooke Barber on December 1, 2021

For Information

Personnel Update

**OWOSSO PUBLIC SCHOOLS
Board of Education
December 13, 2021
Report 21-75**

FOR INFORMATION

Subject:
Personnel Update

Accepted Positions

Nathan Lepley has accepted the Custodian II position at Owosso High School.

Resignations

Mark Smith, Bus Driver has resigned.

ESSER III Survey Results

OWOSSO PUBLIC SCHOOLS
Board of Education
December 13, 2021
Report 21-76

FOR INFORMATION

Subject:

ESSER III Survey results

Facts and Statistics

The district is eligible to receive ESSER III grant funds from the Federal government. The allowable uses for these funds are the same as the previous ESSER II funds with two distinct additional requirements:

1. 20% of the allocation **MUST** be used to mitigate learning loss resulting from the pandemic. The uses of these funds for this purpose can be used to:
 - a. Administer high quality assessments to determine academic needs
 - b. Implement evidence-based practices
 - c. Support student and families in distance learning
 - d. Track student attendance and engagement during remote instruction
 - e. Monitor student academic progress to identify students who need more helpNOTE: Funds do NOT need to be used in all of the above listed areas
2. The plan for all uses of the funds (inclusive of the 20% set-aside for Learning Loss) **MUST** be done through meaningful consultation with Stakeholders.

The district has opted to meet requirement #2 by utilizing a survey sent out to stakeholders within the district and posted on the district website for the public to participate. The end date for participation in the survey is December 9th. The results of the survey will be discussed at the board meeting on December 13th for input from the Board and from the public on the results. The results of the survey and the input received will be used to formulate the plan for use of the funds. Once the plan is developed, it will again be shared with the Board and public at a board meeting.



NOTICE OF OWOSSO BOARD OF EDUCATION MEETING

The Board of Education of Owosso Public Schools, Shiawassee County, Michigan, will be holding a regularly scheduled meeting. The meeting will be held on Monday, December 13, 2021 at 5:30p.m. at the Washington Campus Gym, 645 Alger St.

Date of Meeting: Monday, December 13, 2021

Hour of Meeting: 5:30p.m.

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

Purpose of Meetings: Regular Meeting

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

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



Dr. Andrea Tuttle, Superintendent
OWOSSO PUBLIC SCHOOLS