



**OWOSSO PUBLIC SCHOOLS**  
Ready for the World

**Board of Education Agenda**  
**August 28, 2024**  
**5:30 pm**

Washington Campus Gymnasium  
645 Alger St  
Owosso, Michigan 48867

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Building Reports**

Carrie Warning- Summer Training  
Student Representative Report- Paige Davis

**4. Board Correspondence:**

Superintendent's Report  
Curriculum Director's Report

**5. Public Participation**

**6. For Action**

▪ **Consent Agenda:**

July 24, 2024 Board of Education Regular Meeting Minutes-----	Report 24-18	Page 3
August 14, 2024 Board of Education Committee Meeting Minutes-----	Report 24-19	Page 10
Current Bills-----	Report 24-20	Page 14
Financials-----	Report 24-21	Page 22
▪ OEA Tentative Agreement-----	Report 24-22	Page 26
▪ Tax Levy-----	Report 24-23	Page 28
▪ OMS, Out of State Travel, Washington D.C.-----	Report 24-24	Page 32
▪ OHS, SkillsUSA Out of State Travel, Washington D.C.-----	Report 24-25	Page 34
▪ OHS, SkillsUSA Out of State National Officer Required Travel-----	Report 24-26	Page 37
▪ Obsolete Material-----	Report 24-27	Page 69
▪ Personnel New Hire-----	Report 24-28	Page 71

**7. For Future Action**

▪ OHS, FFA Out of State Travel, Indianapolis, IN-----	Report 24-29	Page 74
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**8. For Information**

▪ Personnel Update-----	Report 24-30	Page 78
▪ Bond Information-----	Report 24-31	Page 80

**9. Public Participation**

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

**11. Upcoming Board Meeting Dates:**

September 11: Board of Education Committee of the Whole Meeting, 5:30PM, Washington Campus Gymnasium  
September 25: Board of Education Regular Meeting, 5:30PM, Washington Campus Gymnasium

**Important Upcoming Dates:**

August 29: Half Day for All Students: Teacher Work Day  
August 30-September 2: Labor Day Recess  
September 10: Academic Achievement Awards, 7:00PM, PAC

**12. Adjournment**

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

## 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



Marlene Webster  
Vice President



Olga Quick  
Treasurer



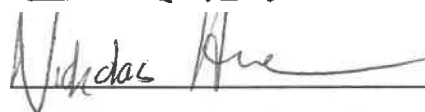
Ty Krauss  
Secretary



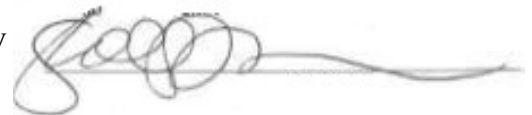
Adam Easlick  
Trustee



Nicholas Henne  
Trustee



Shelly Ochodnický  
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

# **July 24, 2024 Board of Education Regular Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**Regular Board Meeting Minutes**  
**July 24, 2024**  
**Report 24-18**

Present: Adam Easlick, Nick Henne, Ty Krauss (virtual via cell phone), Rick Mowen, Shelly Ochodnicki, Olga Quick,  
Absent: Marlene Webster

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

**Pledge of Allegiance**

**Board Correspondence**

Superintendent Brooks started his report with several updates. He expressed pride in the success of the summer food service program, “Meet Up, Eat Up,” which has served over 13,217 meals as of Monday—5,000 more than last year. The program is thriving, thanks in part to grants that allow for the inclusion of locally grown produce. This initiative has provided fresh fruits and vegetables from our area.

In the food service realm, recent audits, including an Administrative Review and an SEC Foods Service Program audit, yielded excellent feedback. Brooks extended his gratitude to Joy Hartman and her team for their hard work.

Special recognition was also given to the maintenance and custodial teams, particularly Mr. Hendrickson, for preparing the facilities for the upcoming school year. All summer projects are on track, with preparations complete by the August 22 opening. The technology team has been busy installing new copiers and updating technology to ensure everything is ready for teachers' return.

Regarding infrastructure, the gym renovations at Bryant School, funded by the sinking fund, are nearly finished, and the replacement of the high school's hot water boiler is expected to be completed before school starts.

Looking ahead, all administrators will be back full-time as of August 1, and preparations for the new school year are in full swing, including new teacher orientations and back-to-school events. The Board packet will include a detailed schedule of these events.

Brooks also thanked the teams involved in staffing assignments and updates for their efforts in interviewing and ensuring all staff are ready for the new school year. An update on attendance is in progress and will be presented at the upcoming administrators' retreat before being shared with the Board and community.

Lastly, after extensive negotiations, Superintendent Brooks announced a tentative agreement with the Owosso Education Association. He thanked the Owosso team and administrative negotiators for their hard work. The final details will be brought to the Board for approval at the August 14 meeting.

Dr. Cathy Dwyer reported that Summer School is flourishing across all grade levels. At the elementary level, around 70 students are consistently attending, with teachers boosting engagement through enjoyable STEM activities. Maggie Gobel is delivering targeted small-group instruction to improve foundational reading skills using the UFLI program. After assessing incoming third graders with the Core Phonics Screener, she expanded her efforts to include second, fourth, and fifth graders. For the past two weeks, Maggie has worked daily with approximately 17 students, offering explicit reading and spelling instruction, and has observed significant progress. To gauge their growth, she will reassess students with the Core Phonics Survey in the final week.

Middle school students are actively participating in a dynamic summer program that includes hands-on projects such as designing and 3D printing pencil holders, creating solar ovens to cook s'mores, dissecting owl pellets, and constructing windmills. They've also explored virtual reality, designed a weighted prize wheel to study probability, and learned about chemical and physical changes through cookie-making and ice cream production. Lincoln had 46 students enrolled in summer school, 36 participating virtually and in person. So far, 20 courses have been completed, earning ten credits, and 40 more courses are underway.

At the high school level, Session One had 75 students enrolled, with 55 half-credits earned. Session Two included 53 students, some of whom were also in Session One, and 32 half-credits have been earned so far. Secondary students are also benefiting from the meet-up, eat-up program.

We are updating our teacher evaluation tool in collaboration with Standards for Success to align with new state requirements. The previous evaluation terms ("Ineffective, Minimally Effective, Effective, Highly Effective") have been replaced with "Needing Support, Developing, and Effective."

Despite rain on July 10th, the event was successfully moved indoors, with 132 children attending. Upcoming events include an August 7th Hawaiian-themed night sponsored by Bryant's PTO, featuring hot dogs, chips, games, and promotions for bus drivers and Littlest Trojan Orientation. Plans are underway for an autograph night with Coach Tyner and the football team. Recent events have added a Story Walk and food bags, contributing to increased participation, with efforts to boost attendance for the final three events.

The Language Essentials for Teachers of Reading and Spelling (LETRS) program is offering free professional development for K-6 teachers in Michigan. This two-year commitment involves eight units and approximately 150 hours of training through online modules, readings, and Zoom meetings. The teacher union has negotiated grant funding to compensate teachers for completing this training. Currently, 22 teachers are participating, collectively having completed 46 units.



New Teacher Orientation is scheduled for August 13-14, starting with breakfast at Fortitude, team-building activities, and a tour of Owosso. New teachers will meet with department heads on the second day to learn about curriculum and teaching resources. Professional Development for all staff will occur from August 19-21, with a comprehensive list of options to ensure meaningful and relevant learning. Additionally, the Littlest Trojans Bus Orientation Event on August 21 will allow kindergarten students and their parents to ride bus routes in preparation for the new school year.

### **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 participants addressed the Board:  
Anthony Buza

### **For Action**

- Moved by Easlick, supported by Henne, to approve the June 26, 2024, Budget Hearing Minutes, June 26, 2024, Regular Meeting Minutes, Current Bills, and Financials as presented. President Mowen conducted a roll call vote. Ayes: Easlick, Henne, Mowen, Ochodnicky, Quick. Nays: None. Motion carried unanimously.
- Moved by Quick, supported by Easlick, to approve the course listings presented for the Middle School, High School, and Lincoln High School for the 2024-25 school year. Motion carried unanimously.
- Moved by Quick, supported by Ochodnicky, to authorize the District to purchase two used 77-passenger buses and lease one additional bus. Motion carried unanimously.
- Moved by Quick, supported by Henne, to adopt the Michigan High School Athletic Association membership resolution for the year beginning August 1, 2024, through July 31, 2025. Motion carried unanimously.
- Moved by Easlick, supported by Quick, to resolve that the Board of Education approve the July 1, 2024 – June 30, 2025, Tentative Agreement between the Owosso Education Support Personnel Association and the Owosso Board of Education. President Mowen conducted a roll-call vote. Ayes: Easlick, Henne, Ochodnicky, Quick. Mowen abstained due to a conflict of interest. Motion carried.

- Moved by Quick, supported by Easlick, that the Board of Education approve the hiring of the following certified staff:

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Leah Collins	LHS/Social Studies	Superintendent Steve Brooks	BA Step 1 \$43,332
Sarah Covert	Emerson/2nd	Superintendent Steve Brooks	BA Step 2 \$43,956
Jeffrey Proulx	Bryant/Special Education	Superintendent Steve Brooks	MA Step 13 \$79,991
Erin Pitkowicz	Bryant/5th	Superintendent Steve Brooks	MA Step 5 \$55,534

Motion carried unanimously.

**For Future Action**

- The Board will be asked to approve the Tax Levy (L-4029) for 2024 as presented and as discussed during the Budget hearing at the regularly scheduled Board meeting on June 26th.
- The Board will be asked to approve the out-of-state travel for Owosso Middle School students and staff on a Washington D.C. trip to the Capital of the United States on April 23-25, 2025.
- The Board will be asked to authorize the purchase of High School Choir Uniforms with a General Fund cost not to exceed \$12,000.

**For Information**

Superintendent Brooks announced the following personnel changes:

**Accepted Positions**

- Karla McCurdy has accepted the Sub Bus Driver position.
- Ginger Strittmatter has accepted the Sub Food Service worker position.
- Samantha Sutphen has accepted the Paraprofessional position at OHS.
- Kimberly Wahl has accepted the Monitor position at Emerson.

**Resignations**

- Jennifer Maier, Teacher at OHS resigned effective July 16, 2024.

### **YMCA Memorandum of Understanding**

The Board was informed that the Shiawassee Family YMCA and Owosso Public Schools renewed their partnership for after-school and before-school childcare for the 24-25 school year.

### **Emergency Operations Plan**

The Board was informed that the Emergency Operations Plan (EOP) was updated and reviewed for each school building in the District. The Emergency Operations Plan for Owosso Public Schools aims 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 is coordinated with local responding agencies and personnel. The District's Homeland Security expert created the Emergency Operations Plan, Mr. Tom Mynsberge, and tailored it to each of the districts in Shiawassee County.

### **Back to School Events**

The Board was informed of the Back to School Events for the 2024-25 school year.

### **Public Participation**

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The following participants addressed the Board:  
None

### **Board Comments**

Trustee Henne questioned whether the choir uniforms should be brought up for action and a vote tonight. He also expressed gratitude for the back-to-school events and calendar, noting that both are helpful and look great. He hopes everyone is enjoying their last few weeks of summer vacation.

Trustee Ochodnický reiterated that the changes to Title IX will take effect in the first week of August. She expressed concerns about the boys' and girls' bathroom arrangements, emphasizing the need for mindful planning as the changes approach. She acknowledged the District's efforts to address these concerns but remains worried about the impending implementation. Additionally, she thanked the grounds and maintenance teams for their hard work, noting the

unusually rainy summer in Michigan and commending them for keeping everything looking good despite the challenges.

Secretary Krauss thanked Superintendent Brooks for making it possible for him to participate via cell phone, citing a busy summer of events and conferences that prevented him from attending some Board meetings. He also expressed gratitude to the administration, staff, and teachers for their hard work preparing for the upcoming school year and looks forward to a great 2024-25 school year.

Treasurer Quick welcomed the new staff and praised the success of the Meet Up and Eat Up program. She expressed high regard for the summer school program and is looking forward to the upcoming attendance update.

Trustee Easlick thanked everyone involved in the negotiations for their hard work in finalizing the agreements. He welcomed the new teachers to the District and looks forward to meeting them at the new teacher orientation. He also thanked all district staff working over the summer to keep operations running smoothly.

President Mowen warmly welcomed and congratulated the new hires, expressing his pleasure in seeing former students like Leah return to the team. He acknowledged the increasing difficulty of filling these positions but affirmed that their commitment to hiring only the best continues to be validated.

### **Upcoming Board Meeting Dates**

- August 14: Board of Education Committee of the Whole Meeting 5:30 p.m., Washington Campus Gymnasium
- August 28: Board of Education Regular Meeting 5:30 p.m., Washington Campus Gymnasium

### **Adjournment**

Moved by Quick, supported by Ochodnický, to adjourn at 6:32 p.m. Motion carried unanimously.

Minutes recorded by Stephanie Goetzinger.

Respectfully submitted,

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Ty Krauss, Secretary

# **August 14, 2024 Board of Education Committee Meeting Minutes**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**Committee of the Whole Meeting**  
**August 14, 2024**  
**Report 24-19**

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

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

**Pledge of Allegiance**

**For Action**

- Moved by Easlick, supported by Quick, to authorize the purchase of High School Choir Uniforms with a General Fund cost not to exceed \$12,000. Motion carried unanimously.
- Moved by Krauss, supported by Easlick, to table the July 1, 2024 – June 30, 2025, Tentative Agreement between the Owosso Education Association and the Owosso Board of Education. Mowen and Quick abstain due to a conflict of interest. Webster and Henne were absent. Not enough votes to carry.
- Moved by Quick, supported by Easlick, that the Board of Education approve the hiring of the following certified staff:

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Sara Schneider	3 <sup>rd</sup> Grade Teacher/Bryant	Superintendent Steve Brooks	BA Step 1 \$43,332
Patrick Hunt	Economics, Civics, and Social Studies Teacher/LHS	Superintendent Steve Brooks	MA Step 1 \$46,257
Allison Shay	Special Education Teacher/OHS	Superintendent Steve Brooks	BA Step 1 \$43,332
Nicholas Lee	Technology Teacher/OMS	Superintendent Steve Brooks	BA Step 1 \$43,332

Motion carried unanimously.

**For Information**

**Facility Needs Planning**

Superintendent Brooks introduced Darrick Huff from Spicer to the Board, highlighting that he has been our facilities engineer for over 23 years. Superintendent Brooks directed the Board to the Facility Needs Update document in their Board Packet. This document has evolved, with

items added or removed as projects were completed. Recently, Darrick, Mike Hendrickson, and Superintendent Brooks reviewed this list to identify the most pressing needs for facility planning and improvements.

Darrick wanted to emphasize that this is a snapshot of August 2024, and the situation may change. This document has been presented to the Board every few years for the past two decades, and historically, the needs have ranged between \$30 to 45 million. A study from 1991 estimated that our district's maintenance and renovation needs were about \$50 million back then, so the work is ongoing. Many projects, like parking lot renovations, have been done before but are now reaching the end of their lifecycle and must be addressed again. The highlighted items in the document represent needs that district staff identified as priorities, but they are not ranked in any particular order. For instance, while some gyms and bleacher systems have been improved, others, like those at Bentley, still require attention. There are ongoing needs for parking lot and sidewalk maintenance, masonry repairs, and bathroom renovations—many of which are still original to the buildings. We've also allocated funds for specific projects, such as building bathroom facilities at the secondary campus to support exterior activities like baseball, softball, soccer, track, and tennis. Other needs include classroom renovations, window replacements, fencing repairs, and the ongoing discussion around the transportation maintenance facility.

The list includes improvements like turning the high school soccer practice field into a competition field, enhancing building management systems, and updating the swimming pool area to add more seating and improve lighting and filtration systems. There are also more long-term considerations, such as fire suppression systems for older buildings that currently lack sprinklers and asbestos abatement, particularly at the secondary campus. The list totals around \$45 million in potential projects, with \$27 million identified as more immediate priorities within the next five to six years.

Superintendent Brooks wanted to point out that while we've discussed building a new pool, the current \$4 million proposal is focused on renovating the existing one, enhancing seating, and upgrading necessary systems, not constructing a new competition pool. We'll need to prioritize these projects as we move forward, especially considering our limited funding. With about \$4 million remaining in our fund balance, it's crucial that we carefully evaluate and prioritize these needs. We should plan to revisit this list, perhaps in October or November, to finalize our priorities and prepare for bid documents. This will allow us to move forward with projects for the following summer.

### **Public Participation**

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The following participants addressed the Board:

None

**Upcoming Board Meeting Dates**

- August 28: Board of Education Regular Meeting 5:30 PM, Washington Campus Gymnasium
- September 11: Board of Education Committee Meeting 5:30 PM, Washington Campus Gymnasium
- September 25: Board of Education Regular Meeting 5:30 PM, Washington Campus Gymnasium

**Adjournment**

Moved by Easlick, supported by Ochodnicky, to adjourn at 5:56 p.m. for required MASB Superintendent Evaluation Training. Motion carried unanimously.

Minutes recorded by Stephanie Goetzinger.

Respectfully submitted,

---

Ty Krauss, Secretary



## **Current Bills**

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
07/17/2024-08/16/2024  
REPORT 24-20

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$1,106,484.93
SERVICE FUND	\$29,036.56
SINKING FUND	\$199,848.60
BOND FUND	\$0.00
CAPITAL PROJECTS	\$0.00
<b>CHECK RUN TOTAL</b>	<b><u>\$1,335,370.09</u></b>

**DRAW FROM ACCOUNT**

GORDON FOOD SERVICE PAYMENT (7/19/2024)	\$ 2,699.20
GORDON FOOD SERVICE PAYMENT (7/26/2024)	\$ 139.20
GORDON FOOD SERVICE PAYMENT (08/2/2024)	\$ 519.86
GORDON FOOD SERVICE PAYMENT (08/09/2024)	\$ 2,580.28
CONSUMERS ENERGY PAYMENT (8/2/2024)	\$ 39,765.05
CONSUMERS ENERGY PAYMENT (8/09/2024)	\$ 2,353.13
	<b><u>\$ 48,056.72</u></b>

**CREDIT CARD ACTIVITY BY FUND (5/5-6/4/24)**

GENERAL FUND	\$ 13,405.25
SERVICE FUND	\$ 580.36
ORGANIZATIONAL FUND	\$ 12.42
<b>CREDIT CARD TOTAL</b>	<b><u>\$ 13,998.03</u></b>

**PAYROLL AND STABILIZATION DRAWS**

PAYROLL (#2) 07/19/2024	\$ 949,851.94
PAYROLL (#3) 08/02/2024	\$ 1,662,749.05
PAYROLL (#4) 08/16/2024	\$ 960,787.55
	<b><u>\$ 3,573,388.54</u></b>

**GRAND TOTAL**

**\$ 4,970,813.38**

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**Check Register**  
Owosso Public Schools

Bank Account CHEM1, From 07/17/2024 to 08/16/2024

Page 1 of 4  
Aug 21, 2024 5:01 PM

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
109198	07/18/2024		1	Check Cleared	08/07/2024 000275	APPLE COMPUTER, INC.	CE/WATSON/MACBOOK	2,879.00
109199	07/18/2024		1	Check Cleared	08/07/2024 000676	ARROWHEAD MEDICAL, LLC	OHSATH/SMITH/TRAINERSUPPLIES	1,977.11
109200	07/18/2024		1	Check Cleared	08/07/2024 000190	BOOKS 4 SCHOOL	BRYANT/GUTE/BOOKS4FUN	280.36
109201	07/18/2024		1	Check Cleared	08/07/2024 007465	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	76.42
109202	07/18/2024		1	Check Cleared	08/07/2024 102034	DELL MARKETING, L.P.	OHS/WATSON/CTE LAPTOPS	38,272.00
109203	07/18/2024		1	Check Cleared	08/07/2024 102408	LANSING SANITARY SUPPLY	OPER/HENDRICKSON/JULYSUPPLIES	4,202.81
109204	07/18/2024		1	Check Cleared	08/07/2024 008965	MATH RECOVERY	JENKINSON/SPED/BRYANT	90.00
109205	07/18/2024		1	Check Cleared	08/07/2024 003537	MCLAREN RENT-ALL	OPER/HENDRICKSON/CLEANING FEE	50.00
109206	07/18/2024		1	Check Cleared	08/07/2024 003389	MOORE, ERIN	OHS/PARSONS/SUMMERSCHOOA..	72.96
109207	07/18/2024		1	Check Cleared	08/07/2024 007853	PIONEER VALLEY BOOKS	CURR/DWYER/DIGITAL READERS	10,916.92
109208	07/18/2024		1	Check Cleared	08/07/2024 008300	PRESIDIO NETWORKED SOL..	ADM/WATSON/CHROMEBOOKS	161,271.00
109209	07/18/2024		1	Check Cleared	08/07/2024 008962	R & D SEPTIC TANK CLEANIN..	OHSATH/SMITH/PORTAJOHNTAL	81.25
109210	07/18/2024		1	Check Cleared	08/07/2024 000677	RIDDELL ALL AMERICAN SPO..	OHSATH/SMITH/HELMETS	4,164.95
109211	07/18/2024		1	Check Cleared	08/07/2024 001621	SCHOOLS OPEN LLC	RED ROVER: ANNUAL MAINTENANC..	399.00
109212	07/18/2024		1	Check Cleared	08/07/2024 005600	SHERWIN-WILLIAMS COMPA..	OPER/HENDRICKSON/SUPPLIES	48.65
109213	07/18/2024		1	Check Cleared	08/07/2024 005625	SHIAWASSEE RESD	SCHOOL EQUITY CAUCUS 24/25 ME..	9,192.00
109214	07/18/2024		1	Check Cleared	08/07/2024 008752	SONITROL GREAT LAKES	MONTHLY SERVICE FEE - ADMIN	826.20
109215	07/18/2024		1	Check Cleared	08/07/2024 001704	SUNBURST GARDENS INC.	LAWN SPRAY-WILLMAN.SOCER.SO..	3,885.00
109216	07/18/2024		1	Check Cleared	08/07/2024 002623	TASC-CLIENT INVOICES	ADMIN/HURLEY/ADMINISTRATION F..	297.39
109217	07/18/2024		1	Check Cleared	08/07/2024 002345	TECHNICAL BUILDING AUTO..	OPER/HENDRICKSON/OHSELECTRI..	1,789.64
109218	07/18/2024		1	Check Cleared	08/07/2024 002948	THOMPSON, JESSICA	MAY & JUNE 2024 MILEAGE REIMBU..	58.56
109219	07/18/2024		1	Check Cleared	08/07/2024 000530	US OMNI & TSACG COMPLIA..	PLAN ADMIN FEE APR 2024	121.18
109220	07/25/2024		1	Check Cleared	08/07/2024 000676	ARROWHEAD MEDICAL, LLC	OHSATH/SMITH/TAPE	35.40
109221	07/25/2024		1	Check Cleared	08/07/2024 007465	CINTAS CORPORATION # 308	OPER/HENDRICKSON/UNIFORMS	76.42
109222	07/25/2024		1	Check Cleared	08/07/2024 006588	DAYSTARR COMMUNICATIO..	TECH/WATSON/TELEPHONE	404.17
109223	07/25/2024		1	Check Cleared	08/07/2024 009063	ESS MIDWEST INC	OMS SUPPORT STAFF - N. SLEE	24,132.63
109224	07/25/2024		1	Check Open	08028	GOLDBERG, DIANE	Mileage Reimbursement 052024-061724	28.14
109225	07/25/2024		1	Check Cleared	08/07/2024 006946	HOLLAND BUS COMPANY	(2) 2022 Blue Bird Busses	105,102.00
109226	07/25/2024		1	Check Cleared	08/07/2024 002959	INDEPENDENT NEWSPAPER..	OWOSSO TROJAN TIMES 051224	1,885.00
109227	07/25/2024		1	Check Cleared	08/07/2024 102408	LANSING SANITARY SUPPLY	OPER/HENDRICKSON/CLETUS	3,360.35
109228	07/25/2024		1	Check Cleared	08/07/2024 100343	MCGRAW-HILL SCHOOL EDU..	QUOTED SUBSCRIPTIONS	24,028.27
109229	07/25/2024		1	Check Cleared	08/07/2024 003660	MEDLER ELECTRIC COMPANY	OPER/HENDRICKSON/ELECTRICAL	1,248.40
109230	07/25/2024		1	Check Open	003780	MESSA	AUG2024MESSAINSURANCE/ADMIN	339,258.98
109231	07/25/2024		1	Check Open	004894	MPS	CURR/DWYER/IAP PSYCHOLOGY BO..	821.77
109232	07/25/2024		1	Check Cleared	08/07/2024 002093	NEOLA INC.	ADMIN/LAKE/UPDATESERVICE	1,375.00
109233	07/25/2024		1	Check Open	007853	PIONEER VALLEY BOOKS	CURR/DWYER/PHONICS STORYBOO..	70,290.00
109234	07/25/2024		1	Check Open	004860	POSTMASTER	OMS POSTAGE	730.00

**Check Register**  
Owosso Public Schools

Bank Account CHEM1, From 07/17/2024 to 08/16/2024

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
109235	07/25/2024		1	Check Open	100135	QUILL CORPORATION	Envelopes, paper clips, band-aids	288.99
109236	07/25/2024		1	Check Open	005420	SCHOOL SPECIALTY LLC.	CARDSTOCK INDEX 8.5X11 WHITE 9..	891.72
109237	07/25/2024		1	Check Open	002603	SET SEG	SETSEG INSURANCE - ADMIN	4,606.81
109238	07/25/2024		1	Check Open	100138	STATE OF MICHIGAN	OPS FOUNDATION FILING FEE	20.00
109239	07/25/2024		1	Check Open	000680	STICK A PIG IN IT, INC.	FORTITUDE FARMS CATERING	500.00
109240	07/25/2024		1	Check Open	100267	UNUM LIFE INSURANCE	ADMIN/AUG2024INSURANCE	2,786.87
109241	07/25/2024		1	Check Open	000530	US OMNI & TSACG COMPLIA..	PLAN ADMIN FEE JUNE 2024	122.64
109242	07/25/2024		1	Check Cleared	08/07/2024 001206	VERIZON	TECH/WATSON/JUNE11-JULY10	180.71
109244	08/01/2024		1	Check Open	008674	BAKER COLLEGE	ADULT EDUCATION PURCHASED SE..	83,918.63
109245	08/01/2024		1	Check Open	004092	CENGAGE LEARNING	OHS - DIGITAL ACCESS TO SPORTS/..	2,590.00
109246	08/01/2024		1	Check Open	007334	DIGITAL AGE TECHNOLOGIE..	Installation Labor	7,404.00
109247	08/01/2024		1	Check Open	002810	HI-QUALITY GLASS	Glass Installation - Emerson	274.57
109248	08/01/2024		1	Check Open	102408	LANSING SANITARY SUPPLY ..	Custodial Supplies - Central Elementary	867.78
109249	08/01/2024		1	Check Open	000722	MANER COSTERISAN	2024 AUDIT - PROGRESS BILLING	9,719.30
109250	08/01/2024		1	Check Open	000639	MASTERLIBRARY.COM, LLC	TECH/WATSON/SOFTWARE	4,700.00
109251	08/01/2024		1	Check Open	100030	OWOSSO PUBLIC SCHOOLS	BOARD MEETING SUPPLIES	7.50
109252	08/01/2024		1	Check Open	004790	PITNEY BOWES	OHS/PARSONS/LEASE	174.66
109253	08/01/2024		1	Check Open	100135	QUILL CORPORATION	OHS/OFFICE SUPPLIES	364.77
109254	08/01/2024		1	Check Open	000498	SAVVAS LEARNING CO, LLC	CURR/DWYER/AP BIO	2,695.20
109255	08/01/2024		1	Check Open	005420	SCHOOL SPECIALTY LLC.	BAMBOO BOOK BROWSER CART	1,344.88
109256	08/01/2024		1	Check Open	005625	SHIAWASSEE RESD	NURSES - BICKEL & BROOKS 7/7-7/20	8,442.00
109257	08/01/2024		1	Check Open	000681	SiteOne Landscape Supply, LLC	OPER/HENDRICKSON/SUPPLIES	1,180.70
109258	08/01/2024		1	Check Open	001704	SUNBURST GARDENS INC.	Topdress Material & Labor - Willman Fl..	8,497.50
109259	08/01/2024		1	Check Open	002623	TASC-CLIENT INVOICES	FSA Renewal 090124-083125 & Admin ..	597.64
109260	08/01/2024		1	Check Open	006230	THRUN LAW FIRM, P.C.	ADMIN/DAME/LEGAL FEES	5,512.88
109262	08/08/2024		1	Check Open	008524	AGILE TECHNOLOGIES	Hudl Renewal	13,000.00
109263	08/08/2024		1	Check Open	000686	Amazon Capital Services	Literacy Supplies - Bryant 35J	486.92
109264	08/08/2024		1	Check Open	000240	AMERICAN SPEEDY PRINTIN..	OMS Walworth Envelopes	495.00
109265	08/08/2024		1	Check Open	008901	BASGALL, JAKE	July Mileage Reimbursement	126.78
109266	08/08/2024		1	Check Open	003302	CDW GOVERNMENT, INC.	Electronic Distribution - Microsoft License	12,978.45
109267	08/08/2024		1	Check Open	003369	CULLIGAN OF OWOSSO	OHS/PARSONS/WATER	59.00
109268	08/08/2024		1	Check Open	007334	DIGITAL AGE TECHNOLOGIE..	Loudspeaker for Bryant	11,918.26
109269	08/08/2024		1	Check Open	009019	DIGNAN, THOMAS	July Mileage Reimbursement	133.16
109270	08/08/2024		1	Check Open	009063	ESS MIDWEST INC	BBB/Winke/Staffing	27,781.21
109271	08/08/2024		1	Check Open	005058	FD HAYES ELECTRIC CO.	Culinary Arts Oven Repair	1,834.89
109272	08/08/2024		1	Check Open	008293	FLINT METRO LEAGUE	League Dues for the 2024-25 School Y..	4,000.00
109273	08/08/2024		1	Check Open	000685	Francis, Christian	Fingerprint Reimbursement - Transporta..	65.00

**Check Register**  
Owosso Public Schools

**Bank Account CHEM1, From 07/17/2024 to 08/16/2024**

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
109274	08/08/2024		1	Check Open	002390	GILBERT'S DO IT BEST HARD..	Supplies - Washington	1,008.90
109275	08/08/2024		1	Check Open	004013	IMAGELINE PRODUCTIONS	Backpacks & Messenger Bags with Em..	1,230.00
109276	08/08/2024		1	Check Open	002959	INDEPENDENT NEWSPAPER..	Envelopes	847.00
109277	08/08/2024		1	Check Open	008220	J & H OIL CO.	Fuel July 2024	993.50
109278	08/08/2024		1	Check Open	000591	JOE-LEES CROSSWINDS CA..	All Admin Catering - Breakfast	365.00
109279	08/08/2024		1	Check Open	008359	KINECT ENERGY INC.	Energy Mgmt Fee - Monthly Aug 2024	315.00
109280	08/08/2024		1	Check Open	008292	KONICA MINOLTA BUSINESS ..	Lease 072124-082024	3,067.59
109281	08/08/2024		1	Check Open	000638	LAFONTAINE FORD OF FLUS..	22 Bluebird Bus Parts & Labor	220.00
109282	08/08/2024		1	Check Open	102408	LANSING SANITARY SUPPLY ..	Custodial Supplies - Central	195.72
109283	08/08/2024		1	Check Open	100343	McGraw Hill LLC	CURR/DWYER/MATH JOURNALS	15,670.60
109284	08/08/2024		1	Check Open	100107	MHSAA	Cap 1 Training Mallory Irelan 071824	60.00
109285	08/08/2024		1	Check Open	100037	MICHAEL'S PLUMBING REPAI..	Test, Certify & File BFP Test Report	1,430.00
109286	08/08/2024		1	Check Open	002093	NEOLA INC.	Digital Maintenance Fee 080124-073125	795.00
109287	08/08/2024		1	Check Open	100030	OWOSSO PUBLIC SCHOOLS	LHS EOY Picnic	1,741.05
109288	08/08/2024		1	Check Open	000106	POMPS TIRE SERVICE	Tires - Stock	1,596.00
109289	08/08/2024		1	Check Open	009003	QUADIENT FINANCE USA, INC.	Postage Meter Refill	500.00
109290	08/08/2024		1	Check Open	000435	READ THEORY EDUCATION ..	2024-25 School Year - Software	1,295.00
109291	08/08/2024		1	Check Open	008914	REPUBLIC SERVICES	Waste Containers	2,015.88
109292	08/08/2024		1	Check Open	005420	SCHOOL SPECIALTY LLC.	Angelses 3-Fold Nap Mats	3,603.20
109293	08/08/2024		1	Check Open	000683	SDI Innovations, Inc.	Classic High Block 5.5x8.5	2,878.74
109294	08/08/2024		1	Check Open	005363	SHATTUCK SPECIALTY ADVE..	May Staff Appreciation Gifts	179.66
109295	08/08/2024		1	Check Open	001704	SUNBURST GARDENS INC.	Fertilizer Applications	2,400.00
109296	08/08/2024		1	Check Open	000413	VENTRIS LEARNING LLC	UFLI Foundations Manual	1,580.25
109297	08/08/2024		1	Check Open	007985	WATSON, JOE	July 2024 Mileage Reimbursement	328.02
109298	08/15/2024		1	Check Open	007465	CINTAS CORPORATION # 308	Uniforms	76.42
109299	08/15/2024		1	Check Open	000344	GAMETIME	GameTime Rock with Me - Alice's Playg..	20,896.25
109300	08/15/2024		1	Check Open	004730	J. W. PEPPER & SON INC.	OHS Band	936.45
109301	08/15/2024		1	Check Open	008292	KONICA MINOLTA BUSINESS ..	Konica Minolta Maintenance 040124-06..	451.88
109302	08/15/2024		1	Check Open	004894	MACMILLAN HOLDINGS, LLC	CURR/DWYER/AP PSYCHOLOGY BO..	4,494.50
109303	08/15/2024		1	Check Open	007397	MALLORY IRELAN	2024-25 MISCA Membership	50.00
109304	08/15/2024		1	Check Open	003600	MARSHALL MUSIC COMPANY..	OHS Band Repair	58.00
109305	08/15/2024		1	Check Open	000689	MI Favorite Store	Wooden Crate Snack Bags	96.00
109306	08/15/2024		1	Check Open	100984	MSBOA	OHS Membership 2024-2025	375.00
109307	08/15/2024		1	Check Open	005600	SHERWIN-WILLIAMS COMPA..	Supplies - Emerson	324.15
109308	08/15/2024		1	Check Open	000678	WESCO INTERNATIONAL	LAB/HENDRICKSON/PARTS	112.82

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
<b>Total of All Checks</b>								1,106,484.93
<b>Less Voids</b>								0.00
<b>Grand Total</b>								1,106,484.93

**Check Summary**

Check Status	Count	Amount
Open	76	703,704.18
Cleared	33	402,780.75
Void	0	0.00
<b>Total</b>	<b>109</b>	<b>1,106,484.93</b>

**Check Register**  
Owosso Public Schools

Bank Account **SERVIC**, From 07/17/2024 to 08/16/2024

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
008620	07/18/2024		1	Check Cleared	003807	PRAIRIE FARMS DAIRY	FS/HARTMAN/FOOD	8,402.80
008621	07/18/2024		1	Check Cleared	005018	SCHOOL NUTRITION ASSOCI..	FS/HARTMAN/MEMBERSHIP RENEW..	180.00
008622	07/18/2024		1	Check Cleared	008854	VAN EERDEN FOOD SERVIC..	FS/HARTMAN/FOOD	1,436.15
008623	07/25/2024		1	Check Open	003780	MESSA	AUG2024MESSAINSURANCE/FOODS..	2,136.18
008624	07/25/2024		1	Check Cleared	002603	SET SEG	SETSEG INSURANCE - FOOD SERVI..	116.29
008625	07/25/2024		1	Check Cleared	100267	UNUM LIFE INSURANCE	FS/AUG2024UNUMINSURANCE	45.50
008626	08/01/2024		1	Check Open	000619	FLINT FRESH MOBILE MARK..	FS/HARTMAN/FOOD	2,253.00
008627	08/01/2024		1	Check Open	003807	PRAIRIE FARMS DAIRY	FS/HARTMAN/FOOD	1,855.44
008628	08/01/2024		1	Check Open	008854	VAN EERDEN FOOD SERVIC..	FS/HARTMAN/FOOD&PAPER	1,795.80
008629	08/08/2024		1	Check Open	007245	HUBERT COMPANY	FS/HARTMAN/EQUIPMENT	416.32
008630	08/08/2024		1	Check Open	003807	PRAIRIE FARMS DAIRY	FS/HARTMAN/FOOD	146.88
008631	08/08/2024		1	Check Open	008854	VAN EERDEN FOOD SERVIC..	FS/HARTMAN/FOOD	9,249.22
008632	08/15/2024		1	Check Open	000233	CRANMER, MARY	Mileage 061324-063024	6.97
008633	08/15/2024		1	Check Open	008854	VAN EERDEN FOOD SERVIC..	FS/HARTMAN/FOOD	996.01

**Total of All Checks** 29,036.56  
**Less Voids** 0.00  
**Grand Total** 29,036.56

**Check Summary**

Check Status	Count	Amount
Open	9	18,855.82
Cleared	5	10,180.74
Void	0	0.00
<b>Total</b>	<b>14</b>	<b>29,036.56</b>

Check #	Date	Run	Type	Status	Vendor	Name	Invoice Description	Amount
601038	07/18/2024	1	Check	Cleared	001274	SPICER GROUP INC.	SF/HENDRICKSON/SERVICES	18,367.30
601039	07/18/2024	1	Check	Cleared	000235	TECHNICAL BUILDING AUTO..	OPER/HENDRICKSON/HVACCONTR..	60,000.00
601040	08/08/2024	1	Check	Open	101335	PERRIN CONSTRUCTION CO...AIA #12 - Bryant Elementary		61,481.30
601041	08/15/2024	1	Check	Open	000235	TECHNICAL BUILDING AUTO..	Bryant Controls Upgrade	60,000.00
<b>Total of All Checks</b>								199,848.60
<b>Less Voids</b>								0.00
<b>Grand Total</b>								199,848.60

**Check Summary**

Check Status	Count	Amount
Open	2	121,481.30
Cleared	2	78,367.30
Void	0	0.00
<b>Total</b>	<b>4</b>	<b>199,848.60</b>



# Financials

OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
August 28,2024  
Report 24-21

**Statement of Deposits and Investments**  
**As of 07/31/24**  
**Unaudited**

	General Fund	School Service	Sinking Fund and CPF	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 1,507,074	\$ 22,548	\$ 68,039	\$ 0	\$ 34,517	\$ 1,632,179
Investments	11,273,338		\$ 4,017,293	7	2,025,000	\$ 17,315,639
<b>Total Deposits and Investments</b>	<b>\$ 12,780,412</b>	<b>\$ 22,548</b>	<b>\$ 4,085,332</b>	<b>\$ 7</b>	<b>\$ 2,059,518</b>	<b>\$ 18,947,817</b>
 <b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 1,507,074	\$ 22,548	\$ 68,039	\$ 0	\$ 34,517	\$ 1,632,179
Petty Cash on hand	-	-	-	-	-	
<b>Total Cash on hand</b>	<b>\$ 1,507,074</b>	<b>\$ 22,548</b>	<b>\$ 68,039</b>	<b>\$ 0</b>	<b>\$ 34,517</b>	<b>\$ 1,632,179</b>
Huntington Bank Savings Account		\$ -	\$ 108			\$ 108
Mich Class Investment	11,273,338	-	4,017,293	7	1,608,867	\$ 16,899,505
<b>Total Investments</b>	<b>\$ 11,273,338</b>	<b>\$ -</b>	<b>\$ 4,017,401</b>	<b>\$ 7</b>	<b>\$ 1,608,867</b>	<b>\$ 16,899,614</b>
<b>Total Deposits and Investments</b>	<b>\$ 12,780,412</b>	<b>\$ 22,548</b>	<b>\$ 4,085,440</b>	<b>\$ 7</b>	<b>\$ 1,643,384</b>	<b>\$ 18,531,792</b>

[https://owossok12mi-my.sharepoint.com/personal/goetzingers\\_owosso\\_k12\\_mi\\_us/Documents/Attachments/\[August 28 BOARD REPORTS \(July 31 data\) August 22nd.xlsx\]Deposits and Investments](https://owossok12mi-my.sharepoint.com/personal/goetzingers_owosso_k12_mi_us/Documents/Attachments/[August 28 BOARD REPORTS (July 31 data) August 22nd.xlsx]Deposits and Investments)

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 August 28, 2024  
 Report 24-21

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 07/31/24**  
**Unaudited**

	General Fund				School Service Fund				Sinking fund and Capital Projects fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
<b>REVENUE</b>												
Local sources	4,481,965	107,213	(4,374,752)	2%	89,250	581	(88,669)	1%	148,750	23,139	(125,611)	16%
State sources	32,865,535	-	(32,865,535)	0%	182,111	-	(182,111)	0%	-	-	-	-
Federal sources	1,943,448	-	(1,943,448)	0%	1,938,733	-	(1,938,733)	0%	-	-	-	-
Interdistrict sources-RESD	1,345,868	39,719	(1,306,149)	3%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	-	-	-	-	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 40,636,816	\$ 146,932	\$ (40,489,884)	0%	2,210,094	581	(2,209,513)	0%	148,750	23,139	(125,611)	16%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
<b>BASIC PROGRAMS:</b>												
ELEMENTARY	\$ 8,507,345	\$ 104,105	(8,403,241)	1%								
MIDDLE SCHOOL	3,884,719	57,218	(3,827,501)	1%								
HIGH SCHOOL	4,653,474	67,022	(4,586,451)	1%								
ALTERNATIVE EDUCATION	590,540	5,719	(584,821)	1%								
PRESCHOOL	209,947	174	(209,774)	0%								
PRESCHOOL (MICHIGAN READINESS/START UP) GRANT	608,542	8,516	(600,026)	1%								
<b>TOTAL BASIC PROGRAMS</b>	\$ 18,454,567	\$ 242,754	\$ (18,211,814)	1%								
<b>ADDED NEEDS:</b>												
SPECIAL EDUCATION	\$ 4,022,692	\$ 47,828	(3,974,865)	1%								
VOCATIONAL EDUCATION	722,054	8,282	(713,772)	1%								
AT RISK GRANT	2,154,775	15,854	(2,138,922)	1%								
ROBOTICS	17,126	-	(17,126)	0%								
EARLY LITERACY GRANT/LITERACY COACH GRANT, DATA COLLECTION	118,774	14,733	(104,041)	12%								
TITLE I GRANT, TAG FUNDING	989,022	5,630	(983,392)	1%								
ESSER GRANTS (ESSER II,III/ARP HOMELESS, AND 23B FUNDS)	703,129	37,150	(665,979)	5%								
CHILDCARE GRANTS, HRA GRANT, 310 GRANT	-	-	-	-								
STATE SAFETY,SRO, MENTAL HEALTH GRANTS	783,584	16,274	(767,309)	2%								
<b>TOTAL ADDED NEEDS</b>	\$ 9,511,156	\$ 145,751	\$ (8,598,095)	2%								
<b>CONTINUING EDUCATION:</b>												
ADULT EDUCATION	215,890	83,919	(131,972)	39%								
<b>TOTAL CONTINUING EDUCATION</b>	\$ 215,890	\$ 83,919	\$ (131,972)	39%								
<b>TOTAL INSTRUCTION</b>	\$ 28,181,613	\$ 472,423	\$ (26,941,881)	2%								
<b>SUPPORTING SERVICES</b>												
<b>PUPIL SERVICES:</b>												
GUIDANCE SERVICES	\$ 424,520	\$ 13,112	(411,409)	3%								
<b>TOTAL PUPIL SERVICES</b>	\$ 424,520	\$ 13,112	\$ (411,409)	3%								
<b>INSTRUCTIONAL SERVICES:</b>												
TITLE II, PART A AND TITLE IV, IDEA GRANT	\$ 113,968	\$ 9,296	(104,672)	8%								
IMPROVEMENT OF INSTRUCTION	961,672	17,481	(944,191)	2%								
MEDIA SERVICES	143,841	1,744	(142,097)	1%								
COORDINATION OF SERVICES	204,459	13,001	(191,459)	6%								
FAFSA Grant	9,000	-	(9,000)	0%								
ASSESSMENTS	46,588	-	(46,588)	0%								
<b>TOTAL INSTRUCTIONAL SERVICES</b>	\$ 1,479,529	\$ 41,522	\$ (1,438,006)	3%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	\$ 155,444	\$ 24,635	(130,809)	16%								
EXECUTIVE ADMINISTRATION	459,795	48,255	(411,540)	10%								
<b>TOTAL GENERAL ADMINISTRATION</b>	\$ 615,239	\$ 72,891	\$ (542,349)	12%								

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 August 28, 2024  
 Report 24-21

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 07/31/24**  
**Unaudited**

	General Fund				School Service Fund				Sinking fund and Capital Projects fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	\$ 2,925,220	\$ 126,535	\$ (2,798,685)	4%								
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>\$ 2,925,220</b>	<b>\$ 126,535</b>	<b>\$ (2,798,685)</b>	<b>4%</b>								
BUSINESS SERVICES:												
ACCOUNTING/FINANCE	\$ 390,211	\$ 30,081	\$ (360,130)	8%								
PRINTING	\$ 65,017	\$ 3,268	\$ (61,749)	5%								
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 455,228</b>	<b>\$ 33,349</b>	<b>\$ (421,878)</b>	<b>7%</b>								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 3,814,474	\$ 257,068	\$ (3,557,407)	7%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 3,814,474</b>	<b>\$ 257,068</b>	<b>\$ (3,557,407)</b>	<b>7%</b>								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 1,510,597	\$ 22,530	\$ (1,488,067)	1%								
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 1,510,597</b>	<b>\$ 22,530</b>	<b>\$ (1,488,067)</b>	<b>1%</b>								
CENTRAL SERVICES:												
COMMUNICATION SERVICES	209,557	13,506	(196,051)	6%								
HUMAN RESOURCES	205,965	12,527	(193,438)	6%								
TECHNOLOGY MANAGEMENT	646,965	55,991	(590,975)	9%								
PUPIL ACCOUNTING	77,420	7,508	(69,911)	10%								
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 1,139,907</b>	<b>\$ 89,532</b>	<b>\$ (1,050,376)</b>	<b>8%</b>								
OTHER SERVICES:												
PERFORMING ARTS CENTER	10,300	2,478	(7,822)	24%								
ATHLETICS	641,741	22,692	(619,049)	4%								
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 652,041</b>	<b>\$ 25,170</b>	<b>\$ (626,871)</b>	<b>4%</b>								
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 13,016,755</b>	<b>\$ 681,709</b>	<b>\$ (12,335,046)</b>	<b>5%</b>								
COMMUNITY SERVICES												
COMMUNITY EDUCATION	8,279	-	(8,279)	0%								
DAYCARE PROGRAM	309,500	23,622		8%								
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 317,779</b>	<b>\$ 23,622</b>	<b>\$ (8,279)</b>	<b>7%</b>								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	100,000	-	(100,000)	0%								
TRANSFER TO OTHER FUNDS	-	-	-									
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ (100,000)</b>	<b>0%</b>								
FOOD SERVICE EXPENDITURES					\$ 2,152,321	\$ 38,812	\$ (2,113,508)	2%				
CAPITAL PROJECT EXPENDITURES									\$ 182,595	\$ 121,481	\$ (61,114)	67%
<b>TOTAL EXPENDITURES</b>	<b>\$ 41,616,147</b>	<b>\$ 1,177,754</b>	<b>\$ (39,376,927)</b>	<b>3%</b>	<b>\$ 2,152,321</b>	<b>\$ 38,812</b>	<b>\$ (2,113,508)</b>	<b>2%</b>	<b>\$ 182,595</b>	<b>\$ 121,481</b>	<b>\$ (61,114)</b>	<b>67%</b>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (979,331)	\$ (1,030,822)	\$ (51,491)		\$ 57,773	\$ (38,231)	\$ (96,004)		\$ (33,845)	\$ (98,342)	\$ (64,497)	

# **OEA Tentative Agreement**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-22**

**FOR ACTION**

Subject:

Ratification of Teacher Contract

Recommendation:

Resolve that the Board of Education approve the July 1, 2024 – June 30, 2025, Tentative Agreement between the Owosso Education Association and the Owosso Board of Education.

Rationale:

Both parties need to ratify a labor agreement for implementation. The Owosso Education Association ratified the July 1, 2024 – June 30, 2025, Tentative Agreement on July 30, 2024.

Statement of Purpose/Issue:

The Owosso School District is fortunate to have an outstanding relationship with the Owosso Education Association. The Tentative Agreement was reached after thoughtful reflection of the challenges facing the District regarding retirement, health care costs, and school aid funding, and in an attempt to be fiscally responsible. Ratification of this agreement confirms the foundation of trust that exists between the OEA and the Owosso School District.

Facts/Statistics:

The Michigan Public Employment Relations Acts, as amended, created a statutory obligation for the Board of Education to bargain with the Association as the representative of its teaching personnel as to hours, wages, terms, and conditions of employment.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

# **Tax Levy**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-23**

**FOR ACTION**

Subject:

Tax Levy

Recommendation:

Resolve that the Board of Education approve the tax levy (L-4029) for 2024 as presented and as discussed during the Budget hearing at the regularly scheduled board meeting on June 26th.

Statement of Purpose/Issue:

The tax levy must be approved by the Board of Education prior to October 1, 2024 in order to be included on the December 1 (winter) tax roll.

Facts/Statistics:

The tax levy was discussed during the 2024 Budget Hearing as required under the Truth in Taxation legislation.

- The **operating millage** rate due to will **not** be subject to a “roll-back” due to the Millage Reduction Fraction (MRF) being calculated at 1.0000 for the Winter 2023 taxes. The MRF will be applied against the previously rolled back millage rate of 18.1020. Since the District may not, by law, levy a millage in excess of **18.0000 mills**, the District will still only levy the full 18 operating mills on eligible property.
- The **debt** levy assessment is also included on the L-4029 and is at a slightly reduced rate of **4.7000** in order to support the annual debt payment, down from the 4.7300 originally projected and levied for the last four years. The amount of the debt funds along with property tax values as of May 2023 were submitted to PFM for review and recalculation to assure that the millage meets the needs of the debt service. The PFM review concluded that the 4.7000 mills will be sufficient to cover the interest and principal payments due in May and November of 2025.

Due to fees assessed for summer tax collection, Owosso Public Schools does not levy taxes during the summer. This levy represents 100% of the taxes to be collected for the 2024 tax year.

Motion

Seconded

Vote – Ayes

Nays

Motion



**2024 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>Shiawassee</b>	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 <b>742,238,150</b>
Local Government Unit Requesting Millage Levy <b>Owosso Public Schools</b>	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. <b>218,510,826</b>

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	02/2013	18.2259	18.102	1	18.102	1	18.102		18.00	01/2034
voted	Debt	11/2017	N/A	N/A	N/A	N/A				4.70	N/A

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Ty Krauss</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Rick Mowen</b>	

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	<b>0.00</b>
For Commercial Personal	<b>6.00</b>
For all Other	<b>18.00</b>

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

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

## Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

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

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

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

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

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

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

## **OMS, Out of State Travel, Washington D.C.**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-24**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OMS 2025 Washington D.C. trip.

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso Middle School students and staff on a Washington D.C. trip, to the Capital of the United States on April 23-25 in the year 2025.

Rationale:

Mr. Collins or Mr. Perrin and approximately 60-80 8th grade students will travel by plane to the country's capital. OMS Administrator(s) and 6-10 other chaperones (OPS Staff and Parents) have gone on this trip for the past several years. This is an enhancement of the Social Studies curriculum and is the major extracurricular activity for the Social Studies department for 2024-2025 school year.

Statement of Purpose:

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

Facts/Statistics:

This trip is sponsored by Owosso Middle School and the Social Studies department. Students are responsible to earn money for all of the cost. Chaperones and students will leave for the trip before school starts on April 23, 2025. Students will be home April 25 around 11:00 P.M. Two parent meetings will take place before students go on the trip. The cost of the trip this year is estimated at \$1300. Hemisphere Educational Travel is our trips organizer.

Motion

Seconded

Vote – Ayes

Nays

Motion

# **OHS, SkillsUSA Out of State Travel, Washington D.C.**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-25**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OHS 2024 SkillsUSA Washington Leadership Training Institute, Washington DC

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School Engineering students, Paige Davis, Kloe Hayes, and Ashton White on a SkillsUSA MI supervised trip to Washington DC September 21-25, 2024.

Rationale:

Mrs. Danielle West, SkillsUSA MI State Director and her State Officer Team including three (3) OHS students, will travel by plane for the SkillsUSA Washington Leadership Training Institute in Washington DC. Students will be accompanied by Mrs. West. This is an enhancement to the CTE curriculum and SkillsUSA program and is leadership building opportunity for the student.

Statement of Purpose:

The purpose of this trip is to provide the State's Student Officers with an opportunity for extended leadership training outside the classroom. SkillsUSA offers advanced training for students and advisors that focuses on professionalism, communication and leadership skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials

Students will be provided the opportunity to attend the national leadership training from September 21–25, 2024. The conference will allow students to experience networking opportunities with other students and advocate CTE with government and state officials. This will allow students to reflect on what they personally are capable of and the many options for their future. Students will also have the opportunity to visit some city attractions and landmarks as well as spend time exploring the city.

Facts/Statistics:

This trip is sponsored by OHS Career Technical Education (CTE) department. SkillsUSA Michigan is offering to pay for the majority of the trip for state officers. Students will be responsible \$250 of the costs, plus any additional costs for food and entertainment not covered by the trip package. According to the current itinerary, chaperones and students

will leave for the trip from DTW airport on September 21th and will return September 25th, 2024. Parents and student are aware of the details of this trip.

Additional Information can be found at: [Washington Leadership Training Institute \(WLTI\) - SkillsUSA.org](http://WashingtonLeadershipTrainingInstitute(WLTI)-SkillsUSA.org)

Motion

Seconded

Vote – Ayes

Nays

Motion

# **OHS, SkillsUSA, Out of State National Officer Required Travel**



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-26**

**FOR ACTION**

Subject:

Out-of-State Student Travel – OHS 2024/25 SkillsUSA National Officer Required Travel

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School Engineering student, Wyatt Boggs, to meet the obligations as a SkillsUSA National Officer.

Rationale:

Wyatt Boggs was elected to the SkillsUSA National Student Office during the SkillsUSA National Conference in June 2024. He will have many obligations, including in and out of state travel. Listed below is the tentative required travel:

**National Officer Training Schedule for 2024-25**

This tentative calendar lists the basic training and travel requirements for the 2024-25 SkillsUSA National Officer Team. It does not include the additional time dedicated to the office each week (three to 10 hours per week, on average). Other travel and assignments may be added at any time with advance notice.

**Updated  
Information**

Task	Month	Days
National Leadership & Skills Conference	June 24-28, 2024	5 Days
Post-Election Training ( <i>virtual</i> )	June 29-July 2, 2024	4 Days
Summer National Officer Training	July 13-19, 2024	7 Days
Facilitator Training	July/August 2024	4 Days
Washington Leadership Training Institute and Pre-WLTI Training	September 2024	7 Days
State Fall Leadership Conferences	October or November	3 Days
SkillsUSA Week	February 5-9, 2024	5 Days
State Leadership and Skills Conferences	March or April	4 Days
Pre-NLSC Training	March, April or May	4 Days
National Leadership & Skills Conference	June 18-28, 2025	10 Days

Statement of Purpose:

The purpose of this these trips is to meet the requirements of being a SkillsUSA National Officer. Wyatt will be given great opportunities for extended leadership training outside the classroom. SkillsUSA offers advanced training for students and advisors that focuses on professionalism, communication and leadership skills.

Facts/Statistics:

All National Officer travel expenses will be covered by SkillsUSA National office. He will be chaperoned by SkillsUSA National Office Staff.

I have attached a link to the National Office Program Guide, which was shared with his SkillsUSA Advisor and teacher, Carrie Warning and the SkillsUSA State Director, Danielle West. Through the process of his application and election to National Office, Wyatt had to complete a very comprehensive application and training. The application details were shared with OHS administration and his parents. We are so fortunate to be able to offer this opportunity to an OHS student. We are so proud how hard Wyatt worked for this achievement.

Motion

Seconded

Vote – Ayes

Nays

Motion



# 2024-2025 PROGRAM GUIDE



**NATIONAL**  
**OFFICER**  
ELECTION PROCESS

## Foreword

The National Officer Program Guide was created to assist SkillsUSA state directors, advisors and members in preparation for national officer candidacy. It provides an overview of the national officer program from beginning (candidacy) to end (completion of a year of service). Each section of the National Officer Program Guide provides information for state directors, advisors, members and parents to understand the expectations of a national officer, as well as clarifying the qualifications, rules and details of candidate events. In addition, we have provided preparation suggestions and resources for national officer candidates. We hope this all-encompassing resource will aid our stakeholders in better understanding the national officer election process and give an insight into the goals and objectives of the national officer program and the expectations of the national officers once they are elected.

### Contact Information for Questions

For questions regarding the national officer election process (candidates), team and program:

**Sara Cobb**

Program Manager – Student Leadership Initiatives

scobb@skillsusa.org

703-737-0620

# SkillsUSA National Officer Program Guide

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## **Post-NLSC Information**

### **Training Requirements of the 2024-2025 National Officer Team**

During the annual National Leadership & Skills Conference, SkillsUSA delegates from across the country elect 10 high school (five at-large positions and five regional vice presidents) and five at-large college/postsecondary officers to serve as student leaders for the organization. These national officers serve in various roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators.

The national officer team leads two SkillsUSA national conferences, including the Washington Leadership Training Institute (WLTi) and the National Leadership & Skills Conference. The national officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career ready.

Being a national officer is the ultimate personal growth and student leadership experience within SkillsUSA. The programs focus on five key essential elements of the SkillsUSA Framework: Responsibility, Communication, Teamwork, Leadership and Professional Development. The skills learned through the national officer program will help these student leaders succeed in serving the organization throughout their lives and future careers.

## Section 1 — National Officer Job Description

Position Title: SkillsUSA National Officer

Work Location: Remote with travel opportunities for training and assignments  
 Duration: Aug. 1, 2024 to July 31, 2025  
 Weekly Hours: Three to 10 hours or more per week. This time includes training, assignments, activities, pre-work, growth plans, mentoring meetings, etc.

Reports To: National Officer Program Manager

Application Process: Complete the national officer application by May 30, 2024, and participate in the national officer election process.

### ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization serving middle-school, high-school, and college/postsecondary students preparing for career and technical education (CTE) careers. SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders and responsible community members. We improve the quality of our nation's future skilled workforce by developing SkillsUSA Framework skills, including personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

### SUMMARY

The primary role of a SkillsUSA national officer is to serve SkillsUSA at the local, state, and national levels to support our organization's mission. Being a national officer means representing more than 350,000 SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate critical organizational information and promote career and technical education. As a student leader, each officer must be clear on their priorities, able to manage various tasks and projects and use effective time and stress management strategies.

Through this program, national officers are challenged to take risks, seek improvement, seek feedback and support honestly. National officers can risk boldly and step outside their comfort zone in a supportive environment. During the program, officers are taught advanced communication and facilitation strategies to implement within their work. National officers must have a desire to improve and be open to feedback. While serving on their respective national officer team, they must collaborate with their fellow national officers and support them sincerely.

National officers must understand the value of their current work and its future impact<sup>44</sup>. Officers may have meetings or presentations with business and industry, government officials and educational leaders, all of which help shape the image and future of SkillsUSA and career and technical education.

### **MINIMUM REQUIREMENTS:**

Candidates should meet the minimum requirements outlined in the SkillsUSA High School Division Bylaws and SkillsUSA National College/Postsecondary Division Bylaws here.

### **PREFERRED REQUIREMENTS:**

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience as a local, district or state officer willing to continue their development. Participation in the following programs is beneficial: Delegate Program, Elevate, Leverage, WLTl, Fall Leadership Conference or earning the President's Volunteer Service Award.

### **TRAVEL REQUIREMENTS:**

National officers must be available to travel for training and events throughout their year of service. Please see the "Training and Travel Requirements for the 2024-25 SkillsUSA National Officer Team" on page 8.

### **ROLE FUNCTIONS IN THE NATIONAL OFFICER PROGRAM:**

#### **Responsibility**

- Accept the consequences of actions and choices — both positive and negative — and use what is learned to inform a future situation.
- Follow through on commitments at high quality with minimal supervision.
- Proactively seek feedback on tasks and assignments and seek help to complete a difficult task or a task when there are questions.

#### **Communication**

- Use the POWERR formula to deliver a variety of effective communication outputs.
- Craft and share messages formally and informally about CTE and SkillsUSA with any stakeholder in a knowledgeable way.

#### **Teamwork**

- Define and fill the officer role within their respective team.
- Understand, encourage and enable the fulfillment of others' roles within their respective team.
- Contribute collaboratively to achieving the SkillsUSA vision and mission through a well-defined action plan.

#### **Leadership**

- Demonstrate attributes that cause followers to trust.
- Model compassion.
- Exhibit characteristics of stable leadership.



- Generate hope in followers.

### **Professional Development**

- Actively engage in developing a rich mentor-mentee relationship.
- Evaluate personal limitations and abilities to develop a personal growth plan that achieves short-term and longer-term career and personal goals.
- Complete a personal growth plan including self-reflections and mentor and national officer program leadership feedback.

### **ASSIGNMENTS**

Throughout a national officer's year of service, they will be engaged in numerous assignments. Selection of a national officer for a particular assignment is based on many factors: the necessary skill set, past performance, recent opportunities, training program, future career goals, division (high school or college/postsecondary), geographic location, and budget constraints. All factors are considered before an officer is offered an opportunity. Examples of assignments include:

- Lead WLTI with the national officer team.
- Facilitate workshops during Fall Leadership Conferences.
- Serve as a speaker or panelist for a partner conference.
- Host an Alumni or Partner Ask Me Anything event on Instagram Live.
- Provide greetings at the ACTE Vision Conference.
- Interact with government officials at the ACTE Policy Summit Reception.
- Serve as a speaker or assistant at a state conference.
- Lead NLSC with the national officer team.

## National Officer Training Schedule for 2024-25

This tentative calendar lists the basic training and travel requirements for the 2024-25 SkillsUSA National Officer Team. It does not include the additional time dedicated to the office each week (three to 10 hours per week, on average). Other travel and assignments may be added at any time with advance notice.

**Updated  
Information**

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Summer National Officer Training	July 13-19, 2024	7 Days
Facilitator Training	July/August 2024	4 Days
Washington Leadership Training Institute and Pre-WLTI Training	September 2024	7 Days
State Fall Leadership Conferences	October or November	3 Days
SkillsUSA Week	February 5-9, 2024	5 Days
State Leadership and Skills Conferences	March or April	4 Days
Pre-NLSC Training	March, April or May	4 Days
National Leadership & Skills Conference	June 18-28, 2025	10 Days

These events are mandatory for all national officers to attend in person. Attendance type (virtual or in-person) is subject to adjustment closer to event dates. As with all programming, we will be sensitive to unique circumstances and make accommodations for students to engage in these leadership experiences.

We require a support letter from a student's advisor and school administrator in the application process. Hence, we expect officers to be given permission to engage in all experiences. SkillsUSA makes all reservations and covers all travel expenses for official national officer business. Any opportunity offered to a national officer by anyone other than the team manager should be discussed with the team manager before it is accepted.

# SkillsUSA National Officer Contract

As a national officer of SkillsUSA Inc., I, [Name], have the responsibility to represent all members of the organization. My conduct must be exemplary at all times since I always represent the organization. I will meet with students, advisors, administrators, business and industry representatives, government officials and educational leaders during my year of service. When I sign this National Officer Contract, it is with the understanding that my commitment to the year of service is substantial, as are the rewards of serving the organization. I will also be reaffirming the ideals of SkillsUSA Inc.

As a national officer of SkillsUSA Inc., I agree to adhere to the following rules and regulations:

## Conduct

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- If under 21, I will not use alcohol, tobacco or illegal substances. If over 21, I will forgo all alcohol, tobacco, and illegal substances while representing SkillsUSA at events, functions, conferences and during travel.
- I will avoid places or activities that raise questions about my character or conduct.
- I will not engage in any behavior deemed sexual harassment, including verbal, written, or physical statements or actions to or about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others, including threatening words or behavior; menacing, hazing, taunting, or intimidation; the use of lewd, profane, or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.

## SkillsUSA Program

- I will attend all training and activities as assigned.
- I will be on time for all functions.
- I will complete all assignments given to me by my national officer manager or SkillsUSA staff members on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week before delivery.
- I will regularly communicate with my national officer manager, state director and chapter advisor.
- I will monitor my social media accounts and my SkillsUSA email account and use them appropriately at all times.
- If elected as a national officer, I will resign any other SkillsUSA elected positions during my tenure so I can fully commit to this role.
- I will immediately resign my SkillsUSA office if I am involved in any activity deemed

detrimental to SkillsUSA, my school, or my reputation, including being arrested and charged with a crime.

- I will adhere to the stated SkillsUSA dress code and grooming standards.
- I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, use a vape pen, or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including at outdoor venues.
- I commit to an entire year of service that begins immediately after my election, and that concludes with the National Leadership & Skills Conference, the following June.

**School/Membership**

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school where my SkillsUSA chapter is based.
- I will register as a member and pay SkillsUSA member state and national dues for the year in which I am a national officer by the deadline of March 1.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions or if I am ill.
- I will plan for absences and make up for any classwork missed.
- I will maintain above-average grades in all my classes.
- I will immediately resign from my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended or expelled.

**Traveling**

- When traveling for SkillsUSA, I will abide by the stated curfew.
- When traveling for SkillsUSA, I will spend each night in the hotel room I was assigned. I will only enter the hotel room I was provided.
- When traveling for SkillsUSA, I will respect all public and private property, including the hotel where I am staying.
- When traveling for SkillsUSA, I will always keep the SkillsUSA staff in charge informed of my whereabouts. I will only leave the hotel to which I am assigned with the permission of the assigned SkillsUSA staff managing the event.

I understand and commit to the above statements and expectations, and I understand the consequences and potential disciplinary actions, including my removal from office, if I fail to fulfill my duties as a SkillsUSA national officer.

\_\_\_\_\_  
National Officer Candidate Signature

\_\_\_\_\_  
Date

## Essential Elements of the National Officer Program

The national officers will participate in experiences that touch on all 17 Essential Elements of the SkillsUSA Framework. However, the national officer program will focus primarily on five Essential Elements: Responsibility, Communication, Teamwork, Leadership and Professional Development.

- Responsibility — Taking ownership of my work, my behavior and my actions
- Communication — Sending and receiving clear messages
- Teamwork — Working with others to achieve a common goal
- Leadership — Influence the hearts, minds, and actions of others
- Professional Development — Intentional learning experiences that enhance your career path

### PROGRAM OUTCOMES

As a result of the National Officer Program, the SkillsUSA mission is achieved by ensuring that the national officers can demonstrate proficiency in the Essential Elements as follows:

#### Responsibility

- Follow through on high-quality commitments with minimal supervision while proactively seeking feedback on tasks and assignments.

#### Communication

- Develop and deliver effective oral or written communication about SkillsUSA and CTE that is targeted at various stakeholder audiences.

#### Teamwork

- Define and fulfill your role within the team and empower teammates to do the same to achieve the national officer team's greater purposes.
- Collaborate with their team to develop a well-defined action plan to achieve the SkillsUSA vision and mission.

#### Leadership

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.

#### Professional Development

- Evaluate personal strengths and limitations to develop and execute a personal growth plan that achieves short-term and long-term career and personal goals.

## **GROWTH PLAN**

The national officer growth plan is designed to structure personal growth focused on developing and growing the 17 Essential Elements outlined in the SkillsUSA Framework. Initially, national officers will complete an individual evaluation of their level of proficiency in each of the indicators found in the Essential Element rubrics.

Based on these results, the high school and college/postsecondary officers will establish SMART (specific, measurable, achievable, relevant and time-bound) goals to accomplish during their year of service focused on growth within the five key Essential Elements of their respective national officer programs.

## Section 2 — Bylaws Guiding the National Officer Election Process High School Division Bylaws

### ARTICLE V — NATIONAL OFFICERS

Section 1. The national officers of SkillsUSA High School Division will be a slate of five, elected at large. Additionally, five regional officers will be elected from the region where they reside and elected by the House of Delegates.

Section 2. The House of Delegates shall elect national officers who will serve from Aug. 1 through July 31 at each annual national meeting.

Section 3. A student elected to a national office must remain in active membership status until the completion of the term of office.

Section 4. During the period between national officer elections and training, vacancies in any national office shall be filled by appointment by the president of the board of directors. If a national officer-elect fails to attend national officer training, the officer will forfeit the privileges of being a national officer for that year. Replacements for national offices will continue to follow the National Officer Program Guide, but only before national officer training. Vacancies occurring after national officer training will not be filled.

### ARTICLE VI — QUALIFICATIONS FOR NATIONAL OFFICE

Section 1. Candidates for national office shall have:

- Active membership status at the time of election and through the completion of term in office.
- Endorsement of the state association and chapter representing during the term in office.
- At least one full school year remaining in high school.
- Been selected by their state association as a national officer candidate.
- Adhered to all national officer candidate requirements in the National Officer Program Guide.

The board of directors has defined the present active membership status at SkillsUSA and endorsement of the state association as defined in Article IV and must plan to continue in the training program for at least one more year.

If a student is elected to serve and cannot fulfill the obligation, the state may forfeit the right for officer candidates in their division the following year. The board of directors will review the situation, listen to the concerned parties, and make the final recommendation/decision.

Section 2. A member who holds an elected position before election to a national office

may be ex-officio in their state or local organization and must vacate the elected<sup>52</sup> position during their tenure in national office.

Section 3. The delegates cast final ballots. All voting for national officers shall be by secret ballot. The five top at-large recipients will be the at-large national officers.

Section 4. The Nominations Committee shall be comprised of the following individuals:

- National Executive Council members, past or current.
- One member of the SkillsUSA board of directors.
- One corporate member.
- Five regional representatives from the SkillsUSA State Directors Association.

## **ARTICLE X — VOTING**

Section 1. Members shall exercise their franchise at national meetings or conferences through duly elected representatives or delegates of the chartered state associations.

Section 2. All official delegates and alternates must be certified by the respective SkillsUSA director of each state, territory, or U.S. possession to the national executive director by June 1 before the national meeting.

Section 3. Voting on national officers shall be done by secret ballot.

Section 4. Any person elected to a national office must receive a majority of the votes recorded.

## **College / Postsecondary Division Bylaws**

### **ARTICLE V — NATIONAL OFFICERS**

Section 1. The national officers will be a slate of five, elected at large by the House of Delegates at each annual national meeting and shall serve from Aug. 1 through July 31.

Section 2. A student elected to a national office must remain in active membership status until the completion of the term of office.

Section 3. During the period between national officer elections and training, vacancies in any national office shall be filled by appointment by the president of the board of directors. If a national officer-elect fails to attend national officer training, the officer will forfeit the privileges of being a national officer for that year. Replacements for national offices will continue to follow the National Officer Program Guide, but only before national officer training. Vacancies occurring after national officer training will not be filled.



## **ARTICLE VI — QUALIFICATIONS FOR NATIONAL OFFICE**

Section 1. Candidates for national office shall have:

- Active membership status at the time of election and through the completion of term in office.
- Endorsement of the state association and chapter representing during the term in office.
- Been selected by their state association as a national officer candidate.
- Adhered to all national officer candidate requirements in the National Officer Program Guide.

The board of directors has defined the present active membership status at SkillsUSA and endorsement of the state association as defined in Article IV. If a student is elected to serve and cannot fulfill the obligation, the state may forfeit the right for officer candidates in their division the following year. The board of directors will review the situation, listen to the concerned parties, and make the final recommendation/decision.

Section 2. A member who holds an elected position before election to a national office may be ex-officio in their state or local organization and must vacate the elected position during their tenure in national office.

Section 3. The delegates cast final ballots. All voting for national officers shall be by secret ballot.

Section 4. The Nominations Committee shall be comprised of the following individuals:

- National Executive Council members, past or current.
- One member of the SkillsUSA board of directors.
- One corporate member.
- Five regional representatives from the SkillsUSA State Directors Association.

Section 5. Each state will be allowed only two candidates for national office per year.

## **ARTICLE X — VOTING**

Section 1. Members shall exercise their franchise at national meetings or conferences through duly elected representatives or delegates of the chartered state associations.

Section 2. All official delegates and alternates must be certified by the respective SkillsUSA director of each state, territory, or U.S. possession to the national executive director by June 1 before the national meeting.

Section 3. Voting on national officers shall be done by secret ballot.

Section 4. Any person elected to a national office must receive a majority of the votes recorded.

## Section 3 — National Officer Election Process

Being a national officer is SkillsUSA's ultimate growth, personal development and student leadership experience. The skills learned through this leadership program will help officers succeed in serving the organization and throughout their lives and careers. Potential candidates should be dedicated to SkillsUSA, have a desire to serve the organization's members, be able to work on a team, and be willing to learn and grow.

[Click for](#) the **National Officer Candidate Application and Submission**

### PREPARATION OF APPLICATION COMPONENTS

The national officer candidate application is available online, but there are several items you need to prepare before starting the online application, as it will not save unfinished work.

The steps below will assist you in your application preparation.

**The application deadline is May 30, 2024, at 6 p.m. ET.  
There are NO exceptions to this deadline for any reason.**

## Step 1

Ensure the national officer candidate qualifications (HS and C/PS) are met as outlined in the SkillsUSA High School Division Bylaws and SkillsUSA National College/Postsecondary Division Bylaws.

*NOTE: Each national officer candidate shall be an active SkillsUSA member eligible to retain active membership until the member completes the term of office if elected. Please double-check with your SkillsUSA state director and confirm you are a registered member and that dues for state and national membership were submitted by the state and national deadlines for the year you are running for national office.*

## Step 2

If qualifications are met, request and gather the following documents in your application preparation process as early as possible. You will upload and attach these documents in PDF format as part of your online application.

Documents to be labeled (First Initial\_Last name\_Document Title), i.e.,  
M\_Smith\_ChapterAdvisorSupportLetter.PDF

Only ONE file is allowed per upload area on the application. Combine multiple documents into a single PDF document. Several apps are available to assist with this - Tiny Scanner, PDF Scanner, or Scannable.

High School Senior C/PS candidates – PLEASE NOTE – the documents below must reflect the school/chapter you will attend/be a member of NEXT school year.

### **SkillsUSA State Director Endorsement Letter**

Endorsement from the SkillsUSA state director of the state association the candidate will serve during their term in office, including a handwritten signature.

The following statement must be included in the letter:

*“I am aware of and agree to follow the national officer candidate campaign policies and procedures and understand that violating these policies and procedures may result in the candidate’s disqualification. Additionally, I will do my best to ensure that anyone campaigning on behalf of the candidate from our state/chapter/school will adhere to the campaign policies and procedures.”*

### **School Verification Letter**

Verification letter from a school administrator indicating that:

**HS:** Candidate is enrolled in a coherent series of courses or career major that prepares them for further education or employment and who is earning credit toward a high school diploma/certificate, or its equivalent, and must plan to continue in the training program for at least one more year.

**C/PS:** The candidate is enrolled in a coherent sequence of courses or career major<sup>56</sup> that prepares the student for further education or employment and earning credit toward a diploma/certificate or its equivalent. Letters must include a handwritten signature and program name.

### **School Administrator Support Letter**

This letter must be from an administrator of the school the candidate will be attending during the term in office, including a handwritten signature. The following statement must be included in the letter:

*“I am aware of and agree to follow the national officer candidate campaign policies and procedures and understand that violating these policies and procedures may result in the candidate’s disqualification. Additionally, I will do my best to ensure that anyone campaigning on behalf of the candidate from our state/chapter/school will adhere to the campaign policies and procedures.”*

### **Chapter Advisor Support Letter**

This letter must be from the chapter advisor and confirm the candidate will be a member during the term in office, including a handwritten signature. The following statement must be included in the letter:

*“I am aware of and agree to follow the national officer candidate campaign policies and procedures and understand that violating these policies and procedures may result in the candidate’s disqualification. Additionally, I will do my best to ensure that anyone campaigning on behalf of the candidate from our state/chapter/school will adhere to the campaign policies and procedures.”*

### **SkillsUSA Courses and Credentials**

National officer candidates must have completed the following courses before they apply. Information is available and courses are accessed at **absorb.skillsusa.org**.

### **SkillsUSA Framework Certification**

Complete the e-course and all associated work and pass the assessment with a minimum score of 80% to earn the certification and download a certificate.

### **CTE Knowledge Certification**

Complete the e-course and all associated work, and pass the assessment with a minimum score of 80% to earn the certification and download a certificate.

### **SkillsUSA Career Essentials Credential**

Candidates must earn the SkillsUSA Career Essentials Advanced or Adult Learner Credential before applying and provide a copy of the credential badge indicating passing the associated course and assessment at 80% or higher.

Earning this credentials requires:

- Completing, submitting and receiving instructor approval on the Career Readiness Portfolio in the Capstone Unit
- Passing (at 80% or higher) the SkillsUSA Career Essentials: Assessment, Career-Ready assessment

The courses and additional information, are available at [www.careeressentials.org/implement/experiences/](http://www.careeressentials.org/implement/experiences/).

### **Access to Certifications and Career Essentials**

SkillsUSA offers access to the Certification e-modules and Career Essentials at no cost to students who are interested in running for national office. Students can contact Sara Cobb at [scobb@skillsusa.org](mailto:scobb@skillsusa.org) for no-cost access to these courses.

### **Career Essentials Cohort Group**

SkillsUSA national staff will lead a Career Essentials cohort group for potential national officer candidates in the fall (mid-August to mid-January) and in the spring semester (mid-January to mid-May). Potential candidates can be enrolled in the Advanced or Adult Learner course and have a national staff member as their instructor to earn the Career Essentials credential. Please see [here](#) for more information, including the syllabus and sign-up form.

### **Step 3**

Gather the following information to complete the application:

- Candidate Designation
- State Association Region
- Division
  - High School
  - Type of position you are seeking
    - At-large Position (President, Vice President, Secretary, Treasurer, Parliamentarian)
    - Regional Vice President
    - Undeclared / Undecided
  - College/Postsecondary

### **SkillsUSA Membership**

- Have you paid the current year's chapter, state, and national membership dues?

### **Candidate Information**

- First Name, Last Name
- Candidate's Mailing Address
- Date of Birth
- Cellphone Number
- Email
- Any special accommodations needed
- CTE Program
- School Name
- School Address
- School Phone Number

Are there any additional factors that would assist SkillsUSA with providing you with a safe and inclusive environment, including medical, emotional or other supportive needs? We will do our best to meet your needs whenever possible. SkillsUSA may involve your parents or guardians, chapter advisor or SkillsUSA state director as necessary. You may contact Sara Cobb, Program Manager – Student Leadership Initiatives to arrange these needed accommodations.

Which of the following activities have you participated in during your SkillsUSA membership?

- State Officer Program
- Elevate
- Delegate Program
- Leverage
- WLTI
- President's Volunteer Service Award
- NLSC

#### **Travel Information**

- Name as it appears on your driver's license or official government ID.
- The airport you will be traveling from during your year in office if elected.

#### **Correspondence Contact Information for:**

- SkillsUSA Chapter Advisor
- SkillsUSA State Director
- School Administrator

#### **Step 4**

In 500 words or less, write answers to the following questions. (Write these in Word or a word processing program and run spell check, then cut and paste into the application.)

- Based on the national officer job description outlined in Section 1, how do you plan to serve the organization as a national officer?
- What SkillsUSA honors or awards have you received? What elected offices have you held?
- What other school, organization or community-based activities are you involved in?

*Read, acknowledge, and agree to the National Officer Contract you will be held to if elected. (see pages 9 and 10)*

*Read, acknowledge, and agree to the candidate's campaign policies and procedures. (see pages 23, 24 and 25)*

## Step 5

Candidates will submit a video of their two-minute speech regarding “How I plan to serve SkillsUSA as a national officer” within the online application.

### Specifications for Recording Two-Minute Speech Video

- Video can be recorded on a mobile device or tablet.
- Record only in landscape (horizontal) orientation.
- Record in 1080p or 720p. No need for 4K. Adjust your device camera settings.
- Maintain eye contact with the camera's lens; shoot in a well-lit area with light on your face, not behind you; ensure you have an indoor, clean setting for a background; try to get some depth in the shot, etc.
- Do not use graphics, zoom in/zoom out, or distracting video enhancements; stay focused on your message to delegates.
- Record in a space without background noise and as little echo as possible.
- Stand/sit close to the camera so you are the video's focus. Headshot frame versus full body frame.
- Your speech should feel natural. Rather than trying to memorize everything, write down the details or talking points you want to use in your message so you can quickly refer to them.
- Before filming, practice your message several times until you feel comfortable with what you want to say. Ensure there's some emotion in your delivery; speak clearly and enunciate well.
- Maintain eye contact with the camera for at least 2-3 seconds before you look away when you're done with your last line.
- Run through several practice recordings to ensure all aspects of your speech feel good to you, and you have the best possible sound quality.
- Dress in SkillsUSA Official Dress Attire for your final recording.

**Updated  
Information**

Submit video via any file-sharing platform (wetransfer, Google drive, etc.) to: [tkercheval@skillsusa.org](mailto:tkercheval@skillsusa.org). Do not attach your video to an email, as the large file size may prevent delivery.

Video file to be labeled (First Initial \_ Last name \_ Document Title) , i.e. M\_Smith\_SPEECH

## Step 6

### National Officer Candidate Application Forms

Download, print, complete and obtain signatures for both pages, verifying the SkillsUSA national officer candidate meets all the constitutional qualifications to run for office, agrees to the travel qualifications, and provides and agrees to necessary medical information and terms.

**DOWNLOAD FORMS**

## Candidate Headshot Photo

1. Take head and shoulders photo in portrait mode (vertical) orientation.
2. Shoot against a plain, blank wall, preferably white or light colored.
3. Make sure the photo area is well-lit using lamps or facing a natural light source.
4. Avoid having shadows on your face, clothing or wall.
5. Wear SkillsUSA Official Attire (do not display any pins on your blazer).
6. Do not apply filters of any kind or modify the photo in any way.
7. Smile!

Once you have all the information, you can begin the application process!

**START MY APPLICATION**

## Application Submission and Deadline

Once you begin the online application process, you must complete the entire application at one time, as you cannot save unfinished work. If you stop in the middle, you will have to start over.

Upon successful submission, you will receive a confirmation email.

**You will be notified by June 6 if you are eligible to be a candidate.  
The application deadline is May 30, 2024, at 6 p.m. ET. No exceptions.**



## Candidate Preparation

Below are the preparations that must be completed by all national officer candidates. These preparations are essential, and this information and knowledge will assist in preparing candidates to participate fully in the national officer election process.

- SkillsUSA Member Handbook — a thorough understanding of all sections
- SkillsUSA Career Essentials: Experiences, Advanced course and assessments
- SkillsUSA Career Essentials: Experiences, Adult Learner course and assessments
- National Officer Program Guide
- SkillsUSA Website: Our Mission, Vision and Values at [www.skillsusa.org](http://www.skillsusa.org)
- The SkillsUSA Framework
- POWERR Formula — see page 11, National Officer Program Outcomes
- Scenario Role-Play — Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn what you know, what you do not know and what you need to know.
- The current version of Robert’s Rules of Order, Newly Revised

## Leadership and Personal Growth Resources

The following is a list of books that relate to the roles and responsibilities of a national officer and can help an individual discover their talents and passions.

- SkillsUSA’s The Four Pillars
- SkillsUSA’s Leveraging Your Leadership with POWERRful Presentations
- SkillsUSA’s Leveraging Your Leadership with Parliamentary Procedure
- SkillsUSA’s Leveraging Your Leadership with Effective Chapter Meetings
- SkillsUSA’s Leveraging Your Leadership with Effective Communication
- Seven Habits of Highly Effective Teens by Stephen Cove
- 17 Essential Qualities of a Team Player by John C. Maxwell
- 21 Indispensable Qualities of a Leader by John C. Maxwell
- Habitudes by Tim Elmore

## Instructions, Reminders, and Information

Approved/verified national officer candidates will receive information when their application is accepted to find instructions for virtual events, reminders for preparation work for each event, and information to assist in that preparation.

## Pre-NLSC Candidate Events

### ORIENTATION

A virtual orientation meeting will be held on June 11, 2024 ET at 2 p.m. During this time, the national officer candidate schedule will be reviewed, and time will be allotted for questions.

### WRITTEN EXAM

On June 12, 2024, at 2 p.m., national officer candidates will take a proctored\* 30-question, multiple-choice exam online via SkillsUSA Absorb. The exam will be based on material from the SkillsUSA Member Handbook and SkillsUSA national student bylaws. Candidates will receive their exam results via email by June 13, 2024.

*For candidates to proceed, they must score 75% or higher on the written exam. Candidates who score 74% or lower will not continue in the national officer election process.*

### INTERVIEWS

On June 17, 2024 (C/PS)\* and June 18, 2024 (HS)\*, candidates will participate in 20-minute interviews conducted in Zoom. Candidates will be held in the Zoom waiting room until their turn. A panel consisting of a SkillsUSA board member, a SkillsUSA state director and a current SkillsUSA national officer will conduct interviews. The interview will focus on your commitment to becoming a SkillsUSA national officer and explore your leadership ideas. Candidates will be assessed using a rubric focused on the Essential Elements of the national officer program.

### CANDIDATE EVENTS AT NLSC

#### **Business Sessions and Meet the Candidate**

During the National Leadership & Skills Conference (June 24-28, 2024), Delegate business sessions and a Meet the Candidate session will be held. A full conference schedule will be provided in the spring, including these sessions.

#### **Problematic Questions**

National officer candidates will be moved to a waiting room during the Delegate Business Session and brought into the main session individually. Each candidate will be read the problematic oral question and have one minute to respond.

#### **Campaign Policies and Procedures**

Campaigning will be allowed at NLSC beginning from the announcing of national officer candidates at the NLSC Opening Ceremony through the close of voting.

#### *In-Person Campaigning*

For those candidates scoring 75% or higher on the written exam and advancing

through the interview, the candidate campaign material review process will occur<sup>63</sup> on Tuesday of NLSC. Candidates should bring a folder containing their itemized statement of campaign material expenses form (signed by the candidate and advisor), receipts for each item purchased, and a sample of each campaign item.

The total cost of campaign materials may not exceed \$350. Candidates must provide the following for review:

- **An itemized statement of campaign material expenses form** (signed by the candidate and advisor)
- Receipts for each item, including those purchased or borrowed from your school.
- A sample of each campaign item
- Free-standing poster, banner or display board and stand/easel.

Failure to provide receipts for every item in your campaign will result in a disqualification of that item. Candidates may only include items that have been approved in their campaign. Violators of this regulation will appear before the nominating committee for disciplinary action, which could result in removal from the ballot.

Portfolios, easels, and awards are considered campaign materials and should be included in the cost. A receipt is needed for all the items purchased or borrowed from your school. Donated or borrowed materials must have documentation showing proof of fair market value before taxes.

The following costs should be applied to any donated printing:

- 8½”x 11” color copies (no color limit): \$.15/page
- 11”x17” color copies (no color limit): \$.30/page
- 8½”x11” black and white copies: \$.05/page
- 11”x17” black and white copies: \$.10/page

Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following are not allowed:

- Food items, candies, liquids, or gum
- Glass items
- Balloons, frisbees, balls, bubbles or soap
- Items that fly or make noise
- Items with the potential or qualities of being harmful, e.g., mouth glow sticks

To display materials, candidates provide their free-standing poster, banner, or display board and stand (one board per person) not to exceed 24” x 36”. This measurement includes any sides or flaps used in the poster, banner, or display board theme.

SkillsUSA will provide one table for each Georgia World Congress Center (GWCC) candidate. SkillsUSA supplies no other materials.

Campaign materials used in any hotel or the GWCC may not be taped to walls, doors, windows or surfaces. If campaign materials are found taped to any hotel or GWCC

surface, fines may be charged to the candidate.

Campaign clothing items bearing the SkillsUSA logo must be purchased from the SkillsUSA Store and adhere to **the SkillsUSA graphic standards**. Please see the SkillsUSA Brand Portal **here**.

Candidates are responsible for safely securing campaign items when they are not in use. SkillsUSA and the GWCC are not responsible for any items left on or under campaign tables. Security is not provided when the campaign area is closed.

All items are subject to approval by the Nominating Committee.

### **Online Campaigning**

Candidates may campaign online and should use the hashtag #SkillsUSA2024Candidate via social media platforms to ensure the broadest reach for virtual campaigning. Candidates are strongly encouraged to utilize the portfolio they created as a part of the Career Essentials Credential coursework by posting it online and linking to it while campaigning on social media.

Suggested tools to create and post electronic portfolios:

- [www.bulbapp.com/u/digital-portfolios-for-career-and-technical-education](http://www.bulbapp.com/u/digital-portfolios-for-career-and-technical-education)  
[www.carbonmade.com](http://www.carbonmade.com)
- [www.portfoliobox.net](http://www.portfoliobox.net) [www.slideshare.net](http://www.slideshare.net)
- [www.Linkedin.com](http://www.Linkedin.com)

Candidates and their representatives (state officers, state directors, advisors, campaign committee members, parents, delegates and members, etc.) may **not**:

- Disclose the candidate's intent to run for national office or campaign in any manner before the announcement of candidates at the NLSC Opening Ceremony.
- Create or use personal, chapter, state, or national web pages, campaign websites or custom/personalized electronic campaign apps for any campaigning.

Acceptable campaign formats include posts on social media platforms, message boards, email messages, verbal communications and campaign slogans or hashtags. Campaign efforts – electronic and otherwise – are ultimately the responsibility of the national officer candidate. Social media tools can be more challenging to monitor than other campaigning methods, so candidates must be careful that anyone who may be campaigning on their behalf understands all campaign policies and procedures.

When using social media for campaigning, please remember that candidates represent their local chapter, state and national SkillsUSA in every post, photo and comment. Use the following Social Media Guidelines to ensure a successful campaign:

**Be Professional** – Your digital presence should be truthful, positive and spotlight<sup>65</sup> your best self, whether something is posted by you or by someone on your behalf.

**Be Fair** – Post only during the approved dates/times; no paid advertising allowed.

**Be Respectful** – Make positive campaign posts; other candidates may not be mentioned in your campaign.

**Be Secure** – Moderate comments and photos on all platforms, approve/allow only tasteful ones, and meet the social media campaigning guidelines.

**Be Responsible** – Use common sense and good ethics when posting. Ensure campaigning positively represents SkillsUSA.

**Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA organization as a national officer. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

### **Campaign Violations**

If you believe a violation of campaign policies and procedures has occurred, please report it via email to Sara Cobb. Violating campaign policies and procedures may result in disqualification.

### **Voting**

Voting for national officers will be conducted via an online system, secret ballot. Delegates from each state will receive their unique voting code to access the online system.

### **Preliminary Vote – HS only**

A preliminary election is held for all regional vice president offices with more than two candidates if required. Each region's two top vote recipients will be listed on the final ballot.

### **Final Vote**

For college/postsecondary, the five top vote recipients will be national officers.

For high school, the five top vote recipients from the at-large candidates and top vote recipients from each of the regional vice president officer positions will be national officers. Any unopposed office must receive a majority of the possible votes.

## Contact Information for Questions

For questions regarding the national officer election process (candidates), team and program:

**Sara Cobb**

Program Manager – Student Leadership Initiatives

scobb@skillsusa.org

703-737-0620

## Section 4: New Officer Announcement and Post-NLSC Information

The 2024-25 SkillsUSA National Officers will be announced during the Awards Ceremony in State Farm Arena on Friday evening of NLSC. National officer candidates and one support person will be assigned seats on the arena floor near the stage. Section and seat information TBD.

Immediately Following the Announcement – The new national officers will be escorted to the stage of State Farm Arena for an orientation meeting and photo session. SkillsUSA advisors and state directors are also invited to attend the orientation meeting.

## Candidate Events During NLSC

On Saturday, June 29, national officers-elect will begin their training. Additional information and return flight information will be provided at the first orientation.

## Appendix A: National Officer Timeline of Events

Task	Date
<b>Election Process</b> <i>May 30 - June 28, 2024</i>	
SkillsUSA member dues paid	March 1
National Officer Applications due	May 30
Official Candidate Notification	June 6
Orientation	June 11
Written Exam	June 12
Interviews	June 17 or 18
Business Sessions and Meet the Candidates <i>National Leadership &amp; Skills Conference</i>	June 24 – 28
<b>Year of Service</b> <i>August 1, 2024 – July 4, 2025</i>	
Post-Election Training	June 29-July 2, 2024
Summer National Officer Training	July 14-20, 2024
Facilitator Training	July/August 2024
Washington Leadership Training Institute and Pre-WLTI Training	September 2024
State Fall Leadership Conferences	October/November
SkillsUSA Week	February 5-9, 2024
State Leadership and Skills Conferences	March/April
Pre-NLSC Training	March/April/May
National Leadership & Skills Conference	June 18-28, 2025

## **Obsolete Material**



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-27**

**FOR ACTION**

Subject:

Declaration of Obsolete Material

Recommendation

Resolve that the Board of Education authorize the Owosso Public School's Operations department to dispose of the old Owosso Middle School lighted sign.

Facts/Statistics:

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

As a result of the 6-8<sup>th</sup> grade students moving to secondary campus located and 765 E. North St. and vacating the property located at 219 N. Water St, this item is no longer of functional value to the district.

- Old Owosso Middle School lighted sign

It should be noted that all other items inside the old Owosso Middle were declared obsolete in 2019.

If approval is granted by the Board, this item will be made available for sale, allowing individuals or groups to place bids on it. Proceeds will be shown in the General Fund.

Motion

Seconded

Vote – Ayes

Nays

Motion

## **Personnel New Hire**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-28**

**FOR ACTION**

Subject:

New Hire

Recommendation:

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

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Amanda Rowell	Central/Principal	Superintendent Steve Brooks	Step 4 of 10 \$105,510

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

## **For Future Action**

## **OHS, FFA Out of State Travel, Indianapolis, IN**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**August 28, 2024**  
**Report 24-29**

**FOR FUTURE ACTION**

Subject:

Out-of-State Student Travel – OHS Agriscience/FFA Students to the National FFA Convention in Indianapolis, IN

Recommendation:

Resolve that the Board of Education approve the out-of-state travel for Owosso High School Agriscience students and teacher Beth Clark on a trip to Indianapolis, IN on October 23-October 26, 2024.

Rationale:

Mrs. Clark and 4 Agriscience students (10<sup>th</sup>-12<sup>th</sup> grades) will travel by van for the National FFA Convention in Indianapolis, IN. The van will be shared with students and teachers from Laingsburg, Dansville, and Webberville. Students will be accompanied by Mrs. Clark and one additional approved chaperone. This is an enhancement to the Agriscience and CTE curriculum and is a leadership building opportunity for the students.

Statement of Purpose:

The purpose of this trip is to provide our students with an opportunity for extended leadership training outside the classroom and to observe national leadership skills contests. The conference will allow students to experience networking opportunities with other students and industry professionals as well as learn more about the programs and opportunities FFA has to offer. Students will also tour businesses at the forefront of the agricultural industry, and support Mrs. Clark as she is recognized on stage during Session 5 as a mentor of National FFA President, Amara Jackson.

Four students will be selected via application.

Facts/Statistics:

This trip is sponsored by OHS Career Technical Education (CTE) department. The Owosso, Laingsburg, Dansville, and Webberville chapters are partnering to offer a package price for travel, hotel, registration, bonus activities and meals. This gives our students the opportunity to network with students from nearby districts.

Students will be responsible for food and entertainment costs not covered by the trip package. Funding for the trip is being covered 61a CTE added costs and CTE fundraising. According to the current itinerary, chaperones and students will leave for the trip on October 23 and will return October 26, 2024.

A parent letter will be sent home by September 15, 2024 with trip details to each qualifying student.

Motion

Seconded

Vote – Ayes

Nays

Motion

## **For Information**



## **Personnel Update**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**August 28, 2024**  
**Report 24-30**

**FOR INFORMATION**

Subject:

Personnel Update

**Accepted Positions**

Brian Slack has accepted the Bus Driver position.

Beverly Cogan has accepted the Bus Driver position.

Linde Tucker has accepted the Bus Driver position.

Alexis Grider has accepted the GSRP Associate Teacher position.

Robena Jackson has accepted the GSRP Paraprofessional position.

Lisa Hinman has accepted the Executive Secretary position at Lincoln High School.

Kristin Klumpp has accepted the Paraprofessional position at Owosso Middle School.

Staci Wing has accepted the Paraprofessional position at Lincoln High School.

Tiffany Harwood has accepted the Monitor position at Bryant Elementary.

Jennifer Coe has accepted the Monitor position at Bryant Elementary.

**Resignations**

Rodika Ivancu, Bus Driver has resigned effective August 6, 2024.

Jessica Lynch, Monitor at Emerson has resigned effective July 19, 2024.

Andrea Savage, Monitor at OHS has resigned effective August 14, 2024.

Anna Meyer, Executive Secretary at LHS has resigned effective August 16, 2024.

## **Bond Information**



# Owosso Public Schools

## Bond Information

August 2024

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PFM Financial Advisors LLC

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555 Briarwood Circle Suite  
333

Ann Arbor, MI 48108

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P: 734-994-9700

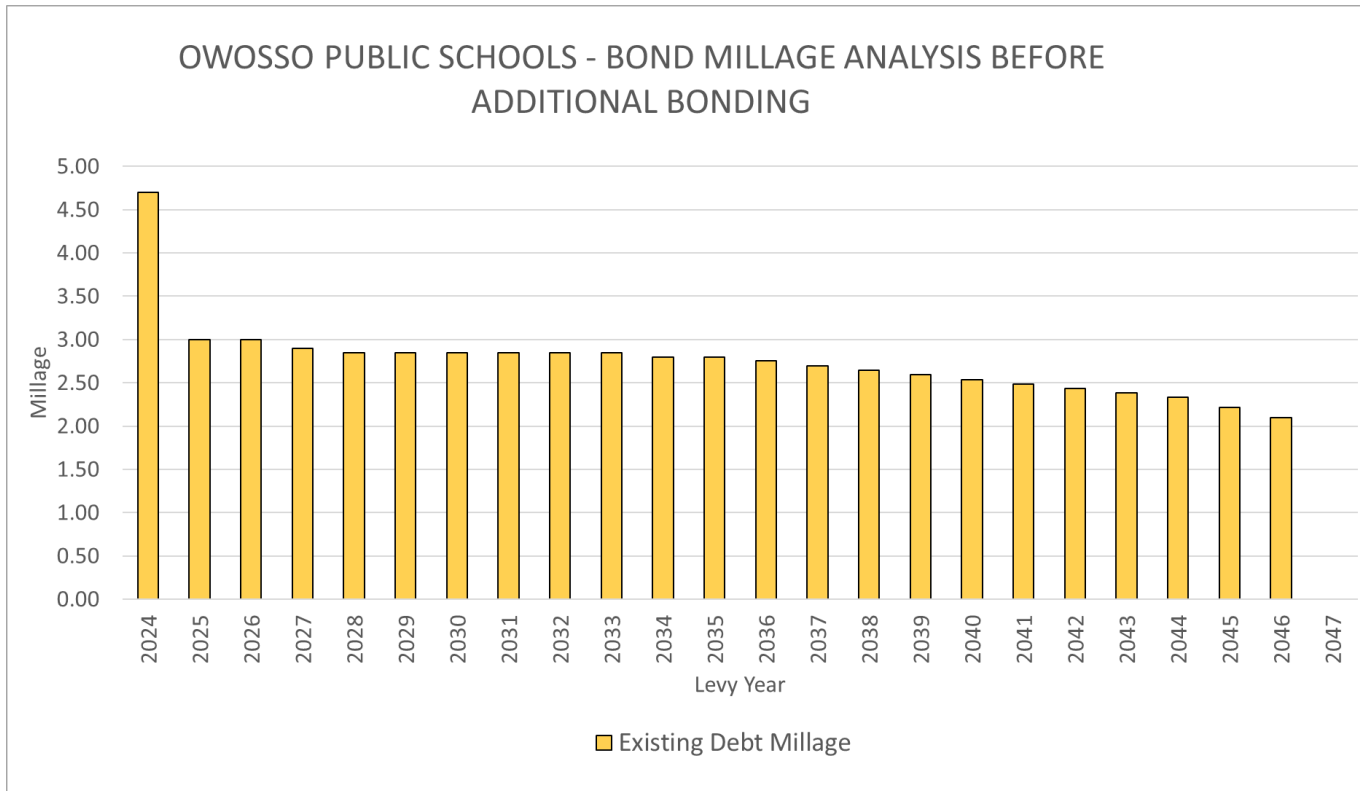
F: 734-994-9710

[www.pfm.com](http://www.pfm.com)



# Outstanding Debt

- The District’s outstanding debt as of June 30, 2024 all of which is voter approved unlimited tax general obligation bonds totals **\$37,945,000** with a final maturity date of **May 1, 2047** for which it currently levies **4.70 mills**.
- The graph below shows the projected debt millage required to pay the annual debt millage using projected taxable value growth rates and the use of funds on hand in the Debt Fund
- As shown, given recent favorable growth in taxable value above the original projections, without the issuance of additional debt, and the use of debt fund balance, the District’s debt millage should reduce its debt millage rate, potentially as low as **3 mills** in 2025



\* Assumptions: Taxable value growth rates of 3% for 2025 – 2027, 2.5% for 2028 & 2029, and 2.07% (or the 20-year historical average) thereafter, as well as use of debt fund balance on hand.



## ◆ Voter Approval Required

Voters must authorize the School District to issue a not-to-exceed dollar amount of bonds to pay for improvements identified in the ballot proposal.

## ◆ Unlimited Debt Millage

The School District levies the number of mills on taxable property necessary to pay the annual principal and interest payments. Debt service is paid by the debt levy, not the General Fund.

## ◆ Items Required on Ballot

- **Maximum amount** of bonds
- Bond **purpose**
- **First year's estimated millage rate** for new bonds
- **Simple average annual millage rate** for new bonds
- **Maximum term** of the bonds
- Additional requirements for SLRF qualified bonds = N/A
  - Estimated amount to be borrowed from SLRF
  - Estimated interest cost of SLRF loan
  - Estimated term of the loan





# Summary of Bonding Options

- We have provided below the estimated bond amounts possible **without an increase** to the District’s current debt millage rate of **4.70 mills**, at various bond terms using a multi-series issuance.

Scenario Table No.	Bond Amount	Bond Term	Estimated Total Interest Cost	Estimated Interest Rate	Ballot Info		Maximum Total Mills All Debt	Increase (Decrease) in Debt Levy
					First Year Millage*	Average Millage		
<b>Table_3a</b>								
Series 2025	\$10,500,000	20 years	\$5,734,438	4.75%				
Series 2027	10,500,000	20 years	7,451,800	4.75%				
Series 2029	10,500,000	20 years	8,476,850	4.75%				
Total	<b>\$31,500,000</b>		\$21,663,088		2.45	2.17	<b>4.70</b>	<b>0.00</b>
<b>Table_3b</b>								
Series 2025	\$11,670,000	25 years	\$10,606,750	5.00%				
Series 2027	11,670,000	25 years	11,324,250	5.00%				
Series 2029	11,660,000	25 years	11,439,750	5.00%				
Total	<b>\$35,000,000</b>		\$33,370,750		1.72	2.18	<b>4.70</b>	<b>0.00</b>
<b>Table_3c</b>								
Series 2025	\$11,670,000	30 years	\$13,453,125	5.25%				
Series 2027	11,670,000	30 years	13,931,925	5.25%				
Series 2029	11,660,000	30 years	13,853,700	5.25%				
Total	<b>\$35,000,000</b>		\$41,238,750		1.43	2.00	<b>4.70</b>	<b>0.00</b>

**ASSUMPTIONS:**

- a debt levy of 4.7 mills for 2024.
- August 2025 vote, Bonds Dated/Delivered November 2025.
- an annual change in Taxable Value of 3.00% for the years 2025 to 2027 2.50% for the years 2028 to 2029 and 2.07% (20 year average) thereafter.

**NOTATION:**

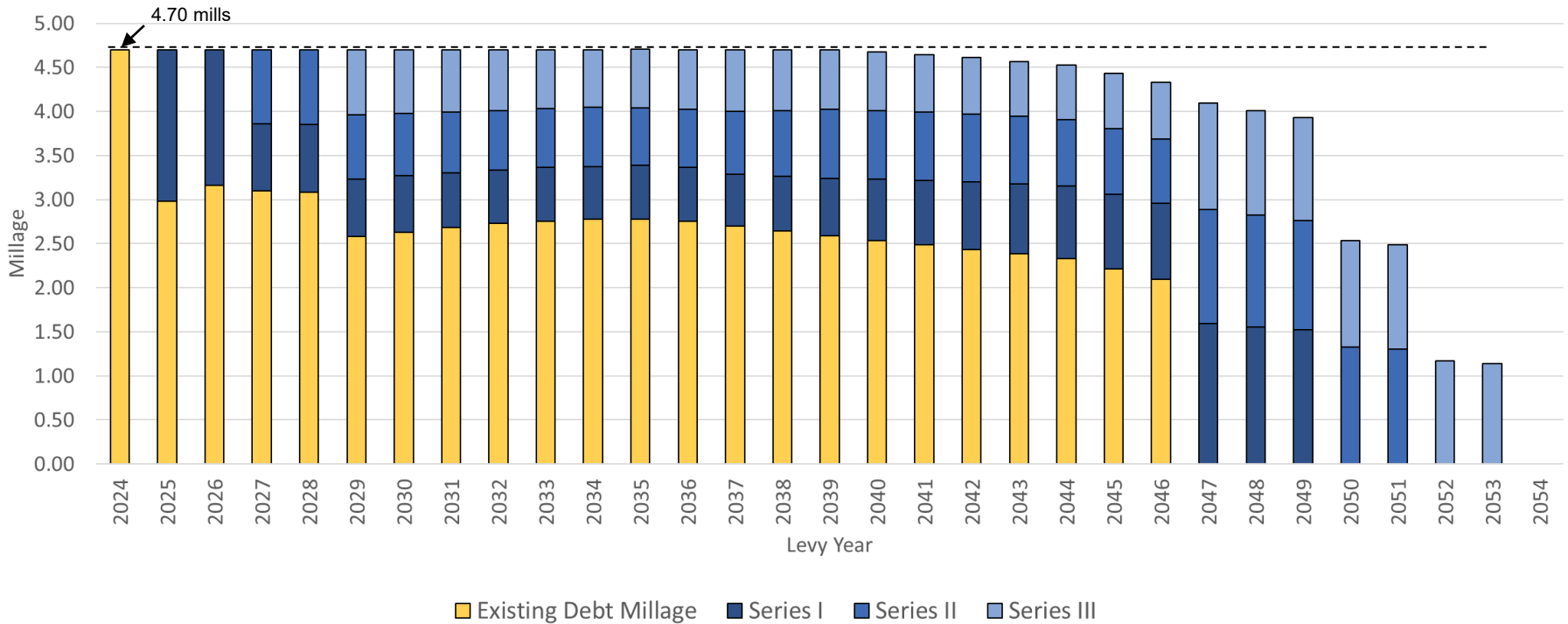
- The interest rates shown above are estimates. The actual interest rates will be determined at the time of sale. Changes in interest rates may impact the millage required. The final millage will be based on actual interest rates, actual bond payments and actual taxable values.



# Proposed Debt Millage

- Below is a graphical depiction of one of the proposed bond scenarios (3b) for a \$35 million bond proposal issued in 3 series of 25-year bond issuances.
- The yellow bars represent the estimated millage needed to service the existing debt. The various shades of blue represent the estimated millage needed to service the proposed new debt.

Owosso Public Schools - Millage Analysis - Table\_3b  
0.00 millage increase for \$35,000,000



\* Assumptions: Taxable value growth rates of 3% for 2025 – 2027, 2.5% for 2028 & 2029, and 2.07% (or the 20-year historical average) thereafter, as well as use of debt fund balance on hand.





## Remaining 2024 through 2026 Elections

Election Dates	State Qualified Preliminary Qualification Meeting	Filing Deadline
Nov. 5, 2024	June 2024	Aug. 13, 2024
May 6, 2025	December 2024	Feb. 11, 2025
<b>Aug. 5, 2025</b>	<b>March 2025</b>	<b>May 13, 2025</b>
Nov. 4, 2025	June 2025	Aug. 12, 2025
May 5, 2026	December 2025	Feb. 12, 2026
Aug. 4, 2026	March 2026	May 12, 2026
Nov. 3, 2026	June 2026	Aug. 11, 2026

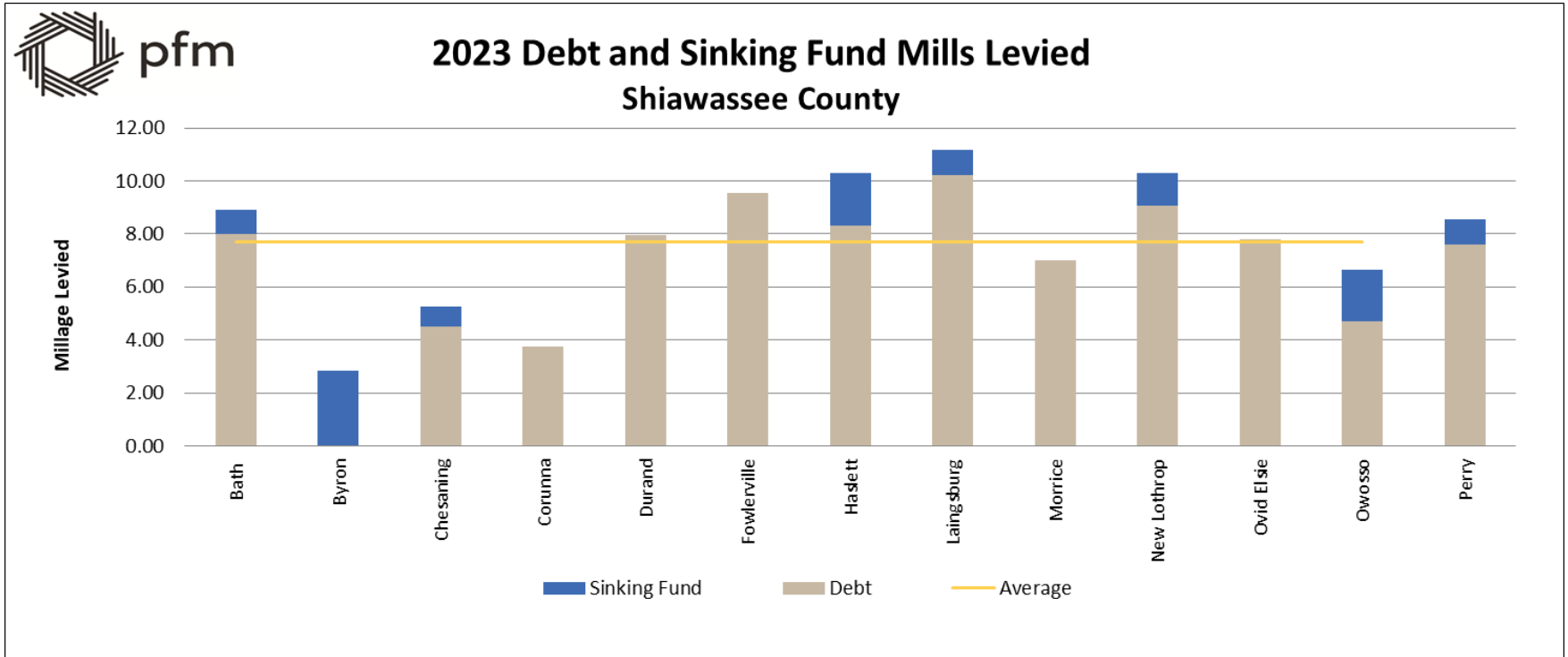
### Estimated Lead Time

- 5 months to 1 year before election
- Ballot prepared at Preliminary Qualification meeting, if applicable, or by filing deadline if Non-Qualified (or Sinking Fund)
- Project scope finalized no later than a week before ballot is to be written (see above dates for State Qualified vs. Non-State Qualified bond votes)



# Surrounding School Capital Millage Rates

- The graph below provides the capital related millage rates levied in 2023 for the schools in Shiawassee County, with an average millage rate of 7.69 mills
  - Owosso Schools no longer levies a sinking fund millage
- Schools within the County which held “no millage increase” bond elections recently included: Chesaning, Durand and Morrice. Bath recently issued its final series of its 2017 no millage increase authorization.

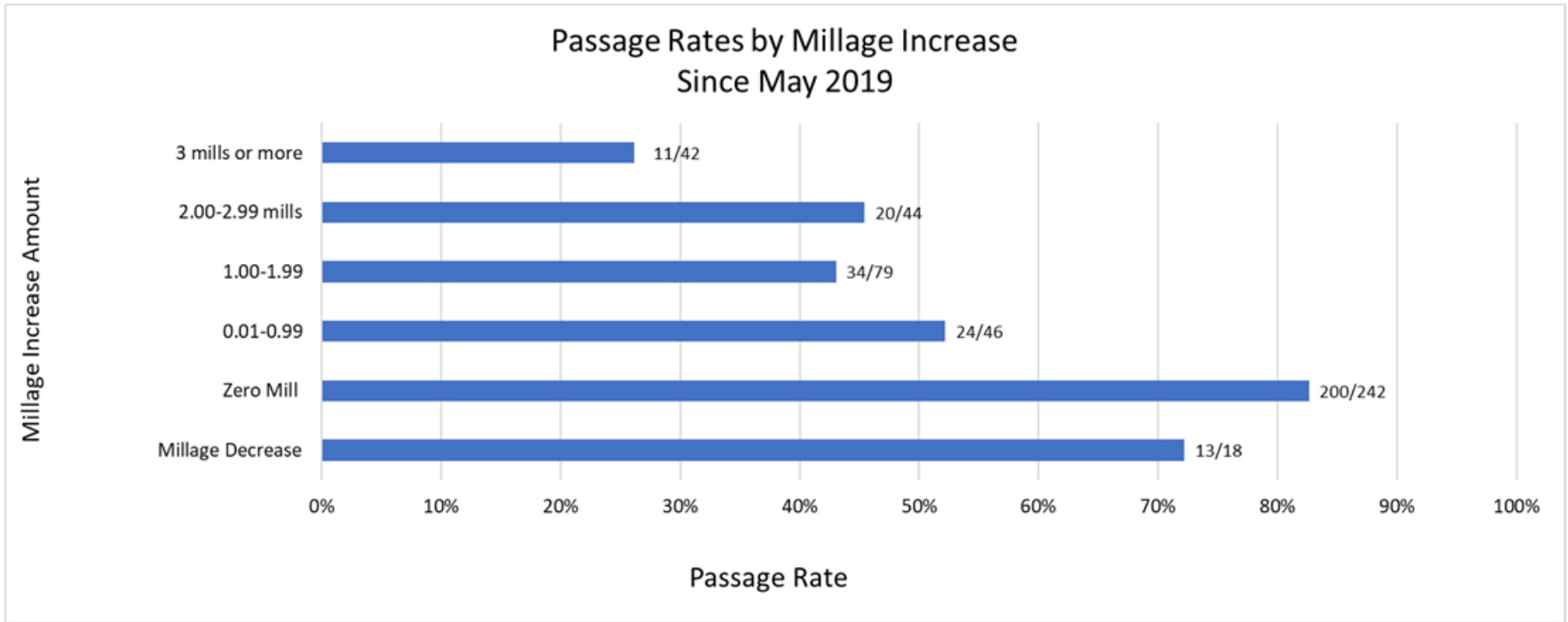


Source: Shiawassee County 2023 Apportionment Report and Individual School Districts  
Average Debt and Sinking Fund Millage: 7.69 mills



## School Debt Election Statistics by Millage Increase

- The graph below shows the outcome of Michigan k12 school bond elections by millage increase since May 2019.



Source: PFM internal records of election results.



# Election Statistics for Michigan School Bond Proposals

- School bond elections with a no millage increase have a higher passage rate (**84%**) than propositions with a millage increase (**51%**).
- Presidential and Gubernatorial election dates could also impact voter turnout, and election results.

Elections	School Bond Proposals	Passage Rate	With Millage Increase	Passage Rate	Without Millage Increase	Passage Rate
Aug-14	7	71%	5	80%	2	50%
Nov-14	*** 13	62%	12	58%	1	100%
Feb-15	17	65%	14	57%	3	100%
May-15	30	57%	17	35%	13	85%
Aug-15	9	56%	5	40%	4	75%
Nov-15	31	74%	22	64%	9	100%
Mar-16	* 4	75%	4	75%	0	n/a
May-16	40	83%	31	77%	9	100%
Aug-16	13	62%	9	56%	4	75%
Nov-16	** 9	78%	6	83%	3	67%
May-17	29	55%	19	32%	10	100%
Aug-17	8	50%	4	25%	4	75%
Nov-17	35	74%	17	71%	18	78%
May-18	35	63%	30	60%	5	80%
Aug-18	11	82%	4	75%	7	86%
Nov-18	*** 24	75%	14	57%	10	100%
May-19	37	68%	24	50%	13	100%
Aug-19	5	80%	3	67%	2	100%
Nov-19	34	68%	18	44%	16	94%
Mar-20	* 17	82%	10	70%	7	100%
May-20	23	91%	9	78%	14	100%
Aug-20	31	65%	18	39%	13	100%
Nov-20	** 11	100%	9	100%	2	100%
Mar-21	2	0%	2	0%	0	n/a
May-21	32	81%	11	55%	21	95%
Aug-21	14	71%	5	60%	9	78%
Nov-21	25	64%	10	40%	15	80%
May-22	32	66%	13	46%	19	79%
Aug-22	13	46%	6	17%	7	71%
Nov-22	*** 23	57%	13	31%	10	90%
May-23	38	58%	21	43%	17	76%
Aug-23	16	69%	4	25%	12	83%
Nov-23	45	51%	21	10%	24	88%
Feb-24	* 7	14%	2	50%	5	0%
May-24	43	60%	13	15%	30	80%
Aug-24	24	50%	5	40%	19	53%
<b>Totals</b>	<b>787</b>	<b>520 passed</b>	<b>430</b>	<b>219 passed</b>	<b>357</b>	<b>301 passed</b>
		66%		51%		84%

\*Presidential Primary      \*\*Presidential Election      \*\*\*Gubernatorial Election  
 Source: PFM Financial Advisors LLC, Ann Arbor, MI (734) 994-9700

# Questions?

## PFM Financial Advisors LLC

555 Briarwood Circle, Suite 333  
Ann Arbor, MI 48108  
(734) 994-9700



Kari L. Blanchett  
Managing Director  
(734) 794-2523  
blanchettk@pfm.com



Aaron Wright  
Senior Managing Consultant  
(734) 794-2537  
wrighta@pfm.com





Kari Blanchett ★  
Managing Director



Nate Watson ★  
Managing Director



RJ Naughton ★  
Director



Brodie Killian ★  
Director



Dale Deis ★  
Senior Managing Consultant



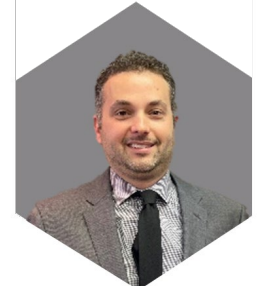
Sean Wahl ★  
Senior Managing Consultant



Kristine Griffiths ★  
Senior Managing Consultant



Sarah Moore ★  
Senior Managing Consultant

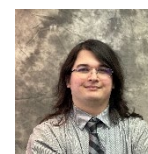
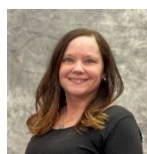
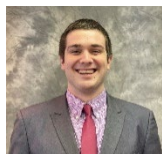
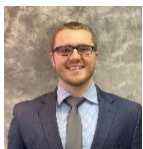


Aaron Wright ★  
Senior Managing Consultant

## Our Other Michigan Project Support Team

Nathan Thomas, Senior Analyst ★  
Vincent Hayes, Senior Analyst ★  
Stacy Adkins, Managing Municipal Bond Assistant  
Nicole Weddington, Municipal Bond Assistant II

Lauren Kaufman, Municipal Bond Assistant II  
Jacob Murphy, Municipal Bond Assistant  
Destiny Avant, Senior Associate





# PFM Financial Advisor LLC - Disclosures

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OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **NOTICE OF BOARD OF EDUCATION MEETING**

Please take notice that the Owosso Public Schools Board of Education will be holding a regularly scheduled Board Meeting on Wednesday, August 28, 2024. The meeting will take place at 5:30pm, located at the Washington Campus Administration Building, Gymnasium, at 645 Alger St, Owosso, MI 48867.

DATE OF MEETING: Wednesday, August 28, 2024

HOUR OF MEETING: 5:30pm

LOCATION OF MEETING: Washington Campus Administration  
Building, Gymnasium  
645 Alger St, Owosso MI 48867

PURPOSE OF MEETING: 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 St, Owosso MI 48867

Board of Education, President  
Owosso Public Schools